



LABOURÉ COLLEGE OF HEALTHCARE

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK 2023-2024

OFFICE OF ACADEMIC AND STUDENT AFFAIRS

Labouré
COLLEGE OF HEALTHCARE

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Labouré

COLLEGE OF HEALTHCARE

STUDENT RIGHTS & RESPONSIBILITIES

ACADEMIC YEAR 2023-2024

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COLLEGE STATEMENT

Labouré College of Healthcare is committed to supporting students in all their endeavors; however, all members of the community must remain conscious of how fortunate they are to be engaged in an academic community.

General college policies and procedures for students are stated below. Students should understand that within individual programs, there may be additional requirements or variances of these policies/procedures. The policies and procedures described in this section are intended as a framework of acceptable student behavior and prohibited conduct. The College aims to develop traits and behaviors in students, such as critical thinking, professionalism, self-motivation, and the ability to foresee consequences for their actions.

1. STUDENT RIGHTS AND RESPONSIBILITIES

As members of the Labouré College of Healthcare community, all students have certain rights, as well as a responsibility to behave in an appropriate manner, consistent with the mission of the College and the policies listed throughout this Handbook. Students have the right to:

- Learn, including access to ideas, facts and opinions, express ideas, and discuss those ideas with others.
- A peaceful coexistence, free from violence, force, threats, and abuse.
- Be free of any action that unduly interferes with a student’s rights and/or learning environment.
- Express opinion, state agreement or disagreement with the opinions of others and an appropriate forum for the expression of opinion.
- Have access to a process for resolving deprivations of rights and, in the case of disciplinary procedures, be informed of any charges of misconduct, adequate time to prepare a response to the charges, hear evidence in support of the charges, present

evidence against the charges, a fair procedure which is appropriate to the circumstances, and be informed of the outcome of any proceeding.

Students also have the responsibility to:

- Respect the rights of others and refrain from conduct that violates or adversely affects the rights of other members of the community.
- Refrain from interfering with the freedom of expression of others.
- Avoid force, violence, threat, or harassment, and disruption.
- Comply with local, state, and federal laws and regulations and bear the ultimate responsibility for their actions.
- Ensure that the conduct of others who come to the College as their guests comply with the rules and regulations of the College.
- Respect the College environment including respect for the physical features of the campus and its facilities, as well as the special needs of an academic institution, such as quiet and privacy.
- Provide proper identification when requested to do so by a College official.
- Cooperate with College officials in the performance of their duties.
- Know the information published in this Handbook, the College Catalog, the website, and in other official publications of the College.
- Keep themselves apprised of any information sent by College faculty and staff to their Labouré email account.

2. ACADEMIC INTEGRITY POLICIES & PROCEDURES

In keeping with its mission, the College will foster a high-quality education for students, faculty, and staff and will seek to preserve the rights of the entire college community. All members must adhere to the basic values of mutual respect and responsibility as well as individual and institutional integrity.

Students will be informed about actions that constitute a breach of integrity and about sanctions that may result from academic integrity violations. They assume full responsibility for the content and integrity of the coursework they submit either in class or online and must review the academic integrity policies below.

The College developed the guidelines below to assist students in observing academic integrity. Specifically, students must:

- Do and submit their own work, unless otherwise permitted by their instructor. If appropriate citation guidelines are not stated on the syllabus, students are encouraged to contact their instructor for guidance.
- Only collaborate or cooperate with other students on assignments or examinations as directed by the instructor.

- Follow all written and/or oral instructions given by instructors or designated College representatives for taking exams, placement assessments, tests, quizzes, and other assignments.
- Follow the complaint procedures listed in this Handbook when concerned about a policy or procedure within an individual academic course.

2.1.ACADEMIC INTEGRITY POLICY

The Academic Integrity Policy defines academic misconduct. This includes when and how an instructor should report a violation of the Academic Integrity Policy, penalties that will be applied when a student is found responsible for academic misconduct, and the appeal process if a student wishes to contest a report or a sanction for alleged academic misconduct.

2.1.1. DEFINITIONS OF ACADEMIC MISCONDUCT

1. **Plagiarism** is when one copies another's words, thoughts, ideas, or data without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
2. **Cheating** is defined as being dishonest or deceptive to gain an academic advantage. This includes, but is not limited to, stealing, or using stolen examinations, papers, computer assignments, research, library materials and/or the copying of computer software. It also includes misrepresenting work as original when the work has previously been submitted in part or in whole for another assignment in any previous course.
3. **Fabrication** is the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
4. **Collusion** is assisting another to commit an act of academic dishonesty, such as misusing a computer software or resource, paying, or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
5. **Misrepresentation** is engaging in acts of deception or forgery in an academic context, such as signing another person's name to examinations, papers, or attendance lists, lying to an instructor or proctor, fabricating excuses to improve a grade or to make up for missed work, and misusing computer software or service to create works that do not truly reflect a student's skill level.
6. **Remote Examination Integrity** is engaging in an act of academic integrity while taking an exam remotely, such as getting up and leaving your testing area, not placing yourself in full camera view, failing to complete a 360-degree view of testing area, talking during exam to self or others, having non-approved testing materials or technology in view while exam or review is active.

