



# Student Services and Campus Life

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Noorda-COM's core values include cultural awareness, ethical leadership, embracing diversity and inspiring a servant's heart towards caring for the poor and needy. The College believes in graduating students who can provide exemplary and professional care to their patients.

Noorda-COM faculty, credentialed instructional staff, staff, and students are expected to be responsible individuals who possess the highest standards of integrity, honesty and personal conduct. Accordingly, students are expected to comply with institutional rules and to uphold and carryout the high standards of the osteopathic medical profession.

These traits are prerequisites to independent learning, professional development, the successful performance of academic and clinical assignments, and the conduct of one's personal life. Accordingly, faculty, credentialed instructional staff, staff and students are expected to adhere to a standard of behavior consistent with the College's high standards at all times on and off campus. Compliance with institutional rules and regulations, in addition to city, state and federal laws, is required of all students.

Noorda-COM is dedicated to advancing health equity at every point of contact. With growing concerns about health inequities and the need for health care systems to reach increasingly diverse patient populations, cultural competence from faculty, credentialed instructional staff, staff, and students is essential. In promoting awareness of cultural beliefs and attitudes these competencies can translate into better health care.

### Code of Professional Conduct

It is not possible to enumerate all forms of inappropriate behavior. The following, however, are examples of behavior that could constitute a violation of College policy. Accordingly, Noorda-COM has established the following Code of Professional Conduct, indicating behavior that is subject to disciplinary action:

- Harassment, harm, abuse, damage, or theft to or of any individual or property
- Physical or verbal abuse or the threat of such abuse to any individual
- All forms of dishonesty:
  - » Cheating
  - » Plagiarism
  - » Knowingly furnishing false information to the College
  - » Forgery
  - » Alteration
  - » Unapproved use of records
- Entering or using Noorda-COM or hospital/clinic/research facilities without authorization
- Disrupting teaching, research, administrative or student functions of the College
- Actions resulting in being charged with a violation of federal, state or local laws, excluding minor traffic violations;
  - » Failure to report such charges/violations to Noorda-COM administration within 48 hours
- Participation in academic or clinical endeavors at Noorda-COM or its affiliated institutions while under the influence of
  - » Alcohol
  - » Non-prescribed controlled substances
  - » Illicit drugs
- Unlawful use, possession or distribution of:
  - » Alcohol
  - » Non-prescribed controlled substances
  - » Illicit drugs
- Placing a patient in needless jeopardy
- Unethical disclosure of privileged information
  - » See FERPA Policy
  - » See HIPAA Policy
- Behavior or appearance that demonstrates abusive or disrespectful conduct toward
  - » Members of the faculty
  - » Credentialed Instructional Staff
  - » Administrative or Professional Staff
  - » Employees
  - » Students
  - » Patients
  - » Visitors of the College
  - » Hospital, Clinic, or Other Healthcare Staff
- Violation of any established rules, regulations, and policies of Noorda-COM:

- » Departments
- » Endorsed organizations
- » Affiliated institutions
- » Failure to report an observed violation.

Conspiring, planning or attempting to achieve any of the above acts.

### ***Inappropriate and Unprofessional Behaviors***

During scheduled classes, the following behaviors are considered inappropriate and unprofessional by students:

- Any disruptive behaviors that detract from learning by other students (e.g., talking, making excessive noise, playing games).
- Any disrespectful behaviors toward the faculty member (e.g., talking, inappropriate questions, inattentive behaviors).
- Any discriminating or harassing behaviors on the basis of age, color, creed, marital status, medical condition, national or ethnic origin, race, religion, cultural heritage, gender, sexual orientation, gender identity, political affiliation, disability, genetic information, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws or any other individual personal attribute. (See No-Discrimination and Anti-Harassment Policy for complete details)
- Students exhibiting inappropriate and unprofessional behaviors may be referred to the Professionalism Academics and Clinical Committee (PACC).

### ***Social Media***

Do not post any information regarding your clerkship, patient information or issues with your site on any form of social media. This violates HIPAA regulations and is unprofessional. Your private social media is not really private. Although the patient identifiers may not be present in the post, details of the case such as date, time and location, may allow the reader to identify the individual. Patients place their trust in you to care for them with their privacy assured. It is not your right to discuss or reveal details of a private medical procedure in a public forum. Disciplinary action for such an offense will not only affect graduation, but the ability to obtain a license to practice medicine.

### ***Political and Social Expression***

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders. The College will not discriminate against any student because of identification with and support of any lawful political activity. Students are entitled to their own personal political position. The College will not discriminate against students based on their lawful political activity engaged in off campus. If the student is engaging in political activity, however, they should always make it clear that their actions and opinions are their own and not necessarily those of the College, and that they are not representing the views and opinions of the College. The appearance of a student representing the College in expressing their personal views may result in disciplinary action.

### ***Academic Dishonesty***

The College holds its students to the highest standards of intellectual and professional integrity. Therefore, the attempt of any student to pass any examination by improper means, present work which the student has not performed, or aid and abet a student in any dishonest act will result in disciplinary action, which may include immediate dismissal. Any student witnessing or observing a perceived violation of academic integrity is required to report it. Students failing to report an observed violation will also subject to disciplinary action up to and including immediate dismissal.

### ***Information Technology***

Noorda-COM recognizes the abundance of technological resources available. It is essential for individuals to have access to the latest technology and information obtainable in order to effectively and efficiently do their jobs, reach their goals, grow professionally and fulfill their educational requirements. For this reason, through the Information Technology department (IT), Noorda-COM provides technological access to individuals. Nevertheless, Noorda-COM must respect and observe the rights and privileges of copyright holders, obey the U.S. Copyright Act and other laws pertaining to educational institutions, and preserve the integrity of its internal network systems.

#### ***Account Guidelines***

Accounts are automatically created for all matriculated Noorda-COM students, employees, and on an as-needed basis for educational requirements. Accounts will remain in effect until graduation, termination, expiration of the account pursuant to the terms of the special arrangement, or when the provisions of this policy have been violated, as applicable.

