

**Policy Name:** Student Conduct - Rights and Responsibilities - SCHS  
**Policy Number:** ADM 3.05  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
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**Policy Status:** Approved

**I. Policy**

Student Conduct – Rights and Responsibilities

**II. Purpose**

It is the policy of the College that appropriate processes and procedures be followed in all matters pertaining to the conduct of students.

Southside College of Health Sciences (SCHS), seeks to:

- reinforce a sense of personal responsibility, respect for others, and mature behavior
- foster the practice of academic integrity and the development of professional standards.

As a member of the student body, the student is expected to meet the College's standards of personal and professional responsibility, accountability, and academic integrity.

**III. Scope**

All SCHS faculty, staff, and students.

**IV. Definitions**

Rights

Every student has the right to:

1. Learn and pursue their educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat.
2. Free inquiry, free expression and assembly, so long as they do not interfere with the rights of others or the operation of the College.
3. Learn in a safe environment that is free of disruption and is conducive to teaching and learning.
4. Be advised of the course objectives and how grades are assigned.
5. Inspect and review their student record within a specified time frame upon written request, and to expect confidentiality regarding this record.
6. Evaluate the curriculum and make recommendations for change.

Responsibilities

A student's acceptance of admission into the College signifies that the student has an interest in learning and that they want to be a part of this academic community. As such, the student will be required to:

1. Respect the learning environment and its members.
2. Devote the amount of time and effort necessary to meet the educational objectives.
3. Conduct themselves in a manner consistent with ethical, legal and professional standards.
4. Practice academic integrity.
5. Know and comply with College policies and guidelines.

At all times, a student must satisfy and comply with the College's academic standards, financial requirements and guidelines, and policies.

### Student Conduct

The student is expected to always conduct themselves in an ethical and professional manner both within the College and the community. The student's behavior must, always reflect:

1. Integrity and honesty.
2. The exercise of rational judgments.
3. Sensitivity and caring.
4. Self-control.
5. Acceptance of different beliefs, values and lifestyles.
6. Flexibility.
7. Willingness to accept guidance and direction.

### Conduct Subject to Disciplinary Action

Conduct that is subject to disciplinary action by the College includes, but is not limited to, the following:

1. Endangering the safety and welfare of patients, students, faculty, or staff
2. Substance abuse.
3. Violation of local, state, or federal laws
4. Misuse, destruction, or damage of College property
5. Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or College activities, in the online environment, or in clinical areas
6. All forms of dishonesty
7. Unprofessional and/or disruptive conduct
8. Violation of academic integrity as defined in this policy
9. Inappropriate use of social media platforms or violating news media policies
10. Conviction of an offense that would render the student unemployable by Bon Secours Richmond Health System
11. Failure to comply with guidelines/policies of the College and/or the clinical agencies.
  11. Any form of hazing. See ADM 9.15 Anti-Hazing for more information on hazing.

### Academic Integrity

The College maintains that integrity is essential to the practice of health care and the pursuit of higher education. Academic integrity is predicated upon a code of internal ethics that provides the individual with an opportunity to practice self-governance and self-discipline. Each student must assume responsibility for acting honorably in all situations and upholding the policies and expectations of the College

Violations of academic integrity include, but are not limited to, the following categories:

A. **Lying** –Transferring, transmitting, or communicating any false statements.

Examples of lying include, but are not limited to, such actions as:

1. Making a false statement to any associate of Bon Secours.
2. Falsifying evidence or testifying falsely during any hearings.
3. Altering records or other official College materials.

B. **Cheating** –Giving, receiving, offering, or soliciting information on tests or assignments, not authorized by the faculty. Examples of cheating include, but are not limited to, such actions as:

1. Copying from another student’s work (paper, care plan, discussion board post, etc.).
2. Use during a test of any materials not authorized by the individual administering the examination.
3. Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort.
4. Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination. This includes the sharing of notes taken during a test review.
5. Bribery, solicitation, or bullying of any person to obtain examination information.

C. **Stealing** - Taking or attempting to take, without right or permission. Examples of stealing include, but are not limited to, the following actions:

1. Taking library books or journals, exams, computer programs, or any other academic materials.
2. Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference materials.

D. **Plagiarism** –To steal and pass off the ideas or words of another as one's own, without crediting the source. Examples of plagiarism include, but are not limited to, the following actions:

1. Quoting word for word from a source without using quotation marks,

footnotes, or bibliographic citation.

2. Summarizing and paraphrasing ideas without acknowledging the source.
3. Submitting work for credit which has not been written by the student.
4. Presenting AI (artificial intelligence) generated information as your own. This includes not appropriately crediting/citing material generated by artificial intelligence. Artificial intelligence is an exploratory tool that can assist students with things like idea generation and gathering information. Similar to a calculator in math class, AI should not take the place of original work intended to evaluate a student's ability to think critically and synthesize information. Any questions about the use of artificial intelligence should be addressed directly with course faculty.