2.1.2. CONSEQUENCES FOR ACADEMIC MISCONDUCT

1. The penalty for a student's first incident of academic misconduct will be decided by the instructor, with mandatory reporting to the Program Chair, the Academic Dean, and the Dean of Students.
2. After a second incident of academic misconduct, a student will be suspended for one semester or one term. The suspension begins at the start of the semester or term following the conclusion of the process resulting in the finding of academic misconduct.
3. After a third incident of academic misconduct, a student will be dismissed (permanently separated) from the College.

2.2.ACADEMIC INTEGRITY PROCEDURE – FACULTY INITIATED

1. A faculty/staff member will notify the student via email and copy the Program Chair, the Academic Dean, and Dean of Students with the violation and the penalty.
2. The Dean of Students or designee will follow up with a formal notification letter containing:
 - Specific policy violation(s).
 - Instructor-imposed penalty.
 - Instance of academic misconduct.
 - Consequence of academic misconduct.

2.3.APEAL OF AN ACADEMIC INTEGRITY PROCEDURE – STUDENT INITIATED

Students have the right to appeal an academic integrity decision. Those who do, must understand the burden of proof is on the student. To appeal an academic integrity decision, students must:

- Request to schedule a hearing within three business days of receiving the notification letter from the Dean or designee.
- In the request, provide availability within the following seven business days.

After the student appeal hearing, the Dean of Students or designee will send a resolution letter to the student detailing the student's responsibility with the violations. If a student is found responsible, the resolution letter will outline the assigned sanctions as stated in 2.1.2.

3. CODE OF CONDUCT POLICIES & PROCEDURES

In addition to providing a quality education, the College is committed to developing socially- and ethically aware citizens. As such, to remain in good standing at the College, students must abide by and fully comply with a set of policies and regulations governing student conduct both in and out of the classroom. These regulations may be amended, as deemed necessary, in writing. Any violations of these regulations are subject to the College's conduct process. The right to

determine appropriate conduct not otherwise covered by this code and to impose sanctions for misconduct shall be reserved for the administrators and faculty members of the College.

The responsibility to abide by and respect College policy is held by all members of the College community. If students willingly remain in the presence of a policy violation without taking action to dissociate themselves, they will be perceived as supporting the violation and will be held accountable as such. When in the presence of a violation, students have the responsibility to contact appropriate College officials, so they confront the violation.

The College is serious about making sure that students meet the responsibilities listed in this Code of Conduct. Students who are unable or unwilling to act with appropriate decorum, who do not act with good citizenship, or who engage in antisocial behavior toward others, will find that they are not welcome to remain at the College.

3.1. CODE OF CONDUCT POLICY DEFINITIONS

Alcohol

The College prohibits using or being under the influence of alcohol while on College premises or at College sponsored activities except as authorized in accordance with official College policy or possessing or distributing alcoholic beverages while on campus or College sponsored events.

Authorization

Possessing or duplicating keys, mechanical or electronic, to College premises without authorization or entering College premises outside of normal business hours without authorization are strictly prohibited. Students must also ensure that they are following all posted policies related to personal health and safety for entering/exiting the building.

Bullying

Bullying consists of abusive conduct relative to acts, omissions, or both, that a reasonable person would find hostile, based on the severity, nature, and frequency of the conduct and without regard to the method of delivery, such as verbal, written, or electronic. Abusive conduct may include but is not limited to: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct of a threatening, intimidating, or humiliating nature; the sabotage or undermining of an individual's work performance; or attempts to exploit an individual's known psychological or physical vulnerability. A single act normally will not constitute abusive conduct, but an especially severe and egregious act may meet the threshold.

The College prohibits conduct which may be interpreted as bullying as described in this policy. Staff members are required, and students are strongly encouraged to provide support to individuals who are bullied or harassed and to report incidents to the appropriate College official.

Civility

Students are expected to maintain courteous and respectful relationships with their fellow students, faculty, and staff members, and to treat other people's property with respect. Students are also expected to refrain from the use of obscene or inflammatory language or gestures. The College does not tolerate disrespectful and/or disruptive behavior.

College Property

Defacing, damaging, or destroying college property, including but not limited to graffiti or tagging; attempted or actual theft or unauthorized removal of college property or the property of another person; member of the College community / college partnership, or other personal or public property are strictly forbidden.

