



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

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Responsible Executive:	Dean
Responsible Office(s):	Dean's Office
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Code of Professional Conduct Policy

Policy Statement

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.

Entities Affected by the Policy

Faculty
Employees
Credentialed Instructional Staff
Third Party Contractors
Visitors
Students

Policy Procedures

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 be 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

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.

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 Associate Dean for 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

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 Nondiscrimination 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 courthearing 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.

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.

Definitions

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.

Responsibilities

President

Dean

Dean's Council

Senior Advisory Committee

Associate Dean for Student Affairs

Associate Dean for Academic Affairs

Associate Dean for Clinical Affairs

Associate Dean for Research

Assistant Dean for Academic Affairs

Associate Dean for Clinical Affairs

Learning Specialists

Clinical Psychologist
Director for Human Resources
Title IX Coordinator

Policy Violations

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.

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.

Interpreting Authority

Board of Trustees

Statutory or Regulatory References

- § 58-37-4.
- § 58-37-8(2).
- § 58-37a-5.

Relevant Links

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 a 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://bigfuture.collegeboard.org/scholarship-search>
- <http://www.fastweb.com/studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships> findaid.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-financial-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>

Policy Adoption Review and Approval

Dean's Council



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Non-Discrimination and Anti-Harassment Policy
Approval Authority:	Board of Trustees
Responsible Executive:	President
Responsible Office(s):	President's Council Title IX Officer
Effective:	March 2019
Expires:	January 2024
Last Revised:	September 2021

Non-Discrimination and Anti-Harassment Policy

Policy Statement

Noorda College of Osteopathic Medicine's (Noorda-COM's) policy is that no student or employee shall be excluded from participating in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, or in any way and is committed to its non-discrimination policy.

Title IX Policy and Process Non-Discrimination and Anti-Harassment (Includes Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation) Noorda-COM is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Noorda-COM has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment or retaliation. Noorda-COM values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Entities Affected by the Policy

Policy Procedures

Applicable Scope

The core purpose of this policy is the prohibition of sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using Noorda-COM's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below. When the Respondent is a member of the Noorda-COM community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Noorda-COM community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. Add this to the definition of community. The procedures below may be

applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Title IX Coordinator

The Director of Professionalism and Ethics serves as the Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating Noorda-COM's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Noorda-COM President. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to the Noorda-COM President or designee. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Name: Dr. Tracy Hill, Director of Professionalism and Ethics Title IX Coordinator

Location/Address: 1712 East Bay Blvd, Bldg. 5, Suite 300, Provo UT 84606 385-375-8724

Email: tahill@noordacom.org

Noorda-COM has also classified many employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation.

The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR) U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

The Office for Civil Rights (OCR) at the U.S. Department of Health and Human Services (HHS) is responsible for enforcing protections against sex discrimination under Title IX of the Education Amendments of 1972 (Title IX) and Section 1557 of the Affordable Care Act (Section 1557). For complaints to the HHS OCR: OCR Complaint Portal.

For complaints involving employees: Equal Employment Opportunity Commission (EEOC)

Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following option:

- File a complaint with, or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Noorda-COM investigate the allegation(s). If a student or employee requires assistance to submit a formal complaint due to trauma or disability, the Title IX Coordinator will assist the Complainant in accessing support services.

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the Noorda-COM) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that the Noorda-COM investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Supportive Measures

Noorda-COM will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the Noorda-COM’s education program or activity, including measures designed to protect the safety of all parties or the Noorda-COM’s educational environment, and/ or deter sexual harassment and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the Noorda-COM will inform the Complainant, in writing, that they may file a formal complaint with the Noorda-COM either at that time or in the future, if they have not done so already.

The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The Noorda-COM will maintain the privacy of the supportive measures, provided that privacy does not impair the Noorda-COM's ability to provide the supportive measures. Noorda-COM will act to ensure as minimal an academic or occupational impact on the parties as possible.

The Noorda-COM will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
 - Referral to the Employee Assistance Program
 - Referral to community-based service providers
 - Student financial aid counseling
 - Education to the institutional community or community subgroup(s)
 - Altering work arrangements for employees or student-employees
 - Safety planning
 - Providing campus safety escorts
 - Providing transportation accommodations
 - Implementing contact limitations (no contact orders) between the parties
 - Academic support, extensions of deadlines, or other course/program-related adjustments
 - Timely warnings
 - Class schedule modifications, withdrawals, or leaves of absence
 - Increased security and monitoring of certain areas of the campus
 - Any other actions deemed appropriate by the Title IX Coordinator
- Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Emergency Removal

Noorda-COM can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

This risk analysis is performed by the Title IX Coordinator in conjunction with the Professionalism, Academics and Clinical Committee (PACC) and using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested within five (5) business days, objections to the emergency removal will be deemed waived. Pending the meeting and the outcome of the meeting, the Respondent must comply with the removal order until the Coordinator determines that the order should be lifted or altered based on the meeting.

A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

Noorda-COM will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns.

As determined by the Title IX Coordinator, these actions could include, but are not limited to:

- Temporarily reassigning an employee,
- Restricting a student's or employee's access to or use of facilities or equipment,
- Allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and
- Suspending a student's participation in extracurricular activities, student employment, or student organizational leadership.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties. Where the Respondent is an employee, existing provisions for interim action are applicable.

Promptness

All allegations are acted upon promptly by Noorda-COM once it has received notice or a formal complaint. Complaints take 60-90 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the Noorda-COM will avoid all undue delays within its control. Any time the general time frames for resolution outlined in Noorda-COM procedures will be delayed, Noorda-COM will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Privacy

Every effort is made by Noorda-COM to preserve the privacy of reports. Noorda-COM will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

Noorda-COM reserves the right to determine which Noorda-COM officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: President, Dean, Associate Dean for Student Affairs, Director of Human Resources, Director of Facilities/Security, and Professionalism, Academic and Clinical Committee.

Information will be shared as necessary with Investigators, Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Noorda-COM may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so. Confidentiality and mandated reporting are addressed more specifically below.

Jurisdiction of Noorda-COM

This policy applies to the education program and activities of Noorda-COM, to conduct that takes place on the campus or on property owned or controlled by the Noorda-COM, at Noorda-COM-sponsored events, or in buildings owned or controlled by Noorda-COM's recognized student organizations. The Respondent must be a member of Noorda-COM's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Noorda-COM's educational program. Noorda-COM may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Noorda-COM interest.

Regardless of where the conduct occurred, the Noorda-COM will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

Substantial Noorda-COM interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests or mission of Noorda-COM.

If the Respondent is unknown or is not a member of the Noorda-COM community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Noorda-COM's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Noorda-COM may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Noorda-COM property and/or events.

All vendors serving Noorda-COM through third-party contracts are subject to the policies and procedures of their employers [or to these policies and procedures to which their employer has agreed to be bound by their contracts].

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or retaliation in a clinical rotation, research lab, or other environment external to Noorda-COM where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to Noorda-COM's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Noorda-COM will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

Online Sexual Harassment and/or Retaliation

The policies of Noorda-COM are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the Noorda-COM's education program and activities or use Noorda-COM networks, technology, or equipment.

Although Noorda-COM may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Noorda-COM, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge

pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Noorda-COM community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the Noorda-COM's control (e.g., not on Noorda-COM networks, websites, or between Noorda-COM email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline. Off-campus harassing speech by employees, whether online or in person, may be regulated by Noorda-COM only when such speech is made in an employee's official or work-related capacity.

Policy on Nondiscrimination

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title 111, Title 11, Rehab Act, ADA, Title IX, and the Utah Anti-discrimination Act) the Noorda College of Osteopathic Medicine (Noorda-COM) is committed to providing a learning and working (administrative personnel, faculty and staff) environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of age, color, creed, marital status, medical condition, national or ethnic origin, race, color, religion, cultural heritage, gender, sex, sexual orientation, gender identity, political beliefs or affiliation, non-disqualifying disability, genetic information, amnesty, military status or status as a covered veteran in accordance with applicable federal, state and local nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

Noorda-COM considers Sex Discrimination in all its forms to be a serious offense. Sex Discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex Discrimination includes discrimination on the basis of pregnancy, childbirth, or pregnancy-related conditions, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual Harassment, whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the College, and may constitute a form Sex Discrimination in violation of this policy. Sexual Harassment also includes Sexual Violence.

This policy prohibits Sex Discrimination, Sexual Harassment, and Sexual Violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. Noorda-COM's prohibition on Sex Discrimination, Sexual Harassment, and Sexual Violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, and student services.

Definition of Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Utah regard Sexual Harassment as an unlawful discriminatory practice.

Noorda-COM has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as: Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

- Quid Pro Quo:
 - an employee of the Noorda-COM,
 - conditions the provision of an aid, benefit, or service of the Noorda-COM,
 - on an individual's participation in unwelcome sexual conduct.
- Sexual Harassment:
 - unwelcome conduct,
 - determined by a reasonable person,
 - to be so severe, and
 - pervasive, and,
 - objectively offensive,
 - that it effectively denies a person equal access to Noorda-COM's education program or activity.
- Sexual assault, defined as:
 - Sex Offenses, Forcible:
 - Any sexual act directed against another person,
 - Without the consent of the Complainant,
 - Including instances in which the Complainant is incapable of giving consent.
 - Sex Offenses, Non-forcible:
 - Incest:
 - ❖ Non-forcible sexual intercourse,
 - ❖ Between persons who are related to each other,
 - ❖ Within the degrees wherein marriage is prohibited by Utah state law.
 - Statutory Rape:
 - ❖ Non-forcible sexual intercourse,
 - ❖ With a person who is under the statutory age of consent of eighteen (18).
- Dating Violence, defined as:
 - violence,
 - on the basis of sex,
 - committed by a person,
 - who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Domestic Violence, defined as:
 - violence,
 - on the basis of sex,
 - committed by a current or former spouse or intimate partner of the Complainant,
 - by a person with whom the Complainant shares a child in common, or
 - by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Utah, or
 - by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Utah.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates.

The people cohabitating must be current or former spouses or have an intimate relationship.

- Stalking, defined as:
 - engaging in a course of conduct,
 - on the basis of sex,
 - directed at a specific person, that
 - would cause a reasonable person to fear for the person's safety, or
 - the safety of others; or
 - suffer substantial emotional distress.

For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Noorda-COM reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance

or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion

Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:

- Knowing, and
- Voluntary, and
- Clear permission
- By word or action
- To engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease immediately. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Noorda-COM to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force,

violence, or even saying “no” may be part of the kink and thus consensual, so Noorda-COM’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Incapacitation:

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Noorda-COM will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Noorda-COM and any member of Noorda-COM’s community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Filing a complaint within Process B could be considered retaliatory if those charges could be applicable under Process A, when the Process B charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, Noorda-COM vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Mandated Reporting

All Noorda-COM employees (faculty, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Noorda-COM for a Complainant or third-party (including parents/ guardians when appropriate):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- Off-campus (non-employees):
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/ person with a disability, or when required to disclose by law or court order.

Campus counselors [and/or the Employee Assistance Program] are available to help free of charge and may be consulted on an emergency basis during normal business hours. Students may also access StudentLinc for 24/7/365 access to confidential counseling services.

Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the Noorda-COM to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits the Noorda-COM's ability to investigate, respond, and provide remedies, depending on what information is shared. When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator.

Mandated Reporters and Formal Notice/Complaints

All employees of the Noorda-COM (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party. Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from Noorda-COM.

Supportive measures may be offered as the result of such disclosures without formal Noorda-COM action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of Noorda-COM policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though the Noorda-COM is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the Noorda-COM proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the Noorda-COM to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Noorda-COMs may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the Noorda-COM's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. When Noorda-COM proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation.

Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that Noorda-COM's ability to remedy and respond to notice may be limited if the Complainant does not want the Noorda-COM to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the Noorda-COM's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Noorda-COM to honor that request, Noorda-COM will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Noorda-COM, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Noorda-COM must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Noorda-COM will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Noorda-COM policy:

While the College encourages all good faith complaints of Sexual Misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Amnesty for Complainants and Witnesses

The Noorda-COM community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Noorda-COM officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Noorda-COM community that Complainants choose to report misconduct to Noorda-COM officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Noorda-COM maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students

Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to campus security or the student health clinic.

Noorda-COM maintains a policy of amnesty for students who offer help to others in need. Although policy violations cannot be overlooked, the Noorda-COM may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Employees

Sometimes, employees are hesitant to report sexual harassment or retaliation they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Noorda-COM officials. The Noorda-COM may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis].

Federal Statistical Reporting Obligations Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with campus security regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include student affairs/student conduct staff, campus security, local police, activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

Interim Resolution Process for Alleged Violations of the Policy on Sexual Harassment (Known as Process “A”)

Overview

Noorda-COM will act on any formal or informal notice/complaint of violation of the Policy that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as “Process A.” [The procedures below apply to all allegations of sexual harassment or retaliation involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but

when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. Although the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

Employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations. The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures described in the student, faculty, and staff handbooks.

Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps Noorda-COM needs to take.

The Title IX Coordinator will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to file a formal complaint; and/or
2. An informal resolution (upon submission of a formal complaint); and/or
3. A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint).

Noorda-COM uses the Formal Grievance Process to determine whether or not the Policy has been violated. If so, Noorda-COM will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, their potential recurrence, or their effects.

Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, typically within one to five business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
- If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements

accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.

- If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism(s) may be available and may seek to determine if the Respondent is also willing to engage in informal resolution.
- If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate concern, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit Noorda-COM’s authority to address a complaint with an appropriate process and remedies.

Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the Professionalism, Academic and Clinical Committee (PACC) as part of the initial assessment.

A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer Noorda-COM about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat. VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other PACC members.

A VRA authorized by the Title IX Coordinator should occur in collaboration with the PACC. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

Dismissal (Mandatory and Discretionary)

Noorda-COM must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by Noorda-COM (including buildings or property controlled by recognized student organizations), and/or Noorda-COM does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Noorda-COM.

Noorda-COM may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by the Noorda-COM; or
3. Specific circumstances prevent the Noorda-COM from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Noorda-COM will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Counterclaims

Noorda-COM is obligated to ensure that the grievance process is not abused for retaliatory purposes. Noorda-COM permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted. Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decisionmaker(s).

Noorda-COM may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Noorda-COM community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Noorda-COM, the Advisor will be trained by Noorda-COM and be familiar with Noorda-COM's resolution process.

If the parties choose an Advisor from outside the pool of those identified by the Noorda-COM, the Advisor may not have been trained by Noorda-COM and may not be familiar with Noorda-COM policies and procedures. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

Advisor's Role in Meetings and Interviews

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Noorda-COM cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Noorda-COM is not obligated to provide an attorney.

Advisors or attorneys are permitted to fully represent their advisees or clients in resolution proceedings, including all meetings, interviews, and hearings. Although Noorda-COM prefers to hear from parties directly, in these cases, parties are entitled to have evidence provided by their chosen representatives.

Advisors in Hearings/Noorda-COM-Appointed Advisor

Under U.S. Department of Education regulations under Title IX, a form of indirect questioning is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, Noorda-COM will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, Noorda-COM will appoint an Advisor who will do so, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses may also be conducted by the Decision-maker(s) during the hearing.

Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Noorda-COM's policies and procedures.

Advisor Violations of Noorda-COM Policy

All Advisors are subject to the same Noorda-COM policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Noorda-COM officials in a meeting or interview unless invited to (e.g., asking procedural questions).

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

Sharing Information with the Advisor

Noorda-COM expects that the parties may wish to have Noorda-COM share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Noorda-COM also provides a consent form that authorizes Noorda-COM to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Noorda-COM is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, the Noorda-COM will comply with that request at the discretion of the Title IX Coordinator.

Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Noorda-COM. Noorda-COM may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the Noorda-COM's privacy expectations.

Expectations of an Advisor

Noorda-COM generally expects an Advisor to adjust their schedule to allow them to attend Noorda-COM meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. Noorda-COM may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

Assistance in Securing an Advisor

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association.
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>

Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Noorda-COM policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. Noorda-COM encourages parties to discuss any sharing of information with their Advisors before doing so.

Informal Resolution Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Noorda-COM will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Noorda-COM.

Noorda-COM will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

Alternate Resolution Mechanism

Alternate Resolution is an informal mechanism by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of

the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and Noorda-COM are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Noorda-COM policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Noorda-COM. Negotiated Resolutions are not appealable.

Grievance Process Pool

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees

The list of Pool members and a description of the Pool can be found at www.noordacom.org/title-ix.

Pool Member Roles Members of the Pool are trained annually, and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

Pool Member Appointment

The Title IX Coordinator, in consultation with the Dean, appoints the Pool, which acts with independence and impartiality. [Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, Noorda-COM can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

Pool Member Training

The Pool members receive annual training based on their respective roles.

This training includes, but is not limited to:

- The scope of Noorda-COM's Sexual Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the Noorda-COM with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment and/or retaliation allegations
- Recordkeeping

Specific training is also provided for Appeal Decision-makers, intake personnel, Advisors (who are Noorda-COM employees), and Chairs. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted here:

<https://noordacom.org/title-ix>.

Pool Membership

The Pool includes:

- 2 or more chairs: one representative from HR and one from Student Affairs, etc.,
- who are members and who respectively Chair hearings for allegations involving student and employee Respondents
- 3 or more members of the Academic Affairs administration and/or faculty
- 3 or more members of the administration/staff
- 1 representative from Campus Safety
- 1 representative from Human Resources

Pool members are usually appointed to three-year terms. Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Noorda-COM presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Noorda-COM’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that Noorda-COM’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to Noorda-COM’s VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person or emailed to the parties’ Noorda-COM-issued email or designated accounts. Once emailed, and/or received in-person, notice will be presumptively delivered.

Resolution Timeline

Noorda-COM will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for

appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as a estimate of how much additional time will be needed to complete the process.

Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed.

Ensuring Impartiality

Any individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision-maker(s)] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the President of Noorda-COM.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Noorda-COM operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Noorda-COM will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Delays in the Investigation Process and Interactions with Law Enforcement

Noorda-COM may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Noorda-COM will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Noorda-COM will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Noorda-COM will implement supportive measures as deemed appropriate.

Noorda-COM action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
 - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions

- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the Noorda-COM does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of Noorda-COM are expected to cooperate with and participate in Noorda-COM's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline. Student witnesses and witnesses from outside the Noorda-COM community are encouraged to cooperate with Noorda-COM investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances may require individuals to be interviewed remotely. Teams, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The Noorda-COM will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

Evidentiary Considerations in the Investigation

The investigation does not consider:

1. Incidents not directly related to the possible violation, unless they evidence a pattern;
2. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Decision-maker—unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees in the context of their employment will be directed to the appropriate Decision-maker depending on the context and nature of the alleged misconduct.

Hearing Decision-maker Composition

The Noorda-COM will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the hearing process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered.

The hearing does not consider:

1. Incidents not directly related to the possible violation, unless they evidence a pattern;
2. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming Noorda-COM uses a progressive discipline system. This information is only considered at the sanction stage of the process and is not shared until then.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.

- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the Noorda-COM will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing. Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Noorda-COM and remain within the 60-90 business day goal for resolution.

Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Pre-Hearing Preparation

The Chair or hearing facilitator after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than one day prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share with each party their rationale for any exclusion or inclusion at a pre-hearing meeting.

The Chair, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing. At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant.

The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

Hearing Procedures

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly. However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

The Order of the Hearing – Introductions and Explanation of Procedure

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker(s) on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Title IX 113 Coordinator. The hearing facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/ witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

Investigator Presents the Final Investigation Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations. Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request if agreed to by all parties and the Chair), the proceeding will pause to allow the Chair to consider it (and state it if it has not been stated aloud), and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair may invite explanations or persuasive statements regarding relevance with the Advisors, if the Chair so chooses. The Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Advisors on relevance once the Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission.

The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions. If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the Noorda-COM's established rules of decorum for the hearing, the Noorda-COM may require the party to use a different Advisor. If a Noorda-COM-provided Advisor refuses to comply with the rules of decorum, the Noorda-COM

may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

Recording Hearings

Hearings (but not deliberations) are recorded by Noorda-COM for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of Noorda-COM will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

Deliberation, Decision-making, and Standard of Proof

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker(s) may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker(s) may – at their discretion – consider the statements, but they are not binding. The Decision-maker(s) will review the statements and any pertinent conduct history provided by the appropriate administrator and will recommend the appropriate sanction(s) [in consultation with other appropriate administrators, as required.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions or recommendations. This report is typically three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within five (5) business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Noorda-COM records, or

emailed to the parties' Noorda-COM-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Noorda-COM from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the Noorda-COM is permitted to share such information under state or federal law; any sanctions issued which Noorda-COM is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Noorda-COM's educational or employment program or activity, to the extent the Noorda-COM is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Noorda-COM to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Statement of the Rights of the Parties (see Appendix A)

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

Student Sanctions The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Noorda-COM policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either Noorda-COM-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Disciplinary Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Disciplinary Suspension:** Termination of student status for a defined period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Noorda-COM. An indication of disciplinary suspension appears on the student's official transcript. After the period of suspension has expired, the transcript notation shall be removed. Suspension includes an exclusion from campus property and activities during the period of suspension.
- **Disciplinary Dismissal:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Noorda-COM-sponsored events. This sanction will be noted permanently as a Disciplinary Dismissal on the student's official transcript.
- **Withholding Diploma:** The Noorda-COM may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** The Noorda-COM reserves the right to revoke a degree previously awarded from the Noorda-COM for fraud, misrepresentation, and/or other violation of Noorda-COM policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including Noorda-COM registration) for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, Noorda-COM may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive Actions Responsive actions for an employee who has engaged in harassment and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Reassignment
- Delay of tenure track progress
- Assignment to new supervisor

- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, Noorda-COM may assign any other responsive actions as deemed appropriate.

Withdrawal or Resignation While Charges Pending

Students: Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from Noorda-COM, the resolution process ends, as Noorda-COM no longer has disciplinary jurisdiction over the withdrawn student.

However, Noorda-COM will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to Noorda-COM. Such exclusion applies to all campuses of Noorda-COM. A hold will be placed on their ability to be readmitted. They may also be barred from Noorda-COM property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Noorda-COM unless and until all sanctions have been satisfied. b. Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Noorda-COM no longer has disciplinary jurisdiction over the resigned employee. However, Noorda-COM will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with Noorda-COM, and the records retained by the Title IX Coordinator will reflect that status.

All Noorda-COM responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

Appeals

Any party may file a request for appeal (“Request for Appeal”), but it must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

An Appeal Decision-maker will Chair the appeal. No appeal Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

Grounds for Appeal

Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New information that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decisionmaker(s). The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in five (5) business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and the Chair will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions apply the preponderance of the evidence.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Noorda-COM is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Noorda-COM is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Noorda-COM issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above. If any of the

sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

If the original sanctions include separation in any form, Noorda-COM may place a hold on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal. The Respondent may request a stay of these holds from the Title IX Coordinator within two (2) business days of the notice of the sanctions. The request will be evaluated by the Title IX Coordinator or designee, whose determination is final.

Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decisionmaker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Decision-maker(s) may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decisionmaker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a remand to a Decision-maker(s) cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the Noorda-COM or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found. When no policy violation is found, the Title IX Coordinator will address any remedies owed by the Noorda-COM to the Respondent to ensure no effective denial of educational access.

The Noorda-COM will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the Noorda-COM's ability to provide these services.

Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Noorda-COM and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Recordkeeping

Noorda-COM will maintain for a period of at least seven years records of:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- Any disciplinary sanctions imposed on the Respondent;
- Any remedies provided to the Complainant designed to restore or preserve equal access to the Noorda-COM's education program or activity;
- Any appeal and the result therefrom;
- Any Informal Resolution and the result therefrom;
- All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Noorda-COM will make these training materials publicly available on Noorda-COM's website.
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - The basis for all conclusions that the response was not deliberately indifferent;
 - Any measures designed to restore or preserve equal access to Noorda-COM's education program or activity; and

- If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Noorda-COM will also maintain any and all records in accordance with state and federal laws.

Disabilities Accommodations in the Resolution Process

Noorda-COM is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to Noorda-COM's resolution process.

Anyone needing such accommodations or support should contact the Dean (students) or HR Manager (employees), who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct and/or retaliation under Title IX and will be reviewed and updated annually by the Title IX Coordinator. Noorda-COM reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally

APPENDIX A: Statement of Rights of the Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to Noorda-COM officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Noorda-COM officials.
- The right to have Noorda-COM policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Noorda-COM officials from reporting sexual harassment or retaliation to both on campus and off-campus authorities.
- The right to be informed by Noorda-COM officials of options to notify proper law enforcement authorities, including on campus and local police, and the option(s) to be assisted by Noorda-COM authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Noorda-COM security and/or other Noorda-COM officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; student financial aid; or other services, both on campus and in the community.
- The right to a Noorda-COM-implemented no-contact order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.

The right to have the Noorda-COM maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Noorda-COM's ability to provide the supportive measures.

- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
- The right to have inadmissible prior sexual history or irrelevant character evidence excluded by the decision-maker.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.

- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant. The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decisionmaker(s) who have received relevant annual training.
- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any Noorda-COM representative in the process be recused on the basis of disqualifying bias and/ or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the Noorda-COM is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the Noorda-COM.
- The right to a fundamentally fair resolution as defined in these procedures.

APPENDIX B: Violence Risk Assessment (VRA)

Threat assessment is the process of assessing the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A Violence Risk Assessment (VRA) is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

The implementation of VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct

officers, and/or other Behavioral Intervention Team (BIT) (sometimes also known as CARE teams) members.

A VRA occurs in collaboration with the Professionalism, Academic and Clinical Committee (PACC) and must be understood as an on-going process, rather than a singular evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use an evidence-based process consisting of:

- an appraisal of risk factors that escalate the potential for violence;
- a determination of stabilizing influences that reduce the risk of violence;
- a contextual analysis of violence risk by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of threat; fixation and focus on target; grievance collection; and action and time imperative for violence; and
- the application of intervention and management approaches to reduce the risk of violence.

To assess an individual's level of violence risk, the Title IX Coordinator will initiate the violence risk assessment process through the PACC. The PACC will assign a trained individual(s) to perform the assessment, according to the specific nature of the Title IX case.

The assessor will follow the process for conducting a violence risk assessment as outlined in the PACC manual and will rely on a consistent, research-based, reliable system that allows for the operationalization of the risk levels.

Some examples of formalized approaches to the VRA process include:

The NaBITA Risk Rubric, The Structured Interview for Violence Risk Assessment (SIVRA-35), The Extremist Risk Intervention Scale (ERIS), Looking Glass, Workplace Assessment of Violence Risk (WAVR-21), Historical Clinical Risk Management (HCR-20), and MOSAIC.

The VRA is conducted independently from the Title IX process, free from outcome pressure, but is informed by it. The individual(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The PACC conducts a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or immediate risk to health and/or safety of an individual or the community

Definitions

Advisor

Means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Complainant

Means an individual who is alleged to be the victim of conduct that could sexual harassment based on a protected class; or retaliation for engaging in a protected activity.

Community

Includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers

Complaint (formal)

Means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the Noorda-COM investigate the allegation.

Confidential Resource

Means an employee who is not a Mandated Reporter of reports of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).

Day

Means a business day when the Noorda-COM is in normal operation.

Education

Program or activity means locations, events, or circumstances where Noorda-COM exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the Noorda-COM.

Final Determination

A conclusion by the standard of proof that the alleged conduct did or did not violate policy.

Finding

A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).

Formal Grievance Process

Means “Process A,” a method of formal resolution designated by the Noorda-COM to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).

Grievance Process Pool

Includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).

Hearing

Decision-maker or Panel refers to those who have decision-making and sanctioning authority within the Noorda-COM's Formal Grievance process.

Investigator

Means the person or persons charged by Noorda-COM with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

Mandated Reporter

Means an employee of the Noorda-COM who is obligated by policy to share knowledge, notice, and/ or reports of harassment and/or retaliation with the Title IX Coordinator.

Notice

Means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct. Written notice can be delivered via hard copy or Noorda-COM e-mail.

Official with Authority (OWA)

Means an employee of the Noorda-COM explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the Noorda-COM.

Parties

Include the Complainant(s) and Respondent(s), collectively.

Process A

Means the Formal Grievance Process detailed below and defined above.

Process B

Means any process designated by the Noorda-COM to apply only when Process A does not, as determined by the Title IX Coordinator.

Noorda-COM

(Noorda College of Osteopathic Medicine) means a postsecondary education program that may be a future recipient of federal funding.

Remedies

Are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the Noorda-COM's educational program.

Respondent

Means an individual who has been reported to be the alleged perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.

Resolution

Means the result of an informal or Formal Grievance Process that is concluded.

Sanction

Means a consequence imposed by the Noorda-COM on a Respondent who is found to have violated this policy. Sexual Harassment is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, dating violence and domestic violence.

Title IX Coordinator

At least one official designated by the Noorda College of Osteopathic Medicine to ensure compliance with Title IX and the Noorda-COM's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

Title IX Team

Refers to the Title IX Coordinator, any deputy coordinators, investigators, and any member of the Grievance Process Pool.

Responsibilities

Policy Violations

Interpreting Authority

Statutory or Regulatory References

Relevant Links

Policy Adoption Review and Approval

Noorda College of Osteopathic Medicine

Course Director – Professionalism

Clinical Affairs

Reports To: Associate Dean for Clinical Affairs

Scope: Impact: Internal & External Constituents **Grade:**
Dept Budget: **Job Status:** Exempt
Direct Reports: N/A **Job Code:**

Purpose:

Under the direction of the Associate Dean for Clinical Affairs and in collaboration with the Associate Dean for Academic Affairs, upholds the integrity of Physical Diagnosis course content within the College of Osteopathic Medicine [COM] by ensuring students understand and adhere to the ethical, behavioral, interprofessional collaboration and social science principles that underpin the medical professionalism competency, demonstrating accountability to patients, society, and the profession; displaying high moral and ethical standards (medical education, training, research, and practice); demonstrating conduct that includes properly establishing, maintaining, and concluding the physician-patient relationship in a manner that is altruistic, compassionate, cultural aware and conscientious to the needs of patients, that supersedes self-interest, and is respectful of the patient as a person and demonstrates cultural sensitivity and responsiveness to a diverse patient population.

Accountabilities:

Under the direction of Clinical Affairs and in collaboration with Academic Affairs:

1. Upholds the integrity of the assigned COM course curriculum.

- 1.1. Oversees implementation and execution of assigned course as directed (reviewing objectives and syllabi, soliciting input/ideas, presenting recommendations, etc.).
- 1.2. Ensures essential course elements (quality, integrity, adequacy, consistency, student use/results/impact, etc.) adhere to and exceed those as defined by academic blueprints (identifying and presenting opportunities to build and enhance the educational experience, implementing modifications to ensure commitment to excellence and high quality outcomes, providing constructive feedback, etc.).
- 1.3. Meets established time lines for submission, and ensures that course materials are accurately prepared (syllabus, learning objectives, course materials, section study guides, quizzes, exams, etc.). In collaboration with Academic Affairs, secures questions from both on- and off-campus lecturers and facilitates question reviews with Academic Affairs and lecturers for final approval of content and assessment.

2. Primary responsibility for the student's professionalism skills.

- 2.1. Guides students' knowledge of the behavioral and social sciences that provide the foundation for the professionalism competency (moral, legal) including medical ethics (autonomy, beneficence, nonmaleficence, fidelity, justice, and utility), social accountability (cultural awareness, social determinants of health, economic situation, inequalities in health care) and responsibility (capacity for self-care, ability to participate in shared decision making).
- 2.2. Leads student development, performance and maintenance of clinically appropriate humanistic behaviors (respect, altruism, compassion, integrity, honesty, and trustworthiness) recognizing the patient's autonomy, dignity, and privacy in action, deeds and words (openness, honesty) with patients and their families to include the completion of all reports (medical records, formal inquiries, litigation, etc.).
- 2.3. Establishes standards engendering accountability and duty in properly establishing, maintaining, and concluding the physician-patient relationship (examining, diagnosing, and treating), in accordance with proper ethical and legal standards (consensual, conscientiously) and take appropriate action to protect patients from risk from unprofessional behaviors that compromises patient care or represents a threat to patients or others (impairment, substance abuse, incompetence, unethical conduct, inappropriate behaviors, etc.).
- 2.4. Provides guidance in students demonstrating reason, appropriate judgment, responsiveness that supersedes self-interest in the incorporation of the patient's perspective in decisions about care (diagnostic, treatment modalities, etc.) even those considered futile, taking into consideration patient's risks and needs (health, income, job security, etc.) while respecting patient autonomy and rights (personal privacy, dignity, full disclosure, etc.).
- 2.5. Prepares students to demonstrate knowledge of and ethically apply principles in the practice of clinical care (interprofessional collaboration, confidentiality of patient information, access, regulation, provision or withholding), minimizing needless helplessness or suffering (physical, emotional, and spiritual pain).
- 2.6. Develops students aptitude in cultural competency (sensitivity, respect, responsiveness) to a diverse and heterogeneous patient population (cultural heritage, religion, age, gender, sexual orientation, socioeconomic circumstances, mental and physical disabilities, military personnel) discuss cultural issues openly and be responsive to culturally based cues, and to include patient support system (family, caregivers, members of the health care team).
- 3. Manages student relationships, ensuring academic achievement.**
 - 3.1. Serves as an effective leader/mentor for students (maintaining close communication, assuring students are met with regularly, developing related presentations, presenting course reports, etc.).
 - 3.2. Presents policies and protocols as relates to course to students (communicating regularly with students identifying topics and issues of importance, soliciting feedback and evaluations, making recommendations to University leadership, etc.).
- 4. Serves as an educator ensuring the quality, integrity, and defined standards within faculty's discipline.**

- 4.1. Develops and delivers course content (quality, integrity, adequacy, consistency, student use/results/impact etc.) and adheres to and exceeds, as defined by the relevant governing body accreditation, requirements and the College's mission (identifying opportunities to build and enhance the educational experience, providing constructive feedback, documenting findings, etc.).
- 4.2. Maintains content expertise within discipline and contributes to the curricular model (sequential progression, elimination of redundancies, Bloom's taxonomy) and delivery modalities of coursework for which the unit is responsible, and recommends changes when appropriate.
- 4.3. Ensures teaching is current, appropriate and inter-related, and where applicable, supports and builds upon previous learning experience and content (integrating emerging knowledge with practical longitudinal clinical experience, aligning learning objectives and processes), increasing student understanding of subject matter.
- 4.4. Works effectively as a team member to enhance and improve curricula, including potential opportunities for collaborative efforts within the department or with outside individuals, programs, or departments; maintains a climate hospitable to creativity and innovation.
- 4.5. Develops and maintains a working knowledge of various teaching and assessment approaches (small group, bedside teaching, mentoring, lecture, independent practice-based learning, evidenced based medicine approach, simulation including institutional simulation, online learning and interactive video scenario, standardized patient, etc.).

5. Contributes to team effort by performing other duties as needed/assigned.

Qualifications:

Education: Doctoral degree in a health-related profession or education.

Experience: Minimum of 5 years' experience as a healthcare provider, minimum of 3 years of educating health professional students. Demonstrated leadership and proven record of establishing successful collaboration.

