

Policy Name: Student Conduct - Rights and Responsibilities

Policy Number: ADM 3.05

Title of Policy Owner: Dean of Student Services

Approved by: Policy Committee/Administrative Cabinet

Effective Date: 8/1/2020

Version: 1.0

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.

Bon Secours Memorial College of Nursing, BSMCON, seeks to:

- reinforce a sense of personal responsibility, respect for others, and mature behavior
- foster 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 and accountability.

III. Scope
All BSMCON faculty, staff, and students.

IV. Definitions

Rights

Every student has the right to:

1. Learn and pursue his or her educational goals without fear of unlawful discrimination, intimidation, prejudice, or threat.
2. Free inquiry, free expression and assembly, so long as he or she does 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 his or her 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 of Nursing signifies that the student has an interest in learning and that he or she wants 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 himself or herself in a manner consistent with ethical, legal and professional standards.
4. 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 conduct him or herself in an ethical and professional manner at all times both within the College and the community. The student's behavior must, at all times 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.

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 the College of Nursing.

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. Inappropriate use of social media
9. Conviction of an offense that would render the student unemployable by Bon Secours Richmond Health System
10. Failure to comply with guidelines/policies of the College and/or the clinical agencies. Nothing contained herein shall preclude or otherwise affect the initiation or conduct of proceedings under the Honor Code, which relate to allegations of dishonesty
11. Any form of hazing. Hazing here means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

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 he or she is 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 he or she has

- 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. 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 is to be permitted, will be stated in a letter of dismissal.

Reporting Procedure; Right of Removal

In response to an alleged violation of any provision of this Policy, a faculty or staff member, within three (3) 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. Within three (3) business days of meeting with the involved student(s) the faculty/staff member will document the allegation, subsequent investigation, and student meeting, including potential sanctions discussed, in a written report. The written report will be sent to the involved student(s) as well as to the Dean of Student Services and will constitute a written warning.

Notwithstanding such reporting obligation, the faculty or staff member shall have the immediate right, where reasonably necessary in his or her 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.

Upon receipt of the written report, the Dean of Student Services, at his or her discretion, may elevate the case to Level II of the grievance process as outlined in ADM 1.06 *Appeal Process for Non-Academic Student Grievances*.

The involved student(s) may file a written appeal of the written report and any sanctions applied within five (5) business days of the written report being communicated. The appeal will constitute a Level II grievance and should be

sent to the Dean of Student Services as outlined in ADM 1.06 *Appeal Process for Non-Academic Student Grievances*. The appeal should include the written report. The case will follow the process outlined in ADM 1.06 past this point.

VI. Attachments

VII. Related Policies

ADM 1.06 – *Appeal Process for Non-Academic Student Grievances*.

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, 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	04/13/2020	Revisions and new template	Dean of Student Services