STUDENT CODE OF CONDUCT

POLICY

Professional Conduct

The chiropractic profession strives to maintain the highest ethical standards. It is felt that chiropractic students should begin to manifest those ethical standards at the time the decision is made to become a doctor of chiropractic. Therefore, lying, cheating, stealing, vandalism or other similar offences are not tolerated. Students are expected to always conduct themselves as professionals. Their behavior and actions within the community should reflect the professional objectives of the college and the chiropractic profession.

The *Student Code of Conduct* shall serve as a guide to all at Sherman College for the development of personal character and integrity, based on the understanding that an adherence to truth ensures success in all aspects of life. In recognition of the importance of the above-mentioned values to the discipline of chiropractic, students are required to adhere to the *Student Code of Conduct* as set forth herein. The fundamental principles of this code include:

a. Total abstinence from all forms of academic dishonesty
b. Respectful use of college facilities, resources and services
c. Compliance with established college policies

All members of the college community, including faculty, students, staff, and administration, have an obligation and responsibility to report to the director of student affairs, or the dean of basic sciences, dean of clinical sciences or dean of clinics any violation of the *Student Code of Conduct*.

Violations of the *Student Code of Conduct* will not be tolerated by the college and may subject the student to disciplinary action. In addition to penalties imposed by the college, violations of the law may result in penalties being imposed by civil authorities. Death threats must be reported to the police, by law. Violations that create threats to physical safety will result in immediate removal from college grounds. Resolution of misconduct complaints shall follow the procedures set forth in the succeeding sections. The college is not bound by civil or criminal court procedures and may proceed according to policy. It is the responsibility of the college to uphold and protect the right to due process for all parties involved in disciplinary proceedings. This ensures fair and equitable treatment in accordance with established college policies and procedures.

The following lists are representative of inappropriate behavior for general misconduct, academic misconduct and chiropractic center misconduct. However, the lists are not all inclusive and the college reserves the right to address any behavior deemed inappropriate.

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I. General Misconduct (Director of Student Affairs)

a. Disruption of the educational process, which includes but is not, limited to classes, labs, assemblies, seminars/workshops, clubs, registration, meetings and the operation of the Chiropractic Center.
b. Damage to or destruction of college property.
c. Theft or unauthorized removal of property, whether college property or personal property.
d. Unauthorized or other improper use of college facilities or equipment, which includes, but is not limited to, violation of federal and state laws regulating duplication of copyrighted materials or gaining unauthorized access to any college facilities and/or equipment.
e. Mental, psychological, racial, sexual, or other harassment of any person, including hazing, threats, coercion, intimidation, obscene verbal abuse, written threats, gestures, or other forms of harassment.
f. Indecent, disorderly, lewd, or obscene conduct.
g. Conviction of a felony while enrolled.
h. Failure to comply with official college requirements and directions (including attendance or presence on campus when suspended), policies, or federal, state, or local laws or statutes.
i. Using the college's computer network to transmit, receive or access offensive, obscene, or inappropriate material is strictly prohibited
j. Manufacture, use, possession, or sale of illegal drugs or alcoholic beverages on college properties or at college events) or being under the influence of the same while on campus, or while representing the college at community events or at college sponsored events.
k. The college prohibits the use of tobacco and tobacco like simulated products on campus grounds regardless of whether it is smoked, vaped, chewed, or held in the mouth. Use is also prohibited while you are representing the college in the community or at college sponsored events away from the campus.
l. Willful violation of, or repeated failure to comply with, any college rules or standards regarding personal appearance and hygiene, clinical supervision, professional conduct, academic regulations, regulations governing student organizations, or any other standards of the college as published on the college website, in the *Catalog*, *Student Intern Handbook*, or other official college documents.
m. Failure to follow directions or disrespect to any college employee, another student, college visitor, or campus security and/or contract employees.
n. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or at college sponsored events.
o. Misrepresentation of the college to outside individuals or agencies.