Skills & Abilities: Highly professional with honest, genuine, direct communication style, excellent interpersonal skills and emotional maturity with the essential ability to demonstrate tact, discretion and job diplomacy. Ability to institute a comfortable learning environment necessary to maintain a dynamic curriculum with a vision for growth. Must have the ability to work diplomatically and effectively with a variety of internal and external constituents. Proven track record of quality, integrity and trustworthiness. Ability to make common sense, consistent and fair decisions (based on facts and data), and have courage of convictions and tolerance for ambiguity.

Must be:

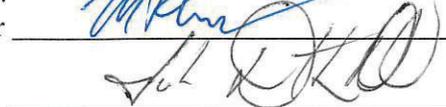
- Able to institute a comfortable learning environment necessary to maintain a dynamic curriculum.
- Self-confident, strong leader, skilled decision-maker with ability to lead by influence and effectively communicate with various constituencies across the college
- In possession of exceptional written, oral presentation and listening skills
- Able to work independently yet as an effective participant in cross-functional teams
- Self-motivated, self-disciplined, with a strong work ethic and capable of establishing priorities in an executive setting
- Flexible and able to adapt to changing priorities and effectively able to handle frequent interruptions
- Innovative, resourceful, detailed oriented, with excellent follow through skills
- Capable of balancing multiple projects in stressful situations while meeting deadlines, achieving desired results, and maintaining positive relations with understanding of the importance of confidentiality of data and information

Approvals:
Supervisor



Date 5/5/2021

Dean



Date 5/5/2021

Director of Human Resources



Date 5/5/2021



NOORDA COLLEGE of OSTEOPATHIC MEDICINE

Clinical Education Student Handbook

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Clinical Education Student Handbook

The Clinical Education Student Handbook provides students with important information about policies, procedures, requirements, and services. Students are required to read, understand, and adhere to the Clinical Education Guidelines.

An updated version of the Clinical Education Student Handbook is published each academic year. The yearly update (and any subsequent updates during the academic year) supersedes all prior editions and provides the latest rules, policies, and procedures to create the most up-to-date student reference. Noorda-COM reserves the right to amend, modify, add, or delete information within the Clinical Education Student Handbook at any time without advance notice. Students will be notified of any revisions.

Please contact Department of Clinical Education for questions or to submit an update.

Mission Statement

To empower our students with the essential personal and professional skills needed to be competent, confident and compassionate osteopathic physicians dedicated to meeting the healthcare challenges of the communities in which they serve.

Vision Statement

The College of Osteopathic Medicine is recognized as a leader in osteopathic medical education through innovative, progressive curricular offerings.

Values Statement

Instilling values that foster cultural awareness, ethical leadership, embraces diversity and inspires a servant's heart towards caring for the poor and needy.

Guiding Principles

We believe the work of Noorda-COM centers on a set of guiding ideas or principles. These principles allow for multiple voices from our constituents in the decisions we make and yet remain grounded in our mission, vision, values, and strategic plan. They should be the basis upon which we make curricular, pedagogical, financial, and administrative decisions. Now and in the future, we must never lose sight of mission fulfillment and meeting student outcomes in the tug-of-war between impact, profit, and growth. The following principles guide Noorda-COM:

1. People matter most and students will be at the center of all that we do.
2. Quality academic programs and excellence in teaching will be our priorities.
3. Strong moral character, ethical decision-making, respect, and commitment to service will be embedded in all that we do.
4. Diversity will be an essential element of Noorda-COM experience.
5. The College will integrate itself into the community it serves to develop relationships that are socially minded and advance the public good.
6. Technology and innovation will be positioned to enhance learning and improve operational efficiency.
7. College resources will be applied to achieve high quality in our students, our faculty, and our programs.

8. Financial decisions will be driven by providing the necessary resources to fulfill our mission, while balancing mission, impact, and a reasonable profit.
9. Investments in people will be made in the form of fair compensation and individual growth opportunities.

Diversity and Inclusion at Noorda-COM

Noorda-COM's institutional strategic plan calls for the College to create a culture of inclusion, by securing more students, faculty, and staff from diverse backgrounds and enhance a campus sense of community. Our College's strategic plan outlines our priorities and best practices to achieve diversity through on-going and vigilant evaluation of our institutional community. Students wishing to know and understand more about the College's effort to enhance diversity and inclusion on-campus can contact the Office of the President.

Osteopathic Principles

The osteopathic philosophy embraces the idea of the unity of structure (anatomy) and function (physiology). There are four main principles of osteopathic medicine:

- The body is a unit, and the person represents a combination of body, mind and spirit
- The body is capable of self-regulation, self-healing and health maintenance
- Structure and function are reciprocally interrelated
- Rational treatment is based on an understanding of these principles: body unity, self-regulation and the interrelationship of structure and function

Noorda-COM curriculum prepares students for graduate medical education. Graduates are required to meet the following osteopathic core competencies:

Osteopathic Core Competencies

See [Noorda-COM Catalog](#) for Competencies

Osteopathic Core Competencies for Medical Students, American Association of Colleges of Osteopathic Medicine, in conjunction with all U.S. Osteopathic Medical Schools (2012)

Cultural Competency

Noorda-COM is committed to developing a culturally diverse and sensitive physician. Noorda-COM strives to be respectful and sensitive to the values, beliefs and practices of faculty, staff, students and patients belief system.

AOA Code of Ethics

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, society, the AOA, others involved in healthcare and to self.

Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

See [Noorda-COM Catalog](#) for Code of Ethics.

Core Entrustable Professional Activities (CEPA)

Core Entrustable Professional Activities (CEPA) is a four-year longitudinal course providing osteopathic medical students with the knowledge, skills, attitudes, and behaviors to meet or exceed the common, required competencies to enter post-graduate residency programs.

Competencies are observable characteristics or qualities that progressively integrate measurable milestones. Milestones describe the progression of a learner toward an expected level of proficiency in their competency development, summarized under entrustable activities. Entrustable Professional Activities (EPAs) are units of work, tasks, or responsibilities that graduating students can be entrusted to carry out.

Entrustment will include:

- Longitudinal formative relationships with faculty
- Robust data collection
- Early and ongoing assessment of:
 - Trustworthiness
 - Truthfulness
 - Consciousness
 - Discernment

The idea of trust reflects a dimension of competence that reaches further than observed ability. It includes the real outcome of training—that is, the quality of care.

Entrustment range from:

- Pre-entrustment
 - Ability to observe only or act in a supervised manner
- Full entrustment
 - Considered a qualification to act independently or unsupervised

Core Entrustable Professional Activities for Entering Residency include:

1. Gather a history and perform a physical examination
2. Prioritize a differential diagnosis following a clinical encounter
3. Recommend and interpret common diagnostic and screening tests
4. Enter and discuss orders and prescriptions
5. Document a clinical encounter in the patient record
6. Provide an oral presentation of a clinical encounter
7. Form clinical questions and retrieve evidence to advance patient care
8. Give or receive a patient handover to transition care responsibly
9. Collaborate as a member of a professional team
10. Recognize a patient requiring urgent or emergent care and initiate evaluation and management
11. Obtain informed consent for tests and/or procedures
12. Perform general procedures of a physician
13. Identify system failures and contribute to a culture of safety and improvement

EPAs are assessed as an observable workplace task or responsibility, and it is anticipated that a student will be able to perform them in anticipation of matriculation into graduate medical education

programs. Entrustment decisions are complex and require multiple measures across the various contexts. There is a progression to completion of each EPA from unsupervised to supervision of others.

<https://www.aacom.org/docs/default-source/med-ed-presentations/core-epas.pdf?sfvrsn=10>

Department of Clinical Education

Leadership

Clinical Education is a department within Clinical Affairs and under the direction of the Associate Dean for Clinical Affairs. The Assistant Dean for Clinical Affairs in collaboration with the Administrative Director for Clinical Education manage the department.

Coordinators

Coordinators are the initial point of contact for all matters pertaining to Clinical Education. The coordinators are available to assist students in navigating clerkship logistics and are available to students preferably by email or telephone during regular College business hours. Students may schedule an in-person meeting by appointment.

To protect student's privacy, the Department of Clinical Education communicates information directly with the medical student, and therefore not to spouses, parents, etc.

Academic Catalog and Student Handbook

All members of Noorda-COM community, including students, faculty, staff, visitors and guests, are governed by the policies and regulations of the College outlined in the most current [Academic Catalog and Student Handbook](#). Noorda-COM reserves the right to amend, add, delete or change any policy without notice or warning prior to publication of the next Academic Catalog and Student Handbook. The handbook includes information about, but not limited to the following:

- Code of Professional Conduct
- Counseling and Support Services
- Special Accommodations
- Title IV (4): Institutional Refund & Return to Title IV Policy
- Title IX (9): Non-Discrimination and Anti-Harassment Policy

Academic Support & Mentoring Services

Upon matriculation, advising and support are available to all students. Academic skills, including time management, study techniques and test-taking skills, may need to be improved for students to succeed. Resources range from assigned faculty advisors, to Student Affairs, to counselors, to Assistant and Associate Deans. Learning specialists are available to offer academic skills workshops in addition to providing individual academic support through the Office of Learning Enhancement.

Learning Enhancement Programming

The College offers academic support including workshops, tutoring, board exam prep and remediation, course reviews, and one-on-one academic counseling. Learning specialists are available. It is suggested that students seek this support at the first sign of concern about academic performance abilities.

Tutoring Program

The tutoring program provides limited supplemental instruction at no cost to students. Qualified students are selected to provide both large and small group tutoring for graduate and medical students throughout the academic year. Noorda-COM students are encouraged to receive tutoring.

Career Services

Noorda-COM provides students with comprehensive career services providing a wide variety of online resources for students that can assist with application processes, specialty selection, and interviewing skill development. For more information, students are encouraged to contact Clinical Education.

Counseling & Support Services

The College understands the intense environment and extra stress that medical students experience. Because it is important for students to be emotionally healthy, students are encouraged to utilize the counseling services that are available to them. The College has licensed counselors on campus. Students are encouraged to set up appointments by emailing the respective counselor they would like to see.

The licensed psychologists provide immediate support for students through psychotherapy, proactive support programs to assist students with the extra stresses associated with medical school and graduate study. They provide additional information and support through the College's orientation program. They can also assist students who are dealing with any kind of substance abuse or addiction issue.

Noorda-COM Counseling Contact: Wasatch Mental Health

For students wishing to be seen by a therapist or psychiatrist off-campus, the College offers StudentLinc program, a free and confidential counseling service available to all students and their families.

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 regarding 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 Grievance Policy](#) for complete details.

Medical Treatment of Students by Noorda-COM Faculty

Noorda-COM faculty will not provide medical treatment of, or medical advice, to Noorda-COM students except in emergency situations while awaiting emergency response. Student must seek healthcare advice and/or treatment from a non-Noorda-COM related healthcare provider. Students

may view [Noorda-COM's Emergency Information](#) for a list of recommended healthcare providers who do not have a conflict of interest related to assessing student performance.

Although not allowed or encouraged, should a Noorda-COM faculty member have to provide medical treatment for a student, they are required, per College policy, to recuse themselves from any and all situations where they may have to assess, grade, and/or decide promotion for that particular student. This includes clinical clerkship preceptors who have a direct assessment and grading responsibility for assigned Noorda-COM students. Students who are on rotations should always avoid seeking medical treatment/advice from their clerkship preceptor. If a student has difficulty in finding medical treatment/advice, they can contact Student Affairs for a referral to an appropriate physician.

Eligibility to Start Clinical Education

In order to start clinical rotations students must successfully complete OMS 1 and OMS 2 coursework. Students will then receive approval from faculty counsel and be allowed to complete the following:

Enrollment Verification

The Department of Clinical Education uses STEPs to manage evaluations, procedures, and schedules. Being a web-based system, STEPS is available to authorized users 24 hours a day from any device with internet access.

