VIOLATION OF COLLEGE POLICIES AND THE DISCIPLINARY PROCESS

Breach of College Policies

Disciplinary consequences of a confirmed breach of a policy are explained in the Violation of College Policies and the Disciplinary Process section of this handbook. Students should notify the head of Student Affairs on their respective campus of any suspected violation of conduct policies.

College Disciplinary Policy

PCOM adheres to a disciplinary policy designed to ensure the safety, integrity, and security of all members of the PCOM community and the individuals PCOM students serve in clinical settings. PCOM mandates compliance with all applicable federal, state and local laws and with the stated rules and regulations of PCOM.

While it is not possible to enumerate all forms of behavior that would constitute a violation of the Code of Conduct and Ethics Code, the following are some examples of unacceptable behaviors that would raise serious questions concerning a student's ability to continue to study at the College, and/or in such student's ability to practice as a professional after graduation:

1. Assault or battery, threat of force or violence or any other action or omission that would jeopardize the health or welfare of any member of the College or personnel at a training site, including, without limitation, members of the faculty, administrative or professional staff, students, employees, patients or visitors;
2. Violation of any local, state or federal law;
3. Academic dishonesty in any form;
4. Knowingly furnishing false information to the College;
5. Breaches of confidentiality in the course of patient care;
6. Drug or alcohol abuse;
7. Forgery, alteration or misuse of College or training site documents, records or identification;
8. Abuse, malicious misuse, damage or destruction of College or training site property;
9. Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients or visitors to PCOM;
10. Obstruction or disruption of teaching, research, patient care or any other College or training activities;
11. Unauthorized entry into prohibited areas;
12. Violation of any other duly established rules and regulations of the College, affiliated hospitals or any affiliated institution; and
13. Violation of the school's social media policy.

As used in the previous examples, the College premises and College property shall include the premises and property of any affiliated institution or training sites where PCOM students pursue activities for academic credit. Also included is conduct related to participation in any activities under the auspices of the College or its student organizations.

College's Right to Separate Students

The College reserves the right, and the student, by the act of matriculation, concedes to the College the right, to separate a student from the College at any time deemed necessary to safeguard PCOM standards of scholarship, safety, conduct and compliance with regulations, or for such other reasons deemed appropriate by the College. Any member of the College faculty or any administrative supervisor or manager may exercise this right on behalf of the College and require a student to leave a College facility (or a facility where a College program is being conducted). Any faculty member or administrative supervisor or manager who takes such action shall immediately report the action and the reasons therefore to the President and/or the Provost.

If the President or Provost determines that the presence of a student would be disruptive to the College or represents a possible threat to the safety of faculty, students, staff, patients, clients or others, the President or Provost may immediately withdraw the student from all activities. The student would be placed on disciplinary suspension pending investigation and/or action by the Student Professional Conduct Committee. the student placed on indefinite leave of absence, pending documentation of treatment and/or physical or mental fitness to return to studies may have their enrollment permanently terminated.

Conduct Policies

PCOM Standards of Conduct

Beyond teaching the core curriculum required for students to acquire the competencies needed for their chosen profession, PCOM places a high value on professionalism and personal conduct. The College believes it is the right of every student to feel safe and respected on the campuses and subscribes to the principles of the Equal Opportunity and Non-Discrimination statement on the title page of the General Student Handbook. PCOM adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity.

Code of Conduct

PCOM's core Code of Conduct is the commitment to uphold all legal requirements in an environment that maintains the highest standards of ethical behavior. This Code of Conduct applies to all PCOM trustees, officers, faculty, students and employees, including PCOM- affiliated physicians, physicians-in-training, physician assistants, pharmacists, physical therapist, psychologists, and other individuals involved in the provision of health care services (herein, "Health Care Professionals," collectively, the "PCOM Community," or, individually a "PCOM Community Member," unless otherwise indicated. The Code of Conduct is the foundation that guides the policies, procedures and practices that are the framework for our interactions with patients, suppliers, vendors, regulatory agencies, the surrounding community, and each other. It is not meant to detract from or otherwise amend any faculty by-laws or the Faculty Handbook or the Student Handbook, or to replace any of PCOM's more detailed policies and procedures.

It is the duty of each PCOM Community Member to understand and accept this Code of Conduct and to comply with all of PCOM's standards, policies and procedures.

