



General Information

Student Rights, Responsibilities and Code of Conduct

Freedom to teach and freedom to learn are inseparable tenets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community at large. Students are expected to exercise this freedom with responsibility and accountability. As members of the School community, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws and policies, the enforcement of which is the responsibility of School and other duly appointed authorities. When students violate laws or policies, they may incur penalties prescribed by legal authorities. In such instance, the School discipline will be initiated only when the presence of such student or behavior will disrupt the educational process of the School community and its members. However, when a student's violation of the law also adversely affects the Schools designated and recognized educational goals, the School may enforce its own

regulations. When students violate School policy, they are subject to disciplinary action by the School whether or not their behavior violates the law. If a student's behavior simultaneously violates both School policy and regulations and the law, the School may take disciplinary action independent of that taken by legal authorities.

Student Rights

- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the Commonwealth of Virginia shall not be denied to any student.
- Student performance will be evaluated solely on an academic basis, not based upon opinions or conduct in matters unrelated to academic standards.
- Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner.
- Students have the right to inquire about and to propose improvements

in policies, regulations and procedures affecting the welfare of students through established student government procedures, School committees and offices.

- Students and former students have the right to review their official records and to request a hearing if they wish to challenge the contents of their records.
- No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right to a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Student Code of Conduct

The School reserves the right to maintain a safe and orderly educational environment for students, faculty and staff. Therefore, when, in the judgment of School administration, the conduct of a student or students, threatens to disrupt the School's learning environment, appropriate disciplinary action will be taken to protect the safety of the members of the School community.

All students at SRMCPS are considered responsible adults; therefore, each student at all times will conduct him/herself as a responsible, mature adult in appearance and behavior. The School does not accept the role of parent or guardian of students (in loco parentis). It is the responsibility of each student to be knowledgeable of all policies, rules, regulations, and events as described in

the course syllabi, course handouts, and School Catalog.

Students are expected to conduct themselves in agreement with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of all individuals as they pursue their educational goals.

- Academic Dishonesty (See Academic Integrity Policy) A second violation of the SRMCPS Academic Integrity Policy shall be treated as a disciplinary issue carrying severe consequences.
- Theft of, misuse of, or damage to School property or theft, misuse or damage to the property of a fellow student, a faculty or staff member or visitor on School premises or damage to property of a member of the college community or a campus visitor on School premises, functions; unauthorized entry into the School or into an area that has been designated as restricted and placed off limits, unauthorized presence in the School after closing hours.
- Possession of or use of alcoholic beverages, being in a state of intoxication on the School premises, or at School sponsored events, or possession, use or distribution of any illegal drugs. Any behavior which may be attributed to the use of drugs or alcoholic beverages does not in any way limit the responsibility of the individual for the consequences of his/her actions.
- Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
- Mental or physical abuse of any person on School premises, at School sponsored events. This includes verbal and physical behaviors which are

perceived as threatening or endangering to the safety and well-being of any person, or that promote hatred or racial prejudice.

- Acts, comments or behaviors that are of a sexually suggestive or harassing nature, that in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.
- Acts or misuse of technology directly prohibited by the current computer usage policy.
- Intentionally disrupting or obstructing the teaching/learning environment, or other proceedings and activities on the School campus. This includes service functions or other authorized activities on the School premises.
- Participating in or conducting a meeting or gathering in a manner that threatens or threatens to cause or actually causes injury to an individual or property; which interferes with free access to, enter or exit School facilities, which is harmful or potentially harmful or disruptive to the educational environment and other functions of the School. Remaining at the scene of such meeting, or gathering after being asked to leave by a representative of the School Administration.
- Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity (for example, practice with a fire extinguisher). This also includes unauthorized use of any instrument that is capable of inflicting serious bodily injury to another person.
- Setting off a fire alarm or using or tampering with any fire safety equipment, without authorization or reason to believe that the need for such alarm or equipment exists.