p. Behavior that creates a danger to the college and campus community members, (i.e., bomb threats).
q. Intimate personal relationships between students, and administrators, staff, faculty or patients are prohibited, apart from a disclosed, existing relationship prior to matriculation.
r. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
s. Conduct that undermines the college's internal judicial system, including but not limited to:
    i. Failure to obey the summons of a judicial body or college official.
    ii. Falsification, distortion, or misrepresentation of information before a judicial body.
    iii. Disruption or interference with the orderly conduct of a judicial proceeding.
    iv. Institution of judicial proceeding knowingly without cause.
    v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
    vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the judicial proceeding.
    vii. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
    viii. Failure to comply with the sanction(s) imposed by any disciplinary board including but not limited to Student Conduct Review Board, Title IX or Academic Affairs Committee.
    ix. Unprofessional conduct on- or off-campus. A student's conduct on- or off-campus reflects his/her ability to be a professional and reflects on the college and the chiropractic profession.
t. Unauthorized adjusting on- or off-campus. Administering chiropractic adjustments, clinical management protocols or any other clinical chiropractic intervention without the direct supervision of approved Sherman College faculty is prohibited by students. This prohibition is in effect regardless of geographic location or legal jurisdictional regulations. Students may participate in missions' trips provided they do not administer a clinical chiropractic intervention (i.e. chiropractic adjustment or other management). This conduct standard does not apply to students who are trained and choose to participate in activities or events including mission trips where they will offer other health care services unrelated to chiropractic. The college has no responsibility for services rendered outside the scope of chiropractic care.

u. The Office of Student Affairs shall have discretion to exercise jurisdiction over conduct which occurs off-campus and which would violate student conduct and discipline policies or regulations if the conduct occurred on campus when (1) the alleged misconduct indicates the student may be a threat to the safety or security of members of the college community or college property, functions or facilities, or disturbs the neighborhood or (2) the alleged misconduct involves academic work or any records, documents, or identifications of the college. Specifically, the Office of Student Affairs may choose to exercise jurisdiction over off-campus incidents where the alleged misconduct involves:
    i. Physical assault, threats of violence, or conduct that threatens health or safety of any person
    ii. Possession or use of weapons, explosives, or destructive devices
    iii. Manufacture, sale, or distribution of controlled substances
    iv. Hate crimes
    v. Hazing
    vi. Conduct, which would constitute felony burglary, robbery, theft, etc.
    vii. Disorderly conduct
    viii. Any other incident resulting in involvement with law enforcement or breaking local, state or federal laws

II. Academic Misconduct (Deans of Basic Sciences or Clinical Sciences)

The academic integrity of the college is the joint responsibility of both students and faculty. The freedom to teach and learn is a result of the collective conduct of the members of the college community. The learning environment should be one of trust, respect, fairness, and honesty.

a. Dishonesty in any form, including lying, furnishing false information, forgery or alteration. Falsification or any other unauthorized use of college documents, academic or other official records, identification or property, which includes, but is not limited to papers, examinations, registration or financial aid materials, application or other forms, reports, checks or clinic records.
b. Plagiarism is defined as the act of appropriating the work of another, or parts of another's work, or another's ideas and passing them off as the product of one's own mind. For plagiarism to occur, it is not necessary to exactly duplicate another's work, it being sufficient if unfair use of such work is made by lifting of substantial portion thereof (Black's Law Dictionary, 12th edition: Thomson Reuters, 2024).
c. Buying, selling, distributing or otherwise obtaining, possessing or using any copy of any material intended to be used as information on an exam, or possession of exams, before or after its administration.
d. Acting as a substitute for another person or using another person as a substitute during any exam.

e. Using the aid of others or providing aid to others in a manner prohibited by the instructor or college regulations, in the research, preparation, creation, writing, performing or publication of work for academic credit or evaluation.
f. Knowingly permitting one's work to be submitted by another person without that person's permission.
g. Attempting to influence or change one's academic evaluation or record for reasons other than achievement or merit.
h. Use of cellular phones, or other electronic devices during an examination or at any other time prohibited by college policy or college personnel (see Policy 1047).
i. Eating or drinking in the classroom is prohibited except as described in policy (see Policy 1031).
j. Changing a graded exam or answer sheet.

III. Inappropriate Test-Taking Behaviors (Deans of Basic Sciences or Clinical Sciences)

Certain behaviors are considered inappropriate during the administration of an instrument meant to evaluate student progress (examination, test, quiz, practical, etc.). If a proctor feels there is a problem, it should be brought to the attention of the primary instructor, who if satisfied that such misconduct has occurred will file a written report which includes name(s) of the individual(s) involved along with a description of the behavior to the appropriate dean. The reporting faculty member is to attach a copy of the test to the report.