Compliance

Students must comply with the directions of a College official acting in the performance of their duties. Failure to comply with the directions of a college official, faculty, staff member or law enforcement officer acting in accordance with their duties is strictly prohibited. This includes but is not limited to failing to, when requested to do so, present a valid, current form of College identification. Students must also ensure that they are complying with the specific instructions related to personal health & safety if they are on campus, including but not limited to the applicable health and safety rules.

Documentation

Forging, altering, or misusing any college document, record or means of identification including student identification card, username, pin code or password, college portal and email access are strictly forbidden.

Electronic Recordings

Any unauthorized use of electronic or other devices to make an audio recording of any person while on College premises or at a College sponsored activity without the express consent of that person is a violation of the College's acceptable use policies and applicable law. Students who wish to obtain consent to record lectures can review the Access & Accommodations Handbook for the required materials or their specific program handbook for unique circumstances.

Fire Safety

Deliberately setting a fire to the campus will be treated as one of the most serious forms of misconduct. Any conduct having a foreseeable risk that a fire will result is unacceptable, even if no fire is intended or does occur.

Occupants are required to exit any College building immediately any time the fire alarm sounds. Students should become familiar with the fire exits in the building. Occupants are to evacuate the building immediately and stay at least 50 feet away from the building until the "all clear" signal is given from an appropriate College official.

Tampering with or misusing fire protection devices such as extinguishers, smoke detectors, and alarms, or setting off a false alarm threatens the safety of the community and is unacceptable. Refusing to leave a building during a fire alarm, or exhibiting uncooperative behavior toward a College or town official are also considered violations of College policy.

Gambling

Engaging in unauthorized or illegal wagering on campus premises or at College sponsored activities, either in person or by electronic device, is not allowed.

Guests

Visitors are permitted in the classroom only with the prior approval of the instructor. Children are not permitted in the classroom or unsupervised in other areas on campus (lounges, offices, hallways, etc.).

Any student who hosts a visitor, guest, family member, or any individual that is accompanying a guest on campus or at a College-sponsored event is responsible for ensuring that the guest knows and adheres to all regulations of the Code of Conduct. In instances where guests violate policies, the student host may be held responsible for guest misconduct under the conduct system.

The College reserves the right to deny access to any guest who exhibits inappropriate behavior, refuses to abide by policies, or is deemed a danger to himself/herself/themselves or to others.

Harassment

The College is committed to providing its members with an environment free from all forms of harassment and discrimination, and discriminatory intimidation, ridicule, and insult. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy, and for refraining from conduct that violates this policy.

Harassment is defined as inappropriate or unwanted contact with an individual, whether verbal (including phone and computer), physical, or emotional. Incidents of harassment will be investigated by the Division of Student Affairs, and, if a student is found responsible, he/she/they may be dismissed from the College, referred to the criminal system, and be subject to further college sanctions.

Hate Crimes

Hate crimes are serious offenses, and the College takes these matters very seriously. A hate crime is any traditional criminal offense that is motivated in whole or in part by the offender's bias toward the victim's race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran.

Bias-motivated offensive conduct is behavior that, whether or not criminal, constitutes a violation of behavioral standards and policies listed in this Handbook, and that is motivated in whole or in part by the offender's bias toward the victim's race, color, religion, gender,

sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran.

Hate or bias crime encompasses not only violence against individuals or groups, but also crimes against property, such as arson or vandalism. Hostile or hateful speech, or other disrespectful or discriminatory behavior, may or may not be a crime depending on the situation and the specific acts of the individual.

Hazing

Engaging in acts of hazing as outlined in [Massachusetts General Laws, Chapters 269, Sections 17, 18, and 19](#), is strictly prohibited. Any student who organizes or participates in hazing will be subject to dismissal from the College.

Identification

In order to ensure the safety of the College community, each student is given a Labouré College of Healthcare Student ID Card upon enrollment in the College. Students are required to always carry their student ID while on campus and may be asked to produce identification by faculty, staff, or public safety at any time. Failure to do so may result in denial of entry into College facilities and disciplinary action for the student.

Illegal Drugs

Using or being under the influence of, possessing, manufacturing, distributing any illegal drug, marijuana, narcotic, hallucinogen, or similar chemical agent, including the inappropriate or unlawful use, distribution, or possession of prescription drugs, in any quantity, that is prohibited by law, is strictly prohibited.

Drug Free Schools Policy

The College embraces the spirit of the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226 that requires schools to provide a drug-free campus. As part of its institutional philosophy, the College is dedicated to the advancement and well-being of the population it serves. As such, all community members are encouraged to abstain from the use of illegal drugs and the irresponsible use of alcohol.

