

Policy Title	Academic Integrity
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Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
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Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ACA 1

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of the St. Mary's Hospital School of Medical Imaging ("School" or "SOMI") that appropriate processes and procedures be followed in all matters pertaining to the rights of students.

III. Purpose

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

IV. Scope

This policy applies to all students and faculty at St. Mary's Hospital School of Medical Imaging.

V. Policy Details

Academic Integrity

The School 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 School. 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 School. Penalties are not sequential and may be imposed at the School'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 School 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 School 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 School activities.
5. Interim Suspension: Temporary separation of a student from the School 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

I. 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.

VI. 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 School is not on break as stated on the published Academic Calendar.

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

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by the Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, 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	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	2/27/2025	2/27/2028	New Policy	N/A	Dean of Academic Affairs
1	2/27/2025	2/27/2028	Version Changed – BSMH Template Adopted	N/A	Dean of Academic Affairs

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.