- Gambling.
- Eating, drinking, or smoking in classrooms, labs or other unauthorized areas.
- Violation of School policies regarding the operation and parking of motor vehicles on School grounds or clinical facilities.
- Alteration or misuse of, forgery of School documents, records, or instruments of identification with intent to deceive or defraud.
- Failure to follow instructions of School or hospital officials acting in performance of their duties.
- Violating the terms of any disciplinary probation or sanction, or any School regulation or policy during such period of probation or sanction.
- Fiscal irresponsibility such as failure to pay School fines, dues, failure to repay funded loans, or return overpayment of such loans, or the passing of worthless checks to the School. The School will not accept checks from individuals who have had returned checks with insufficient funds.
- Violation of a local, state or federal criminal law on School premises that adversely affects the ability of the School members to pursue their educational purposes.
- Any conduct that would materially and adversely affects the educational process and pursuit of the students, faculty and staff.
- Any physical, emotional or behavioral problems that would adversely affect the safety and well-being of the students, faculty and staff and the educational environment.

- Students, faculty, and staff must register all vehicles they expect to use at the School and clinical facilities.
- Parking decals must be displayed in the rear window of the vehicle. Students are responsible for being aware of all traffic and parking regulations as outlined in the Student Handbooks.
- Lack of knowledge of these regulations will not justify forgiveness of penalties for violations.

Disciplinary Procedures

Immediate Dismissal

If an act of misconduct threatens the health or well-being of any member of the School community, or causes a serious disruption in the process and function of the School, faculty, staff or administrative officer may direct students involved to cease and desist such behaviors and advise them that failure to do so may result in immediate dismissal. If the students fail to cease and desist from the behavior, then the faculty, staff or administrative officer may dismiss them from the class or the college until a resolution of the matter can be accomplished. Prior to dismissal, the student(s) shall be given the opportunity to explain his or her conduct to the School faculty, staff or administrator.

The instructor or administrative officer invoking such dismissal shall notify the program Dean in writing of the incident, noting the names of the individuals involved and the nature of the infraction as soon as possible but no longer than two days following the incident. The program Dean is responsible for implementing student discipline procedures, and shall resolve the matter in a timely fashion utilizing the steps outlined below. In order to provide an

orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

CHARGES

Any administrative official, faculty, staff, or student may file charges with the program Dean against any student or student organization for violations of School policy. Individual(s) making the charge must make the following information available to the program Dean:

- Name(s) of the student(s) involved;
- The alleged violation of the specific code of conduct;
- The time, place, and date of the incident;
- The name(s) of person(s) directly involved or witnesses to the infractions;
- Any action taken that related to the matter;
- Desired solution.

INVESTIGATION AND DECISION

Within five (5) working days after the charge is filed, the program Dean shall complete a preliminary investigation of the charge and shall schedule a meeting with the student(s). After discussing the alleged charge with the individuals, the Dean may act as follows:

- Drop the charges;
- Impose a sanction as listed below;
- Refer the student to a School office or community agency for services.

NOTIFICATION

The decision of the program Dean shall be given to the student(s) in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Vice President or where the student refuses to cooperate, the Vice President Professional Schools shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President's decision, and instructions governing the appeal process.

SANCTIONS

The Vice President Professional Schools may apply the following sanctions as appropriate:

Reprimand

A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

General Probation

An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: The individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken. This probation will be in effect for no more than two semesters.

Restrictive Probation

Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally, the individual will not be

eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.

Restitution

The student must pay for damaging, misusing, destroying or losing property belonging to the School, School personnel, or students.

Interim Suspension

Students will be excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

Loss of Academic Credit or Grade

This punishment will be imposed as a result of academic dishonesty (as determined by the Grade Appeal Procedure).

Withholding Transcripts, Diploma, or Right to Register

This sanction will be imposed when financial obligations to the school are not met.

Suspension

The student is excluded from class(es) and/or all other privileges or activities of the School for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must apply for specific written permission from the program Dean before returning to School property.

Expulsion

The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the school only with the approval of the vice president.

Group Probation

This sanction is given to a school or program club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

Appeals Procedure

A student who disagrees with the decision of the program Dean may file a formal grievance as outlined below.

