

Violations of University Policies or Standards of Student Conduct: Disciplinary Process and Sanctions

Policy Information			
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Policy Owner:	Dean of Students	Council/Committee Recommendation:	Strategic Enrollment Committee
Responsible University Administrator:	VP Enrollment Management and Student Affairs	President Council Approved Date:	May 28, 2020

1. Purpose

- 1.1. To address issues related to student violations of Baptist Health Sciences University policies or the Standards of Student Conduct, and to describe the disciplinary process and sanctions used by Baptist University for such student violations.

2. Policy

- 2.1. Baptist University ensures that a fair process is followed for the handling of student misconduct issues. Baptist University disciplinary process is administered by the appropriate dean.
 - 2.1.1. For academic violations, the appropriate dean is the academic dean responsible for the Division in which the violation occurred.
 - 2.1.2. For violations of the Standards of Student Conduct, the appropriate dean is the Dean of Student Services.
 - 2.1.3. The time frames in which Baptist University intends to act, as prescribed in this policy, indicate Baptist University's desire to proceed expeditiously. These time frames may be expanded in order to allow Baptist University to exercise care and to act prudently.
 - 2.1.4. As required by federal law, one who claims to be a victim of sexual assault by a student shall have, in the appeal as in all phases of the disciplinary proceeding, the same opportunities as the accused to have others present, and to be informed of the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
 - 2.1.5. Types of sanctions include, but are not limited to one or more of the following:
 - Written Warning
 - Disciplinary Probation
 - Institutional Financial Assistance Suspension
 - Investigative Suspension
 - Disciplinary Suspension
 - Administrative Dismissal

3. Definitions

- 3.1. Written Warning-Official statement advising the student of a violation of a Baptist University policy and informing the student that further action will be taken if another violation occurs. When applicable, the written warning will include that his/her University-sponsored scholarships may be terminated or reduced.
- 3.2. Disciplinary Probation-Probation may include, but is not limited to the following: restrictions on extracurricular activities, Residence Hall privileges, student leadership restrictions, and/or officer positions. Extracurricular and leadership activities include, but are not limited to activities related to: recognized organizations such as Presidential Ambassadors, committee appointments, Resident Assistants, Residence Hall Council, mentors, and any other leadership positions on campus. A student may be placed on disciplinary probation for a designated period of time, determined by the nature of the infraction.
- 3.3. Institutional Financial Assistance Suspension- University-sponsored financial assistance may be terminated or reduced, accordingly.
- 3.4. Investigative Suspension-The student is suspended from class, clinical, or both pending the investigation outcome of an academic or non-academic infraction, or charges of criminal conduct, which in the view of Baptist University administration, may pose a potential risk to the campus and/or clinical community. An investigative suspension must be approved by the Provost, or the President in his/her absence.
- 3.5. Disciplinary Suspension-The student is suspended from class, clinical, and campus activities for a designated period of time, up to one (1) year. In addition, the student may not be allowed to participate in student life activities, or be on campus property during this time.
- 3.6. Administrative Dismissal-At the discretion of the administrative officials of Baptist University, a student may be administratively dismissed for cause including, but not limited to, violations of the Standards of Student Conduct, refusal to follow a directive from a University official, refusal to submit to drug testing, consistently refusing to abide by University policies or acting in the opposition to the Christian mission of Baptist University. The student is ineligible for re-admission to Baptist University.
- 3.7. Class Days-For the disciplinary process class days are defined as Monday through Friday when classes are in session, excluding officially recognized Baptist University holidays.

4. Procedure

- 4.1. A student who commits a violation of Baptist University policies or Standards of Student Conduct will be subject to sanctions administered through Baptist University disciplinary process. The nature of the sanction(s) will depend upon the severity, frequency, and number of violations and the surrounding circumstances determined by the appropriate dean. The following steps outline the procedure for dealing with non-academic and academic student disciplinary matters:
 - 4.1.1. Step 1
 - 4.1.1.1. The student violating Baptist University policies or the Standards of Student Conduct should be immediately informed of the inappropriate behavior immediately upon observance or, in unusual circumstances in which such action is not possible or appropriate within two (2) class days of the observance, unless such circumstances exist to prohibit a meeting in the exact timeframe. Resolution is to be sought between the parties involved expeditiously.