#### ***User Responsibilities***

Individuals who use IT resources at Noorda-COM are granted such access as a privilege. Everyone is expected to use accounts responsibly within the Noorda-COM-approved educational, academic, research and/or administrative guidelines for which such accounts are granted.

- Individuals shall use only the Noorda-COM accounts that have been authorized for their own use.
- Individuals are responsible for any activity conducted on their accounts, and should protect their accounts by keeping passwords confidential.

- Users are responsible for ensuring that Noorda-COM authorized equipment for which they are responsible remains in compliance with this policy.
- Individuals learning of any misuse of Noorda-COM equipment or violations of this policy shall notify the IT department in a timely manner.
- The internet services provided by Noorda-COM are College property. Access to the internet imposes certain responsibilities and obligations. Use of the Internet, including the College's Internet applications, must be ethical and honest with due respect for intellectual property rights, system security, and personal privacy.
- Users must follow Noorda-COM's password management policies and all user accounts will be forced to change their passwords periodically throughout the year.
- College Monitoring Rights
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Noorda-COM reserves the right to:

- Access or monitor (without notice) any use of the Noorda-COM network and College-owned applications including, but not limited to, internet access, email use, learning management system access and use, storage of electronic, magnetic, and other files and information, etc. Use of any Noorda-COM-sponsored applications constitutes consent to such access and monitoring.
- Request and obtain proof of proper licensing from any user of any software applications found on Noorda-COM authorized equipment.
- Inspect the drive space of all account holders and any Noorda-COM computer equipment.
- Monitor and read email messages and discussion boards. All electronic mail accounts and content of the discussion boards are the property of Noorda-COM.
- Periodically audit all authorized equipment for software and other materials that may violate this policy.
- Prohibited Activities
- Users are strictly prohibited from performing, alone or in conjunction with, activities that include, but are not limited to, the following:
  - Sharing of passwords or logins, such as an individual allowing friends, family, co-workers, or others to use his/her Noorda-COM accounts.
  - Copying software without the proper authorization from Noorda-COM's Director of Technology Operations.
  - Theft of hardware, software (including unauthorized reproduction), supplies or other property.
  - Installing software (including but not limited to games, shareware, freeware, careware, etc.) on any Noorda-COM computer hard drive or network drive without proper authorization from Noorda-COM's Director of Technology Operations.
  - Without proper authorization, attempting to:
    - Access, copy or destroy programs or files that belong to other users or Noorda-COM;
    - Disable or overload any computer system or network;
    - Circumvent any system or procedure intended to protect the privacy or security of any person, network, information, data, program or system; or
  - Place or use, regardless of the means, on Noorda-COM property or in accounts on any Noorda-COM equipment so-called "hacker" files or other computer programs or devices whose principal function is to defeat security or copy protection mechanisms.
  - Modifying or altering Noorda-COM computing equipment:
    - Changing computer settings;
    - Introducing viruses, worms, Trojan horses, trap-door programs, or other intentionally destructive or disabling codes into any system running on any Noorda-COM equipment (this includes the internet).
    - Making any changes without written permission from the IT Department.
    - Attempting to undermine network security, to impair functionality of the network, or to bypass restrictions including, but not limited to, security restrictions set by IT or Noorda-COM.
    - Assisting others in violating, or negligently allowing others to violate rules.
    - Sending messages with sexual, racial, discriminating or harassing content, including any offensive or unlawful remarks, jokes, slurs and obscenities.
    - Sending electronic chain letters.
    - Using email or internet services, including internet applications, for personal financial gain, business or commercial enterprises, or illegal activities (including use of Noorda-COM's email address or any part of a Noorda-COM domain name to solicit or receive solicited commercial-related or illegal communications).
    - Downloading any program to any Noorda-COM computer equipment without the prior consent of NOORDA-COM's Director of Technology Operations.

#### Discipline

Unauthorized or fraudulent use of the College's computing resources is a serious violation of College regulations and may be against the law. Failure to comply with the stated provisions and applicable local, state and federal laws may result in disciplinary action and/or civil penalties (including damages, criminal fines and/or imprisonment). Information derived from

system monitoring and/or contained in electronic message or files may be used as a basis for administrative, disciplinary or criminal proceedings.

- Individuals who do not comply with the provisions outlined in this policy may have all user privileges suspended, restricted or terminated. In addition, users may be subject to further disciplinary action, which may result in suspension, expulsion or termination from Noorda-COM.
- Any account holder who knowingly or negligently allows a third party to use his/her accounts to do anything otherwise prohibited by this policy shall be disciplined as if the account holder was the responsible party.
- In addition to any action which Noorda-COM may take against the account holder, Noorda-COM reserves the right to pursue all claims (equitable, legal and criminal) against and remedies to which Noorda-COM may be entitled to from the account holder and/or the actual third-party offender.
- Noorda-COM may report to the appropriate law enforcement agencies any actions by account holders that are believed to be against the law.

### **Alcohol and Drugs**

Noorda-COM is committed to providing a safe, healthy learning community for all its members. The College recognizes that the improper and excessive use of alcohol and other drugs may interfere with the College's mission by negatively affecting the health and safety of students, faculty, credentialed instructional staff and staff. It is due to the harm caused by excessive and illegal use that the College has a vested interest in establishing policies to prohibit unlawful behavior and sanctions to address policy violations by members of the College Community. A link to the Drug and Alcohol Policy is available on the Noorda-COM eNCOMpass.

Under the Drug-Free Schools and Communities Act (DFSCA) and in accordance with the Drug-Free Schools and Campuses Regulations (EDGAR), the College is required to have a drug and alcohol abuse and prevention policy and distribute this policy annually to all employees and students. This policy must outline the College's prevention, education and intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

All members of the campus community also are governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

Students who withdraw from all courses within a term may be required to return a portion of any federal financial aid received. Contact the Office of Financial Aid for more information.