The Ethics Code

PCOM students pledge to neither give nor receive unauthorized aid in academic matters or leave unreported any knowledge of such aid given or received by any other student. This pledge applies to all tests, papers, reports, examinations or any other activities required for awarding of an academic degree. In clinical work involving patient care, falsifying

information or deceitful representation of patient care information is included in those actions, which are considered violations of the PCOM Ethics Code.

Additionally, all students at PCOM are expected to:

1. Respect the right of their fellow students to pursue their studies in a professional environment conducive to study.
2. Maintain professional interpersonal relationships by civility and respect.
3. Uphold the highest standard of academic honesty and integrity.
4. Show respect for the diversity of an individual, including age, race, sex, color, gender, gender identity and expression, national origin, ethnicity, ancestry, sexual orientation, religion, creed, disability, genetic information, marital status or any other legally protected class status.
5. Fulfill their responsibilities to their peers, clients and patients in group work, including clinical clerkships and outside training assignments.
6. Adhere to all of the policies of PCOM, including those prohibiting discrimination or harassment.

All PCOM students are also expected to adhere to the Ethics Code and policies on intellectual property and academic integrity. The code is intended as a preliminary step in mediating or, if necessary, adjudicating incidents of unacceptable behavior as stated in PCOM's Disciplinary Policy. In addition, academic programs may adhere to an ethical code of conduct in alignment with professionalism standards. These expectations are included in the academic program handbook.

Policy Statement on Harassment

PCOM is committed to providing a work and learning environment that is safe, healthy and free from any type of harassment. This policy statement is meant to ensure all of our students that under no circumstances will the College tolerate **any** form of harassment of or by students, faculty or employees, which includes but is not limited to: hazing; threatening, offensive or intimidating behavior or remarks; demands for sexual favors; or any behavior that creates a hostile or intimidating atmosphere, because of someone's age, race, sex, color, gender, gender identity and expression, national origin, ethnicity, ancestry, sexual orientation, religion, creed, disability, genetic information, marital status or any other legally protected class. This policy includes harassment that is verbal, written, physical gesture, through third parties, and through social media.

Any individual who is found, upon investigation, to have engaged in harassment of another person will be subject to disciplinary action, up to and including dismissal from the College.

Evidence of harassment may result in immediate separation from the College, in accordance with the College's Disciplinary Policies and Procedures explained in detail in this handbook. This policy applies to all members of the College community.

Reporting Harassment

Members of the PCOM community are encouraged to promptly report complaints of harassment. **Any concern regarding personal safety or a perceived threat should be communicated immediately to Security and Public Safety. Concerns should also be reported to the Director of Security and Public Safety.**

Concerns regarding possible instances of discriminatory harassment or sexual harassment should be reported to the Equal Opportunity and Access Manager, Ethicspoint at (844) 337-3613, or online at www.pcom.ethicspoint.com (http://www.pcom.ethicspoint.com/). (http://www.pcom.ethicspoint.com/) Reports can be made anonymously.

Action to address the reported concern will be taken as described in the PCOM NonDiscrimination and Sexual Harassment policies (these policies can be found on the Resources Section of *MyPCOM*).

Unless the College believes that it is necessary to suspend the disciplinary procedures set forth in the College's policies, action against student violators will be taken in accordance with those procedures.

College Disciplinary Process

Categories of Discipline for Violations of Conduct Policies

Breaches of appropriate professional behavior and violations of College policy will be subject to, but not limited to, warning, probation, suspension and dismissal. Reports of violations of these policies may be made by an administrator or the Student Professional Conduct Committee to the Provost.

Copies of the violations will be submitted to the Registrar.

Warning: A written admonition to a student for behavior that is found to have constituted a relatively minor offense.

Probation: Disciplinary probation applies when there are findings of unprofessional behavior and/or infractions of the student conduct policy, as indicated by the Student Professional Conduct Committee, and where further infractions or unprofessional behavior will make the student liable for disciplinary dismissal. The provisions of this probation will be decided by the Student Professional Conduct Committee. Such provisions may include a requirement that the student obtain medical and/or psychiatric consultation and treatment, or other terms designed to remedy the behavior being reviewed and to prevent its recurrence.

Suspension: Represents temporary separation from the College. The duration of a suspension shall be determined by the Student Professional Conduct Committee but shall not exceed one academic year. The Committee may also place conditions on the student's return to the College. Such conditions may include being placed on probation, the student's obtaining medical and/or psychiatric consultation and treatment, or other appropriate conditions.

Dismissal: Represents permanent separation from the College.

