

Policy Name: Academic Integrity
Policy Number: ACA 1.09
Title of Policy Owner: Campus Director & Dean of Academic Affairs - SCHS
Policy Type: ☒RHEI/Shared Services ☐BSMCON ☒SCHS ☐SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2025
Version: 1.0
Policy Status: Approved

I. Policy

It is the policy of the Bon Secours Southside College of Health Sciences ("College" or "SCHS") that appropriate processes and procedures be followed in all matters pertaining to the rights of students.

II. Purpose

The purpose of the policy is to provide students with Academic Integrity guidelines.

III. Scope

This policy applies to all students and faculty at Bon Secours Southside College of Health Sciences.

IV. Definitions

Artificial intelligence (AI): Defined as a technology exploratory tool that can assist students with things like idea generation and gathering information.

Business Days: Defined as Monday through Friday when the College is not on break as stated on the published Academic Calendar.

Student: Anyone who is officially registered at the College during the academic semester or term.

V. Policy Details

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. Using any materials not authorized during a test, quiz, or exam.
 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 test, quiz, or exam. This includes the sharing of notes taken during a test review.
 5. Bribery, solicitation, or bullying of any person to obtain test, quiz, or exam information.
 6. Presenting Artificial Intelligence (AI) generated information as your own.
- C. 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 Artificial Intelligence (AI) 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.
- D. Failure to Report** - When behavior suspicious of a violation of academic integrity is not reported as detailed in this policy.

Discipline for Misconduct

The Program Chair/Coordinator/Director or designee 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. A corrective action plan may accompany any of the following disciplinary measures.

1. Warning: A written or verbal notice to a student advising that they are violating or have violated the College rules and may be subject to more severe disciplinary action if the behavior continues.
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. Course Failure: A written notice to a student that communicates course failure.
4. 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.
5. Interim Suspension: Temporary separation of a student from the College to provide reasonable time for fact-finding and decision making in the situation.
6. Dismissal: Termination of student status for an indefinite period. The conditions of readmission, if such are to be permitted, will be stated in a letter of dismissal.

Initiation of an Academic Integrity Appeal

All academic integrity appeals must be initiated no later than five (5) business days after academic grade is published in the Learning Management System. Academic Integrity appeals must be submitted electronically via the academic integrity Appeal Request form.

Students are encouraged to contact their Student Success Advisor if assistance is needed in understanding this policy. Academic Integrity appeals must be submitted according to the following order:

Level I	Level II
Program Chair/Coordinator/Director, or Designee	Dean of Academic Affairs, or Designee

VI. Procedures:

Level I: Student and Program Chair/Coordinator/Director

Student

1. Submit the Level I section of the Academic Integrity Appeal Request form. On this form the student will provide (at the minimum):
 - a. A description of the circumstances related to the appeal.
 - b. The resolution that the student is seeking.
 - c. Evidence to support the claim (i.e. documents –copy of assignments, witness statements, etc.), etc.).
2. Meet with the Program Chair/Coordinator/Director to clearly state the case, clarify evidence, and confirm the solution be sought. Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and Program Chair/Coordinator/Director must agree to the student's silent observer.

No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but all parties are encouraged to make notes as they feel appropriate.

If the student is not satisfied with the outcome of their Academic Integrity appeal at Level I, they may continue to Level II.

Program Chair/Coordinator/Director

1. The Program Chair/Coordinator/Director has a maximum of five (5) business days from the date the Academic Integrity Appeal Request form is submitted by the student to schedule a meeting with the student. The meeting may be conducted in person, virtually or by phone. The Program Chair/Coordinator/Director may have a silent observer in attendance at the meeting. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but all parties are encouraged to make notes as they feel appropriate.
2. The Program Chair/Coordinator/Director will fully investigate the appeal by consulting the faculty, advisor, or others as needed.
3. Within two (2) business days after meeting with the student, the Program Chair/Coordinator/Director sends a formal letter by email to the student communicating the decision reached and files this letter in the student information system. The faculty member and Success Advisor will be provided a copy of the formal letter documenting the decision.

Level II: Student and Dean of Academic Affairs

Student

1. If the student is not satisfied with the outcome at Level I, within two (2) business days from receiving the formal letter communicating the Level I decision, the student may submit a Level II appeal by submitting the Level II Academic Integrity Appeal Request form.
2. On that form, the student must provide the letter from the Level I decision and may provide additional information not presented in Level I.
3. Meet with the Dean of Academic Affairs to clearly state the case, clarify evidence, and confirm the solution be sought. Prior to the meeting, the student may request to have a silent observer in the meeting. Both the student and Dean must agree to the student's silent observer. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but all parties are encouraged to make notes as they feel appropriate.

Dean of Academic Affairs

1. The Dean of Academic Affairs has a maximum of ten (10) business days from the date the Level II Academic Integrity Appeal Request form is submitted by the student to schedule a meeting with the student. The meeting may be conducted in person, virtually or by phone. The Dean of Academic Affairs may have a silent observer in attendance at the meeting. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the meeting, but all parties are encouraged to make notes as they feel appropriate.
2. The Dean will fully investigate the appeal by consulting the faculty, student success advisor, Program Chair, or others as needed.
3. Within five (5) business days after the meeting, the Dean of Academic Affairs shall prepare a letter report of the disposition of the matter, immediately providing copies to the student, faculty, student success advisor, and Program Chair. Level II outcome decisions are final.

Final Disposition of Records

All materials and decisions related to the appeal will remain confidential and will be retained by the Dean of Academic Affairs for three years from the date of final decision, and not before the affected student graduates, at which time all materials will be destroyed, unless the Dean of Academic Affairs directs otherwise.

VII. Attachments

None

VIII. Related Policies

None

IX. 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.
- Non-retaliation – Students will not be subjected to adverse actions by any school officials as a result of initiating or participating in the investigation of a complaint.
- Decision Standard - Decisions made in appeal cases are determined on a preponderance of the evidence. A preponderance of the evidence is evidence

that as a whole shows that the fact sought to be proved is more probable than not.

X. Version Control

Version	Date	Description	Prepared by
1.0	2/27/2025	New Policy	Dean of Academic Affairs