

Professional Code of Conduct for Students

When you are a Department of Communication Sciences and Disorders graduate student, you must adhere to the highest standards of professional behavior and ethics. You should avoid even an appearance of improper behavior or lack of ethical standards while a student, in all professional settings, and in your personal life—and conduct yourself according to the standards expected of members of the professional community to which you aspire.

Regulations and Codes of Ethics

1. Students must adhere to the rules and regulations contained in the following UW statutes:
 - [UWS 14: Student Academic Disciplinary Procedures](#)
Violation of the Wisconsin Administrative Code UWS 14 may result in University disciplinary action such as disciplinary probation, suspension, or expulsion.
 - [UWS 17: Student Nonacademic Disciplinary Procedures](#)
Violation of the Wisconsin Administrative Code UWS 17 may result in University disciplinary action such as disciplinary probation, suspension, or expulsion.
 - [UWS 18: Conduct on University Lands](#)
Violation of the Wisconsin Administrative Code UWS 18 may result in University disciplinary action such as a fine of not more than \$500 for each offense, imprisonment for no more than 6 months for each offence, and/or disciplinary probation, suspension, or expulsion.
2. Students must adhere to the [ASHA Code of Ethics](#)
Violation of the ASHA Code of Ethics may result in disciplinary action as determined by the UW-Madison Department of Communication Sciences and Disorders.
3. Students must adhere to the [American Academy of Audiology \(AAA\) Code of Ethics](#)
Violations of the AAA Code of Ethics may result in disciplinary action as determined by the UW-Madison Department of Communication Sciences and Disorders.
4. Students must adhere to the Department of Communication Sciences and Disorders' Professional Behavior Code of Conduct as defined below: "Unprofessional behavior towards clients, faculty, staff, peers and public are significant issues in the evaluation and promotion of Communication Sciences and Disorders students. Inappropriate behavior may be grounds for failure to promote, dismissal and/or denial of degree. Separate and apart from a violation of the Professional Behavior Code of Conduct, a student may face University disciplinary action with regard to the same action.

Guidelines and Responsibilities

The following are professional behavior guidelines and responsibilities that the University of Wisconsin Communication and Sciences Disorders Department expects of its students.

1. **Interpersonal Relationships.** Students shall communicate with and treat instructors, fellow students, clients, staff, allied professionals and the public in a professional manner. This

includes addressing them in a collegial, professional manner and respecting individual rights to hold opinions that differ from their own.

2. **Honesty, Integrity and Confidentiality.** In the pursuit and achievement of all academic and professional matters, students shall act fairly and honestly. They shall treat all confidential information in an appropriate manner. In the clinical circumstance, the student-client relationship is dependent on the client's assurance that the clinician or student-clinician will not divulge sensitive information to others. Thus, client records and all conversations between student and client are considered confidential and shall not be disclosed or made available to any person not directly involved in the client's care.
3. **Professional Appearance.** Students shall maintain a physical appearance and personal hygiene that is conducive to developing effective client relationships. Students who do not appear well groomed and appropriately attired when interacting with a client are at risk for jeopardizing client respect and for creating a barrier to effective communication. Examples of inappropriate attire in professional settings include blue jeans, shorts, short skirts, tee shirts, and shirts revealing bare midriffs. In certain professional settings, facial jewelry, other than earrings, may be viewed as inappropriate.
4. **Professional Responsibility and Judgment.** Students are expected to meet their educational and clinical responsibilities at all times. While personal issues that conflict or interfere with such obligations can arise, every effort should be made by the student to resolve the conflict in a professional manner by assuring that client care is not compromised and that appropriate instructors, clinical supervisors, and administration are notified in a timely fashion. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Students shall not participate in classroom and clinical activities while under the influence of alcohol or any psychoactive substances, unless the use of such a substance is under the orders of a physician or other licensed health care provider.

Procedures for Alleged Infractions of the Professional Behavior Code of Conduct

The Professional Behavior Code of Conduct and the Procedures for Alleged Infractions of the Professional Behavior Code of Conduct shall be published on the Department's Web site. Students are responsible for reading the information and material as well as the information published on all the relevant web sites shown above. Lack of knowledge of this information does not excuse any infraction.

Concerns about infractions of the Professional Behavior Code of Conduct may be effectively handled informally between the instructor and the student. If a resolution is not achieved, a UW-Madison Department of Communication Sciences and Disorders Advisor may be brought into the discussion.

In cases of allegations of unprofessional behavior:

1. Faculty, residents, staff, fellow students, clients or members of the non-academic community who believe that a student has failed to adhere to the Professional Behavior Code of Conduct should contact the chair's office of the Communication Sciences

and Disorders Department within a reasonable time of learning of the alleged failure. The chair's designee will advise the alleging party of the appropriate University and Department of Communication Sciences and Disorders procedure that may apply to the situation.