Community members are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the school, including grounds, parking areas, anywhere within the building, or while participating in College-related activities. Additionally, the College abides by federal law, which prohibits the possession/consumption of marijuana. Drug and alcohol abuse and dependence can cause harmful effects to every aspect of a person's life: relationships, family, job, school, physical and emotional health. Any member of the community who suspects either he or she or someone else may be at risk is invited to seek services that can be of help. Students who violate this policy will be subject to disciplinary action up to and including dismissal.

As a condition of enrollment, students must abide by the terms of the policy, or the College will take one or more of the following actions within 30 days with respect to any student who violates this policy:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student, up to and including dismissal.
- Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good-faith effort to maintain a drug- and alcohol-free school through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Misconduct

Students shall not act in a manner which infringes upon the privacy rights, privileges, health, or safety of other persons. The College will not tolerate any activity that has a negative impact on another person's ability to be a successful member of the community.

Disorderly conduct including, but not limited to, fighting, boisterousness, rowdiness, obscene or indecent conduct or appearance, or unbecoming language directed at another, is prohibited.

Off-Campus Behavior

The College reserves the right to take disciplinary action against a student for off campus conduct during College sponsored activities (for example: clinical sites) when such conduct adversely affects the College community, if the conduct possesses a threat to another member of the College community or if the student is charged with a violation of local, state, or federal law.

Pets

Pets that are not certified support animals are not permitted in the administrative or academic buildings. For certain events, the Dean of Students or designee may authorize animals on campus. Owners must tend to any cleanup or damage of their pets before leaving the campus.

Physical Violence

Physical violence such as hitting, pushing, slapping, kicking, choking, restraining, pinching, hair pulling, spitting, biting, or throwing of any object at an individual is considered a most serious type of offense. Any person engaging in these forms of violent behavior will be subject to dismissal from the College.

Posted Policies

Violating published College policies, rules or regulations as outlined in the College policy manual, posted in College facilities, College catalog, Student Handbook, course syllabus, or on the College website not otherwise enumerated herein is strictly prohibited.

Restricted Areas

The College prohibits entrance into restricted areas such as, but not limited to, roofs, fire escapes, balconies, and closed buildings. This also includes areas to which the student has not been given access rights via the College's card access system.

Services and Information

The College maintains substance abuse education information and a list of counseling and support services that can be obtained from the CARE Team. The CARE Team is a designated committee available to hear concerns regarding substance use and to offer referrals, advice, and information on substance abuse education and services in the community. The CARE Team can be contacted at CARE@laboure.edu.

Hotlines

The following hotlines are also available to assist members of the College community:

- ALCOHOLICS ANONYMOUS (support group for alcoholics): (617) 426-9444
- 1-800-ALCOHOL (active alcohol referral line): (800) 252-6465
- DRUG & ALCOHOL HOTLINE (Massachusetts hotline): (800) 327-5050
- NATIONAL DRUG & ALCOHOL TREATMENT REFERRAL SERVICE (the national service of the Substance Abuse and Mental Health Services Administration): (800) 662-HELP (4357).

Outpatient Care

Outpatient care, including assessment, counseling, and follow up for individuals and families experiencing problems with alcohol and drugs, may be arranged at the following agencies:

- TalkCampus (Virtual Mental Health Support):
<https://www.students.talkcampus.io/laboure-college>
- St. Elizabeth's Hospital/SECAP (Comprehensive Addiction Program):
(617) 789-6574
<https://www.semc.org/service-directory/substance-abuse>
- Adcare Recovery Services (Outpatient Services):
(617) 227-2622
<http://www.rehabcenter.net/rehab-centers/massachusetts-rehab-centers/boston/adcare-hospital-outpatient>
- Daniel Driscoll-Neponset Health Center:
(617) 282-3200
<https://www.hhsi.us/locations/daniel-driscoll-neponset-health-center/>
- Hope House (in-house facility for drug and alcohol detoxification)
(617) 267-4673
<http://hopehousemd.org/>

Sex Discrimination, Sexual Harassment and Title IX

The full Title IX Sexual Harassment Policy can be found on the College's website and is available in the Dean of Students' Office. In it students will find detailed information about consent, statements of confidentiality, and the rights of the victim and the accused.

Resources are available with the College's Title IX Coordinator:

Jeremy Shepard

(617) 322-3506

jeremy_shepard@laboure.edu

Any student who reports an incident of sexual harassment is entitled to an adjustment of academic class schedule (if schedule allows).

The Deputy Title IX Coordinator is:

Nikki David

(617) 322-3511

Nikki_David@laboure.edu

Smoking

The College has a campus-wide smoke-free policy in all buildings, parking lots and the grounds of the College. This includes, but is not limited to, cigarettes, clove cigarettes, cigars, pipes, e-cigarettes, and any vaping products.