For each and every clerkship, students must edit/verify and submit registration information through STEPS within five (5) business days following the designated start date. If enrollment verification is not completed on time, the Department of Clinical Education cannot confirm the student is actively enrolled. This may cause a disruption in your enrollment status with the College which may put your financial aid or graduation status in jeopardy. It is imperative to submit accurate contact information for the attending physician filling out the assessment (e.g. address, phone, e-mail, etc.).

Once submitted, changes must be made by Department of Clinical Education and should be e-mailed to the assigned Clinical Coordinator. When working with more than one physician on a clerkship, the student should e-mail their assigned Coordinator with all necessary information.

Identification Badge

While performing duties related to patient care, all students must clearly identify themselves as Osteopathic Medical Students both verbally and by wearing their Noorda-COM picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action.

A Noorda-COM and Hospital name badge must be worn in a visible location on the upper torso area at all times while in any clinical education environment. ID badges are to be free of pins, stickers, or any other material that might interfere with the visibility of the photo or the identification of the person wearing the badge.

The Hospital region/facility student coordinator approves and coordinates student hospital badging.

- The ID badge may be utilized in all Hospital sites of service during a rotation.

- The ID badge must be worn at all times when on-site at a Hospital facility.
- The Hospital ID badge must be returned to the facility student coordinator at the end of a rotation, semester, or year, depending on each facility.

Should Noorda-COM identification badge become lost or broken, the student should contact Noorda-COM Security at Security@Noordacom.org immediately to order a replacement.

Practicing Medicine

Noorda-COM students shall not engage in any activity that may be construed as the practice of medicine or any phase thereof, without prior written approval of an exception.

Students are prohibited from accepting any form of payment or gratuity for their clinical activities. Clinical activities of students are not permitted without the appropriate supervision of a licensed faculty physician.

In no event shall a student represent, either directly or indirectly, that the student is licensed to practice medicine as a graduate of this College or otherwise, unless such student is, in fact, a licensed practitioner.

The determination of whether a student's activity violates this policy shall be that of the College alone. Students with questions regarding this policy should submit them in writing to the Department of Clinical Education clined@noordacom.org. The Clinical Education team can counsel students on this policy. Violation of this policy may result in the immediate disciplinary action.

Title IX Training – Non-Discrimination and Anti-Harassment

All students should be able to study in an atmosphere free of harassment, sexual violence and gender discrimination. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc.

You are required to complete this training yearly while enrolled as a student at Noorda-COM.

The College has designated a Title IX Coordinator to coordinate its compliance with Title IX and receive inquiries regarding Title IX, including complaints of sex discrimination.

Additional information on Title IX can be found [here](#).

HIPAA Regulations and Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 including The Privacy Rule published by the US Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of Federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically.

By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at www.hhs.gov/ocr/hipaa/

As a medical student, these standards pertain to all individually identifiable health information (Protected Health Information or PHI) encountered during medical training with the College including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law. Therefore, each student must utilize reasonable safeguards to protect any information he or she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates or maintains. The misplacement, abandonment or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove or otherwise tamper with medical records.

Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.

Any unauthorized use or disclosure of PHI, to include but not limited to digital images, video recordings, or any other patient related materials, committed by a student, or any observation of the same by a student or employee, should immediately be reported to Clinical Education.

HIPAA & OSHA Training

To be completed before beginning 3rd year and AGAIN prior to beginning 4th year
Go to SafeColleges.com

The CITI Program will issue a completion certification when you complete and pass the course. An automatic email will be received by the Office of Research.

For any questions about the CITI Program, please contact Associate Dean of Research.

Health Insurance

All students are required to maintain personal health insurance that covers them throughout the United States. Students must submit proof of current coverage to Clinical Education before beginning clinical training. Students are required to immediately report any break in coverage or change in health insurance to Clinical Education, e-mailing an electronic copy of the front and back of the new insurance card to clined@NoordaCOM.org

Every student's health insurance policy should have minimum coverage levels, which include coverages of chronic health issues, acute health issues, emergent care, and catastrophic events. Policies which only cover catastrophic events are not acceptable. Policies which are provided

through health care co-ops are not acceptable. Students wishing to purchase their own policy while at Noorda-COM can utilize the health insurance exchange created for the College.

International students must have a health insurance policy, purchased in the U.S., which fully covers the student within the U.S. So-called “traveler’s insurance” policies are not acceptable. Canadian students cannot use their Canadian Health Service policy as coverage while enrolled at Noorda-COM. Prior to beginning clinical experiences, students must submit proof of personal health insurance to Clinical Education. All students must report any break in coverage or change in health insurance to the Associate Dean for Student Affairs while attending classes on campus. COM students must report any break in coverage or change in health insurance to Clinical Education during third and fourth years.

A student who cannot provide documentation of current personal health insurance coverage, in accordance with College requirements, will not be allowed to begin or continue with clinical training.

Medical Professional Liability Insurance

Noorda-COM provides medical professional liability insurance commensurate with industry standards. Malpractice coverage extends only to clinical activities specifically determined by the College as requirements for successful clerkship completion. Non-clinical claims (e.g. property or equipment loss or damage), does not fall underneath this policy.

Changes made to clerkship dates, type, or location without prior Department of Clinical Education approval may jeopardize malpractice coverage.

Students may wish to participate in volunteer activities such as health fairs during their medical training. Student malpractice coverage does NOT extend to non-Noorda-COM approved activities (volunteer or otherwise). It is the student’s responsibility to personally determine that any activity in which he or she participates outside of clerkship assignments is covered by alternative malpractice coverage. The student is personally responsible should an issue of medical malpractice arise during activities not covered by Noorda-COM malpractice insurance.

Worker’s Compensation Insurance

Medical students are not employees of the College; therefore, Noorda-COM does not provide worker’s compensation insurance.

The purchase of required coverage may be offered at the facility. Any expense incurred is the student’s responsibility.

Vaccinations/Immunizations

A student who cannot provide an official up-to-date immunization record, in accordance with College requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate College official. All immunizations are tracked in STEPS.

See [Immunization Policy](#) for details.

TB Test

Each student will be required to complete TB testing annually.

Influenza

All students are required to be immunized seasonally (due by November 1st of each year) for influenza.

Criminal Background Check & Drug Screen

Background checks and drug screens are required bi-annually for all 3rd and 4th year students to ensure the safety of the patients treated by students in the Clinical Education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical clerkship. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screening service is conducted by Pre-Check. All your orders must be placed online through <https://www.precheck.com>.

Basic Life Support (BLS) and Advanced Cardiac Life Support (ALS)

Before you begin 3rd year, you will recertify BLS and ALS. Third year students are required to recertify at a minimum semi-annually. Your residency program can advise you on when to recertify, as it may be offered as part of your residency orientation.

Affiliation Agreements

Clinical Site

Affiliation agreements usually address issues such as liability, academic supervision, and faculty appointments. Noorda-COM has affiliation agreements with all sites where core clerkships are completed. Some selective or elective clerkships require an affiliation agreement to be signed between Noorda-COM and the visiting site where one does not already exist. If an affiliation agreement is required from a visiting site, it is the student's responsibility to:

- Notify the Administrative Director for Clinical Education
- Gather and report the appropriate contact information and other pertinent details for the desired clerkship a minimum of 90 days prior to start of clerkship

Out of Network Rotations

Some affiliation agreements take up to six (6) months to process and it is in the student's best interest to begin the process as soon as possible. Noorda-COM cannot guarantee consensus will be reached with every facility or preceptor. If an agreement cannot be made between Noorda-COM and the visiting site, the student must withdraw their application and will not be allowed to rotate at that particular site. A new Clerkship Request must be submitted through Noorda-COM Canvas. Contact the Administrative Director for Clinical Education for assistance if needed.

Preceptors

In order to receive academic credit for a clerkship and coverage under Noorda-COM's medical professional liability insurance, clinical experiences must be completed with a Noorda-COM Credentialed Preceptor.

Submission of preceptor's credentials can be accomplished through the preceptor portal on the [College's website](#).

Complete institutional paperwork (e.g. site application, hospital forms, immunization/health forms, etc.) and forward to Coordinator for processing

- Incomplete paperwork is not processed and may be returned to the student

Submit a Clerkship Request for all electives and non-core site rotations for review through the Noorda-COM Canvas 90 days prior to the proposed start of clerkship. This is required before the Clinical Coordinator may process paperwork

- Coordinator processes information within 30 days of receipt of complete paperwork and Clerkship Request
- Noorda-COM Core Site, Residency Program, Institution or Preceptor generally confirms acceptance for a clerkship
 - If verification is not received, it is the responsibility of the student to contact the above to determine the status of the clerkship
- Students may not cancel or modify the dates, service type or location of a confirmed clerkship without prior approval from the Department of Clinical Education and a minimum of 60 days' notice

Non-compliance with any of the above may lead to denial of the request, removal from the clerkship or referral to an appropriate College official.

Preparing for Clinical Clerkships

Clinical Clerkships

Clinical clerkships are sometimes referred to as clerkships, rotations, clinical experiences or externships, with a teaching physician referred to as a preceptor, attending or faculty. Clerkships may involve in-patient, out-patient or a combination of these settings. At the conclusion of these experiences an evaluation of the student by the preceptor as well as an evaluation of the clerkship and preceptor by the student is required. Students should familiarize themselves with the individual syllabi for all required clerkships.

Individual start and end dates of 3rd year clerkships vary.

Duty Hours

Scheduling is determined solely at the discretion of the rotation, service, or preceptor and must be followed without exception. Responsibilities may be required on overnights, weekends or holidays. Laws mandating restrictions on intern and resident work hours do not apply to medical students.

Students generally follow the same schedule as their preceptor, however, **if the preceptor is on vacation, or scheduled away from the office or hospital**, additional arrangements must be made for completion of the clerkship (see following section on contingency planning). If this occurs, the student must **contact their Coordinator immediately**. Students must be enrolled in clinical activities throughout the entire academic year up to graduation. Unreported absences or chronic absenteeism may lead to referral to an appropriate College official.

Canceling/Changing a Clerkship

Canceling or changing a 3rd year clerkship is not allowed without **advanced** approval by the Assistant Dean for Clinical Affairs. It may be necessary to cancel or change a 4th year clerkship.

Cancellation/change requests must be received minimum of 60 days prior to the confirmed start date. Requests are considered on a case-by-case basis and approval is not guaranteed. Students are required to attend the scheduled clerkship if requests to change or cancel are received after the deadline or denied. For consideration, requests should include the following:

- A cancellation/change request must be emailed to the Clinical Coordinator or clined@noordacom.org
- A Clerkship Request for an alternative must be submitted for review via Noorda-COM Canvas

Denied Clerkship Requests

A Clerkship Request may not be approved if the:

- Student has already completed two clerkships with this preceptor
- Requested site cannot/will not accommodate the request
- Affiliation agreement cannot be reached between Noorda-COM and the clerkship site
- Does not meet minimum duration requirements of the curriculum
- Dates conflict with previously scheduled clerkship(s)
- Preceptor or clerkship site does not have appropriate forms on file
- Requirements of the clerkship site and/or preceptor have not been met (examples include completion of forms and submission of immunization documentation)
- Request was received after the deadline
- Student is not in good standing

Denial of a Clerkship Request is not limited to the aforementioned reasons. Once a Clerkship Request has been denied, you must submit a new one through Noorda-COM Canvas for consideration.

Contingency Planning

In an event that your **preceptor/site** cancels your clerkship rotation or a portion of it after the rotation has started, notification must be made to the Clinical Coordinator within 24hrs. of the cancellation (clined@noordacom.org) and a phone call to the Administrative Director of Clinical Education. This pertains to clinical rotations done at a core site or at a student coordinated site. The notification must contain the following:

1. Put **Clerkship Cancellation** in the subject heading of your email and send with high importance
2. Where your clerkship rotation is located
3. Who the preceptor was that cancelled and documentation/correspondence of the cancellation from the preceptor to the student
4. What steps have already been taken to re-assign the student to another preceptor

You will receive correspondence from your Clinical Coordinator within 48hrs. detailing the options available to fill the remaining time. Flex time may need to be used for an emergency situation like

this. Other options may include, but not limited to, re-assignment to different specialty or site based on availability. Faculty will also have on-line modules available.

