



**BLESSING-RIEMAN**  
**College of Nursing  
& Health Sciences**

Origination 05/2002  
Last Approved 05/2022  
Last Revised 05/2022  
Next Review 05/2024

Owner Reta Richmond  
Area Student  
Development  
Committee

## Student Code of Conduct

### PURPOSE

To outline the expectations of student behavior.

### POLICY

Students at Blessing-Rieman College of Nursing & Health Sciences (the College) must conduct themselves in an ethical and professional manner at all times. At all times includes, but is not limited to, interactions with faculty, administration, staff, students, visitors, patients, agency personnel, and other individuals in the classroom (physical or virtual), hallways, lounges, offices, clinical/lab settings, College events, on social media/online sites, and when representing the College in public.

### PROCEDURE

#### ICARE

ICARE is an acronym for *Initiative, Communication, Accountability, Respect, and Exceed expectations*. The behaviors associated with ICARE are as follows:

#### Initiative:

- I will seek knowledge to enhance my skills and use what I learn in my daily work.
- I will bring ideas for new opportunities and embrace change at the College.
- I will always anticipate others' needs in order to create a positive experience.
- I will be proactive in earning and maintaining the trust of all.

#### Communication:

- I will consistently use AIDET in all encounters.
- I will actively listen to others and find answers to questions asked of me.
- I will attempt to resolve conflict using open communication.
- I will be a positive voice of the College and Blessing Health System.

- I will report concerns regarding violations of policies, compliance, and privacy.
- I will be honest in all communication.

#### **Accountability:**

- I will take accountability for my own learning.
- I will put the needs of others first.
- I will keep our environment safe and clean.
- I will actively work to achieve the organizational goals.
- I will follow through in a timely manner on all College commitments.
- I will be responsible for the privacy of others, by keeping all information confidential in compliance with HIPAA and FERPA.
- I will consistently use evidence-based practices.
- I will use all resources responsibly.
- I will conduct myself according to the ethical standards of healthcare professions.
- I will comply with reasonable instruction from the College or agency personnel.
- I will comply with all College policies and procedures.
- I will not engage in academic dishonesty.\*

#### **Respect:**

- I will honor diversity at the College.
- I will not engage in negativity or gossip.
- I will make eye contact, smile, and greet everyone I meet, offering to escort those who appear to need assistance.
- I will give others priority in hallways, elevators, and parking areas.
- I will uphold the personal privacy, dignity, and rights of all.
- I will uphold the College's mission, vision, and values.
- I will not engage in behavior that causes risk or harm to others.

#### **Exceed Expectations:**

- I will seek ways to exceed others' expectations.
- I will give 100% of my attention when interacting with others, always putting them first.
- I will show empathy to everyone, every time.

Any behavior that is not in accordance with this policy is considered a violation. The College reserves the right to address any conduct deemed inappropriate even though it is not expressly covered above.

#### **\*Academic Dishonesty**

Examples of academic dishonesty include, but are not limited to:

- Cheating or knowingly plagiarizing or falsifying academic work such as papers, projects, homework, examinations, or presentations
- Knowingly assisting another student in committing an act of cheating or another form of academic

dishonesty

- Falsifying clinical experiences and professional service activities either verbally or in written documentation
- Possessing examinations, student papers, laboratory materials, or other College property without authorization
- Falsifying grades or documents

## Reporting

When any member of the College community (faculty, staff, administrators, and students) witnesses an event/breach of duty, or suspects that an event/breach of duty has occurred by a student, the individual is obligated to report the event immediately to either the Student/Alumni Services Officer or a member of Administration.

Involved parties will be notified of the Code of Conduct violation prior to submission.

The Student Code of Conduct Report Form must be submitted to [brcncoc@brcn.edu](mailto:brcncoc@brcn.edu) within five (5) business days. This form is available on the "Student Forms" page of the College's website.

## Investigation

The Student/Alumni Services Officer conducts an investigation by initially reviewing each Code of Conduct violation report. The investigation may include interviewing involved parties, gathering additional information, consulting with the administration team and Blessing Health System Compliance team. Failure of involved parties to respond to the Student/Alumni Services Officer within five (5) business day during the investigation may result in the involved parties being withheld from class or clinical.

Patterns of behavior and degree of severity are taken into consideration using the Just Culture algorithm. Just Culture is an established objective pathway utilized to identify if the violation occurred due to a system or process issue, human error, at-risk behavior, or reckless behavior.

*System or Process Issue:* Circumstances outside one's control that may influence or lead to an undesirable outcome.

*Human Error:* Unintentional and unpredictable behavior that causes or could have caused an undesirable outcome, either because a planned action is not completed as intended or the wrong plan is used.

*At-Risk Behavior:* Unsafe behaviors mistakenly believed to be justified or knowingly violating the ICARE standards of behavior. At-risk behavior typically includes repetitive and/or serious events/breaches of duty.

*Reckless Behavior:* Knowingly choosing to place oneself or others in a position that may cause harm. The student sees the risk and understands the harm that can be done. He or she chooses to place self-interest above the rest of the system. Reckless behavior typically includes repetitive or very serious events/breaches of duty.

At-Risk or Reckless Behavior is reviewed by an administrator who may determine that a hearing is necessary.

## Investigation Outcomes

After the investigation the Student/Alumni Services Officer will determine one or more of the following outcomes:

- No fault found
- No further action
- Coaching
- Final warning (with administration approval)
- Hearing needed for further review and sanctions that may lead to dismissal.