Student Conduct Process and Procedures

Abusing the Student Conduct Process and Procedures by:

- a. Falsifying, distorting, or misrepresenting information to a College official or a hearing committee and/or attempting to influence or coerce another to falsify, distort, or misrepresent information to a College official or a hearing committee.
- b. Disrupting or interfering with the orderly conduct of the Student Conduct Process and Procedures. This can include responding inappropriately to notification letters.
- c. Attempting to discourage an individual's participation in or use of the Student Conduct Process and Procedures.
- d. Attempting to influence the impartiality of a College official or hearing committee.
- e. Harassing, or intimidating or attempting to harass or intimidate a party or witness scheduled to appear before a college official or hearing committee and/or harassing or intimidating or attempting to harass or intimidate a college official or a member of the hearing committee.
- f. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Process and Procedures.
- g. Failing to comply with sanctions imposed under the Code of Conduct.

Student Demonstrations

The College encourages an atmosphere of open dialogue between students and other members of the College community and recognizes that a spirit of inquiry and debate is an essential piece

of the academic experience. To ensure that public demonstrations of opinion do not violate directly or indirectly the rights of others by preventing the ordinary operation of the College, the Dean of Students must be notified 72 hours in advance of any planned demonstrations. If approved, the activities must be conducted in accordance with the Code of Conduct. The Dean reserves the right to determine the time and place of any public demonstration. Participation in a demonstration without prior authorization could result in disciplinary action. The organizers of any demonstration should be aware that they are also responsible for compliance with local, state, and federal law. Please note that in emergency situations, this right to hold demonstrations may be suspended by the College and replaced with mandates from College or other public officials.

Weapons

The College strictly prohibits the possession on College premises or at off-campus College events/sites of any handgun, rifle, shotgun, bow and arrow, BB gun, paintball gun, air rifle, ammunition, or other device of a physically harmful nature or which resembles actual items. Bomb threats are also a serious violation of policy, as well as state and federal statutes.

Additionally, [Massachusetts General Statutes, Chapter 269, Section 10](#), prohibits knives, swords, nun chucks, and the like. Knives of any type, guns (firearms – real, counterfeit, or toy), ammunition, or any weapon or object that could be used as a weapon. Mace and pepper spray are not allowed on the College campus or at College-sponsored events/sites, even if a student possesses a permit for it.

3.2. CODE OF CONDUCT PROCEDURE

Philosophy of the Conduct System

The Division of Student Affairs coordinates the conduct system and all matters that relate to student conduct and behavior in order to maintain a community that is supportive of the overall mission of the College. The conduct system is primarily educational in nature. It focuses on the growth and development of student potential through the encouragement of self-discipline and responsibility by fostering respect for the rights and privileges of others. However, there may be occasions when issues of community or personal safety and well-being require severe but appropriate responses that appear to supersede, but actually enhance, learning.

The Conduct Process

The focus of the conduct process is to determine whether the accused is responsible or not responsible for violating the regulations listed in the Code of Conduct. The process is designed to enforce College rules and regulations, not criminal laws, though at times the two may coincide. Formal rules of evidence will not be applicable, and determinations of responsibility will be based upon a preponderance of the evidence or whether it is “more likely than not” that the student is responsible.

The Complaint

A student will become involved with the conduct system as a result of alleged violations of the Code of Conduct. A formal complaint is written by a student, College official, Public Safety, or local police department and is submitted to the Dean of Students. All complaints must be submitted in writing and will contain the name(s) of the student(s) involved in the incident, as well as a clear statement explaining the nature and circumstances of the complaint. The Dean of Students or designee will determine if a hearing is necessary and if needed, will schedule a meeting. For any violations of the Academic Integrity Policy, please refer to the [Academic Integrity Procedures](#).

Notification of Meeting

A student who has had a complaint lodged against him/her/them will receive written and/or electronic notification that a complaint has been filed. This notice will also contain the date and time of a formal conduct hearing, which the student must attend.

Hearing

In most instances, a College official will hold a hearing with the accused student. The hearing officer will be assigned by the Dean of Students.

The purpose of the conduct hearing is to determine whether the student is responsible for violating the Code of Conduct. During the hearing, the student will have the opportunity to discuss the complaint and alleged violations and explain his/her/their perspective of the incident. Information is gathered by staff prior to the hearing and is presented to the student at the hearing. Possible sanctions may be discussed and reviewed. A student who does not appear for his/he/their scheduled hearing could have the case heard without the opportunity to present a statement and a decision may be made in his/her/their absence.