STEPS AND/OR PROCEDURES IN IMPLEMENTATION OF POLICY:

1. In the event the matter is not resolved informally, the student may submit the grievance in writing to the Dean of Academic Services, or Dean of Distance Education who shall hear the grievance and render a decision.
2. If the grievance is not resolved satisfactorily in step 1, it may be appealed to the grievance committee, who will make recommendation to the Vice President Professional Schools. At that time a decision will be rendered. The decision issuing from there shall be binding on all parties.
3. Time Sequence for Filing and Decision
 - a. A copy of the grievance must be filed as provided in Step One within 10 days from the date on which the act, or purported act, which is the subject of the grievance, occurred.

b. Should a grievance not be satisfactorily resolved or should no decision be forthcoming in the time prescribed in item "f" below, the grievance may, within five (5) working days, be submitted to the next step.

c. Where the subject or the grievance suggests it is appropriate and where the parties mutually agree, such grievance may be initiated at or moved to step 2 without a hearing at a lower step(s).

d. If the finding or resolution of a grievance at any step in the grievance procedure is not appealed within ten (10) days, said grievance will be considered settled on the basis of the last answer provided, and there shall be no further appeal or review. Should the institution not respond within the prescribed timeframe, the grievant may exercise the option to proceed to the next step.

e. Time limits under the procedure may be changed by mutual agreement only.

f. Decisions after a scheduled grievance hearing shall be rendered in writing within the time limits below:

- i. Step One within five (5) days after a decision has been rendered;
- ii. Step Two within ten (10) days of the receipt of the appeal from the Step One decision.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution were established. In keeping with and support of this

legislation, Southside Regional Medical Center Professional Schools has established the following policy to ensure compliance. Failure to comply with these standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

RIGHTS OF STUDENTS

In compliance with the Act, an individual becomes a student when he/she registers at the School. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school records. These records include the academic transcript of the School, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar in locked, fire-proof file cabinets. SRMPCS requires written authorization from the student prior to release of any academic records. A minimum of 48 working hours is required by the School to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office, but may not remove the records from the Registrar's office. There will be a charge for copies requested.

RIGHTS OF PARENTS

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level have the right to inspect and review that child's academic records. Once a student reaches the age of 18 or enters a post-secondary institution, the parent is denied access to the student's academic record unless the student gives written consent.

The School assumes that all students enrolled in a program are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of such claim.

RIGHTS OF FACULTY

The faculty members of the Professional Schools have a legitimate educational interest in a student's academic record. Therefore, access to those records is authorized by the institution. Along with this access there are certain inherent obligations and responsibilities.

A faculty member shall not access the educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the student's faculty advisor, and the appropriate program director and division dean. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student. A faculty member shall not disclose any information from a student's record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the student's written consent.

Faculty members shall be responsible for the security of all academic information in their possession. These records must not be accessible to students and unauthorized personnel. Student information should remain in the faculty member's office under lock and key. A faculty member shall refrain from

disclosing academic information by phone without the expressed written consent of the student.

RIGHTS OF ADMINISTRATION

Student Services, specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the Professional Schools. Consistent with this responsibility, the personnel of Student Services will access student records only on an as needed basis. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student. The Vice President and Deans of the Professional Schools may access student records when needed to facilitate the student's educational pursuit. Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

STUDENT PUBLICATIONS

All student publications, printed and electronic, are supervised by the Executive Council. Students are invited to submit information to the program director for review and possible inclusion in printed material. All material must adhere to the tenets of responsible journalism, including the avoidance of libel, indecency, vulgarity, slander, and the techniques of harassment and innuendo. The Executive Council has the authority to determine responsible journalism and to prohibit the publication of any material considered to be outside the canons of responsible journalism or

that would bring the School's good name into question.

CLASSROOM RULES

According to School policy, no food or beverages are permitted in any classrooms, labs, or libraries at Southside Regional Medical Center Professional Schools.

WEAPONS ON CAMPUS

It is unlawful for any person to possess or carry, openly or concealed any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried. Should this be the case, the individual is instructed to share this information with the Vice President Professional Schools at the earliest possible time.