Documentation of the outcome is placed in the student's permanent file.

## **Hearing**

Hearings are conducted by the Code of Conduct Committee as soon as possible.

This committee consists of:

- The Student/Alumni Services Officer who serves as Chairperson with voice and no vote except in the event of a tie vote
- One (1) faculty or staff member from the Student Development Committee with voice and vote
- One (1) faculty member from the Academic Committee with voice and vote
- One (1) Academic Advisor with voice and vote
- Two (2) students with voice and vote

All evidence and discussion presented at the hearing remains confidential. All documents are maintained in a confidential and secure manner. Recording is not allowed during the hearing process. Minutes are taken by a member of the Committee or designee.

The Committee reviews the student's record. Each individual has the opportunity to be heard by the Committee. The student may choose a support person to accompany him or her to the hearing. The support person is not permitted to contribute or communicate in any manner during the hearing process. If the support person fails to comply, he or she will be asked to leave the hearing. The support person may not be a lawyer as this is an internal process and not a civil process.

Committee members have the opportunity to ask questions and seek clarification. All parties are dismissed at the conclusion of the discussion. The committee moves to a closed door session to determine the outcome. Failure of the student to appear for the hearing, regardless of enrollment status, results in the outcome based solely on the evidence at hand.

## **Hearing Outcome**

Following the hearing, a majority vote is taken to determine the final decision. Decisions may include one of the following:

- No fault found
- Coaching
- Final warning issued
- Dismissal from the program

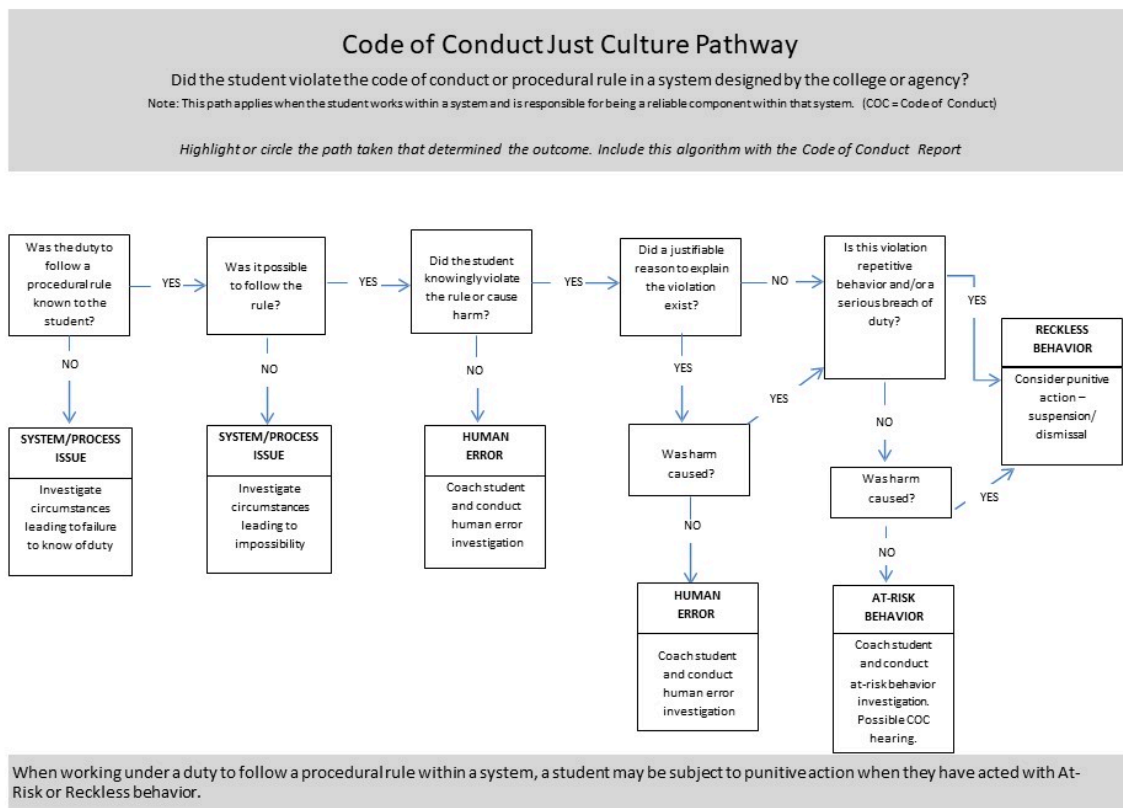
All decisions of the Committee are documented. All parties are notified in writing of the hearing outcome within three (3) business days. The Vice President of Academic Affairs of the partner institution is notified if the outcome is dismissal from the program.

## Appeal Process

Students have the right to appeal an outcome by submitting a letter of appeal to the Student/Alumni Services Officer within three (3) business days. The letter should include specific rationale for the appeal. Letters not received by the third business day are not considered, and the outcome is final.

The appeal is reviewed by the Student Development Committee within ten (10) business days. The Student Development Committee reviews all of the documentation and makes a final decision. The student is notified in writing of the final decision within three (3) business days.

# PATHWAY



Adopted from Just Culture Algorithm v3.2 For Employers

## Attachments

[Code of Conduct Form.docx](#)

## Approval Signatures

Step Description	Approver	Date
Approval by College Senate	Reta Richmond: ADMINISTRATIVE ASSISTANT	05/2022
Approval by Student Development Committee	Jessica Bliven: ASSISTANT PROFESSOR	05/2022
Approval by Student Development Committee	Andrew Griesbaum	05/2022