

PROFESSIONAL AND ETHICAL CONDUCT POLICY
Professional Education Unit Licensure Programs
and College of Education Degree and Licensure
Programs UNIVERSITY OF CENTRAL ARKANSAS
Approved August 2010
Revised March 2015

The purpose of this policy is to address professional and ethical behavior not addressed by other university or college policies. This policy does not address student academic performance or academic misconduct issues addressed in other university policies.

Standards of Professional and Ethical Conduct:

To ensure that the highest standards of professional and ethical conduct are promoted and supported in the College of Education and UCA's Professional Education Unit, students must adhere to the prescribed professional and ethical standards of the profession and/or discipline for which the student is preparing, as adopted or recognized as authoritative by the relevant academic program [e.g. American College Personnel Association, American Educational Research Association, American Federation of Teachers, American Psychological Association, Arkansas Professional Licensure Standards Board Code of Ethics for Arkansas Educators, National Education Association, or other standards relevant to the profession].

Professional and Ethical Misconduct Definition:

Professional misconduct is defined as behavior that violates professional or ethical standards for the profession or content area for which a student is preparing as adopted or recognized as authoritative by the relevant academic program. The term includes, but is not limited to, misconduct that demonstrates the student's unsuitability for the program, placement, profession, or discipline.

Professional and Ethical Misconduct Report and Review:

A student who engages in professional or ethical misconduct may be subject to academic sanctions including but not limited to written reprimand, remediation, grade reduction, probation, repeating internship, failing grade, removal from clinical experiences, suspension or dismissal from the program or the University, or other sanctions as appropriate.

Misconduct Report:

Any person who observes or discovers that a student has engaged in professional or ethical misconduct should file a written report with the appropriate department chair within ten (10) business days of the date of discovery of the alleged violation. For violations that occur in clinical settings, the College of Education strongly recommends that the report is filed within a shorter time frame to assure minimal disruption of the clinical setting. The student may be removed from the clinical setting for the duration of the review and appeal process depending on the nature of the allegation. Once the report has been filed, the issue will be investigated by appropriate personnel (e.g., the student's home department) and in collaboration with the College of Education as appropriate. The student will be informed of the findings and decisions of the investigation within ten (10) days. If a student feels the decisions are inappropriate or inaccurate, s/he may appeal the decisions by following the College of Education Appeals Policy.

Department Chair Review: Within ten (10) business days of the receipt of the complaint, the department chair will discuss the alleged misconduct with the accused student and give the student an opportunity to respond. The department chair may interview the complaining party and any other persons believed to have pertinent factual knowledge of the allegations (e.g. mentor teacher, university supervisor, program coordinator, or others). The chair may also review any other relevant evidence, including documentary evidence.

Within ten (10) business days of the receipt of the misconduct report (Step 1), the chair shall determine whether there is a reasonable basis to believe that the student engaged in professional or ethical misconduct. If the department chair determines that there is no reasonable basis to believe that the student engaged in professional or ethical misconduct, the chair will notify the student and the matter will be dismissed. If the department chair determines that there is a reasonable basis for believing that the student engaged in professional or ethical misconduct, the chair shall determine the appropriate sanction(s) and shall take steps that are appropriate to implement the sanction(s).

Appeal Procedures:

- 1. Dean(s) Level Appeal and Review:** If the student has reason to believe the decision of the department chair was arbitrary and capricious, the student may submit a formal written appeal within (10) business days of the Department Chair's decision. The written appeal is to be submitted to the Dean of the College in which the student is earning his/her degree as well as to the College of Education Dean if a licensure issue is at stake. The Dean (or Deans) will review the allegations, evidence, and sanctions; a ruling will be made within ten (10) business days of receiving the written appeal.
- 2. Provost Level Appeal and Review:** If the student has reason to believe the decision of the Dean(s) was arbitrary and capricious, the student may submit a formal written appeal to the Provost (or his/her designee) within ten (10) business days of the Dean's(s') decision. The decision of the Provost (or his/her designee) is final.

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