### ***Drug and Alcohol Abuse and Prevention Noorda-COM Alcohol and Other Drugs Policy***

The dispensing, selling or supplying of drugs is prohibited. For the purpose of this policy, the term 'drug' includes:

- Controlled substances, as defined in 21 USC 802, which cannot be legally obtained,
- Legally controlled substances which were not legally obtained, including Prescribed drugs;
  - » When prescription is no longer valid (e.g. use of medication after a course of treatment is completed)
  - » Used contrary to the prescription
  - » Issued to another person

The dispensing, selling or supplying of alcoholic beverages to a person under 21 years old is prohibited. Employees, students, faculty and campus visitors while on College property, driving a College vehicle or while otherwise engaged in College business may not unlawfully:

- Be under the influence of alcohol
- Illicit drugs or controlled substances
  - » Manufacture, consume, possess, sell, distribute, transfer

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that, while taking such drugs or medications, he/she is not a safety risk to themselves and others while on College property; while driving a College or privately-owned vehicle; or while otherwise engaged in College business.

Misusing prescription drugs can result in disciplinary action at Noorda-COM and, potentially, conviction with jail time. Additional information pertaining to employee drug and alcohol use along with the College's right to require post-accident drug and alcohol screening or screening based on reasonable suspicion can be located in the Noorda-COM employee and student handbooks.

### ***Noorda-COM Drug and Alcohol Abuse Prevention Strategies***

The College uses evidence-based strategic interventions, collaboration, innovation and the incorporation of wellness programs to reduce harmful consequences of alcohol and other drug use. Strategies include:

- Providing education and awareness activities
- Offering substance-free social and extracurricular, and public/community service options
- Creating a health conscious environment
- Restricting the marketing and promotion of alcohol and other drugs
- Limiting availability of alcohol
- Developing and enforcing campus policies and enforcing laws to address high-risk and illegal alcohol and other drug use
- Providing early intervention and referral for treatment.

### ***Counseling and Treatment Programs Education***

Noorda-COM implements the “Safe Colleges” training modules for our students. All Noorda-COM students are to complete the required online modules. The modules are also available to College employees upon request.

Noorda-COM also encourages students to complete the Prime for Life® course through the State of Utah. Prime for Life® is an evidence-based, risk reduction drug and alcohol education program; it is not substance abuse treatment. Prime for Life® simply presents straightforward, research-based information in a relaxed environment. It is a full-day course and can be required for faculty, staff, students that violated the code of conduct. It is offered in multiple locations in Salt Lake City.

### ***Counseling for Alcohol and Other Drugs***

Noorda-COM encourages students to utilize our counseling center. Counselors are dedicated to providing confidential resources to assist students who are directly or indirectly affected by alcohol and other drug abuse. They can provide education, referrals, assessment, and support to all campus community members.

### ***On Campus Support Services***

Alcohol Free Activities: All programs on and off campus that are sponsored events, are alcohol free.

National Alcohol Screening Day: Every spring semester, the student counseling center advertises and manages the National Alcohol Screening Day for our students, faculty, and staff.

Orientation Discussion/Programs: Our counselors in the student counseling center present to first-year students during orientation.

Binge Drinking Education: Under the direction of the dean of student affairs, trained student leaders, a paid educational trainer/consultant, or counselors from the student counseling center present this information to first-year students during orientation.

Conduct Process: At every conduct meeting, a professional staff member has an educational discussion regarding alcohol abuse with students who allegedly violated the student code of conduct regarding alcohol.

### ***Community Support Services***

- Wasatch Behavioral Health 633 S 550 E, Provo, UT 84606 | 801-373-7489
- University of Utah Neuropsychiatric Institute 501 Chipeta Way, Salt Lake City, UT 84108 | 801- 583-2500
- Salt Lake Behavioral Health 3802 S. 700 E., Salt Lake City, UT 84106 | 801-264-6000
- Valley Behavioral Health – Adult Services 1020 Main St Suite 100, Salt Lake City, UT 84101 | 801- 70-6550
- Highland Springs Specialty Clinic 4460 S Highland Drive, Suite 100, Salt Lake City, UT 84124 | 801-273-6335

National Clearinghouse for Drug and Alcohol Information - 800.729.6686

The clearinghouse provides resources for specialists and referrals to local self-help groups.

### ***Professional Conduct***

The College has established expectations for nonacademic student conduct within this catalog and handbook that specifically address the illicit use of alcohol and other drugs as follows.

Noorda-COM’s Code of Professional Conduct outlines behaviors subject to disciplinary action, including:

- Participation in academic or clinical endeavors at Noorda-COM or its affiliated institutions while under the influence of alcohol, non-prescribed controlled substances, or illicit drugs.
- Unlawful use, possession or distribution of illegal drugs, non-prescribed controlled substances or alcohol at any time.
- Being under the influence of illegal drugs at any time, whether they are on or off College-owned or controlled property.
- Possession or use of cannabis. Although cannabis may be legal under some state laws, the possession or use of cannabis

is a violation of federal law (with or without a prescription). The possession or use of cannabis shall be deemed a violation of federal law, and students are subject to immediate dismissal.

- Sale, use, possession or storage of alcoholic beverages is strictly prohibited on Noorda-COM property and affiliated institutions.

Noorda-COM's Student Code of Professional Conduct and disciplinary actions for Noorda-COM is administered by the Department of Student Affairs. The Associate Dean for Student Affairs is charged with facilitating the resolution process used to determine responsibility. The Associate Dean for Student Affairs works with parties to determine appropriate educational measures and sanctions. These measures cover a wide range of educational sanctions, including but not limited to suspension and expulsion from the institution.

### **External Sanctions**

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include but are not limited to, the following:

- Fines as determined under local, state or federal laws
- Imprisonment, including up to life imprisonment, for possession or trafficking of drugs such as heroin, cocaine, marijuana, and prescription drugs
- Forfeiture of personal and real property
- Denial of federal benefits such as grants, contracts and student loans
- Denial or loss of full, unrestricted license to practice medicine
- Loss of board certification due to disciplinary issue
- Denial or loss of credentialing by CMS, Medicaid or other insurance plans due to disciplinary issue
- Loss of driving privileges
- Required attendance at substance abuse education or treatment programs.