PATENT AND COPYRIGHT POLICY

Every invention, discovery, material, product, work, or anything thereof, resulting from the efforts of a full or part-time employee, student, or outside consultant that is carried out while in the employment of, or under contract or agreement of any kind with, the School, and that is produced or brought about in any fashion with the aid of the School's facilities, staff, or through funds administered by the School shall be considered the property of the School. Any patents, trademarks, trade names, and/or trade secrets shall belong to the School and any legal protection applied for shall be applied for by the School or through an authorized agent, assignee, or licensee in the name of the School.

USE OF TOBACCO PRODUCTS ON CAMPUS

The use of any tobacco product is prohibited in all buildings on the SRMCPS campus. Smoking is permitted outside of the buildings in designated smoking areas only. Both employees and students are expected to exercise caution regarding fire damage to property and dispose of tobacco product residue in receptacles provided. Students must adhere to the policy of the clinical facility regarding use of tobacco products. Failure to do so will result in disciplinary action.

Students who participate in any School related activity, on-or off-campus, will refrain from consuming alcoholic beverages and/or using drugs not prescribed by a physician.

Students who are taking legally prescribed medications, who have adverse reactions or side effects which impair their functioning, will be dismissed from School-related activities, including class, lab and clinical. Students, who fail to adhere to this policy, may be dismissed from the program and the School.

CHILDREN ON CAMPUS POLICY

Children cannot be taken into classrooms or skill laboratories unless authorized by College personnel. Responsible adults will be expected to remove disruptive children immediately. Children cannot be left unattended on campus including the Library, lounge areas, registration sites, administrative offices or parking lots. Failure to comply with this policy will lead to disciplinary action as outlined in the School Catalog, Program Handbooks and Faculty and Staff Handbooks. Visitors violating this policy will be notified of

the violation and continued violation will result in the individual being asked to leave campus.

DRESS

While students may dress casually, they are expected to dress neatly and cleanly. Students should not wear garments that have offensive statements or photos on them, and are required to wear shoes to help ensure safety on the campus facility. Where uniform dress and safety devices are required by the program, School, or clinical facility, the students are expected to fulfill those requirements.

General Guidelines:

- ID badges must be worn at all times and must be clearly visible.
- Offensive odors are not acceptable; for example: body odor, cigarette smoke and strong fragrances.
- Students must follow the facility Dress Code Policy when they are in a clinical setting.

Attire NOT permitted in the classroom, lab, or clinical areas:

- Shorts, skirts or dresses shorter than mid-thigh;
- Garments with slits that expose the thighs;
- Tank tops;
- Low cut, sheer or revealing garments;
- Undergarments that are visible;
- Sunglasses;
- Ball caps or hats.

LIBRARY

The SRMCPS library is located on the first floor of the Medical Center and serves faculty and students at the Professional Schools as well as other departments and personnel of the hospital. Computer workstations are provided as well as select bound periodicals. The Medical Library offers a full range of operational services including reference services, computerized literature searches, interlibrary loan, collection development, and circulation to ensure that information needs of the users are effectively met. Six, full-text nursing journals are available to faculty and students via OVID web page. A complete listing of the periodicals and books in the library can be found in the library. Students enrolled in courses in the Professional Schools on the Petersburg campus also have use of the library at Richard Bland College.

Students may also access the SRMC web page and Learning management System from the library. An SRMCPS ID is required to check out library materials to use the libraries and the computers. For individual reference or research assistance or to schedule an instruction session or tour for a class, contact the Medical Librarian at Southside Regional Medical Center.

FOOD SERVICES

Hot food and snacks are available during clinical experiences in hospital cafeterias. Vending machines are located in the basement of Ions Hall and in the Titmus Education Building.

LOST AND FOUND

The receptionist in Ions Hall (Petersburg Campus) will accept articles found on campus and, if not claimed, store them

for one month. Articles that are not claimed within one month will be given to a local non-profit organization.

EVACUATION OF BUILDINGS

Students are expected to adhere to the evacuation policies of each clinical site and to follow the policy and procedures set forth in those sites.

For the Petersburg campus, an evacuation diagram is located on each floor of every building and in each classroom and hallway in the education building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: SRMCPS staff will make the necessary provisions for all handicapped persons to be evacuated from the building by way of utilizing the outside entrance in the education building.

