



Title: Student Rights and Responsibilities	Policy No.: ADM 3.21	Date: 6/26/08 Rev.: 8/1/13, 8/1/15, 8/1/2017, 8/1/18, 8/1/2019
--	----------------------	---

Areas Affected: All BSMCON Students Page 1 of 4

POLICY STATEMENT:

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.

I. 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.

II. 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.

III. 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

Reference Policy # _____

Approved by:		
_____ Signature	_____ Dean of Student Services Provost/VP Title	_____ Date
Approval History:		
Committees and Dates:		
Dean of Student Services: 6/08; 2/22/13, 2/20/15, 4/17,7/18, 4/19, 5/2019		
Policy Committee 4/15/13, 3/9/15, 4/17/2017, 7/20/18, 5/19, 5/20/2019		

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

IV. 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.

V. Conduct Subject to Disciplinary Action

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

- A. Endangering the safety and welfare of patients, students, faculty, or staff
- B. Substance abuse.
- C. Violation of local, state, or federal laws
- D. Misuse, destruction, or damage of College property
- E. 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
- F. All forms of dishonesty
- G. Unprofessional and/or disruptive conduct
- H. Inappropriate use of social media
- I. Conviction of an offense that would render the student unemployable by Bon Secours Richmond Health System
- J. 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

VI. 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.

- A. 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.
- B. 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.
- C. Restitution: Repayment in money or service for damage to or loss of the property of another.
- D. 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.
- E. Interim Suspension: Temporary separation of a student from the College to provide reasonable time for fact-finding and decision making in the situation.
- F. 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.

VII. Reporting Procedure; Right of Removal

In the event that a student is suspected of violating any provision of this Policy, then the appropriate faculty or staff member promptly shall provide the student with verbal notice of the suspicion and an opportunity to tell his or her account of the incident, allowing for the student to also present his/her understanding of the incident verbally, through virtual means if necessary. If the faculty or staff member thereafter concludes that there has been a violation, a report shall be made to the Student Services Coordinator. The Student Services Coordinator will proceed with the process outlined below in coordination with the Dean of Student Services or Dean of Nursing as appropriate. 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.

VIII. Investigation

Upon receiving a report of a suspected violation of this policy, the Student Services Coordinator, on behalf of the Dean of Student Services, shall provide the student with written notice of the allegations against him or her and, if the student denies the charges, an opportunity to rebut any such charges by presenting his or her version of what occurred verbally, through virtual means as necessary. The Student Services Coordinator is permitted up to ten (10) business days to complete an investigation of the allegation and provide the findings to the Dean of Student Services.

IX. Disciplinary Process

Upon receipt of the findings from the Student Services Coordinator, the Dean of Student Services will schedule a meeting to review the case with the accused student. The Dean of Nursing will join the Dean of Student Services as appropriate.

In the event that, after complying with such procedure, the student is found to have violated any provision of this Policy, then the Dean/s will impose such disciplinary sanctions as he or she deems reasonable and appropriate under the circumstances, including but not limited to the disciplinary measures set forth in Paragraph VI above. Any such finding of a violation will be entered into the student's official record, together with a statement of the disciplinary sanctions imposed. Disciplinary sanctions, other than suspension and dismissal, will be removed from the student's record upon the student's graduation or permanent departure from the College.

In circumstances where there has been a potential confidentiality breach or social media violation the appropriate faculty or staff member should verbally alert the student regarding the concern and report this to the nursing program coordinator. The program coordinator will work with the Bon Secours HIPAA Privacy Analyst to conduct an investigation. If the student/s are found to have violated confidentiality or the BSHSI Social Media Policy, SYS.COM 001, the HIPAA Privacy Analyst in conjunction with the Dean of Nursing and/or program coordinator will determine disciplinary actions for the student/students involved.

Decision Standard - Decisions made in student conduct 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. Appeal Procedure

Refer to ADM 1.06; Appeal of Academic or Administrative Decisions

XI. Retaliation

BSMCON has zero tolerance for retaliation against any individual who reports a suspected violation of the above policy in good faith. Incidents of retaliation violate the above policy and will be subject to disciplinary action.

Note: The titles of any personnel identified herein shall include their designees and, in the event of reorganization, their successors.