The following behaviors are specifically prohibited:

a. Having personal belongings other than approved writing or test-taking implements in the vicinity of the test. Examples of personal belongings include but are not limited to briefcases, backpacks, purses, notebooks, textbooks, cellular phones, and unapproved electronic devices. These materials may be left at the front or back of the room. Prior to examinations, students are responsible for turning off and removing any electronic device including digital, and/or smart watches, analog watches and fitness trackers from their own person and placing them at the front of the room.
b. Eyes wandering toward anyone else's test.
c. Copying from another student's examination.
d. Placing one's test booklet, iPad and/or answer key so that another student may see it.
e. Study notes or materials that refer or relate in any manner to the test or quiz. Possession of "crib" notes of any kind (including writing information on the furniture). The college subscribes to the broadest definition of "crib" notes by Webster's Encyclopedic Unabridged Dictionary of the English Language, to wit, "a translation, list of correct answers or other illicit aid used by the students while reciting, taking exams or the like."
f. Wearing a hat or hoodie.

g. Unauthorized use of headphones.
h. Using unauthorized AI-assisted devices during testing including, but not limited to, prescriptive and non-prescriptive eyewear, hearing devices, listening devices, recording devices, etc.
i. Unauthorized exit from the room; anyone who leaves the room may not return.
j. Talking, tapping fingers, tapping feet, or making other distracting noises or gestures that may be interpreted as signaling or intentional disruptions.
k. Distracting others when entering or leaving the test area.
l. Speaking to or signaling another student while the test is in progress.
m. Unauthorized exchange of information during an exam.
n. Failure to follow the directions of the test administrator or proctors.
o. Inappropriate use of iPads during electronic testing or evaluations (see Policy 5006).
p. Involuntary and/ or uncontrollable actions or sounds creating an ongoing or consistent disruption in the testing environment may result in the student being asked to leave the testing area. This applies to any disruption, regardless of it being related to a physical, mental or behavioral issue. Furthermore, the student will be required to speak with Student Affairs to establish accommodations relative to the disruption, when applicable. Any student who continues to participate in the regular testing environment with uncontrollable disruptive behavior will be subject to disciplinary action as any other student who willingly disrupts the testing environment.

IV. Chiropractic Center Misconduct (Dean of Clinics)

Any intern who violates the rules/procedures of the Chiropractic Center, the policies of the college, or professional ethics will be subject to disciplinary action. For further information, please refer to the current issue of the *Student Intern Handbook*.

The following misconduct, including, but not limited to, is expressly prohibited:

a. Promising cure to patients
b. Inappropriately storing and/or discarding records
c. Using alcohol/drugs or being under the influence of any substance while in the Chiropractic Center
d. Unprofessional conduct, including but not limited to, intentionally disrespectfulness, hostile or threatening behavior or language
e. Unauthorized adjusting
f. Unethical solicitation of patients
g. Referencing patient case/concerns on social media platforms
h. Taking, utilizing, posting patient information
i. Forgery
j. Breach of confidentiality

k. The copying or duplication of patient records—by any means, including but not limited to screenshots, USB flash drives, memory cards, electronic devices, or transmission via email or text messages—is strictly prohibited

For a complete list, please refer to the *Student Intern Handbook*.

V. Hazing

Sherman College of Chiropractic is dedicated to maintaining a safe, inclusive, and respectful environment for all members of its community. Hazing, in any form, is strictly prohibited and is a violation of Sherman College's core values.

The definition of hazing "refers to any intentional, knowing, or reckless act—whether alone or with others—directed at an individual as part of joining, affiliating with, or maintaining membership in a student organization (e.g., club, team, fraternity, or sorority). This includes acts that cause or risk physical or psychological harm beyond what is reasonably expected in normal college or organizational activities, regardless of the participant's willingness" (Stop Campus Hazing Act).

All students and other individuals associated with Sherman College, including but not limited to any club, society, fraternity, sorority or other organizations, are prohibited from participating in any activity that could be described or perceived as hazing by either the intended individual(s) or by a witness. The college will immediately investigate any reports of hazing and if found guilty, individuals are subject to disciplinary sanctions up to immediate dismissal from the program.

Disciplinary Sanctions

Applied disciplinary sanctions are not required to be progressive and are implemented at the sole discretion of the college. Please refer to the college approved sanctions applicable to the various levels of violations, beginning on page seven (7) of Policy 8004b.

No Retaliation

In accordance with Policy 8015 (Student Grievance), retaliation of any kind is strictly prohibited. This policy is intended to encourage and enable employees, students, administration, and others to raise serious concerns within the college prior to seeking resolution outside the college. Therefore, the college prohibits retaliation against, threats, or punishment of anyone who reports an ethical violation in good faith, including, but not limited to, violation(s) of:

- the standards of professional conduct,
- Title IX,
- college policy,
- fraud
- government regulations, or
- the law.

The above references policy also safeguards anyone who cooperates and/or participates during an investigation or engages in other conduct protected by policy or law. Violation of this policy will result in disciplinary action, up to and including termination of employment and student dismissal.