The Dean of Students or designee also has the authority to convene an emergency hearing without the student being present. These situations would include, but are not limited to, the following: the incident occurring at the end of an academic semester, the student has been incarcerated or hospitalized after any such incident, or, in the Dean's or designee's opinion, the student's presence on campus for a hearing could in some way jeopardize the safety and well-being of any other member of the College community.

Notification of Decision

Following a hearing, a letter containing the official decision and any assigned sanctions will be sent to the student via College email, mail, or both. A letter may also be sent to other members of the faculty and administration of the College, as appropriate and to the full extent permitted by law. Please note that the College reserves the right to disclose the results of campus conduct meetings to those victims of crimes of violence or non-forcible sex offenses.

Appeals

A student has the right to appeal a decision made by a conduct hearing officer if he/she/they can demonstrate one or both of the following:

- Substantive new evidence exists that was previously unknown, alters the facts, and could have had an impact on the outcome.
- There was a procedural error of fairness.

Please note that the severity of a sanction is not legitimate grounds for an appeal and therefore will not be considered.

In order to appeal a decision based on the grounds listed above, the student must submit a formal letter, in writing, to the appropriate College official, as listed below. This letter must be received within 48 hours of notice of the original decision and must include the following information:

- The name, address, and telephone number of the student.
- A clear statement explaining the nature and circumstances of the appeal, citing the new evidence and/or the explanation with specifics of the alleged lack of fairness in the prior hearing.
- The names, addresses, telephone numbers, and written statements of new witness(es). Written statements should include the general nature of their testimony and their assent to appear at an appeal hearing. These statements should be factual in nature and relate to the incident in question. Character witnesses or statements regarding other incidents involving this student will not be accepted.

The following is a guide that indicates to whom the appeal should be addressed:

| If your original hearing was with the: | Appeal to the: |
|--|--|
| Conduct Hearing Officer | Dean of Students |
| Dean of Students | Vice President of Academic and Student Affairs |

Upon receipt of the appeal letter, the appeal officer will determine if the student’s appeal has any merit. If the appeal does not meet either of the criteria listed above, the student will be notified in writing that the appeal has been denied and that the original decision stands. If there is merit, the appeal officer will convene a hearing with the student to review the incident. The appeal officer can make one of three decisions: uphold the original decision, dismiss the case by finding the student is not responsible, or a modified finding of responsibility based on new information presented during the appeal process. The student will be notified in writing of the decision.

The appeal officer will issue a final and binding decision. Students will not be granted more than one appeal opportunity per incident.

Records

All documentation involving an incident will be kept on file in the Dean of Students’ Office. A copy of all documentation relating to a particular student will be placed in a permanent disciplinary record and will be maintained by the Dean of Students.

Sanctions

The main objective of the conduct system is that of education of all participants through the conduct process. Sanctions are not meant to be punitive in nature, but rather to assist the student's development into a mature and responsible citizen within our community and society at large.

The following is a list of typical sanctions that may be assigned based on the severity of the violation(s). The College reserves the right to create other sanctions given the nature of the misconduct. The College also reserves the right to immediately sanction a student without following the above procedures. In the event that students are deemed a danger to themselves or to others, a summary suspension may be issued until the issue can be resolved. In the case of summary suspensions imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved both on- and off-campus.

Please note that a record of disciplinary sanctions may impact a student's ability to hold a leadership position on campus, such as work-study, mentor or student leadership position. Additionally, such information must be reported on most college transfer forms and, in some instances, job applications, particularly for federal or state positions.

College Sanctions

Sanctions classified as a College sanction include:

- **Revocation of Admission and/or Degree:** Admission to the College or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards at any time prior to the completion of the degree requirements, or for serious violations committed by a student prior to graduation.
- **Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the successful completion of all sanctions imposed, if any.
- **Disciplinary Warning:** A written reprimand for violation of College policies, including a warning that continuation or repetition of prohibited conduct may result in further action through the conduct system.
- **Disciplinary Probation:** A change in student status indicating that any future violation of College policy will most likely result in suspension or dismissal from the College.
- **Temporary or Permanent Removal from a Course:** A change in student status indicating that a student can no longer attend a course for a set period.
- **Temporary or Permanent Removal from a Program:** A change in student status indicating that student can no longer be enrolled in a specific program for a set period.
- **College Suspension:** A separation of the student from the College for a specified period, after which the student is eligible to return.

- **College Dismissal:** a permanent separation of the student from the College. The student is permanently banned from entering all College property and prohibited from participating in any College-sponsored activities.

Any of the above sanctions may be combined with a loss of privileges, fines, restitution, educational assignments, letter of apology, community service, or referral to support services.

4. STUDENT VERIFICATION, SOCIAL MEDIA, AND ONLINE STUDENT ACCESS

Policies in this section are in addition to all other student policies, as students in all programs are responsible for all policies, including online, hybrid, on-ground, or flex courses.

