

ADDENDUM TO STUDENT HANDBOOK

Disciplinary Actions Related to Violations of Student Code of Online Classroom Conduct & Professional Behavior

Rules and regulations are necessary to provide for the safety, fairness and quality of education of all online students and must be enforced to be effective. The following procedures and steps will be followed in the event disciplinary actions are necessary in a given incident:

Step 1: Verbal Warning: In instances of student misconduct, as defined in the Hunter Business School General Student Handbook, specific program handbook and the Student Code of Online Classroom Conduct & Professional Behavior, students are given a verbal warning with the intention of mitigating and correcting the specific behavior of concern. Incidents of Verbal Warning will be recorded and maintained in the student's permanent file.

Step 2: Counseling: In the instance of a second offense for the same student, whether or not the incident is the same or different from the original behavior of concern, a counseling session will be mandated as the next remedy utilized by the Program Director, Clinical Coordinator, faculty and if necessary, Director of Education and/or Campus Director. The goal is to correct a student's conduct, performance, attendance, attitude, etc. It is confidential and conducted in a positive and constructive fashion. During the counseling session, the student will be given a set of goals to strive toward to alleviate the problem or problems. Counseling sessions will be documented and maintained in the student's permanent record. Student's will also be notified by email regarding the need to attend this counseling session to discuss and try to resolve the presenting issue.

Step 3: Probation: Probation may be an outcome of the counseling session, a decision made at the discretion of the staff member and with the agreement of the Director of Education. Probation is a period of time, defined by the staff member and Director of Education, during which the student's conduct, attitude and educational achievements will be closely observed by the faculty and other supervisory personnel. If a student fails to respond to correcting their deficiencies during their probationary period, he or she will be subject to dismissal. All incidences resulting in probation will be documented and will become part of the student's permanent record.

Step 4: Immediate Dismissal: Immediate dismissal is defined as an immediate termination of a student for severe acts of misconduct or poor performance. Final determination will be left up to the discretion of the Director of Education and/or other school officials. The following are causes for immediate dismissal but are not limited to:

- Failure to meet the conditions imposed through probation.
- Abusive treatment of fellow online students and/or faculty such as threatening, intimidating or coercing online school mates, faculty or other Hunter personnel.
- Discrimination against anyone associated with your class due to race, color, sexual orientation or national origin.
- Conduct likely to jeopardize the normal and efficient operation at the online school environment.
- Being under the influence of drugs, narcotics, or intoxicants while online.
- Insubordination or refusal to perform duties assigned.
- Malicious gossip or remarks concerning anyone involved with your online training.
- Unauthorized disclosure of confidential information.
- Other forms of immoral, unethical or grossly improper conduct.

I have read the above and understand the significance of violating the Student Code of Online Classroom Conduct & Professional Behavior. I understand that any breach of those conditions may result in my removal from this online course(s) entirely and School.

Date: _____ Student Name: _____

Student Signature: _____