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|--------------------------------|----------------------------------------------------------------------------|
| <b>Policy Title</b>            | Student Conduct – Rights and Responsibilities                              |
| <b>Policy Number:</b>          | ADM 3.05                                                                   |
| <b>Department:</b>             | SOMI                                                                       |
| <b>Functional Area:</b>        | Student Affairs                                                            |
| <b>Contributing Department</b> |                                                                            |
| <b>Approved by:</b>            | RHEI Leadership Team                                                       |
| <b>Effective Date:</b>         | 8/1/2025                                                                   |
| <b>Version:</b>                | 1                                                                          |
| <b>Status:</b>                 | Approved                                                                   |
| <b>Manual</b>                  | To be entered by Compliance360 System administrators or N/A if not in C360 |
| <b>Section</b>                 | ADM 3                                                                      |

## 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

Student Conduct – Rights and Responsibilities

## III. Purpose

It is the policy of the school that appropriate processes and procedures be followed in all matters pertaining to the conduct of students. St. Mary's Hospital School of Medical Imaging, SOMI, 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 school's standards of personal and professional responsibility, accountability, and conduct at all times. A student must, at all times, satisfy and comply with the school's academic standards, financial requirements and guidelines, and policies. Possible violations of academic integrity will be addressed according to policy ACA 1.09.

## IV. Scope

All SOMI faculty, staff, and students.

## V. Policy Details

### Authority of School

The school 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 school or its reputation, or that otherwise may endanger the safety and welfare of others.

### Discipline for Misconduct

The school 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.

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. 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 school 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 School activities.

6. **Interim Suspension:**

Temporary separation of a student from the school 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.

### **Right of Removal**

Faculty or staff members 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(s) or of others, to remove such student from the academic environment, from a clinical setting, or from any other School-related activity or function.

### **Reporting and Review Procedure**

Upon becoming aware of any possible violation of this policy; faculty, staff, and students should submit a report to the Director of Student and Alumni Affairs ("Director") as soon as practicable. Reports should be made to the Director via the Student Conduct Reporting Form and should include as much detail about the alleged violation as possible. Questions regarding reporting and other elements of this policy may be directed to the Coordinator for Student Engagement.

Prior to submitting a report, associates must address the matter with the involved student(s) and attempt to resolve the matter informally if appropriate. Associates should exercise their professional discretion when determining if a particular incident amounts to a possible violation of this policy. Reports that are submitted will not be accepted if the concern has not been directly addressed first with the student(s) involved in the allegation.

### **Procedures:**

The student conduct process occurs in the following order:

| <b>Level I</b>                                                                                  | <b>Level II</b>                                                                   |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Submission of Student Conduct Reporting Form to the Office of Student and Alumni Affairs (OSAA) | Submission of Student Conduct Level II Appeal Form to the Dean of Student Affairs |

#### **Level 1:**

Within five (5) business days of receiving a report of the suspected violation, the Director of Student and Alumni Affairs (or Campus Director/designee) 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. The Director may consult with appropriate institutional leadership as needed.

Within three (3) business days of meeting with the involved student(s) the Director will communicate their determination of the matter to the involved student(s) in writing. If it is determined that a violation occurred the Director will document in summary the allegation, subsequent investigation, and student meeting, including any corrective plan of action or sanction, in a written memo. The written memo will be sent to the involved student(s) as well as 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).

#### **Level 2:**

The involved student(s) may file a written appeal of the Level 1 decision within five (5) business days of the written memo being communicated. The appeal should be sent to the Dean of Student Affairs ("Dean" or designee) and should include the Level 1 written memo. Within five (5) business days of receipt of the appeal, the Dean will review documentation related to the situation and meet with the involved parties to determine whether to uphold or overturn the conduct investigation outcome and corresponding sanctions. No later than five (5) business days from the meeting with the involved parties, the Dean 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.

### ***Conduct Meetings***

The involved student(s) will meet with a school associate at both levels of the conduct process. No attorneys or other professional advisors/counselors may attend these meetings. No audio taping or other recording will be permitted during these meetings.

### ***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/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***

SOMI 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. 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 school.
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 school 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. Know and comply with School policies and guidelines.

**Student Conduct**

The student is expected to always conduct themselves in an ethical and professional manner both within the school 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 school 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 School property
5. Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or School activities, in the online environment or in clinical areas
6. All forms of dishonesty, to include stealing
7. Unprofessional and/or disruptive conduct
8. Inappropriate use of social media platforms or violating news media policies
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 school and/or the clinical agencies
11. Any form of hazing. See ADM 9.15 Anti-Hazing for more information on hazing.

**Business Day:**

Defined as Monday through Friday when the school is not on break as stated on the published Academic Calendar.

**Designee:**

A person who has been officially appointed to act on behalf of someone else in their absence to carry out a responsibility.

**VII. Attachments**

N/A

**VIII. Related Policies and Procedures**

ADM 3.16 Academic Integrity  
ADM 9.06 Sex Discrimination & Sex-Based Harassment  
ADM 9.15 Anti-Hazing

**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 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.

#### X. Version Control

| Version | Effective Date | Next Review Date | Description                                | Supersedes, if applicable | Prepared By              |
|---------|----------------|------------------|--------------------------------------------|---------------------------|--------------------------|
| 1.0     | 4/13/2020      | N/A              | Revisions and new template                 | N/A                       | Dean of Student Services |
| 1.0     | 4/26/2021      | N/A              | Revision                                   | 1.0                       | Dean of Student Services |
| 2.0     | 5/25/2022      | N/A              | Revision                                   | 1.0                       | Dean of Student Services |
| 3.0     | 4/26/2023      | N/A              | Revision                                   | 2.0                       | Dean of Student Services |
| 3.1     | 7/24/2024      | N/A              | Updated to align with U.S. DOE regulations | 3.0                       | Dean of Student Services |
| 4.0     | 5/19/2025      | 5/19/2026        | Revisions                                  | 3.1                       | Dean of Student Services |
| 1       | 5/19/2025      | 5/19/2026        | Version Changed – BSMH Template Adopted    | 3.1                       | Dean of Student Services |

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.