Academic Integrity and Student Verification Policy

1. The following policy ensures the College is in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education credit-bearing courses and programs.
2. Programs and courses offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit.
3. According to the HEOA, one or more of the following methods should be used:
 - a. An individual secure login and password issued by the college.
 - b. Proctored examinations; and/or
 - c. Other technologies or practices that are effective in verifying student identification.

Online Student Work, Assessments, or Graded Activities Policy:

1. Must be submitted via a system that verifies the student's identity as noted above. Labouré students are assigned a unique username and password to log into the College's Learning Management System (LMS).
2. Students are responsible for providing their complete and accurate information in any identification verification process.
3. All users of the College's LMS are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for that individual's exclusive use.
4. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited. It is against college policy for a user to give someone his/her/their password or allow others to use his/her/their account.
5. Users are responsible for all users and activity on their accounts.

Student Verification Policy

1. Personal identifiable information collected by the College may be used as the basis for identity verification. This information may include a combination of the following:
 - a. Student ID number.

- b. Last 4 digits of the student's Social Security Number.
 - c. At least 2 other pieces of information such as the student's email address on file, date of birth, address, or username.
2. The verification of a student's identity begins at the time of admission or initial course registration. Procedures related to student identity verification include registration, advising, and transcript.
 3. Personally identifiable information collected by the college may be used, at the discretion of the institution, as the basis for identity verification. The Academic Integrity Policy specifically prohibits all forms of cheating, plagiarism, and academic dishonesty.

Social Media

1. The College recognizes that social networking websites are a popular means of communication. Students who use these websites must be aware that posting certain information is illegal.
2. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions up to and including dismissal.
3. The following actions are forbidden for students:
 - a. Disclosing the personal information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected information.
 - b. Disclosing private academic information of another student.
 - c. Presenting themselves as an official representative or spokesperson for the College. Students must make it clear that they are speaking for himself/herself/themselves and not on behalf of the College. Students may consider adding a disclaimer such as "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of the College."
 - d. Representing themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the prohibitions listed above and below.
4. In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
 - a. Display of vulgar language and language or photographs that imply disrespect for any individual or group because of age, race, gender identity or expression, ethnicity, or sexual orientation.
 - b. Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol or substance abuse.
 - c. Posting of potentially inflammatory or unflattering material on another individual's website

5. For additional examples of acceptable use, students can refer to the *Acceptable Use Policy*, available in the Catalog and on request.

Netiquette Guide for eLearning Coursework

1. General Guidelines - When communicating online, students should always:
 - d. Treat the professor with respect (in all online communication).
 - e. Use the professor's proper title: Dr. or Prof., or, if when in doubt, Prof.
 - f. Avoid referring to the professor's first name, unless specifically invited to do so.
 - g. Use clear and concise language.
 - h. Have correct spelling and grammar for all college level communication.
 - i. Avoid slang terms, such as "wassup?" and texting abbreviations, such as "u" instead of "you."
 - j. Use standard fonts (e.g., Times New Roman) and use a size 12 font.
 - k. Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
 - l. Limit and possibly avoid the use of emoticons like :) or \o/.
 - m. Be cautious when using humor or sarcasm, as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or considered offensive.
 - n. Post only personal photographs into eLearning and forum posts that are professionally dressed head shots.
 - o. Be careful with personal information (both personal and others).
 - p. Avoid sending confidential patient information via email.
2. Email Guidelines – When communicating online, students should:
 - a. Use a descriptive subject line.
 - b. Write a greeting at the beginning of the first email.
 - c. Keep the message brief and focused.
 - d. Avoid attachments, unless 100% recipients can open them.
 - e. Avoid sending email to a large number of recipients unless there is a legitimate reason to do it.
 - f. Proofread emails.
 - g. Be careful of tone in emails. When communicating in person or phone, facial expressions and voice convey so much information, and that information can be lost in an email. Sarcasm can backfire.
 - h. Check College email at least once a day.

