



BOISE STATE UNIVERSITY

COLLEGE OF HEALTH SCIENCES

COHS Clinical/Non-Clinical Internship/Practicum Suspension/Dismissal Policy

Boise State University College of Health Sciences Policy #315

Adopted Date: 8-23-21

Purpose:

To provide guidelines for the suspension or removal of students from a clinical/non-clinical practicum, internship, or field placement assignment due to unsafe, unethical, or other unprofessional practices or violations of policy as defined by unit/department policy/handbook.

Scope:

Applies to all programs that have a clinical/non-clinical practicum, internship, other off-site experience, or field placement for students.

Responsible Parties:

All academic units recognized in the College of Health Sciences

Introduction:

A student is expected to adhere to the standards outlined in the University Code of Conduct, their program's policies and professional Code of Ethics, and the agency's rules and procedures during these learning experiences. Should a student's conduct deviate from these standards, they may be suspended or removed from the course and/or program. The imposition of suspension or dismissal is a very serious matter and cannot be recommended or imposed in the absence of substantiated reasons. Any such action against a student requires a formal written allegation of misconduct.

If it is determined by the academic unit or the placement agency that the actions of a student have violated the University Code of Conduct, their program's policies and professional Code of Ethics, and/or the agency's rules and procedures at such a level that the student's behavior and/or judgement has been seriously impaired, then the student may be suspended or dismissed from the setting. This could also lead to the student being dismissed from the program.

The following policy and procedures govern the dismissal process or suspension process. All policies and procedures developed by academic units must be in accordance with College and University policy and shall be approved by the Dean of the College of Health Sciences before becoming effective.



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POLICY

I. Policy Statement

- A. It is the policy of the College of Health Sciences that a student may be dismissed from any course having a clinical or nonclinical practicum, internship, or field placement component for reasons of:
1. non-compliance with department or agency policy
 2. non-compliance with University Code of Conduct
 3. non-compliance with the respective professional Code of Ethics
 4. unsatisfactory performance as outlined by the policies and procedures of the academic units.

II. Procedures

- A. It is the responsibility of the academic unit to develop procedures which assure adherence to the academic unit and agency procedures, University Code of Conduct, and professional ethical standards, and provide due process and equal protection for the student. The procedures must include, but not necessarily be limited by:
1. Objective criteria for safe practice and appropriate behaviors.
 2. A process that clearly stipulates the communication process between the student and faculty in cases where violation of policy is probable or apparent.
 3. The procedures of the academic unit must have language that stipulates that the faculty responsible for the course must provide feedback to students in writing concerning their progress.
 4. The process that will be used to inform the student in writing, if, in the best professional judgement of the supervising faculty or the academic unit director, coordinator, or other unit designee, the policy of the academic unit has been violated. Information to the student must include:
 - a) the specific failure(s) regarding the established criteria
 - b) the action contemplated, if warranted, to be taken by the faculty and the requirements of the student to correct the problem.



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- c) procedures for the student to follow for review of this action as determined by the academic unit's policy and procedure.
 5. A procedure that describes how the grade will be determined for the student in the event that s/he is not reinstated into the course.
 6. Procedures for a student terminated from a course or program for gaining readmission into that course or program.
 - a) It should be clearly identified to the student that readmission is not automatic and will be determined by the department on a case-by-case basis and the availability of space in limited enrollment programs.
 7. Procedures for a student to follow in appealing decisions made at the academic unit level. These include, but are not limited to a description of the:
 - a) timeline for the submission of an appeal from a student.
 - b) composition of the faculty review panel or committee.
 - c) procedures for the student to submit information relevant to their appeal and timeline.
 - d) documentation of appeal hearing to include any recordings or written records
 - e) disposition of findings including methods used to notify the student and timeline
- B. If the student disagrees with the sanctions imposed by the academic unit, the student may appeal to the Associate Dean of the College of Health Sciences by following this process:
1. The student will deliver to the Associate Dean of the College of Health Sciences within five (5) business days of the date of issuance of the academic unit's decision, a written statement of the declaration to appeal the decision made at the academic unit level. The declaration should set forth the basis for the student's appeal of the academic unit's decision, and all supporting documents. The Associate Dean's office will provide the student with a receipt that their document was received.
 - a) The Associate Dean will meet with the student to discuss the appeal within 7 business days.



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- b) The student may bring a person of support (non-participant) to the meeting.
 - (1) Parties may have a representative present during a hearing if they so elect, however, representatives may not advocate on a party's behalf or otherwise participate in the proceedings.
 - (2) Any representatives allowed at a hearing must agree to protect the confidentiality of the proceedings.
 - c) The Associate Dean will notify the student of the College of Health Sciences' final decision within five (5) business days after the meeting, by email to their Boise State email.
 - d) A hard copy of the Associate Dean's decision will also be sent registered U.S. mail to the student's mailing address on file in the academic unit.
- C. Further appeal, limited to due process or the level of sanction imposed, can be made to the Office of the Provost using the following policies as a guide.

[University Policy 3140](#)

[Student Code of Conduct](#)