

**Policy: G26 – Student Discipline****Rev.: 10/2018**

Bon Secours Health System, Inc.  
 Richmond Region  
 St. Mary's Hospital  
 Policy/Procedure

Policy Manual: School of Medical Imaging  
 Section: Student – General

**Areas Affected: Students****Page 1 of 4****POLICY STATEMENT:**

A student attending the School of Medical Imaging is an apprentice health professional and, as such, is bound to act ethically and responsibly at all times. While on campus or while representing the School, students are expected to conduct themselves in a professional manner so as to reflect favorably on themselves, on their profession, and on the School. Students are required to respect the rights of other students and patients, and to respect the rights and authority of School and clinical officials. Students must refrain from engaging in prohibited conduct, which is any conduct that is incompatible with the educational mission of the School and good citizenship (whether it occurs at the School, in a clinical setting, or in a fashion which adversely affects the reputation of the School).

Prohibited conduct includes, but not limited, to the following:

- A. Endangering the safety and welfare of patients, clients, students, faculty, or staff.
- B. Substance abuse. Distribution or possession of illegal drugs or of unauthorized controlled substances, especially on school/clinical property.
- C. Violation of local, state, or federal laws
- D. Misuse, destruction, or damage of School property/ Theft or willful destruction of another's property.
- E. Sexual harassment, assault, misconduct, physical and/or mental abuse or threat of such abuse of any person involved in educational or School activities 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 School and/or the clinical agencies.
- K. Any violation of hospital or clinical site regulations (including parking).
- L. Insubordination toward School officials or clinical personnel.
- M. Disruption of the instructional or clinical setting.
- N. Presence in a faculty office or records room, without an instructor or without prior permission (due to confidentiality of records).
- O. Unethical conduct based on the ARRT Code of Ethics.
- P. Nothing contained herein shall preclude or otherwise affect the initiation or conduct of proceedings under the Honor Code/Pledge, which relate to allegations of dishonesty.
- Q. Cheating

Cheating is regarded as an infringement on the rights of your fellow students, and shall not be tolerated. Lying and stealing shall be handled in the same manner as cheating. Cheating is cause for immediate **dismissal** from the program. If a student is aware of cheating, and fails to report the circumstances, he/she is condoning the behavior, and thus, may be considered as a contributor.

### **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. Penalties are not sequential and may be imposed at the School's discretion.

- **Warning**: A written or verbal notice to a student advising that he or she is violating or has 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.
- **Probation**: A written notice to a student advising that he or she has violated the School's rules and will be dismissed if corrective action is not taken immediately.
- **Restitution**: Repayment in money or service for damage to or loss of the property of another.
- **Suspension**: Exclusion from attending the School 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.
- **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.

### **Disciplinary Process and Sanctions**

#### **Process**

- In the event that a student is suspected of violating any provision of this Policy, then the appropriate faculty 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.
- If the faculty member thereafter concludes that there has been a violation, a report shall be made to the Director/Dean. Notwithstanding such reporting obligation, the faculty 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 class, from a clinical setting, or from any other School-related activity or function.
- When the seriousness of the Student's alleged misconduct warrants more formal review, the Director/Dean will (i) provide the Student with written notice of the alleged misconduct and possible sanction(s), (ii) schedule a meeting, and (iii) furnish the student with access to any non-privileged documentary information in possession of the School administration about the misconduct in advance of the scheduled meeting (or if that is impracticable, at the meeting).
- Any meetings hereunder will be conducted in private and are administrative in nature. The rules of evidence and the procedures used in a court of law are not applicable. The School shall determine whether the meeting will be transcribed by a stenographic reporter; in no event may the meeting be recorded in any other fashion.
- The student may not appear at the meeting or in any subsequent appeal through legal counsel. While the student may obtain assistance and advice outside a meeting from anyone whom the

student chooses, the student shall personally present his or her position during any meeting with School officials.

- Notwithstanding the student's right to seek advice from others if he or she so chooses, the disciplinary process is intended to be confidential. Accordingly, all participants are expected to be discreet and to treat the proceedings as confidential. The student will have the opportunity to present information and to ask questions of those present.
- The student's absence from a meeting shall not prevent the meeting from taking place and from a decision being issued.
- If need be, the meeting may be continued from time to time until concluded.
- The titles of School officials, as used in this policy, shall in all events be deemed to include their designees and any successors in the event of reorganization.
- Following the close of the meeting, the Director/Dean will issue a decision in writing and provide a copy thereof to the student.
- In the event the student wishes to appeal a disciplinary decision of the Director/Dean, the student should proceed in accordance with the student appeal policy. Any discipline for misconduct will remain in effect until the appeal process has been finalized.
- Any student whose presence at School and/or in a clinical setting poses an ongoing threat of disruption or a danger may be summarily removed from School and/or any clinical activities immediately and, if need be, at any point during the process. In such an event, the notice and hearing shall be given as soon as practicable thereafter.

## Sanctions

Generally, disciplinary sanctions occur in the following sequence:

1. The first infraction will result in a written letter of warning that shall be provided to the student and filed in the student's permanent record.
2. A second infraction of the same or different type will result in a two-day suspension. Any student who has been suspended shall remain on **disciplinary probation** for the remainder of the student's enrollment at the School.
3. Following a suspension, any additional infractions (regardless of the infraction) warranting discipline will result in a case review as noted in the grievance policy. Following the case review the student may be dismissed from the program or further disciplinary action may be warranted. If the student is allowed to continue in the program, that student shall remain on **disciplinary probation** for the remainder of the program. Any further infractions will result in immediate **dismissal**.

Notwithstanding the above, nothing contained herein shall require the use of progressive disciplinary measures or shall establish the order in which such disciplinary measures shall be imposed. A student may be recommended for dismissal in any situation involving prohibited conduct, where such is deemed

to be warranted by School officials. In particular, a student may be recommended for dismissal from the program with written notification should the student endanger patient safety, commit criminal activity, cheat, demonstrate a lack of sound professional judgment, or if the student is denied return to a clinical site.

**RESPONSIBLE PERSONS:** Program Administration

**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

October 3, 2018



Signature

Title

Date

**Approval History:**

Committees and Dates:

Faculty and administrative review in: 4/2002, 8/2003, 8/2004, 8/2005, 6/2006, 7/2007, 8/2008, 7/2009, 8/2010, 8/2011, 8/2012, 7/2013, 8/2014, 3/2017, 10/2018

**DOCUMENTATION:** None

**REFERENCES:** None