

DISCIPLINARY PROCEDURES FOR THE YALE SCHOOL OF NURSING

The Yale School of Nursing (“YSN”) has adopted the following procedures for addressing reports that its students have violated its Personal Conduct and Academic Integrity Standards. The Standards are available here: [Personal Conduct and Academic Integrity Standards](#) . Yale University has developed a separate process for addressing reports of sexual misconduct, the University-Wide Committee on Sexual Misconduct Policies and Procedures, which may be reviewed here: <https://uwc.yale.edu/policies-procedures/uwc-procedures>.

1. The Dean and the Disciplinary Committee

The Dean of YSN oversees the implementation of these procedures. The Dean may delegate any of the Dean’s responsibilities to other faculty or staff members at the University as needed.

The Dean will appoint a standing Disciplinary Committee consisting of members of the YSN community (faculty, staff, or students). The Dean will appoint a faculty member or a senior administrator to serve as Chair of the Committee.

Both the Dean and the Committee Chair have discretion to modify these procedures to meet the needs of a particular case.

2. The Written Report

The disciplinary process begins when the Committee Chair receives a written report of conduct which, if true, would violate the YSN Standards and which, in the Chair’s judgment, warrants investigation (a “Report”). A written report of the conduct violation may be submitted to the Committee Chair through Yale secure email channels by a current Yale student, faculty member, or staff member.

3. Notification to the Respondent

The Committee Chair will provide the Report to the student alleged to have violated the YSN Standards (the “respondent”). After reviewing a Report, a respondent may elect to admit the alleged misconduct, in which case either the Dean or the Committee Chair may impose a sanction or, in their discretion, elect to convene a panel of the Disciplinary Committee to impose a sanction. Depending on the circumstances, the Dean, the Committee Chair, or the panel may elect to engage in some factual investigation before imposing a sanction.

4. The Case Panel and the Investigatory Meeting (in person or virtual)

If the respondent does not admit to the alleged misconduct in a Report, the Committee Chair will appoint three members of the Disciplinary Committee to serve as a case panel. The panel must include at least one faculty member, one student, and either a second faculty member or a staff member. A faculty member will act as panel chair.

If the respondent believes that a member of the panel may not be able to judge a case fairly, the respondent may provide a written explanation of the concern to the Committee Chair within two business days upon being notified of the panel make up. The Chair will then decide whether the panel member should be recused from the case and, if necessary, name a replacement within two business

days. If the respondent believes the Chair cannot judge a case fairly, the Dean may substitute for the Chair in making the decision about any conflict.

The case panel will investigate the Report by reviewing documents it deems relevant and meeting with the respondent and any other witnesses that the panel identifies as having potentially relevant information. A respondent may provide the panel with documents and ask the panel to call additional witnesses who have relevant information about the facts of the case. The panel has discretion to grant or deny such requests. With the permission of the panel, the respondent may attend the questioning of witnesses by the panel.

A respondent may bring an advisor to any meeting, including the investigatory meeting. YSN will not appoint an advisor, but the respondent may ask any faculty or staff member in the Yale community to serve as their advisor. The advisor is not an advocate, but rather a source of support. The advisor may not question witnesses, make statements, or otherwise participate directly in the meeting on the respondent's behalf.

5. Factual Findings

After the investigatory meeting, the panel will decide by a preponderance of the evidence whether the conduct alleged in the Report violated the YSN Standards. The panel's decision will be made by a simple majority vote, with no abstentions permitted.

6. Sanctions

In the event that the panel decides that a respondent violated the YSN Standards, the panel will determine the sanction. The panel will consider any prior violations of the YSN Standards by the respondent in making its recommendation. The panel will reach its sanction decision by a simple majority vote, with no abstentions permitted.

The sanctions that may be imposed include, but are not limited to, one or more of the following: restitution, reprimand, probation, suspension or dismissal. In some instances, YSN may also refer students for prosecution.

The panel will communicate its decision, including any findings and sanctions, to the respondent, with a copy to the Committee Chair, the Dean, and the Associate Dean of Student Life & Belonging for record keeping purposes. The decision in a case alleging academic dishonesty will be shared with the relevant faculty member. Ordinarily, the panel will communicate its decision within thirty (30) days after its receipt of the Report, but in some circumstances that time frame may be longer.

7. Appeal to the Dean

A respondent who is sanctioned by the panel may appeal to the Dean or their designee. The appeal must be in writing and received by the Dean within seven (7) days of the panel's decision. The Dean may revise the panel's decision only in cases where (a) evidence that would have substantially affected the panel's decision was unavailable until after the investigatory meeting; (b) errors in procedure may have substantially affected the decision; or (c) the sanction is grossly disproportionate to the behavior found by the panel.

8. Participation of Complainants

In cases of discrimination, harassment, intimidation, or coercion, or actual or threatened acts of violence of physical force, the University community member (faculty, staff, or student) subject to alleged mistreatment (the “complainant”) may (a) request the recusal of panel members; (b) attend the questioning of witnesses by the panel if the respondent is permitted to attend; (c) provide documents and ask the panel to call additional witnesses; and/or (d) attend the investigatory meeting with an advisor. The complainant’s participation in this manner will be subject to the same procedures and limitations as those set forth in section 4 above. In addition, the complainant may also submit an appeal to the Dean pursuant to the procedure set forth in section 7 above. The complainant will be notified of the findings and any sanctions that directly impact the complainant in writing.

Depending on the nature of the allegations in the Report, the Chair may elect to have the respondent and complainant not appear jointly before the panel. In these circumstances, both the respondent and complainant will attend the proceedings via audio access except when the panel is questioning them personally.

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