2. If appropriate, the chair's designee will instruct the alleging party to prepare a written statement describing the alleged failure to adhere to the Professional Behavior Code of Conduct. This statement, along with any supporting materials, shall be submitted to the office of the chair within ten (10) days of the issuance of the instructions.
3. In writing, the chair's designee shall notify the student who is alleged to have failed to adhere to the Professional Behavior Code of Conduct of the allegation. The chair's designee shall either: a.) request written response by the student to the allegation, to be submitted to the chair's office within ten (10) days of notice, or (b) schedule a meeting with the student to discuss the allegation.
4. The student may contact their advisor for information regarding the investigation and review process.
5. Following investigation and review of all available information, the chair's designee shall determine whether the allegations potentially violate the Professional Behavior Code of Conduct. If so, the chair's designee shall send a letter to the student explaining findings of the investigation and informing the student that the case will be presented to the Professional Behavior Committee consisting of a Communication Sciences and Disorders department advisor and two other faculty members as determined by the chair.
6. The chair's designee shall present the case to the Professional Behavior Committee.
7. The student shall attend an open-session portion of the Committee meeting and may be accompanied by an advocate.
8. The student shall have an opportunity to present relevant information, including witnesses. The student also has the right to question any witness presented by the department.
9. Each party must speak for him/herself, including questioning of witnesses, even if legal counsel or another representative has been retained.
10. The meeting shall not be bound by common law or statutory rules of evidence and may admit information having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
11. The Committee shall make a record of the meeting. Any party to the meeting may obtain copies of the record at his/her expense.
12. The Committee shall have access to all relevant school records of the student alleged to have failed to adhere to the Professional Behavior Code of Conduct.

13. The Committee shall make its decision during a closed-session portion of the meeting. Decisions are made by a majority of voting members present.
14. If the Committee finds a student has violated the Professional Behavior Code of Conduct, when determining appropriate sanction, the Committee may take into account prior incidences of review by the Committee. Allegations of unprofessional behavior brought to the attention of the Chair but not requiring review by the Committee and allegations of academic or nonacademic misconduct brought to the attention of the Dean of Students also may be taken into consideration.
15. Sanctions that may be imposed for unprofessional behavior include:
 - Written reprimand
 - Denial of specified UW-Madison Department of Communication Sciences and Disorders privilege(s)
 - Imposition of reasonable terms and conditions on continued student status
 - Disciplinary probation
 - Restitution
 - Removal of the student from the course(s) in progress
 - Failure to promote
 - Withdrawal of an offer of admission
 - Placement on Medical Leave for up to one year
 - Suspension from a UW-Madison Department of Communication Sciences and Disorders program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis
 - Suspension from a UW-Madison Department of Communication Sciences and Disorders program. The suspensions may range from one semester to four years.
 - Dismissal from a UW-Madison Department of Communication Sciences and Disorders program
 - Denial of a degree
16. A student receiving any sanction included in (d) through (m) above is not permitted to seek or hold office in any Department of Communication Sciences and Disorders school student organization, is not permitted to represent the Department of Communication Sciences and Disorders in any capacity, and is ineligible for awards and non-needs-based scholarships from the Department of Communication Sciences and Disorders.
17. The Committee shall prepare written findings of fact and a written statement of its decision based upon the record of the meeting. If the decision by the Committee is adverse to the student, the decision shall include notification that the student may appeal the decision to the chair.

18. The decision of the Committee shall be delivered in writing to the student either by personal delivery or by first class US mail.

Appeal of a Decision of the Professional Behavior Committee

1. A student may appeal a decision of the Professional Behavior Committee to the chair of the Department of Communication Sciences and Disorders. Appeals shall be in writing and be received or postmarked within ten (10) calendar days of the student's receipt of the Committee's decision. The appeal must be based on: 1) new facts that were not available at the time of the Committee meeting and that have direct bearing on the student's professional behavior, 2) a claim of inadequate consideration of specific information by the Committee, 3) a claim that the Committee did not follow appropriate procedures, or 4) a claim that the Committee's action was unduly severe. If an appeal is based on availability of new facts that were not available at the time of the Professional Behavior Committee meeting, the Chair may direct the Committee to reconsider the case. The Chair's decision is final.
2. Any Committee decision involving medical leave, suspension, or dismissal will be referred automatically to the Chair for review. If, upon review, the Chair upholds the decision of the Committee, the student may appeal the decision to the faculty of the Department of Communication Sciences and Disorders. In such an appeal, the student shall appear in person before the Faculty of the Department of Communication Sciences and Disorders at a regular or a specially-called faculty/academic staff meeting to present his/her case. Voting faculty/academic staff members in attendance will render an appeal decision, which is final.
3. In the case of appeal to the Chair or to the Faculty, the student must speak for him/herself, even if legal counsel has been retained.