



## Policy AA6.03: Student Code of Conduct

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer, VP Student Engagement
Initial Policy Approval Date	March 4, 2009
Current Revision Approval Date	March 6, 2019
Procedure Effective Date	March 6, 2019

### Policy

The Code of Student Conduct serves as a guide of acceptable behavior and due process procedures. The administration of American Sentinel University has the authority to modify or change the Code of Student Conduct at any time. Students are responsible for obtaining all published materials and updates from the student website.

Nursing students are expected to function within the framework of the American Nurses Association *Code of Ethics for Nurses*. Students may purchase *the Code of Ethics for Nurses* by contacting the American Nurses Association Publishing Company or may be viewed online at:

<https://www.nursingworld.org/coe-view-only>

The primary concern of the university is its students. American Sentinel attempts to provide an environment that is conducive to academic endeavor and social and individual growth. Enrollment at American Sentinel is considered implicit acceptance of the rules, regulations and guidelines governing student behavior. American Sentinel reaffirms each student's privilege of exercising certain rights, including the right to appropriate due process in any disciplinary matter.

### Guidelines

Students at American Sentinel University are expected to exhibit positive academic citizenship and are required to:

- Read and follow all policies, procedures and program information guidelines published in hard copy or available electronically on the University Web site.
- Pursue learning with honesty and integrity.
- Recognize and respect the rights of others.
- Maintain confidentiality with information shared by other students in courses.
- Assume personal responsibility as adults for their behavior without supervision.
- Progress in their programs by meeting course deadlines and following outlined procedures.
- Demonstrate mutual respect when interacting with administration, faculty, staff and other students.
- Meet their financial obligations in a timely manner.



Students who do not practice good academic citizenship may be subject to disciplinary action including suspension, dismissal and/or a hold on academic records. All students are responsible to review the academic code of conduct policy and behave in keeping with the stated principles.

## Procedure

One or more of the following misconduct penalties may be imposed by American Sentinel upon individuals, groups or organizations. Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are civil or criminal violations. Whenever disciplinary actions lead to the student's leaving the university, grades will be assigned in accordance with university's grade policy and the Academic Calendar.

**Admonition:** This consists of a verbal or written warning. Verbal admonitions will not become a part of the student's confidential record in the Registrar's Office.

**Loss of Privileges or Imposition of Certain Tasks:** Under some circumstances of misconduct, the university may deem it appropriate to take away certain privileges. Penalties such as withholding of official transcript or degree; blocking from enrollment for a specified period of time; recommendation of failing, reduction, or changing a grade in a test, course assignment, course or other academic work; suspending library and internet technology may be imposed. The student may also be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; attending counseling sessions; performing additional academic work not required of other students in a specific course; complying with behavioral contract; paying of special fees, fines or service charges.

**Probation:** Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstances of the case. Probation carries with it a warning that any further violation of university regulations may result in more serious consequences, including suspension or expulsion. The two types of probation related to the Student Code of Conduct are:

- **Conduct Probation** - a sanction which will be removed from the student's confidential record at the end of the period of probation.
- **Disciplinary Probation** - a sanction which may or may not remain a permanent part of the student's permanent record.

**Suspension:** Continued and/or flagrant violations of the probation terms or serious offense cases warranting such action may result in suspension from American Sentinel for a specified period. The student is blocked from re-enrollment until he/she applies for readmission to the university and is cleared by appropriate officials. Suspension becomes a part of the student's permanent record in the registrar's office.

**Withdrawal:** Withdrawal is administrative removal of a student from a class or from the university and may be imposed in instances of unmet financial obligations to the University; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such a time specific conditions have been met.



**Expulsion:** Expulsion is permanent severance from American Sentinel University.

**Revocation of Degrees:** The revocation of degrees may occur for discovered misconduct of prior students. Allegations of misconduct which may result in a revocation of a degree will be considered by the appropriate academic process.