A full description of federal sanctions for drug felonies can be found at: <http://www.dea.gov/druginfo/ftp3.shtml>.

This section is not intended as legal advice; individuals should seek independent legal counsel for advice.

### **Alcohol Marketing Standards**

The College will refuse advertising inconsistent with the fundamental mission of the College, or in conflict with the image the College seeks to project or the well-being of the College Community. Examples of advertisements that will not be accepted include:

- Alcoholic beverages
- Tobacco products
- Sex as a product
- Gambling
- Paraphernalia associated with illegal drugs
- Dishonest, deceptive, or illegal advertising.

### **Distribution of Policy**

A copy of the policy statement will be distributed to all faculty, staff and students annually via email at the beginning of the fall semester and/or at the time a student enrolls during the year if outside of the fall semester. New employees will be provided a copy of the policy upon hire.

### **Background Check**

Prior to matriculation and prior to beginning third-year clinical rotations, all Noorda-COM students will have a criminal background check performed at their own expense. The background check is to be performed by a certifying organization retained by Noorda-COM. The purpose of the background check is to satisfy federal, state and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the Associate Dean for Student Affairs. Failure to report may result in dismissal.

### **Dress Code**

Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, all Noorda-COM students must use professional judgment when determining what to wear on Noorda-COM's campus.

On campus the mode of dress is determined by each student's professional judgment, unless a department, laboratory or instructor has a dress code for particular activities (an example would be interacting with a real or simulated patient).

Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar or offensive or contribute to creating a hostile learning environment, are considered to be unacceptable attire and demonstrate inappropriate professional judgment that is subject to review and action by Student Affairs.

### **Employment**

Students are strongly discouraged from seeking off-campus employment during the academic year. Curriculum requirements preclude off campus employment.

#### **Firearms, Explosives and Weapons**

The possession or use of firearms, weapons or explosives is prohibited. This includes but is not limited to:

- Firecrackers
- Torpedoes
- Skyrockets
- Rockets
- Roman candles
- Sparklers or
- Other devices containing any combustible or explosive substance used to propel another object.

The policy prohibiting bringing or possessing weapons on this institution's property does not apply in the following circumstances:

- Local, state or federal law enforcement personnel coming onto the institution's property in their law enforcement capacity or in accordance with other lawful authority.
- Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the institution's director of campus operations.
- Use or possession for a lawful purpose within the scope of a person's employment at the institution (e.g., campus security, police).

The College's Director of Facilities Operations is the delegated contact for any exceptions to the above- stated prohibitions for authorized activities.

### **Off-Campus Activities**

Off-campus activities are subject to the same laws and penalties governing all citizens. "Campus" refers to all entities owned or operated by the College or its associated corporations.

### **College Property and Responsibility**

Students will be held responsible for damage to College property caused by their negligence or a willful act. Students must pay fully for damages within 15 days after receipt of invoice through the Finance Office. Damage to College property is charged to the responsible student(s) at the total cost of repair or replacement. The student(s) will be subject to disciplinary action, dismissal and/or prosecution on criminal charges. The College is not responsible for the damage, loss or theft of personal property under any condition. The College is also not responsible for the payment of medical services not performed on campus.

### **Student Discipline Procedures**

Complaints involving alleged misconduct by students will be handled according to the following procedures except in those cases where different procedures are prescribed by another College policy (e.g., allegations of sexual harassment, research misconduct). Noorda-COM has established a multi- dimensional approach to adjudicating student misconduct, poor academic performance and/or disciplinary issues.

The following steps are to be followed in any case where a student is alleged to have violated the Code of Professional Conduct as enumerated in this handbook:

- All reports of code violations shall be reported to the Associate Dean for Student Affairs. Reports must be filed in writing and must be signed by the reporting party.
- Student Affairs will review the report and determine if the charge is of the nature to merit an investigation of the allegation(s).
- If the charge is of a nature to merit an investigation, the Associate Dean for Student Affairs, along with the Dean will gather, analyze and investigate the information. (This will be done as quickly as possible, but sometimes the nature of such investigations takes longer to gather evidence and speak with potential witnesses.)
- After all information is gathered, will apply a preponderance-of-the-evidence standard in making a judgment about the validity of the grievance and will then decide how best the alleged misconduct should be adjudicated.



- The Dean will make the final decision as to how the case will be heard and will make a referral to the specific adjudicating body for disposition of the case. The student will also be notified in writing to appear before the appropriate body to have their case heard.
- The multidimensional nature of Noorda-COM's disciplinary system allows for cases to be heard by the Student Promotion Committee (SPC).
- Upon review of the alleged violation and evidentiary findings, the SPC makes a recommendation as to the proposed outcome to the Senior Administrative Council (SAC).
- Senior Administrative Council (SAC) takes under consideration the SPC recommendations and makes a final decision on the adjudication of the case.
- Once the case has been formally adjudicated, the Chair of the SAC will then communicate in writing (electronically by delivery-receipt) the outcome to the individual(s) involved.
- Appeals of the SAC decision can be made by the student to the Dean within five (5) business days of delivery- receipt of the SAC decision.
- In cases where the information does not merit referral to the SPC or the Professionalism, Academic and Clinical Committee (PACC), the case will be dealt with by Student Affairs staff.

The College reserves the right to address inappropriate behavior that does not clearly fall within the identified Code of Professional Conduct.

## **Student Disciplinary Committees**

### **Student Promotion Committee**

The Student Promotion Committee (SPC) is a committee made up of College faculty and staff, charged with being the primary team responsible for review of the totality of COM students' academic performance. The SPC reviews any student's academic record who has failed any required element for graduation: a course/section/clerkship, a national boards examination, failure to comply with SPC remediation plan (described in following section) and/or any student who has failed to show adequate academic progress in his/her path of study and/or demonstrated concerning lapses in professionalism.