- i. Attempt to find the answer to questions in the course syllabus or handouts before emailing the professor or classmates.
 - j. Sign messages with the name.
 - k. Read all emails sent by the professor(s).
 - l. Think before sending an email to more than one person. Does everyone really need to see the message?
 - m. Be sure everyone in the recipient's list must receive the response before selecting, "reply all."
 - n. Be sure that the message author intended for the information to be passed along before selecting the "forward" button.
 - o. Be kind.
3. Forum/Discussion Board Netiquette Guidelines – When posting on a discussion board in the LMS course, students should:
- a. **Participate.** This is a shared learning environment. No lurking in the cyberspace background. It is not enough to login and read the discussion thread of others. For the maximum benefit to all, everyone must contribute.
 - i. Check if anyone has asked a question or made comments already and received a reply, before posting a question or comment to a discussion board. Just as one would not repeat a topic of discussion right after it happened in real life, do not do that in discussion boards either.
 - ii. Make posts that are on topic and within the scope of the course material. Do not post irrelevant links, comments, thoughts, or pictures.
 - iii. Take posts seriously and review and edit them before sending.
 - iv. Be as brief as possible while still making a thorough comment.
 - v. Be sure to read all messages in a thread before replying.
 - vi. Avoid repeating someone else's post without adding something.
 - vii. Avoid short, generic replies such as, "I agree." Include the reason or add to the previous point.
 - viii. Summarize all answers and post that summary to benefit the whole class if many people respond to the question asked.
 - ix. Quote just a few key lines from the original post so that others will not have to go back and figure out to which post the answer is referencing.
 - b. **Recognize and respect diversity.**
 - i. Check the most recent comments before replying to an older comment, since the issue might have already been resolved or opinions may have changed.
 - ii. Run a spelling/grammar check before posting anything to the discussion board.

- iii. Express differing opinion in a respectful, non-critical way when disagreeing with someone.
- iv. Always give proper credit when referencing or quoting another source.
- c. **Refrain** from being personal; do not take things personally.
 - i. Criticism must be constructive and well-articulated.
 - ii. Return to the conversation regularly.
 - iii. Refrain from “:-)” faces and “c u l8r’s”, even though social networking and text messaging has spawned a body of linguistic shortcuts that are not part of the academic dialogue.
 - iv. Always remember to say “Please” and “Thank you” when soliciting help from your classmates.
 - v. Avoid writing anything that sounds angry or sarcastic, even as a joke, because without hearing tone of voice, peers might not realize it’s a joke.
 - vi. Be open-minded.
 - vii. Read the post aloud before hitting the send button. This will tell a lot about whether grammar and sentence structure are correct, tone is appropriate, and the contribution clear.

5. ACADEMIC COMPLAINT PROCEDURES – STUDENT INITIATED

Students dissatisfied with a course have the right to file a formal complaint. Complaints may range from minor reports of dissatisfaction with an exam, a course, or faculty member to issues impeding the ability to study or learn. Students enrolled in professional courses should follow the chain of command described in their respective program handbook. In the absence of specifics in the respective program handbook or if enrolled in general education courses, students should follow these steps:

1. **Student-Faculty Level:** An individual student or group of students should directly discuss, with the faculty member(s) involved, any issues related to the faculty member’s performance or expectations. If a satisfactory resolution is not achieved, the student or group may inform the faculty member of their intention to consult the Chair or Dean. This process should be initiated within five business days of the initial request.
2. **Dean level:** A problem that is not satisfactorily resolved at the course level may be taken to the Dean of Arts and Health Sciences. The Dean or designee will review the data and attempt to resolve the issue, responding within five business days of the appeal.
3. **Vice President of Academic and Student Affairs (VPASA):** For issues that remain unresolved after consultation with the faculty member and the Dean or designee, the student or group may make a final appeal to the VPASA. The VPASA will review the issue and act as an arbitrator of the complaint, consulting with the Dean as needed. The VPASA’s decision level is final.

6. STATE AUTHORIZATION COMPLAINT POLICY & PROCEDURE

The College is committed to integrating institutional objectives in innovative ways to demonstrate excellence in all online programs. When an issue is brought to the College's attention, the College will take appropriate action to seek resolution. Students are encouraged to pursue the College's internal complaint procedures, described above, for any complaints before contacting external sources for resolution. Often, it is the case that communication with the course professor is the most direct route to resolving issues. If an issue cannot be resolved at that level, a student should contact the Academic Chair or Dean for guidance.

For students that take 100% of their courseload online, there are additional methods by which complaints may be filed.

For Massachusetts Residents and Online Students in Non-SARA Member States and Territories

After you have exhausted the complaint procedures described above and your complaint has not been resolved, you may file a consumer complaint with the Massachusetts Department of Higher Education by following the [Student Complaint Process](#). This process is in place for students who are located in:

- Massachusetts
- Non-SARA Member States or Territories (e.g., California, Guam, etc.)

For **online students** outside of Massachusetts located in SARA Member State and Territories

After exhausting the complaint procedures described above and your complaint has not been resolved, you may file a complaint with the Department of Higher Education by following the [SARA Complaint Process](#). This includes all students who are located in SARA member states and territories for the purposes of completing out-of-state learning placements, such as internships, practica, clinical experiences, etc. in SARA member states and territories outside Massachusetts.

Labouré College of Healthcare
Student Rights & Responsibilities
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