Recommendations/Requirements for Psychiatric Consultation or Medical Treatment

Where medical or psychiatric consultation and treatment are recommended or required, the confidentiality of the physician/patient relationship shall be preserved, and no report shall be made by the consulting physician to the Student Professional Conduct Committee without the consent of the affected student. However, the Student Professional Conduct Committee may condition a student's ability to continue as a PCOM student upon a satisfactory evaluation by a physician, psychiatrist, or psychologist appointed by the Provost.

Disciplinary Procedures

Upon the Provost's initiative, or at the request of any member of the faculty or administration of the College, the Provost may designate a representative to act on their behalf to conduct an investigation. If a member of the faculty or administration orally requests that disciplinary

proceedings be initiated, the oral request must be confirmed in writing within 72 hours.

The Provost will initiate disciplinary proceedings against a student(s) if there is reasonable probability to believe that a violation has occurred based upon the information received.

In determining whether disciplinary action is warranted, the Provost or their representative may conduct an informal investigation of the matter, which may include interviewing the affected student(s) or the student(s) against whom disciplinary proceedings have been recommended.

The Provost will notify the Chair of the Student Professional Conduct Committee if it is determined that disciplinary actions are warranted.

If the Provost determines that the presence of the alleged offender would be disruptive to the College or would endanger the College or affiliated training sites or any involved personnel, they may immediately suspend the student(s) in question from the College.

Notice of Hearing

The Chair of the Student Professional Conduct Committee shall give written notice of the behavior in question to the alleged offender, at least 7 business days prior to the date of the proceedings, unless an earlier hearing date is agreed to in writing by the student or an attorney acting on his or her behalf.

The notice shall also set forth:
1) The time and date of the hearing.
2) A clear and concise statement of the behavior that is alleged to violate professional standards.
3) A list of witnesses that are expected to appear.

The student shall reply to the charges against him/her no later than two business days prior to the hearing. The student must also provide a list of any witnesses he or she plans to call on his or her behalf. The student must indicate in the response if he or she intends to use an attorney or other advisor.

Please Note: The College has the right to supplement the list of witnesses it expects to appear, up to two business days before the hearing. The time for the hearing may be changed for good cause.

Conduct of Hearing

To ensure a fair process, the protocol is as follows:

1) The hearing shall be conducted by the Chair of the Student Professional Conduct Committee, or in their absence, by a member of the Committee they have designated. The Committee shall have the right, in those instances when it deems it appropriate, to appoint a Hearing Officer to preside over and conduct the hearing.

2) The Committee shall not be bound by strict rules of evidence and may admit such evidence and testimony as the Chair or their designee (or the Hearing Officer) shall deem relevant to the proceedings.

3) Members of the Student Professional Conduct Committee present at the hearing will disclose any information that points to a possible bias against the charged student. Members of the Student Professional Conduct Committee present at the hearing shall disqualify themselves from hearing a case if they believe in good faith that their capacity for making an objective judgment is reasonably impaired. If a member of the Committee does not disqualify themself but a majority of the Committee believes such bias exists, the majority may vote to excuse that member from hearing the case.

4) The Committee shall ensure that all those involved have full opportunity to present relevant and material oral or documentary evidence at the hearing.

5) The hearing shall be confidential unless the charged student elects otherwise in writing at least 5 business days prior to the hearing. The Provost's designated representative shall represent the College at the hearing. This individual may be the same one who conducted the informal investigation.

6) The charged student shall have the right to confront any witnesses testifying against him or her, to testify on his/her own behalf (if he/she so chooses) and to present witnesses. Absent exceptional circumstances, affidavits are not an acceptable substitute for testimony.

7) The charged student shall have the right to be represented by an attorney or other advisor of the student's choosing (who shall be retained at the student's expense).

8) The charged student may remain silent or may testify. The hearing may be conducted in the absence of the charged student but only if the student has been properly notified and fails to appear.

9) Minutes of the proceedings shall be maintained. Only upon the request of the student, the Committee Chair or their designated representative or the Provost shall a recording of the proceeding be made.

Findings

The Committee shall render a written recommendation to the appropriate Dean or Program Director within 10 business days of the conclusion of the hearing.

The Committee may make a recommendation for sanctions. The appropriate officer will notify the student and/or advisor of the decision.

Right to Appeal

The student who has been dismissed has a right of appeal to the Provost. The Provost must receive the appeal in writing, within 5 business days via the appeal form, found on the Registrar's website. The Provost has discretionary power to affirm, modify or remand within 10 business days from receipt of the appeal.