

AWH Center for Spiritual Care CPE Discipline, dismissal, and withdrawal of students

Purpose

To provide a mechanism for disciplinary action to occur when deemed necessary by the CPE educator and to provide for the dismissal or withdrawal of a student from the CPE program.

Policy

Any student may incur disciplinary action when, in the opinion of the CPE Supervisor and the Command Chaplain, the student's program achievements, clinical performance, professional or ethical conduct is unsatisfactory.

Guidelines for Disciplinary Action

All CPE students are expected to perform duties assigned and follow AWH Center for Spiritual Care CPE policies as well as standards of excellence and care.

- A. Disciplinary action is not intended to be punitive. It is designed to help CPE students address deficiencies in pastoral responsibilities and in participation in self-directed learning through the CPE program. The aim of disciplinary action is to help CPE students contribute to the objectives of their individual learning goals. This policy is intended to minimize the likelihood that disciplinary action be employed.
- B. It is the policy of the AWH Center for Spiritual Care may enact disciplinary action, including termination, as a result of behaviors listed below:
 - a. Solicitation
 - b. Inappropriate hygiene
 - c. Unprofessional dress
 - d. On-the-job use of drugs and/ or alcohol
 - e. Sexual harassment
 - f. Inappropriate use of technology to include forwarding jokes/meme/etc.
- C. Other issues which may call for disciplinary action, including termination, related to the CPE program includes:
 - a. Failure to adequately participate in the educational program. (e.g., failure to negotiate an individual learning contract; failure to be present and/or interact in a manner conducive to growth for self or peers)
 - b. Failure to attend/inappropriate absences from group seminars
 - c. Failure to interact on a professional level with peers and educator
 - d. Failure to cooperate with peers toward a cohesive ministry
 - e. Conduct unbecoming a CPE student including:
 - i. Behavior that compromises professional functioning
 - ii. Abuse and/or manipulation of patients/careseekers/families, or peers

Procedures for Disciplinary Action

- A. There are six available levels of discipline. These will be utilized at appropriate levels for disciplinary action.
 - a. Verbal Warning
 - b. Written Warning
 - c. Final Written Warning
 - d. Termination from unit of CPE
- B. Termination from the program for cause will be reviewed by the Educator and Chair of the Professional Advisory Group
- C. The student may appeal the disciplinary action by using the ACPE grievance procedures.

Procedure for Withdrawal of Students from CPE Program

- A. While enrolled in a unit of Clinical Pastoral Education, students sometimes find it necessary to withdraw from the program for personal reasons. In such cases, all students, must confer with the Educator regarding this process.
- B. All students contemplating withdrawal shall also:
 - a. Initiate consultation with the CPE Supervisor who has convened the unit and make clear his or her reasons for withdrawing from the program.
- C. By withdrawing from the program, the student forfeits the tuition he/she paid for the unit of training.