



# St. John's College Policies and Procedures

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<b>SYSTEM: HSHS</b>	<b>MANUAL(S): HSHS St. John's College Policies</b>
<b>TITLE: Professional Conduct Improvement Plan Procedure</b>	<b>ORIGINATING DEPARTMENT: St. John's College</b>
<b>EFFECTIVE DATE: 01/30/2026</b>	<b>REVISION DATE(S):</b>
<b>SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.</b>	

**Purpose:**

This procedure establishes a consistent process for addressing unprofessional conduct by students that does not rise to the level of immediate disciplinary action but requires formal intervention. The goal is to support professional growth, restore a respectful learning environment, and ensure clear expectations and accountability.

**Policy:**

- I. When a Professional Conduct Improvement Plan (PCIP) is Required**
  - a. A PCIP may be initiated when a student demonstrates:
    - i. Disrespectful, disruptive, or unprofessional communication
    - ii. Behavior that undermines the learning environment
    - iii. Failure to use appropriate channels to address concerns
    - iv. Repeated complaints or conduct concerns
    - v. Misrepresentation of College policies or decisions
    - vi. Behavior inconsistent with professional nursing standards
  - b. A PCIP may be issued with or without prior informal coaching, depending on severity or pattern of behavior.
- II. Authority to Issue**
  - a. A PCIP may be issued by:
    - i. Chancellor
    - ii. Academic Dean
    - iii. Dean of Students
- III. Process Steps**
  - a. Documentation of Concern
    - i. The administrator documents objective facts
      1. Date
      2. Behavior
      3. Setting
      4. Witnesses (if applicable)
    - ii. No opinions or character judgments are included
  - b. Student Notification
    - i. Student is notified via email and required to attend a meeting
    - ii. Student receives a copy of this procedure prior to the meeting
  - c. PCIP Meeting



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- i. During the meeting:
  - 1. Behavior is reviewed factually
  - 2. Policy expectations are explained
  - 3. Corrective actions are discussed
  - 4. Student is given the opportunity to respond
  - 5. Timeline and monitoring period are established
- d. Issuance of PCIP
  - i. The completed PCIP form is provided to the student
  - ii. Student signs acknowledgment (receipt, not agreement)
  - iii. A copy is placed in the student's academic record
- e. Monitoring and Follow-Up
  - i. Compliance is monitored for the defined period
  - ii. Any further incidents are documented
  - iii. Failure to comply results in escalation
- f. Escalation
  - i. Failure to comply with the PCIP may result in:
    - 1. Formal disciplinary action
    - 2. Lab and/or clinical removal
    - 3. Course failure
    - 4. Academic standing review
    - 5. Program dismissal
  - ii. Escalation follows existing academic and student conduct policies
- g. Records Retention
  - i. PCIP documentation is retained in accordance with the Student Records Retention Schedule