If the student believes that this policy was not followed, the student is entitled to prepare an official complaint to the President, per CM2.02: Student Complaints.

### **Policy Regarding Social Media**

**Follow American Sentinel values:** Guidelines for functioning in an electronic world are the same as the guidelines that dictate the values, ethics and confidentiality policies by which students are expected to live every day.

- Post meaningful, respectful comments and do not post remarks that are off-topic or offensive.
- When disagreeing with others' opinions, remain appropriate and polite.

**Clarify an opinion:** Unless authorized to speak on behalf of American Sentinel University, students should make clear that all views expressed are their own.

**Act responsibly and ethically:** When participating in online communities, students are advised not to misrepresent themselves.

### **Policy Regarding Internet Usage**

All Internet data that is composed, transmitted, or received via the American Sentinel computer communications systems is considered to be part of the official records of the university and, as such, is subject to disclosure to law enforcement or other third parties, such as state regulators and accrediting agencies. Consequently, students should always ensure that the information contained in their email messages and other transmissions is accurate, appropriate, ethical and lawful.

Students will be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing or threatening messages or images.
- Stealing, using or disclosing someone else's code or password without authorization.
- Giving your code or password to someone else to use as if they were you.
- Violating copyright law.
- Sending or posting messages or material that could damage the university's image or reputation, including the use of the university name, titles and positions in any publication that may be perceived as offensive.
- Sending or posting messages that defame or libel other individuals.



- Sending or posting chain letters, solicitations or advertisements not related to education purposes or activities.
- Jeopardizing the security of the university's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization.
- Sending anonymous e-mail messages.
- Engaging in any other inappropriate or illegal activities.

### **Official Obligations Between the Student and University**

Misconduct relating to official obligations between the student and the university or its officials includes but is not limited to the following:

- Issuance of a check without sufficient funds
- Failure to fulfill financial obligation(s) to the university
- Failure to fulfill other legal obligation(s) to the university
- Failure to comply with reasonable directions of, or failure to heed an official summons of, college officials, faculty or staff members acting in the performance of their duties
- Failure to comply with the sanction(s) imposed under the Code of Student Conduct and Discipline or sanctions otherwise imposed by the university
- Conspiring, planning, or attempting to achieve any of the above acts

### **Policy Regarding Academic Integrity and Plagiarism**

The faculty and staff of American Sentinel University uphold an ethical and professional obligation to provide all students with the opportunity to develop and pursue their educational goals. However, our university is governed by institutionally established regulations of student and faculty behavior that protect such individual freedoms of educational pursuit, provided students and faculty demonstrate honesty, integrity and respect for the preservation, communication and pursuit of knowledge. Any action not consistent with such principles is unacceptable and subject to corrective actions that may include dismissal from the university.

Academic dishonesty includes but is not limited to the following:

Cheating includes:

- Acquiring information for specifically assigned projects from another student, working with one or more persons on an exam that is to be taken as an individual or observing work from another individual's exam
- Providing information to another student for an exam that is meant to be taken individually or copying and giving out the exam or content prior to the exam time

Plagiarism includes:

- Failing to credit sources used in a work product in an attempt to pass off the work as one's own



- Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources
- Copying textual content as well as presenting another's ideas or images without citing the source.
- Falsifying information includes:
  - Intentional falsification or invention of any information or citation in an academic activity.
  - The written or oral presentation of results of research or practice experience hours that have not been performed
- Conspiring to commit an act of academic dishonesty
- Furnishing false information to any university office or official, faculty or staff member acting in an official capacity, or giving false testimony or other falsified evidence at any campus disciplinary hearing
- Forgery, alteration, or misuse of any university document, record, or instrument of identification
- Theft, unauthorized access to or other abuse of computer systems or computer time relating to college endeavors
- Conspiring, planning, or attempting to achieve any of the above acts