Clerkships with Relatives

Occasionally students request to complete a clerkship with a friend or relative (who is also a health care provider) that will serve as the preceptor. The Clinical Coordinator must be notified the preceptor is a friend or relative when submitting a Clerkship Request through Noorda-COM Canvas. Due to the potential that personal relationships can interfere with the clinical evaluation process, which is both objective and subjective in nature, such clerkship arrangements are discouraged and may be denied.

Appeal Requests

The following are guidelines and procedures for submitting an appeal:

- Students must first discuss issues and concerns with their Coordinator
- When a situation warrants special consideration, an Appeal Request Form must be submitted for review to the Assistant Dean for Clinical Affairs
- All information must be submitted directly to the Coordinator

Decisions rendered through the appeals process are final. The Coordinator will notify the student via e-mail when a decision has been reached.

Application and Other Fees

Noorda-COM remits payment for all 3rd year clerkships completed at a Core Site, 4th year required clerkships completed at a Noorda-COM Core Site and some associated administrative fees. Students are responsible for all out-of-pocket expenses associated with Clinical Education, such as transportation, housing, meals, professional attire, laboratory fees, additional drug screens, background checks, immunizations or titers and other fees not covered by Noorda-COM.

Some clerkships require students to pay additional fees in order to rotate at their facility.

Transportation

Travel arrangements are the sole responsibility of the student. Students are not considered agents or employees of the College and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student's academic program. Some Clinical Sites may require that assigned students have personal vehicles available.

Absence from Clerkships

Attendance at all clerkship related activities is **mandatory**; therefore, any absence requires an excuse and documentation.

Failure to notify both the Department of Clinical Education and/or the Clerkship Site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with the Assistant Dean of Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship. Students may not miss the first day of any clerkship.

An Absence Request Form and supporting documentation must be submitted directly to the Coordinator. All submitted absence forms must include a detailed make-up plan in order for the absence to be considered.

Only completed, signed forms are processed. Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. The Coordinator notifies the student via email when a decision has been reached. The Absence Request Forms can be found in the forms section of the intranet page.

Scheduled absences are not and should not be considered approved until the official Absence Request Form is signed by the Assistant Dean of Clinical Education.

Absence Request Forms must be completed and submitted to the Coordinator for all of the following:

- Discretionary Days:
 - Students are allowed two (2) discretionary days during OMS-III. Discretionary days MUST be approved by both the preceptor and Department of Clinical Education in writing in advance to the requested time off. Requests are submitted electronically via an Absence Request Form to the corresponding Coordinator.

- Sick Days:
 - Students will be allowed two (2) sick days annually. If more than two (2) sick days total are taken by a student, this may result in referral to the Assistant Dean of Clinical Education.
 - Students must contact their clerkship site/preceptor as well as the site coordinator and the Clinical Coordinator immediately if they are missing any clinical time due to illness (leaving early, arriving late, or missing a full day).
 - If two to four (2-4) hours of clinic time is missed, a half day will be documented. More than 4 hours of missed clinic time = a full day of sick leave.
 - If an absence of greater than one working day is necessary due to illness, that time must be made up.
 - Arrangements for missed time will be coordinated with their clerkship site/preceptor as well as the site coordinator, and/or the Clinical Coordinator.
 - If the student is absent from a single clerkship for two (2) or more days due to illness, the student is required to submit to the Department of Clinical Education a note from a licensed healthcare provider defining the number of days absent and the expected date of return.

Family Emergencies/Death in Family:

Due to the variability of circumstances, time off needed for family emergencies or death of a family member will be reviewed by the Assistant Dean for Clinical Affairs on a case-by-case basis.

Leaves of Absence

A leave of absence, from the College, may be granted for several reasons. Examples:

- Medical emergency or illness
- Personal emergency

- Military service
- Maternity/ Paternity leave

Associate Dean for Student Affairs may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues.

Students granted a medical leave of absence must have a licensed physician, selected by the Associate Dean for Student Affairs, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the College.

All leaves of absence should be requested in writing to the Associate Dean for Student Affairs, who is responsible for processing requests for leaves of absence.

Students granted a leave of absence must follow the checkout process detailed in the College Catalog under Leaves of Absence.

Students approved for a leave of absence will retain their Noorda-COM email account and have access to eNCOMpass, but all other access to electronic services will be suspended until such a time that the student is officially reinstated to active status.

All changes to a student's schedule must be communicated to their Coordinator.

Refer to the most current Academic Catalog and Student Handbook for additional information.

Employment

Students are strongly discouraged from seeking employment during the academic year. All employment must be approved in advance by the Assistant Dean for Clinical Affairs.

To be considered for employment, students must:

- Be in good academic standing
- Approval by Academic Affairs
- Demonstrate adequate proficiency on all required skills
- Have a letter of support from Docent

The College reserves the right to preclude employment should it be deemed to adversely affect the student's academic progress. Failure to comply with employment regulations can result in referral to Student Promotion and Graduation Committee (SPC) and potential grounds for dismissal.

Reporting Clerkship Problems

At times, concerns/issues may arise during a clerkship. General concerns should be addressed directly to the preceptor, core site coordinator, Director of Medical Education (DME)/ Designated Institutional Officer (DIO) or Noorda-COM Assistant Dean for Clinical Affairs, when appropriate. The utmost degree of professionalism is encouraged when discussing these concerns. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact their Noorda-COM Clinical Coordinator.

Immediate concerns (harassment, student and patient safety, etc.) should be reported directly to the Department of Clinical Education. (See Non-Discrimination and Anti-Harassment Policy for further details)

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 addresses:

Department of Accreditation American Osteopathic Association
142 East Ontario Street Chicago, IL 60611-2864
1.800.621.1773 - Toll free 312.202.8200 - Fax predoc@osteopathic.org

Professionalism on Rotations

Student Role / Responsibility

The student will:

- Adhere to general rules, policies, and regulations of the Hospital facility.
- Act professionally and refrain from making comments, gestures, or acting in any manner which can be construed as harassment.
- Work within appropriate level of education, seeking direction and validation from the Hospital preceptor/supervisor or his/her instructor. If the student is not able to competently perform the skills assigned, he/she must inform his/her preceptor/supervisor.
- Utilize the materials and/or orientations provided to become knowledgeable of facility safety procedures.
 - Know how to handle emergencies, hazardous materials contact, or disasters;
 - Know of and follow facility security, safety, and infection control procedures;
 - Maintain current BLS and ALS certified if providing direct patient care.

Student Identification

The AOA recommends all Noorda-COM medical students refer to themselves as “Osteopathic Medical Students” (OMS) followed by the academic level in Roman numeral form. Students should use this title when completing written communication such as email, letters, and/or official social media communication. Students should make every effort to follow the recommendation of the AOA. Communication should look like the following: OMS-I, OMS-II, OMS-III, OMS-IV.

Professional Conduct

Students are expected to present and conduct themselves in a professional manner at all times. Noorda-COM's expectations include, but are not limited to:

- Adherence to all policies, procedures, professional behavior, and attitude
- Exemplary interpersonal relationships with peers, faculty, staff, and the general public
- The ability to work effectively as part of the academic community and/or health care team

Personal Appearance

- Students are expected to manage personal hygiene habits to control cleanliness and avoid offensive body odors. Strong perfume, cologne or lotions that might interfere with those who are ill or allergic to such odors or fragrances should be avoided.
- Cosmetics should be moderate.
- Hair must be well-groomed and neat. Hairstyles and color should not be extreme. Extreme styles which may distract from providing exceptional care should be avoided. Hair should not make contact with patients or guests.
- Beards and mustaches are to be neatly trimmed.
- Fingernails should be short to moderate length and clean. Students cannot wear artificial nails, nail wraps or nail jewelry. Gel and shellac nail polish is not allowed. Regular nail polish is permitted but must be chip free. Students assigned to surgical areas are prohibited from wearing any type of fingernail polish.
- Department managers may ask students to cover tattoos while on duty if the tattoos are deemed to be unprofessional or distracting.

Jewelry

- Jewelry must not create a safety hazard or interfere with work assignments.
- Visible body piercing is not permitted except for ear piercing. A maximum of two (2) conservative earrings per ear are permitted. Ear gauges must be small and neutral in color.
- Extreme piercing or body modifications are not permitted (e.g., tongue piercing, split tongues, extreme earlobe spacers/ gauges, skin disfiguring implants, etc.).

Clothing

- Clothing should be modest, clean, pressed, and in good repair, without holes, rips or tears. Immodest or cut off clothes are not permitted (e.g., shorts, mini-skirts, bare midriffs, tank tops, tube tops, halter tops, spaghetti straps, etc.).
- Students are to wear clothing that is appropriate to their work setting; however, they are not obligated to wear standard employee uniforms (e.g., specific scrub color related to work assignment).
- Closed toe shoes in all clinical settings
- Unacceptable clothing and footwear:
 - Jeans, cargo pants, mini-skirts, baseball hats, non-dress T-shirts (no silk screens, no logos, collars preferred), sweatpants/shirts/hoodies, athletic or track clothing, tight or revealing clothing.
 - Beach-type footwear (made from foam, rubber, or similar material suitable for recreational, e.g., flip-flops, Velcro sandals, etc.), outdoor footwear such as hiking boots or water shoes.

Communication

The Department of Clinical Education's primary means of communication is your Noorda-COM email.

Student responsibilities include:

- Using Noorda-COM Email Account for all Noorda-COM related correspondence. Use of Personal Email Accounts on behalf of their Noorda-COM Email Account is not permitted
- Checking e-mail and spam folder daily – read and respond

- Respond to Department of Clinical Education correspondence within 48 hours of receipt
- Recurrent issues may lead to referral to an appropriate College official
- Being aware of all information disseminated by the College
- Complying with all College policies
- Keeping contact information, including mailing address, cell phone, and emergency contact numbers updated in Noorda-COM Canvas and STEPS
- Students who experience problems with e-mail should directly contact the Information Technology (IT) Helpdesk
- Students who experience problems with Noorda-COM Canvas should directly contact the appropriate Coordinator or e-mail ClinEd@Noordacom.org
- Complying with privacy policies such as the Family Educational Rights and Privacy Act (FERPA), HIPAA, etc.

Cultural Diversity & Sensitivity

Culture is the values, beliefs and practices shared by a group of people. Hospitals have an obligation to be respectful and sensitive to another's belief system.

Students should try to acquire basic knowledge of the patient's and family member's cultural values, beliefs and practices:

- Ask questions
- Listen
- Account for language issues
- Be aware of communication styles
- Be sensitive to personal health beliefs and practices
- Students should ask their supervisor/preceptor to help with the following questions:
- How does the patient stay healthy?
 - Special foods, drinks, supplements, objects or clothes
 - Avoidance of certain foods, people or places
 - Customary rituals or people used to treat the illness
- What are the expectations for medicine usage?
 - Past experiences with medicine usage
 - Will the patient take medicine even when he/she doesn't feel sick?
 - Is the patient taking other medicines or anything else to help them feel well?
- Family and community relationships
 - Are illnesses treated at home or by a community member?
 - Who in the family makes decisions about healthcare?
 - Who is their support system to help achieve health care goals at home?
- Language barriers
 - Can the patient understand limited English?
 - What, if any, is the patient's literacy level?
 - If necessary, use visual aids and demonstrate procedures
 - Check understanding
 - Is an interpreter necessary? If yes, follow Hospital guidelines by using a trained medical interpreter. (A student may not act as an interpreter without being

certified with interpretation services at the specific facility, even if fluent in the language.)

