

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
MEDICAL CODING SPECIALIST
STUDENT HANDBOOK

MCS STUDENT CODE OF CONDUCT

WITC Medical Coding Specialist (MCS) students are held to the standards of conduct described in the WITC Student Handbook. Students are expected to abide by acceptable professional behavior, as defined by, but not limited to, the bullets below.

In addition, MCS students are preparing for a profession that has standards of ethics and conduct for its members. The American Health Information Management Association (AHIMA) has a [Code of Ethics](#) that defines conduct standards required by MCS professionals. MCS students are expected to conduct themselves in a manner consistent with these standards.

Unacceptable conduct of the MCS student includes, but is not limited to, the following examples:

- Inattentive or disrespectful behavior during any scheduled program or activity
- Unreliable attendance/absence behavior
- Possession or use of alcoholic beverages, or intoxication while at WITC
- Possession or use of a controlled substance, except one which has been prescribed by a healthcare provider (and approved for working conditions)
- Violation of HIPAA regulations
- Refusing to work with somebody because of that person's race, color, sex, religion, age, beliefs, or disabling condition
- Verbal or physical assault on WITC personnel/faculty
- Practicing beyond the scope of the student's education, training, or experience
- Destroying or stealing property belonging to an instructor, school, or another student
- Demonstrating behavior that is unprofessional and would be considered unacceptable in any professional setting and reflects poorly on the WITC MCS program
- Failure to acquire or maintain competence in courses
- Academic dishonesty (see below)

It is the responsibility of the instructor who identifies the unacceptable conduct to approach the student and discuss the situation concerning the conduct. The instructor then writes a description of the incident and the discussion with the student and submits this written statement to the student and the MCS Program Director. Students may request further discussion or appeal the decision of the instructor by following the grievance procedure as described in the WITC Student Handbook.

Code of Conduct violations may result in dismissal from the program. If a student is dismissed from the program due to Code of Conduct violations, the dismissal is final with no option for reentry to the program.

Academic Dishonesty

The MCS program adheres to the WITC Student Code of Conduct which is found in the WITC Student Handbook. Examples of academic dishonesty include, but are not limited to:

- copying any portion of another student's work
- accessing information that is not allowed during a written examination
- modifying, without instructor approval, an examination or written assignment
- giving unauthorized assistance to other students
- plagiarism, including internet-based sources
- knowingly withholding information that should be known to the instructor

Students should recognize that plagiarism of any sort, including internet-based sources, is unacceptable and WITC utilizes software that verifies student written assignments are plagiarism-free.

Unless the instructor specifies otherwise, it is assumed that all work submitted for a grade is the student's own work (based on the individual student's own research and understanding). When two assignments submitted by different students are very similar, an instructor may assume academic dishonesty has occurred.

If a student engages in academic dishonesty the following penalties will occur:

- First violation
 - A "violation" is an incident or incidents of academic dishonesty on one assignment, assessment or exam.
 - A score of "zero" will be given to the assignment or exam on which the student was completing. This could result in failure of the course if the assignment is weighted that heavily.
 - Documentation of the act of academic dishonesty will be completed within an Improvement Plan, unless a second violation has occurred prior to imposition of consequences for first violation, in which case the procedure for a second violation shall be followed. The Improvement Plan will include a plan to ensure that the consequences of any further academic dishonesty are understood.
 - Depending on the nature of the violation, step two may be waived and step three initiated.
- Second violation
 - A grade of "F" will be assigned to the course.
 - Dismissal from the MCS program with no option for reentry.

- Incidents of academic dishonesty on separate assignments, assessments or exams are separate violations, whether or not the student has already been penalized for a first violation.