### **Procedure and Penalty for Acts of Academic Dishonesty**

- The Dean is notified of an alleged student or faculty act of academic dishonesty
- An investigation by the Dean is initiated and evidence is collected by the departments of the university and sent to the Dean.
- The Dean reviews the evidence.
- If review of the investigation by the Dean determines that the student or faculty committed an act of dishonesty, the student or the faculty is subject to sanctions up to and including termination from the university.
- The student or faculty can appeal the Dean's decision by email within 14 calendar days of receiving the decision. The student or faculty should forward a copy of his/her appeal of the Dean's decision and any additional information that the student or faculty believes to be pertinent to the Dean for review.
- The Dean will provide a response to the student's or faculty's appeal within 14 days of receiving the appeal.
- If the student or faculty does not agree with the decision from the Dean, he/she may request a formal appeal. The request for an appeal must be made in writing to the CAO within 60 days after the students or faculty was notified of the decision.
- The CAO will convene a student Grade Appeals Committee, which consists of:
  - Two staff members, one of which will be the Vice President of Student Engagement or his/her designee and the other a staff member not involved in the issue, and
  - Three faculty members, two of which must teach in the student's academic program.
- The CAO may ask for additional information from the Dean, faculty member or student to bring before the Grade Appeals Committee and should communicate the final committee decision to the student or faculty by email, including rationale, as soon as



possible but within 30 days of receipt of the appeal. The decision by Grade Appeals Committee and the CAO is final.

- A student's or faculty's failure to follow the steps outlined above will disqualify any appeal.
- Documentation of the decision and findings are included in the student's or faculty's permanent file.

### **Procedure for Acts of Plagiarism:**

Levels of Plagiarism - The following levels of plagiarism violation are as follows:

- Level 1: Presents a paper, assignment, or problem set written by someone else as the student's own work due to ignorance or inexperience.
- Level 2: Presents a paper, assignment, or problem set written by someone else as the student's own work intentionally and willfully.
- Level 3: Repeats a Level 2 violation.
- Level 4: Multiple repeats of a Level 2 violation.

Penalties for Plagiarism - The following penalties for plagiarism violation are as follows:

- Level 1
  - Student receives an academic warning that goes in the student's file and is allowed to resubmit the assignment.
  - Instructor may assign a grade for the assignment that includes a penalty of a percentage of the grade (10% - 50%) or no grade penalty may be given.
- Level 2
  - Student receives an F (0%) grade for the assignment.
  - Student may not resubmit the assignment.
- Level 3
  - Student receives an F (59%) for the course and the student may retake the course.
- Level 4
  - The student is suspended or expelled from program and University.

Handling Plagiarism - Although American Sentinel University recognizes that students may be unfamiliar with proper posting and citation requirements in the online environment, the expectation is that the faculty members help students learn how to properly cite information so students avoid violations. Faculty and students are held accountable to our strict no-tolerance policy regarding plagiarism in the academic environment.

Faculty member will select the consequence of a plagiarism issue in Level 1 and 2 violations. Level 3 and 4 violations will be handled by the Dean of the respective program. The treatment of an instance of plagiarism should reflect an evaluation of the nature of the problem.



## Related Documents/References

- Student Handbook
- Academic Catalog
- Faculty Handbook
- CM2.01 Student Grievance and Concern
- CM2.02 Student Complaints

## Definitions

- None

## Revision History

- Used new policy template and referenced applicable policies.
- 8/26/2015 – Combined four policies AA1.01 Academic Integrity and Plagiarism, AA1.04 Internet Usage, AA1.05 Social Media Guidelines and AA6.03 Student Code of Conduct into one policy.
- 12/18/2015 – added faculty to the academic honesty and plagiarism and included procedures.
- 6/8/2016 – added statement regarding students giving code or password to others.
- 4/22/2019 – Consolidated with AA.604 Nursing Code of Conduct and AA6.06 Code of Conduct Violations
- May 7, 2020: Updated policy format for accessibility guidelines - AHB