- Avoid using family members
- Body language. Is there cultural significance for?
 - Eye contact
 - Touching
 - Personal space
 - Privacy / modesty
- Religious / Spiritual beliefs. Are there sensitivities / beliefs associated with:
 - Birth and/or death
 - Certain treatments, blood products
 - Prayer, medication and worship
 - Food preparation, clothing, special objects, and gender practices
- Other cultural factors to consider
 - Gender
 - Wealth or social status
 - Presence of a disability
 - Sexual orientation

EMTALA

The Emergency Medical Treatment and Labor Act is a federal law that requires hospitals to treat all people who request emergency care.

- Students should not act independent of their assigned Hospital preceptor/supervisor.
 - Provide assistance to all people (adults and children) needing emergency care.
 - If help is required to transport the person, call the hospital operator. State the problem and the location. Request Security to help transport the patient.
 - Initiate a Code Blue, if appropriate.
 - Never direct a person seeking emergency care to go to another hospital or facility if a patient requiring treatment for an emergency medical condition refuses to stay at the hospital.

Hospital Rules and Regulations / Financial Responsibilities

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during training. Students must respect and follow all policies regarding the use of hospital facilities, housing, and equipment.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to library materials, pagers and keys. Final grades may be withheld pending return of all hospital or training site property.

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:

1. All reports of code violations shall be reported to Student Affairs and/or to the Associate Dean for Student Affairs. Reports must be filed in writing and must be signed by the reporting party.
2. Associate Dean for Student Affairs will review the report and determine if the charge is of the nature to merit an investigation of the allegation(s).
3. If the charge is of a nature to merit an investigation the Associate Dean for Student Affairs 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.
4. After all information is gathered, the Associate Dean for Student Affairs 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 multidimensional nature of Noorda-COM's disciplinary system allows for cases to be heard by the Student Promotion and Graduation Committee (SPC) or administrators within Student Affairs.

5. The Associate Dean for Student Affairs 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.
6. In cases where the information does not merit referral to the SPC, the case will be dealt with by Student Affairs staff.
7. Once the case has been formally adjudicated, the Associate Dean for Student Affairs will then communicate in writing the outcome to the individual(s) involved.

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

Patient Care

Patient Rights & Responsibilities

Hospital outlines the rights afforded to each person who is a patient in our facilities. This Patient Rights and Responsibilities document discloses Hospital's commitment to an environment of trust where patients can feel comfortable and confident with the care they receive.

The Patient's Rights Policy has been adopted to promote quality care with satisfaction for the patient, the family, the physician, and the staff, regardless 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.

Some areas within Hospital have slightly modified versions of the rights and responsibilities that are more specific to their patients, residents, or members. Questions regarding these modified versions may be directed to the department director or the facility compliance coordinator.

Identification Badge

While performing duties related to patient care, all students must clearly identify themselves as Osteopathic Medical Students both verbally and by wearing their Noorda-COM picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action.

Medical Ethics

All medical students are expected to conduct themselves in a professional manner demonstrating an awareness and compliance with the ethical, moral and legal values of the osteopathic medical profession. In observing the principles and practices of medical ethics, students will:

- Place primary concern on the patient's best interests
- Be available to patients at all reasonable times as expected by the preceptor/core site
- Perform medical activities only within the limitations of a medical student's capabilities and within the guidelines determined by the site and/or preceptor
- Strictly maintain patient and institutional confidentiality

Privacy & Security of Health Information

Certain laws and regulations require that practitioners and health plans maintain the privacy of health information. In general, privacy is about who has the right to access personally identifiable health information. Privacy regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) cover all individually identifiable health information in the hands of practitioners, providers, health plans, and healthcare clearinghouses.

Hospital facilities take privacy regulations very seriously. HIPAA impacts students in the following ways:

- Patient records may not be photocopied or printed from a computer terminal for personal use (i.e. writing care plans or other papers).
- Students must not release any patient information independently. Any request for patient information should be directed to the student's Hospital preceptor/supervisor.
- Violations of HIPAA may result in termination of the student experience.

Identifiable Information

The following is considered identifiable information by HIPAA and must not be accessed or shared for any purpose other than patient care.

- Names or initials
- All geographic subdivisions smaller than a state, including street address, city, county, precinct, zip code
- All elements of dates relative to an individual, including birth date, admission date, discharge date, date of death, and all ages over 89

- Telephone numbers
- Fax numbers
- Electronic mail addresses
- Social Security numbers
- Medical record numbers
- Health plans beneficiary number
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code, derived from the information listed

Do not use any of the above elements when writing reports or making presentations. De-identified patient information is still considered confidential and may not be disclosed without Hospital's permission.

Other Protected Information

While this section primarily addresses the requirements of the HIPAA Privacy Rule, additional protections and requirements may apply to certain types of sensitive information, such as substance abuse records, genetic test results, Social Security numbers and credit card numbers. If a student assignment includes accessing or disclosing these types of information, ask your supervisor/preceptor for relevant policies and procedures.

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.

Additional steps to protect a patient's privacy

- Close room doors when discussing treatments and administering procedures.
- Close curtains and speak softly in semi-privacy rooms when discussing treatment and performing procedures.
- Avoid discussions about patients in public areas such as hallways, the cafeteria/cafe, waiting rooms, restrooms and elevators.
- Do not discuss patients with family or friends. Please use campus resources such as counselors if needed.

- Do not leave patient charts, schedules, or computer screens containing patient information in plain view.
- Do not allow visitors or patients in staff areas, dictation rooms, chart storage areas, etc.
- Do not hold telephone conversations or conduct dictation in areas where confidential patient information can be overheard.
- Call out the patient's name only in waiting rooms, not their diagnosis or procedure.
- If you receive a Hospital computer systems access code or password, do not share it with anyone. Take precautions to prevent others from learning your access code and password.
- Be diligent about logging out of every computer you have been working on.
- Do not access systems you are not authorized to access. Access only information needed to do your assigned rotation.
- Before discarding any patient-identifiable information, make sure it is properly shredded or locked in a secure bin to be destroyed later. Do not leave information intact in a trashcan.
- Do not use cell phones or other electronic devices to take or send photographic images and audio/video recordings of patients and/or medical information.
- Do not publish medical information, photo images or audio/video recordings on networking web sites or blogs, such as Twitter or Facebook. This includes de-identified and "virtually" identifiable information.
- If a patient asks, you may take a picture of the patient using the patient's personal device only. Do not take a picture of a medical procedure or one of a sensitive/personal nature.
- Email communication involving patient information is not permitted as a means for student learning.

National Patient Safety Goals

Hospitals follow National Patient Safety Goals established by The Joint Commission to improve patient safety. The goals focus on problems in health care safety and how to solve them.

Identify Patients Correctly

- Use at least two (2) ways to identify patients. For example, use the patient's name and date of birth. This is done to ensure each patient receives the correct medicine and treatment.
- Ensure the correct patient receives the proper blood during a transfusion.
- Two-person double check: one individual must be a licensed healthcare provider transfusing the blood/blood product and the second individual must be a trained staff member.
- One-person verification can be done using barcode technology.

Improve Communication

- All critical test results must be reported to the patient's physician, and repeat back for clarification.
- Obtain verbal and written consent for all procedures.

Use Medications Safely

- Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.
- Take extra care with patients who take medicines to thin their blood.

- Separate look-alike and sound-alike medications.
- Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicine to take when they go home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

Use Alarms Safely

- Make improvements to ensure that alarms on medical equipment are heard and responded to on time.
- When an audible or electronic clinical alarm is activated, the nearest available clinical staff responds promptly to the patient's bedside and assesses the patient's needs.

Prevent Infection

- Use hand cleaning guidelines established by the Centers for Disease Control and Prevention or the World of Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.
- Use proven guidelines to prevent infections which are difficult to treat.
- Use proven guidelines to prevent infection of the blood from central lines.
- Use proven guidelines to prevent infection after surgery.
- Use proven guidelines to prevent infections of the urinary tract caused by catheters.

Rounding

Regardless of the specialty, all of your clinical clerkships involving the care of inpatients will involve rounds. Rounds take many different forms, but mostly they provide structure for the interaction between the patient and the health care team, and also between members of the health care team itself.

Pre-rounds

On most services, you will begin a typical day "pre-rounding" on your patients. The goal is to find out what happened with the patient since you left the night before so that you can update the team on the patient's progress.

Don't be discouraged if you miss information early in your clerkships. You'll get better and faster every day and each patient will only take about five minutes with practice (early on, be sure to leave yourself about a half hour per patient). Since each patient is also the intern's responsibility, he/she will usually also pre-round on your patients, and your resident might as well. If there's time before rounds, the intern may kindly review any important developments with you before your presentation.

Rounds

After pre-rounding, the house staff will review each patient's progress and plan basic care for the day. The format will vary depending on attending preference. Sometimes you will do "sit down" rounds where you sit around a table and talk about each patient, sometimes you will do "walking" rounds where you go see each patient as a team, and sometimes you will do a combination of both. When the team gets to one of your patients, briefly summarize the pertinent data from your pre-

rounding, including your ideas for a daily plan. Use the SOAP format (subjective, objective, assessment, plan). Presentations should be concise but complete, noting patient name, age, current problems, vitals, pertinent exam findings, study results and assessment/plan.

Many interns will volunteer to listen to a practice presentation prior to attending rounds. They will have invaluable advice on content and style, especially early in the month. This is often your only contact with the attending, and a well-rehearsed presentation will make a great impression. This is something that gets easier with each presentation. Do not sacrifice completeness early on because you feel compelled not to read from your notes. Start by delivering some of it from memory and gradually add more and more components of the presentation. Feel free to ask your attending or resident about style preferences for the presentation; most will tell you if they have something else in mind, so be flexible.

You should have read enough about your patient's disease the night before to be able to answer the majority of questions that your attending will ask. Consider differential diagnoses, presentation, clinical course, treatments and prognoses.

Patient Examinations

During clinical clerkships, students are routinely required to see and examine patients. It is necessary that all examinations of patients be appropriately structured, supervised, and consented in the interests of all parties, including the patient, student and attending physician.

Students must wear their Noorda-COM picture identification badge and introduce themselves to patients as a medical student. Patient consent for a student to perform an intimate examination must always be voluntary.

Consent for an intimate examination must be either verbal and/or written.

Regardless of the gender of the student performing the exam and the patient being examined, a chaperone, defined as another medical professional, preferably the preceptor is required during all intimate examinations. A chaperone is not an accompanying person (e.g. friend, relative of the patient, another medical student, etc.). Students are highly encouraged to record the date, time and the results of the examination as well as the name of the chaperone in the medical record.

Student participation in direct in-person patient contact activities as part of required clinical experiences/assessments is in the core curriculum.

Performing Osteopathic Manipulative Medicine & Osteopathic Manipulative Treatment

Students may perform their learned manual skills for diagnosis and therapy on patients while on any clerkship, provided the preceptor (or other supervising physician) has given their permission.

Call

Because inpatient medical and surgical services have patients in the hospital all day, every day, members of the team must be in the hospital at all times to care for these patients. At the end of the day, when the rest of the team goes home, someone is required to stay overnight. During these nights (known as call), house officers have responsibility for admitting new patients to the hospital

and taking care of medical issues on old patients that can't wait until morning. As a student, your call schedule and corresponding responsibilities will vary from clerkship to clerkship.

Topic Presentations

In addition to attending mini lectures given by senior members of the team on topics relevant to the care of patients on your service, you may also be expected to give at least one brief prepared topic presentation during the course of a clerkship. Seek advice from your residents or attendings about the length and degree of detail expected in these presentations. It helps to practice the presentation and time it the night before.

Safety and Compliance

In Case of Emergency

Students should follow emergency procedures and protocols at their specific clinical site at all times. In the event that your clerkship schedule is interrupted due to hazardous weather conditions or another emergency situation, please notify the Department of Clinical Education as soon as possible.

In the case of inclement weather, students on clerkships do not follow the same attendance requirement as OMS I and OMS II medical students. Students on clinical clerkships are to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, then the student is excused until the site re-opens. If the student is at a hospital or site where they are not closing, the student is to report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to get to their destination.