- 4.1.1.2. For academically related matters, faculty members must take action in a timely manner when a student is observed to be in violation of Baptist University academic and course specific policies.
 - 4.1.1.2.1. The appropriate academic dean (or designee) must be notified immediately by the faculty member, regarding the academic action taken. In consultation with the faculty member, the academic dean may take additional action at this time, for the protection of the student, other students, faculty, staff, affiliated agencies or patients or others in a campus or clinical setting. Such action may remain in effect until full resolution of the issue is reached.
 - 4.1.1.2.2. The Academic Dean, in conjunction with the faculty member, will determine the academic sanctions, if any are to be applied, based on the course syllabus and the academic integrity policy. The academic violation will then be reported to the Dean of Student Services to be investigated in a manner consistent with all other violations of the Standards of Student Conduct. (See 4.1.2 Step 2)
 - 4.1.1.3. For all violations of the Standards of Student Conduct, the Dean of Student Services must be notified immediately by the individual(s) observing the violation of Baptist University policies or the Standards of Student Conduct. The Dean of Student Services may take action at this time, in consultation with the appropriate Academic Dean, for the protection of the student, other students, faculty, staff affiliated agencies, or patients or others in a campus or clinical setting. Such action may remain in effect until full resolution of the issue is reached.
 - 4.1.1.4. If an offense is in violation of the Standards of Student Conduct and serious enough to warrant further disciplinary action, the Dean of Student Services proceeds to Step 2.
- 4.1.2. Step 2
- 4.1.2.1. The Dean of Student Services contacts the person or persons observing the behavior to investigate the occurrence.
 - 4.1.2.2. The person(s) observing the behavior must submit a written summary stating the issue in sufficient detail and the action taken thus far.
- 4.1.3. Step 3
- 4.1.3.1. The Dean of Student Services will contact the student to set up an interview to discuss the charges. Following the meeting, the Dean of Student Services will provide a written notice to the student of the charges via Baptist University of Health Sciences e-mail.
 - 4.1.3.2. The Dean of Student Services will also interview the involved staff member(s) faculty member(s) or other person(s) observing the behavior, unless unusual circumstances prohibit such interviews
 - 4.1.3.3. In lieu of, or in addition to individual interviews, the Dean of Student Services may choose to schedule a meeting with all of the involved parties within four (4) days of completing Step 2. Additional materials may be requested by the Dean of Student Services prior to the meeting. Only the Dean of Student Services, the person(s) observing the behavior, the student involved, and if applicable, the faculty member(s), together with any person the student wishes to offer as a witness will be allowed to attend the meeting which is considered a closed University proceeding.

4.1.4. Step 4

- 4.1.4.1. A decision will be rendered within two (2) class days after completion of Step 3, which will be sent via US Post Office, certified-signature required, to the last mailing address which the student provided to Baptist University. The type of infraction (non-academic vs. academic in nature) will determine whether the Dean of Student Services or the Academic Dean will render the final decision. In certain circumstances, both the Dean of Student Services and the Academic Dean will need to be involved prior to a final decision being made. In all instances, documentation regarding the rendered decision will be placed in the student's file, to be held in the office of the Dean of Student Services.

4.1.5. Step 5

- 4.1.5.1. If the student does not concur with the action taken by the dean in Step 4, the student has the option of initiating the '*Student Appeal Process*'. This process must be initiated within one (1) week of receipt of the decision, or, if the letter is returned by the post office to Baptist University without the student's signature showing receipt of the letter, from the date the letter was mailed.

5. Procedural Steps for Specific Sanctions

5.1. Administrative Dismissal

- 5.1.1. In the case of Administrative Dismissal, Baptist University transcript will reflect that the student received an Administrative Dismissal, and a grade of "W", "WP" or "WF" will be issued for each course according to the grade earned at the time of administrative dismissal.

5.2. Disciplinary Suspension

- 5.2.1. Following the prescribed term of Disciplinary Suspension, the student must submit notification of intent to re-enroll to the Registrar prior to their return; meet with the appropriate academic dean or program chair to develop a new progression plan toward their degree and determine placement for clinicals, if applicable; and, have an updated criminal background screen completed.
- 5.2.2. After completion of the disciplinary suspension, upon the student's return, he/she is placed on a one (1) year period of disciplinary probation.

5.3. Investigative Suspension

- 5.3.1. During an investigative suspension, the student may be ineligible to participate in activities of Baptist University. A resident student may be asked to leave the residence hall during this suspension.

5.4. Institutional Financial Assistance Suspension

- 5.4.1. During an institutional financial assistance suspension, the student may be ineligible for institutional financial assistance in subsequent trimesters.

6. Related Information

- 6.1. SACSCOC Comprehensive Standard 3.9.1 and Federal Standard 4.5
- 6.2. BCHS SMPP 1.0, BCHS SMPP 1.1, BCHS SMPP 1.2, BCHS SMPP 1.3
- 6.3. STU. 5015 Standards of Student Conduct
- 6.4. STU. 5016 Student Appeal Process for Student Conduct Violations
- 6.5. ACA,6001 Academic Integrity Policy



7. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: Clinical program handbooks