

## Student Behavior and Professional Conduct

1. Students and other members of the HUC-JIR community are expected to abide by the highest moral values of our faith traditions, including personal conscience, professional conduct and integrity, and honorable social relationships. Students must be conscientious in avoiding the appearance of misconduct on campus, in congregations, schools, agencies, and in the broader community.
  - a. Because a HUC-JIR student's primary reason for serving in fieldwork settings is due to her/his affiliation with the College-Institute, this policy on student behavior and professional conduct will govern the student in those settings. However, this does not preclude action by the organization where the fieldwork is being performed or the involvement of local law enforcement and courts with appropriate jurisdiction.
  - b. Community conduct and ethical standards include:
    - i. Respect for the rights, differences, and dignity of others
    - ii. Honesty and integrity in all dealings
    - iii. Conscientious pursuit of excellence in one's work
    - iv. Accountability for actions and conduct on the campus and in the workplace
  - c. The College-Institute may take disciplinary action as it deems necessary should the standards of personal and ethical conduct be violated. Violation of these standards shall include, but is not limited to:
    - i. Academic misconduct including, but not limited to, plagiarism or cheating
    - ii. Abuse of alcohol or drugs
    - iii. Discriminatory or harassing behavior
    - iv. Sexual Misconduct (including, but not limited to, sexual harassment and sexual assault)
    - v. Interpersonal violence (including, but not limited to, domestic violence, dating violence, and stalking)
    - vi. Giving false statements to the College-Institute orally or in writing including, but not limited to, one's application for admission or registration or altering records
    - vii. Violation of the Technology Usage Policy
    - viii. Financial malfeasance
    - ix. Violent behavior
    - x. Use of abusive or offensive language
    - xi. Creating a hostile or threatening environment
    - xii. Theft of College-Institute or personal property
    - xiii. Violation of College-Institute academic regulations and policies
    - xiv. Disrespect toward a College-Institute employee

- xv. Students involved in a criminal violation are accountable to local authorities but may also be subject to discipline by the College-Institute.
2. Other than complaints related to discrimination, harassment, sexual misconduct, or interpersonal violence, complaints of a student's alleged inappropriate behavior are to be brought to the Program Director (or the Dean's designee). The Program Director (or Dean's designee) will investigate the charges further, and consult with the student, appropriate faculty, student representatives and any outside consultants or other individuals deemed necessary to determine whether disciplinary action is warranted. Complaints related to sexual misconduct or interpersonal violence should be made to the Title IX Coordinator (see the Sexual Misconduct and Interpersonal Violence Policy for more information). All other complaints of discrimination and/or harassment should be made to the National Director of Human Resources who serves as the Title IX Coordinator (see the Equal Opportunity and Non-Discrimination Policy for more information).
- a. When community and ethical standards have been broken, the offender should, ask forgiveness, avoid repetition, and make restitution whenever possible.
  - b. The student's program director may suggest that the student seek counseling or other expert treatment.
  - c. The College-Institute's National Director of Legal Affairs should also be contacted for review and consultation.
  - d. A Program Director (or the Dean's designee) may issue a written reprimand to the student and may also place the student on immediate probation.
  - e. In an emergency situation, the Dean (or Dean's designee) may determine that it is appropriate to immediately remove the student from the campus and related educational activities. The student's Program Director should follow-up immediately by investigating the situation and determining the next appropriate steps which may include a Student Tenure Committee meeting.
  - f. A student's tenure may be terminated if it is determined that he/she engaged in inappropriate behavior that renders him/her unsuitable for his/her chosen profession, including but not limited to behavior that is unethical, illegal, or otherwise inconsistent with the codified standards of the individual professional organization of the field for which the student is preparing himself/herself.
  - g. Additionally, the Program Director (or Dean's designee) may determine that a Student Tenure Committee should be convened in order to consider the situation and, if necessary, the Committee may determine the appropriate disciplinary course of action.

- h. The Student Tenure Committee will be governed by the procedures and timelines outlined elsewhere in this Handbook.
- i. The disciplinary actions that may be taken by the Student Tenure Committee include:
  - 1. Reprimand and disciplinary probation
  - 2. Temporary suspension with time and terms of re-admission indicated
  - 3. Indefinite suspension with time and terms of re-admission not indicated. Return to the College-Institute would be determined by the student's Program Director
  - 4. Removal of financial assistance
  - 5. Permanent dismissal
- j. The student may appeal the decision of the Student Tenure Committee using the same process described elsewhere in this Handbook.