As a part of the comprehensive review, the SPC will make recommendation to Senior Administrative Council (SAC) as to whether or not the student should be granted remediation after a failure. The SPC has broad authority to review students' records, decide how best the College can assist the student in getting back on track academically and can recommend a broad number of professional options for consideration as part of any final decision.

### **Composition of the SPC**

SPC is responsible for the oversight of the remediation plan of any student who has experienced a failure of an element/ course/section required for graduation or has otherwise failed to show adequate academic progress. The subcommittees shall consist of:

- Assistant Dean for Academic Affairs
- Assistant Dean for Clinical Affairs
- Biomedical Sciences Faculty member
- Clinical Sciences Faculty member
- Chairs, Directors and Managers Council member
- Ad hoc faculty representative(s) who may serve as a faculty advisor;
- Ex officio committee advisors requested to be present for committee meetings.

A quorum of committee members is required in order for the SPC to finalize any decision. A quorum is defined as having three (3) members present. The chairperson of the SPC only votes in the event of a tie vote of those members present.

### **SPC Process**

For academic-related failures and reviews, the SPC process is, generally speaking, as follows:

- **Second Course/Section/Clerkship Failure** After a second course/section/clerkship failure, the student will meet with SPC who will review prior remediation plan(s). Additional resources may be involved in the meeting and within the revised remediation plan. All resources that are brought to bear in order to assist a student are at the discretion of the chair.
- **Third Course/Section/Clerkship Failure or National Board Exam Failure** After a third course/section/clerkship failure, any failure of a national board examination, failure to comply with the previously approved remediation plan, or any professionalism concern for behaviors not fitting for a physician, the student will be notified via email/digital letter of a required meeting with the full SPC for review.

Prior to any meeting with the SPC, the student is instructed to meet with Student Affairs to better understand the SPC hearing, how the student can best prepare for the hearing, and to answer any questions from the student.

The student is notified, via email, of the time and place of the SPC meeting. The student meets with the SPC.

The SPC then communicates the recommendation to the Senior Administrative Council (SAC). The SAC reviews the recommendations and supporting documentation of that recommendation and comes to a final decision. The Chair of the SAC notifies the student of that decision via email/digital letter.

Decisions of the SAC may consist of, but are not limited to the following:

- Course/section/clerkship or national board exam remediation
- Repeating an academic year of coursework
- Behavioral Health Evaluation
- Leave of Absence
- Dismissal

Recommendations are determined by majority vote of the members of SPC attending the hearing.

The student is given time to consider the decision and can appeal the decision for any reason. The appeals process for any SAC decision is explained to the student after the decision is delivered.

If the student wishes to appeal the SAC decision, he/she will appeal to the Dean of COM. (See Student Discipline Assurances for specific instructions on appeals.)

### ***SPC Meeting Structure***

Students are expected to attend the meeting with the SPC in person, except for students on clinical rotations at locations determined to be a substantial distance from campus. Those students may meet with the SPC via teleconference.

In the event that there are solely remediation plans to review, but no students for an in-person meeting, the SPC may meet virtually via tele- or video-conference at the discretion of the chairperson of SPC.

### ***Executive Session of SPC Meetings***

The first portion of each meeting is considered an executive session for review of any student remediation plans currently in progress. New remediation plans that have occurred since the last SPC meeting will be presented by the subcommittee chair first, followed by updates on progress of already existing remediation plans. The SPC will then vote to approve said new remediation plans. The executive session portion of the meeting may be attended by learning specialists, Counseling Services staff, as well as the representatives of Student Affairs and Clinical Affairs departments.. Students are not allowed to attend any executive session of the committee.

### ***Official Hearing of SPC Meetings***

The official hearing portion of the meeting includes the voting members of the SPC and the student being reviewed. This portion of the meeting is closed to all but voting members of the committee and appropriate administrative support staff of the committee. Proceedings of the closed portion of the official hearing of the SPC meeting are strictly confidential.

### ***Senior Administrative Council***

The Senior Administrative Council (SAC) is made up of Associate Deans from Academic, Clinical, Research and Student Affairs. The SAC reviews any SPC recommendations regarding student academic and professional progress. As part of the comprehensive review, the SAC will determine whether or not to uphold, adjust or deny SPC recommendations. The SAC has broad authority to review student records as part of any final decision.

The role of the SAC includes but is not limited to adjudicating recommendations on student performance from the SPC. Membership includes representation by the Associate Deans from each of the following: Academic Affairs, Clinical Affairs, Student Affairs, and Research.

### ***Professionalism, Academics and Clinical Committee***

The Professionalism, Academics and Clinical Committee (PACC) is a committee made up of College faculty and staff charged with being the primary team for proactively identifying at-risk students and developing the interventions in order to assist students who are struggling.

The PACC committee will review a student's academic record as part of their charge. In addition, the committee will review all qualitative and/or quantitative data and information about the student's co-curricular experience, as well as any information that is available about any personal extenuating circumstances impacting the student's academic success. As a part of this

comprehensive review, the PACC will make recommendations and in some cases will mandate specific actions designed to bring to bear all College resources to help the student improve their academic standing. The PACC has broad authority to review students' records, decide how best the College can assist the student academically, and can recommend a broad number of resources designed to support the student intellectually, emotionally and professionally. PACC is not a disciplinary committee.

PACC meetings are not public and the committee follows all privacy guidelines in accordance with FERPA as a part of the processes and procedures.

- First Course/Section/Clerkship Failure The student is notified of his/her first course/section/clerkship failure via email/digital letter and informed that they will be meeting with PACC. PACC members and the student will meet together and collaboratively develop an Individual Educational Plan (IEP).

An IEP plan may include, but is not limited to the following:

- Study plan
- Regular meetings with a learning specialist
- Regular meetings with a Noorda-COM psychologist

The IEP will include timelines and expected outcomes/behaviors that the student will be expected to adhere to in agreeing to said plan.

The IEP will be signed by the student.

Failure to comply with the IEP can result in an automatic referral to SPC.