E. **Failure to Report** - When behavior suspicious of a violation of academic integrity is not reported as detailed in this policy.

## V. Policy Details

### Authority of College

The College is authorized to enforce the standards of conduct specified herein and to impose such disciplinary measures as are deemed appropriate in response to student conduct that reasonably may be expected to discredit or

injure the College or its reputation, or that otherwise may endanger the safety and welfare of others. Such disciplinary sanctions include but are not limited to suspension and dismissal from College.

### Discipline for Misconduct

The College is authorized to impose at any time such disciplinary measures as are deemed appropriate, up to and including suspension and dismissal from the College. Penalties are not sequential and may be imposed at the College's discretion.

1. Warning: A written or verbal notice to a student advising that they are violating or has violated the College rules and may be subject to more severe disciplinary action if the behavior continues. May include a corrective plan of action that must be followed by the student.
2. Probation: A written notice to a student advising that they have violated the College rules and will be dismissed if corrective action is not taken immediately.
3. Restitution: Repayment in money or service for damage to or loss of the property of another.
4. Loss of course credit
5. Suspension: Exclusion from enrollment as a student for a specified period of time not to exceed one year. During a suspension, a student may not participate in any College activities.
6. Interim Suspension: Temporary separation of a student from the College to provide reasonable time for fact-finding and decision making in the situation.
7. Dismissal: Termination of student status for an indefinite period. The conditions of readmission, if such is to be permitted, will be stated in a letter of dismissal.

### Reporting and Review Procedure; Right of Removal

Level 1

In response to an alleged violation of any provision of this Policy, a faculty or staff member, within five (5) business days of becoming aware of the suspected violation, will investigate the allegation and meet with the involved student(s) individually to outline the allegation, allow the student(s) to provide their understanding of the incident(s), and discuss potential sanctions. This step should be completed in consultation with Program Director.

Within three (3) business days of meeting with the involved student(s) the faculty/staff member will communicate their determination of the matter to the involved student(s) in writing. If it is determined that a violation occurred, the faculty/staff member will document in summary the allegation, subsequent investigation, and student meeting including any corrective plan of action, in a written report. The written report will be sent to the involved student(s) as well as to the Campus Director and Dean of Academic Affairs and will constitute a written warning. A copy of the report should also be sent to the Dean of Student Affairs. If it is determined that a violation did not occur, the involved student(s) will be notified in writing in the same timeframe (within three (3) business days).

Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary in their discretion to preserve an appropriate learning environment and/or to protect the health and safety of the student or of others, to remove such student from the academic environment, from a clinical setting, or from any other College-related activity or function.

Level 2:

The involved student(s) may file a written appeal of the Level 1 decision within five(5) business days of the written report being communicated. The appeal should be sent to the Campus Director and Dean of Academic Affairs and should include the Level 1 written report. Upon receipt of the written appeal, the Campus Director and Dean of Academic Affairs, will review documentation related to the situation, meet with the involved parties to determine whether the conduct violated policy and the appropriate sanction, if any, to be implemented. No later than five (5) business days from the receipt of the appeal, the Campus Director and Dean of

Academic Affairs will send a letter to the student(s) of their decision. A copy of the letter will also be sent to the Dean of Student Affairs.

Level 3:

The involved student(s) may file a written appeal of the decision of the Dean of Academic Affairs/Campus Director and any sanctions applied within five (5) business days of the written letter being communicated. The appeal should be sent to the Dean of Student Affairs and should include the written report from Level 1 and the decision letter from the Campus Director and Dean of Academic Affairs. The Dean of Student Affairs will review all documentation related to the situation and meet with the involved parties. No later than ten (10) business days from receipt of the appeal, the Dean of Student Affairs will send a letter to the student(s) of their decision. This

decision is final and may not be appealed. The letter is entered into the student's official record and retained according to the records retention policy.

Decision standard – Decisions made under this policy are determined on a preponderance of the evidence. A preponderance of the evidence is evidence that shows the fact sought to be proved is more probable than not.

Note: In some instances, a violation of this Policy may impact a student's progression in their program. Students who appeal a conduct matter may be permitted to progress to the next course/term/semester pending a final decision in their case or may be permitted to go on a standard period of non-enrollment. **Those who progress are responsible for any tuition and fees associated with such progression and may be at risk of financial loss should their appeal be unsuccessful. A period of non-enrollment will impact the student's anticipated date of graduation, even if successful on appeal.**

Retaliation - SCHS has zero tolerance for retaliation against any individual who reports a suspected violation of any provision of this Policy in good faith. Incidents of retaliation violate this Policy and will be subject to disciplinary action.

**VI. Attachments**

None

**VII. Related Policies**

ADM 4.04 Student Accounts  
ADM 5.01 Financial Refunds  
ADM 9.15 Anti-Hazing

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	08/01/2021	Revised and new template	Executive Council
2.0	08/1/2022	Revised	Dean of Student Affairs
3.0	4/28/2023	Revised and new template	Dean of Student Affairs