

Ozarks Technical Community College
Associate of Applied Science in Health Information Technology
Civility Policy

Purpose: Incivility issues affect both the practice of health information technology and health information technology education. The culture of incivility can potentially lead to threatening and unsafe behaviors that could negatively impact the management of health information technology and health information management education.

Therefore, in order to foster a culture of civility a code of conduct to promote civility in the online program, clinical practicum and in any student interactions with others, the following guidelines have been developed:

Definitions: Incivility is defined as any behavior that can be interpreted as impolite, discourteous, disrespectful or threatening. Civility is an ongoing respect for others even during a period of disagreement or controversy.

Guidelines: Incivil behavior will not be tolerated in the Ozarks Technical Community College Health Information Technology program in any interaction either on campus, online, or in a clinical agency. Behavior that will be identified as incivil includes, but is not limited to the following:

- Rude comments, put-downs, slurs and rumors
- Consistently being unprepared for class or clinical
- Creating tension by dominating discussions
- Aggressive intimidating or bullying behavior
- Anger or excessive excuses for poor performance
- Displaying sense of entitlement (example: student has always made good grades and based on that thinks they deserve good grades without earning them)
- Blaming others for their inadequacies
- Demanding make-up examinations, extensions, or grade changes
- Shunning or isolating fellow students
- Arbitrary or capricious debate
- Domineering discourse

Student Consequences:

The student who has been identified as exhibiting incivil behavior will receive a contract identifying behaviors that the student has exhibited. The student and faculty member will then develop a plan of action to remedy incivil behaviors. A time line will be set in which the student must have completed the plan of action. Failure to complete the plan of action within the time frame limit will result in a second contract regarding the repeated behavior. The student will then be placed on probation. If the student fails to complete the plan of action during the agreed upon probationary period the student will then be dismissed from the program.

Students will be allowed only two (2) contracts for civility incidents throughout the program. A third incident will result in dismissal from the program. Any behavior that is physically harmful or threatens physical harm to another student, faculty member, or any other person on campus, online, or at a clinical agency, will be grounds for immediate dismissal.

References:

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