### ***Student Discipline Assurances***

The following assurances are granted to all students in the handling of all alleged violations of the Code of Professional Conduct:

- Disciplinary Notification: Any student charged with an alleged violation of the Code of Professional Conduct will be given written notice. Email notification may serve as written notice.
- Hearing: Every student alleged to have violated the Code of Professional Conduct has a right to a hearing. The Noorda-COM disciplinary system is a multi-dimensional system that allows the student the right to a formal hearing through the Student Promotion Committee or a hearing through Student Affairs.
- Appeal: All students who are charged and found responsible for a violation of the Code of Professional Conduct have the right to appeal the decision of the Student Promotion Committee and any decision made by staff members within Student Affairs. The student must express his/her intent to appeal any decision within five (5) business days after the initial decision is delivered (verbally or written, whichever is first) to the student. The student must submit an appeal in writing to the Dean. That written appeal should be submitted for review within five (5) business days of receipt of the initial decision.

Appeals must clearly outline the sanction(s) you are appealing along with any compelling argument as to why you are requesting any part of this decision be overturned. For example, if part of the process was perceived as being "unfair," be very specific and include this in the appeal.

Disagreement with College policy is not considered a compelling argument for appeal. The appeal is considered by the Dean with the autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the decision either more or less severe. Students can expect a decision on their appeal within ten (10) business days from the time the appeal has been submitted for review.

If the student does not agree with the decision of the Dean of COM they do have the ability to appeal that decision to the President of the College. They have an additional five (5) business days to submit the appeal to the Office of the President for review and consideration. The President has the authority and autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the decision either more or less severe. Once the President has rendered a decision on an appeal, the decision is final with no additional options for appeal.

### **Sanctions Related to Violations of the Code of Professional Conduct**

The following are examples of sanctions that may be imposed as a result of the disciplinary and/or academic review process and may be levied as a result of a disciplinary or academic review hearing. This list is not exhaustive and sanctions are based on the circumstances of the charges. The merits of each case will be considered before sanctions are levied. It is the intent of the judicial system that the sanction(s) imposed are in response to the academic record, student's professional behavior, any patterns of inappropriate personal behavior, and disciplinary history of the individual student.

## **Other Appropriate Actions**

The College reserves the right to place a variety of disciplinary and/or academic sanctions upon a student that are not specifically outlined above, as long as they are approved by the SPC, SAC and/or Dean and/or a member of Student Affairs.

## **Student Grievances**

Noorda-COM is committed to treating all members of the College community (administrators, faculty, staff, students, applicants for employment, third-party contractors, all other persons that participate in the College's educational programs and activities, including third-party visitors on campus) fairly with regard to their personal and professional concerns. The Student Grievance Policy ensures that concerns are promptly dealt with and resolutions reached in a fair and just manner. The College's grievance procedure enables students to bring complaints and problems to the attention of the College's administration. Noorda-COM forbids any retaliatory action against students who present concerns and complaints in good faith.

See Student Grievances Policy for more complete details.

College policy strongly encourages students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating the formal grievance procedure. Should such a resolution be impossible, the student may pursue the following options if they wish to file a grievance.

### **Procedure**

Grievances relating to sex discrimination, sexual harassment or sexual violence fall under the purview of Title IX and will be dealt with under separate procedures. For further details on the basis for these kinds of grievances see the Non-discrimination and Anti-Harassment Policy. All other grievances should be submitted in writing to the Associate Dean for Student Affairs. The written statement should be as specific as possible regarding the action that precipitated the grievance:

- Date
- Location
- Individuals involved (including witnesses)
- Summary of the incident
- Efforts made to settle the matter informally
- Remedy sought.

Except as noted above or as otherwise stated in the College's policies, grievances will be evaluated and investigated in accordance with the Student Discipline Procedures. If deemed necessary, the issue will also be referred to the Human Resources Office or other appropriate leadership team member.

A record of all formal grievances, including written findings of fact and any transcripts or audio recordings, will be kept on file in Student Affairs and in the student's permanent file. An annual report of formal student complaints will be provided to the leadership team by June 1 of each year. Reports will be provided to the leadership team on a more frequent basis if necessary. The College uses student complaints in its ongoing performance improvement process.

## **Filing a Complaint with the College's Accrediting Agencies**

The Commission on Osteopathic College Accreditation (COCA) recognize their responsibility to provide complainants the opportunity to utilize their organizations as a vehicle to deal with specific grievances as well as being a mechanism for reviewing and finally resolving complaints. Complaints that cannot be addressed by the College may be filed with COCA at the following address:

COCA  
142 East Ontario Street Chicago, IL 60611

## **Information for Crime Victims About Disciplinary Proceedings**

The College will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense or, if the alleged victim is deceased as a result of the crime or offense to the alleged victim's next of kin the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. Requests for such documentation should be directed to the Department of Student Affairs.

## **Utah Alcohol Laws**

- Driving Under the Influence: It is illegal to drive or be in physical control of a vehicle, even when parked, while under the influence of alcohol or other drugs. Utah's Implied Consent Law requires submission to a blood alcohol content (BAC) test. Refusal will result in revocation of your license for one year. You are in violation if your BAC is .08 or greater, or the officer judges you to be impaired. It is a Class B misdemeanor for the first and second conviction of driving under the influence of alcohol or drugs, with sentencing of not less than 48 hours in jail and a fine of not less than \$700. In addition, the court

hearing the case shall suspend the operator's driving privileges.