EMERGENCY EVACUATION – PETERSBURG CAMPUS

When a fire alarm sounds, everyone must exit the building. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should remove all personal belongings with them when evacuating the building.

In case of fire or smoke in the Titmus Building, Grizzard Building, and/or Ions Hall Building, any student, faculty member, or staff should activate the "RACE" system.

1. Rescue – Clear the immediate area.

2. Alarm –
 - a) Pull alarm box.
 - b) Call Hospital Operator (5555) – state name, location, and type of fire.
3. Confine/contain – shut all doors and windows.
4. Extinguish/Evacuate –
 - a) Use fire extinguisher to extinguish if possible.
 - b) Evacuate building through closest fire exit and assemble in faculty-student parking lot by Ions Hall.
5. If alarm sounds and you do not see fire or smoke, call 5555 and report alarm sounding and follow Steps 3 & 4.

CRIME AWARENESS AND CAMPUS SECURITY

Southside Regional Medical Center Professional Schools, in conjunction with the Medical Center Security Department, has developed the following Crime Awareness and Security Policy:

- A. In case of an accident, illness, criminal actions, and other emergencies, the Dean of Academic Service or Director of the Program must be notified immediately. (If any of the above situations occur at any off-campus site (example: the Medical Center, the Director of Security or designee, for the Medical Center must be notified)
- B. The Vice President of Professional Schools or the designee is responsible for security and access to all campus facilities.
- C. School law enforcement is handled by the Medical Center's security team.

When further action is necessary they will seek assistance from city police or county law enforcement.

D. Violations involving the possession, use, and sale of alcoholic beverages, possession and/or use of any drug(s) will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as students or employees. Any violations of these standards of behavior may result in dismissal from the School.

E. All incidents (criminal and security) must be reported to the School Administrator and/or Medical Center Security.

F. All incidents (crime and security) must be reported as soon as possible to Security. Reports should also be made to the Vice President of Professional Schools and the Medical Center's Security Director.

G. Individuals seeking information about registered sex offenders in the region may go online at <http://sex-offender.vsp.virginia.gov/sor/html/search.htm> and in Pennsylvania <http://www.pameganslaw.state.pa.us/EntryPage.aspx>.

Security Operations

A. Southside Regional Medical Center Professional Schools (SRMCPS) is covered under the Medical Center's Security Operations.

B. A local alarm service provides the School buildings with 24-hour security. Should an alarm be triggered, the company immediately reports first to the Medical Center Security, and if no or delayed response, to the local police department.

C. The guards have portable radios and are constantly patrolling. Should any event requiring additional security occur, the guards will contact the City of Petersburg Police Department and then try to control event until police arrive. Events are reported to the appropriate personnel after the situation is under control.

D. Security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator, located on the first floor of the Medical Center Building, will arrange escorts if needed.

Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following methods:

- A. Faculty, staff and student handouts.
- B. Catalog and Student Handbooks.
- C. Orientation to program and the first class of each semester.

Information data on crime and security violations is collected annually. Results of the data will be reported and available for distribution to interested parties.

APPEALS COMMITTEE

Southside Regional Medical Center Professional Schools supports the student's constitutional right to due process. The Appeals Committee is one means by which this occurs. The Appeals Committee will consist of five (5) members from all areas of the Professional Schools, including faculty, staff, administration and students. The Committee as a whole will hear appeals concerning conduct suspension and charges of discrimination or harassment. The Appeals Committee will have two subcommittees that will act upon other

categories of appeal. The committees and their responsibilities are listed below:

Disability, Conduct, and Discrimination Appeals Subcommittee

- The subcommittee will hear appeals in the matter of disability, conduct, and discrimination appeals. The subcommittee consists of two (2) faculty members, and one (1) Student Services staff member.
- One faculty member will be chosen from each of the programs – Nursing and Radiography. The committee will select a chair.

Financial Aid Subcommittee

- The subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of one (1) representative from the following areas Student Services, faculty, and staff. The chair will be selected by the committee.

Student Complaints

- Student complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All such complaints must be in writing.