- **Minors in Possession:** It is illegal for minors (under 21) to buy, possess (even hold), or drink alcohol. Penalties: up to six (6) months imprisonment and/or a \$1,000 fine; Class B misdemeanor. When a minor who is at least 18 years old, but younger than 21 years old, is found in violation of this law, the court hearing the case shall suspend the minor's driving privileges.
- **Not-a-Drop Law:** It is illegal for anyone under 21 years of age to operate a vehicle while there is any measurable alcohol (less than .08) in his or her body. Penalties: A first offense will result in loss of license for 90 days. A second offense within three years of a prior denial or suspension will result in suspension for one year.
- **Open Container:** It is illegal to drink any alcoholic beverage while operating, or as a passenger in, a vehicle (parked or moving), or have an open container in a vehicle. Once a container is open, one can be arrested for possession. Violating an open container law is a Class B misdemeanor with a maximum penalty of six (6) months imprisonment and/or \$1,000 fine.
- **Minors:** It is illegal to sell or supply alcohol to a minor under the age of 21. Penalties: up to one-year imprisonment and/or up to \$2,500 fine; Class A misdemeanor.
- **Intoxication:** It is illegal to drink in a public building, park, or stadium, or to be so intoxicated that you disturb others, or injure yourself or others. Maximum penalty is 90 days imprisonment and/or \$750 fine; Class C misdemeanor. It is also illegal to sell or supply to intoxicated persons or to purchase alcohol if intoxicated. Maximum penalty is six (6) months imprisonment and/or \$1,000 fine; Class B misdemeanor.
- **Unlawful Transfer or Use of Identification Card:** It is illegal to give or use another's identification card with a maximum penalty of up to six (6) months imprisonment and/or \$1,000 fine; Class B misdemeanor.
  - » (1) procure alcoholic beverages,
  - » (2) gain admittance where alcohol is sold or consumed, and
  - » (3) obtain employment that requires employees to handle alcoholic products.
- **Maximum penalty:** six (6) months imprisonment and/or \$1,000 fine; Class B misdemeanor.
- **Dram Shop Liability:** Liability may result to any person who provides alcoholic beverages illegally to underage persons or who provides alcohol to someone who is apparently intoxicated or, given the circumstances, may be under the influence of alcohol or other drugs. If the intoxicated person causes injury to persons or property while intoxicated, the person who furnished the alcohol is liable for injuries, property, or support to any third person or their spouse, child, or parent.

### **Utah Drug Laws**

It is unlawful to possess, produce, manufacture, distribute, and/or dispense a controlled substance such as cocaine, marijuana, LSD, heroin, steroids, and prescribed medications.

- Violation of this law may result in charges running from a Class A misdemeanor to a second-degree felony, depending on the type of controlled substance and the circumstances of the crime. Utah Code Ann. § 58-37-4.
- It is unlawful in Utah to possess or use a controlled substance except pursuant to a valid prescription. Violation of this law may result in charges running from Class B misdemeanor to a second-degree felony, depending upon the quantity of drugs within the individual's possession. Utah Code Ann. § 58-37-8(2).
- It is a Class B misdemeanor in Utah to use or possess drug paraphernalia. Utah Code Ann. § 58-37a-5.
- Penalties for drug violations in Utah may include incarceration for varying periods of time, and fines ranging from \$750 to \$10,000 depending upon the nature and circumstance of the offense. Utah law provides for enhanced penalties and charges if the drug violations occur on a college campus.

### **Drug Definitions**

- **Cocaine (Crack)** - Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; and anxiety, restlessness, hostility, paranoia and confusion. Long-term effects may include damage to respiratory and immune systems, malnutrition, seizures and loss of brain function. Highly addictive.
- **Designer Drugs/Synthetic Cannabinoids (Bath Salts, K2, Spice)** - Can cause short-term effects such as elevated heart rate and blood pressure; chest pain; and hallucinations, seizures, violent behavior and paranoia. May lead to lack of appetite, vomiting and tremor. Long-term use may result in kidney/liver failure, increased risk of suicide and death.
- **Hallucinogens (PCP, LSD, Ecstasy, Dextromethorphan)** - Can cause extreme distortions of what is seen and heard. Can induce sudden changes in behavior, loss of concentration and loss of memory. Increases risk of birth defects in user's children. Overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.
- **Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)** - Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions. May lead to rapid and irregular heart rhythms, heart failure and death. Long-term use may result in loss of feeling, hearing and vision. Can result in permanent damage to the brain, heart, lungs, liver and kidneys.
- **Opiates/Narcotics (Heroin, Morphine, Opium, Codeine, Oxycodone, China White)** - Can cause physical and psychological dependence. Overdose can cause coma, convulsions, respiratory arrest and death. Long-term use leads to malnutrition, infection and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis. Highly addictive, tolerance increases rapidly.

- Sedatives - Can cause reduced reaction time and confusion. Overdose can cause coma, respiratory arrest, convulsions and death. Withdrawal can be dangerous. In combination with other controlled substances, sedatives can quickly cause coma and death. Long-term use can produce physical and psychological dependence. Tolerance can increase rapidly.
- Tobacco (cigarettes, cigars, chewing tobacco) - Can cause disease of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract, such as Chronic Obstructive Pulmonary Disease (COPD), and emphysema and cancer, particular lung cancer and cancers of the larynx and mouth. Nicotine is highly addictive. Noorda-COM is a tobacco-free campus.
- Amphetamines - Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion. Tolerance increases rapidly. Long-term effects include physical and psychological dependence and withdrawal, which can result in depression and suicide. Continued high doses can cause heart problems, infections, malnutrition and death.
- Cannabis - Can cause short-term effects such as slow reflexes, increase in forgetfulness, altered judgment of space and distance; can aggravate preexisting heart and/or mental health problems. Long-term health effects include permanent damage to lungs, reproductive organs and brain function. Can interfere with physical, psychological, social development of young users.

College Property - all buildings and land owned, leased or used by the College, and motor vehicles operated by employees, when used in connection with work performed for or on behalf of the College

### **Potential Student Conduct Outcomes**

- No Action - An official response from the disciplinary body indicating that no action be taken in regard to the student's case.
- Verbal/Written Warning - Documented warning that the behavior/academic performance demonstrated was unacceptable. Warnings remain in the student's file until the end of each academic year.
- Required Remediation - Required corrective academic action. This is required only after a student has failed a course, section, clerkship and/or national examination. Remediation is not guaranteed for any student who has failed a course, section, clerkship and/or national examination.
- Conditional Requirements - Official stipulations required of the student in order for the student to reconcile his/her behavior. Stipulations may include, but are not limited to the following:
  - » Academic Probation - An official status of warning from the College, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's record for the period of time they are on probation. For specific information regarding academic warning, please review:
  - » Academic Warning - A status of warning from Noorda-COM to the student indicating that the College is concerned about the student's academic performance. See the program for specific information regarding academic warning:
  - » Clerkship Alterations - Required change(s) to a student's clerkship that might increase the student's likelihood of successful completion of said clerkship (e.g., changing location, repeating the clerkship, repeating an entire year, repeating a shelf exam, completing an independent study)
  - » Counseling Intervention - Required referral to a mental health provider for counseling when a student's behavior indicates that counseling may be beneficial.
  - » Disciplinary Probation - An official state of warning from the College which states that if the student violates any College policy during the probationary time, he/she could face up to suspension or dismissal depending upon the severity of the violation. The probationary status of the student may be communicated to the student's academic advisor, faculty or any other person who has legal access to this information.
  - » First-Year Curricular Change - A formal decision that a first-year student withdraw with the possibility of readmission, after meeting specified academic criteria.
  - » Partial (nonacademic) Suspension - A partial suspension of a student's normal right to participate in extra-curricular, co-curricular and other nonacademic activities. The student will continue to attend classes and may use all academic resources. The student will not be in good standing during the time of the suspension.
  - » Referral to Outside Agency - The College may refer a student to the Utah Division of Occupational and Professional Licensing (DOPL) or other similar agencies, for assessment and treatment.
  - » Required Tutoring/Learning Support - The College has the authority to require a student to seek mandatory tutoring and/or assistance from a learning specialist if it is deemed appropriate in assisting the student with academic performance issues.
  - » Restrictions/Stipulations of Behavioral Activity - The College may restrict a student's behavioral activity this is deemed appropriate, including but not limited to restricting the student's contact with another student.
  - » Restitution or Monetary Fine - Financial accountability for damage to property, and/or continued disciplinary problems, caused by the student, or a fine that is deemed appropriate for the offense.
  - » Restorative Service - A project or amount of community service hours served by the student for the good of the community. This is usually completed within the community. If the service is approved to be done off-campus, it must be at a not-for-profit organization and the student cannot receive pay for his/her work.

- Suspension - A formal separation of the student (without refund) from the College during a specific period of time. The period of suspension can range from one semester to an indefinite period of time. The student will not be in good standing during the suspension.
- Dismissal - Permanent separation of the student from Noorda-COM (without refund). Dismissal is permanently noted on the student's Noorda-COM official transcript.

Grievance - a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, credentialed instructional staff, administrator) that in any way adversely affects the status, rights or privileges of a member of the student body. Such complaints may include, but are not limited to the following:

- Academic programs or courses
- Accreditation standards or processes
- Discrimination
- Financial aid
- General mistreatment
- Harassment, including sexual violence
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and safety
- Student health

### **Violations**

Students, faculty, and employees found to be in violation of this policy will be subject to discipline including written reprimand, termination or dismissal with cause.

The use or abuse of alcohol and other drugs also increases the risks of behavioral and social problems such as negative effects on academic work performance; conflicts with classmates, co-workers, family, friends and others; conduct problems resulting in disciplinary action, including dismissal from an academic program; and legal problems resulting in ticketing, fines and imprisonment.

College policies, local ordinances, state laws and federal laws prohibit the unlawful possession, and use or distribution of illicit drugs and alcohol.

Violation of College policies will be subject to campus disciplinary review pursuant to College policies and consistent with local, state and federal laws. Disciplinary action may include dismissal of individuals and/or sanction of organizations in violation of this policy. Violators may also be subject to the loss of financial aid.

### **Voter Registration**

The Higher Education Act Amendment of 1998 requires colleges to make a good faith effort to make voter registration forms available to you.

You may request a Federal Voter Registration Form from the Election Assistance Commission website at: <https://www.eac.gov/voters/register-and-vote-in-your-state/>

You may request an Utah Voter Registration Form from the Utah Secretary of State website at: <https://elections.utah.gov/Media/Default/Forms/Utah%20Voter%20Registration%20Form.pdf>

- <http://www.aigcs.org/about-us/>
- <https://www.amaassn.org/residents-students/resident-student-finance/apply-medical-school-scholarships>
- <http://www.amwa-doc.org/students/awards/> <https://aof.org/grants-awards/students> <https://www.aacom.org/become-a-doctor/financial-aid/arnstein> <https://www.buckfirelaw.com/library/scholarships.cfm> <http://www.jmsa.org/category/news/student-news/scholarship>
- <https://www.jewishphilly.org/programsservices/educational-scholarships> <http://www.equalityscholarship.org/apply.html>
- <http://www.nhmafoundation.org/>
- <http://www.nmfonline.org/programs> <http://womeninmedicine.org>
- Air Force - <http://www.airforce.com/education/ongoing-education>
- Army - <http://www.goarmy.com/amedd/education/hpsp.html>
- Navy - <http://www.med.navy.mil/accessions/pages/default.aspx>

- <http://www.ihs.gov/scholarship/index.cfm>
- <http://www.somafoundation.org/scholarships--grants.html>
- [https://services.aamc.org/fed\\_loan\\_pub/index.cfm?fuseaction=public.welcome](https://services.aamc.org/fed_loan_pub/index.cfm?fuseaction=public.welcome) <https://bigfuture.collegeboard.org/scholarship-search> <http://www.fastweb.com/studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships> [finaid.org/scholarships](http://www.finaid.org/scholarships)
- <https://www.salliemae.com/student-loans/graduate-school-information/graduate-school-scholarships/>
- <https://www.wellsfargo.com/goalsgoing-to-college/find-scholarships>
- <https://bigfuture.collegeboard.org/scholarship-search>
- <https://www.affordablecollegesonline.org/college-resources-center/lgbtq-scholarship-finacial-aid/>
- <http://www.publichealthonline.org/scholarships-and-grants/>
- <https://www.eac.gov/voters/register-and-vote-in-your-state/>
- <https://elections.utah.gov/Media/Default/Forms/Utah%20Voter%20Registration%20Form.pdf>