In the case of an emergent situation outside normal business hours that requires you to evacuate your location, relocate for a period of time, or any other emergency, please contact the Noorda-COM Campus Security office at 385-375-8724

Student Health

Student health services are provided on campus. Noorda-COM students may seek healthcare through off-campus, endorsed clinical providers who have affiliations with the College. Student may seek medical services for acute care or short-term treatment at any of Noorda-COM's affiliate locations.

Noorda-COM encourages students to establish a healthcare home with a primary care provider. Frequently, being an established patient enhances how quickly you can be seen for a problem. If a student requires chronic care or needs to be seen during off hours, he/she should contact his/her own provider. Clinic information is available via Student Health Resources.

Students need to present their insurance card when seeing any healthcare provider. All expenses for health services are the responsibility of the student.

Infection Prevention and Control

The purpose of an infection prevention and control program is to prevent the transmission of infections within a healthcare facility. Students can protect themselves and patients by adhering to basic infection prevention and control principles.

Standard precaution procedures should be used routinely when caring for patients, regardless of their diagnosis.

Coronavirus/COVID-19

All students must perform daily symptom checks for any signs and symptoms of illness. Including fever (temperature check), cough, shortness of breath. Students **MUST** stay home if they are experiencing ANY of these symptoms. Students that are ill must notify Clinical Education and their Clerkship (Site) Preceptor.

Please see [Infectious and Environmental Hazards Exposure Policy](#) for more details about COVID-19, Standard Precautions, Droplet Precautions, Contact Isolation, Personal Protective Equipment (PPE), Needle Stick Policy, and Post Exposure Protocol

PPE

Medical students' PPE are included in supply planning for PPE at each clinical site. Provision for PPE for medical students has been incorporated into clinical site agreements. If availability of PPE is *not* adequate to fully meet student PPE needs, students should not be involved in any direct in-person patient care activities for which their roles require PPE, whether in the context of curricular direct patient contact activities or as volunteers to help meet critical health care workforce (HCW) needs. In such a circumstance, students are to contact Clinical Education to coordinate with the clinical site to facilitate PPE on the student's behalf.

Noorda-COM requires students to be evaluated by clinical preceptors regarding proper PPE use.

When there is adequate PPE to fully meet student PPE needs, an adequate patient mix and volume for students is ideal to meet goals and objectives of required clinical experiences and assessments. There should be adequate preceptor supervision as part of clerkships and other required clinical experiences and assessments in the core curriculum.

Preceptors will assure that clerkship experiences will meet the direct patient contact requirements by making sure that:

- Reasonable safeguards are in place to minimize students' risk
- Student participation in the required clinical experiences and assessments aligns with learning objectives and should also implement student direct patient contact.
- Adequate availability of faculty and residents for supervision and teaching, and adequacy of administrative staff, may vary by clinical site and/or discipline. Limitations related to faculty, residents, and/or administrative staff may temporarily preclude students' participation in direct patient contact activities at some clinical sites and/or in some disciplines.

Students' voluntary (outside of the required core curriculum) participation in direct in-person patient contact activities to address local Health Care Worker needs.

If there is a critical HCW need locally, it is under the purview of the medical school to include medical students on a voluntary basis (not as part of their core required curriculum) in caring directly for patients. In these circumstances, Noorda-COM emphasizes:

- Current medical students are students, not employees.
- Medical students' participation in direct care of patients *in this capacity, outside of the required core curriculum*, should be **voluntary**, not required for public service or humanitarian reasons only and will not be compensated. Such voluntary activities should not disrupt students' continued participation in any core, ongoing learning activities. Core curriculum academic credit will not be offered to students volunteering to participate in direct care of patients in this capacity; if elective academic credit is offered, non-direct patient care opportunities for the elective academic credit will be offered.
- Assurance of patient and student safety, students must always be appropriately supervised by faculty and other health professionals acting within their scope of practice.
 - Ensure students do not experience any sense of social coercion to volunteer to participate in the direct clinical care of patients.
 - Recognize that individual students have different personal and family situations (which may or may not be known to others) and that this is a time for students to treat their peers and colleagues with care and respect and to scrupulously respect other students' confidentiality.
- Opportunities to volunteer in direct patient care activities in this capacity should be offered to students *only* if there is a critical HCW need for them to do so. Decisions about assignments should be based on the competence of the student to take on the responsibilities involved.
- Student health services, actively participates in screening potential student volunteers, including considering (a) the responsibilities involved and (b) the student's current health status and the presence of chronic health conditions or other safety risks.
- Assurance that student volunteers are fully trained (or retrained) for whatever specific clinical roles they are asked to assume in this capacity in the direct clinical care of patients. Such training should include safety precautions. The school should also confirm and document that student volunteers have been informed, to the extent possible based on current knowledge, of all risks associated with the clinical care of patients, including (a) procedures for care and treatment and a definition of financial responsibility should exposure occur and (b) the effects of subsequent infectious and environmental disease or disability on future medical student learning activities and progression to graduation.
- Shall review health care insurance coverage for their students to ensure that if student volunteers take on any specific clinical roles in this capacity, volunteering will not inadvertently cause the student to lose the health insurance coverage they have.
- PPE supplies should be sufficient for students to have consistent access to appropriate PPE for all situations in which PPE use is needed. The school should document that students have been specifically trained and assessed in PPE use and safety precautions.
- If increasing risk is identified, an evaluation of whether students are being provided with adequate training and appropriate resources is undertaken. Steps that could be implemented for the protection of students, other health care personnel, and the patients for whom they care *may include temporary suspension of students' participation in direct patient care activities.*

Disruption of Direct Patient Care

In the event of a disruption of the student's participation in direct in-person patient contact activities, Noorda-COM endeavors to collaborate with clinical partners to advance the clinical education of our medical students, including their involvement in direct patient contact activities,

with appropriate attention to safety. Plans of action will emphasize minimizing personal risk, individual compliance with current guidelines in all professional and educational activities, as well as in all personal activities that are not work or school related. Ongoing communication and dialogue with all medical students (as with all other individuals working in the health care environment) will be directed through the Clinical Affairs and Clinical Education Departments.

This policy is intended to add to, but not supersede, a clinical site's independent judgment of the immediate needs of its patients and preparation of its students. The Associate Dean for Clinical Affairs has the authority and responsibility to make such decisions regarding medical students.

Noorda-COM with their clinical partners' knowledge and input, will evaluate conditions on an ongoing basis to include the extent of community and local mandates and directives (among other considerations), on a regular basis to make determinations about medical students' participation in direct patient contact activities.

Students participating in direct patient contact activities as part of required clerkships or other required clinical experiences/assessments should be able to do so in an environment in which the patient population, teaching and supervision by faculty and residents, and administrative/staff support, are all adequate to ensure (a) medical students have sufficient opportunities to meet the goals and objectives of the required clinical experiences, and (b) the required clinical experiences and assessments occur in alignment with **all applicable COCA accreditation standards** (i.e., including those that pertain to student safety, student access to health services, and policies and procedures regarding student exposure to infectious and environmental hazards, etc. in addition to those that pertain to the curriculum *per se*).

Limitations in patient volume and/or clinical diversity alone may temporarily preclude meaningful medical student participation in direct patient contact activities as part of required clinical experiences at some clinical sites and/or in some disciplines. Where applicable, clinical simulation will be applied in support of meeting required clinical experience/assessments.

In the current health care system, medical students are not essential health care workers on a day-to-day basis. This guidance is based on both immediate and long-term public health needs in the event of PPE needs and availability impacting direct in-person patient contact activities.

3rd Year

Osteopathic Medical Student Year 3 Program Level Objectives

Student doctor will be able to:

- Interview patients and document appropriately as part of the core clinical clerkships (family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, surgery) to include:
 - Comprehensive well patient history
 - Problem focused histories
 - Conduct an appropriate physical examination
 - Perform basic clinical procedures

- Develop an appropriate differential diagnosis
- Suggest treatment plans for patients
- Using appropriate technology
- Evidence based resources
- Write orders
- Display patient-centered, wellness-oriented approach to patient care, to include an appreciation of patient diversity, socioeconomic status, family values, and culture.
- Incorporate OPP and utilize OMT in patient care.
- Demonstrate knowledge and application of clinical concepts, interpersonal and communication skills, systems-based practice, and practice-based learning during clerkships.
- Demonstrate professionalism during all clerkship experiences and standardized assessments, to include an appreciation for other health care professionals while working collaboratively as a healthcare team member.
- Describe and demonstrate techniques that will support self-directed and life-long learning.

Core Clerkships

THESE COURSES ARE PASS/FAIL

- IMED 301 - Internal Medicine
- SURG 301 - Surgery
- FMED 301 - Family Medicine
- OBGY 301 - Obstetrics and Gynecology
- PEDS 301 - Pediatrics
- PSYC 301 - Psychiatry/Behavioral Health

Completing core clerkships away from 3rd year clinical clerkship sites is not allowed. Students must be enrolled in clinical activities throughout the entire academic year up to graduation. Clerkships completed in the 3rd year may not fulfill any 4th year clerkship requirements.

3rd year clinical experiences will include at a minimum: one core clerkship under the supervision of a DO preceptor, one core clerkship at an inpatient facility, and one clerkship in which student works with resident physicians.

Curriculum

PreCORE and Post CORE weeks (Curriculum & Objectives for Rotational Experiences)

- PreCORE week
 - Students will begin this clerkship on the Noorda-COM campus for one week where they will work with faculty to prepare themselves with
 - Clerkship specific common case OSCEs
 - Hands on physical diagnosis and procedure training utilizing simulation and mannequins.
 - Review of clerkship relevant OMM techniques,
 - EMR and documentation review
 - Utilize practice questions
- On site, weeks 2-5

- To ensure consistency among specialty specific clerkships, a standardized curriculum/syllabus is provided to both students and preceptors for reference.
- Patient encounter logs will be required with a minimum of 10 unique diagnosis entered into the STEPS software program per clerkship. These diagnosis will drive the cases that will need to be taught in the PostCORE week.
- PostCORE week
 - After the 4 weeks of clinical clerkship the students will return to the Noorda COM campus for 1 week to then assess the student's knowledge gained while on clerkship.
 - Clerkship specific cases that the student may NOT have been able to encounter in the clinical setting will be included. These cases may be administered with OSCE or simulation.
 - Clerkship specific OMM and practice questions
 - Shelf Exam

In addition to core clerkships, 3rd year students are also required to complete clerkship/training sessions in the following courses:

- Clinical Management II (OMED 301)
- Core Entrustable Professional Activities (CEPA 301a and CEPA 301b)

Clinical Management II (OMED 301)

Clinical Management prepares the student for the transition to the direct patient care environment. Clinical decision making and clinical presentation are emphasized. This includes introduction to the clinical use of the library, medical information literacy, medical technologies and evidence-based practice.

Core Entrustable Professional Activities (CEPA) – (CEPA 301a and 301b)

Core Entrustable Professional Activities (CEPA) is a four-year course that runs across the continuum of osteopathic medical school. Part of this course includes the Osteopathic Clinical Skills Assessment (OCSA). The OCSA is a curricular experience designed to provide students an opportunity to demonstrate the clinical skills they have accumulated through the OMS-III year. On-line asynchronous learning as well as a standardized patient encounter based Objective Structured Clinical Examination (OSCE) session for assessment will provide a broad range of patient care presentations.

Online Education and Reading Assignments

While the focus of clinical years is hands-on experience, didactic content in the form of modules, podcasts and reading assignments are often provided as an aide to this learning process. STEPS is the online, distance education software that Noorda-COM uses to provide supplemental instruction to students. STEPS is an integral part of the multimedia learning process.

Completion of assigned content by Noorda-COM, the Regional Assistant Deans, Director of Medical Education (DME) or Designated Institutional Officer (DIO), the core site hospital, clerkship service and/or preceptors is required without exception.

OPP COMAT

The Osteopathic Principles and Practices Comprehensive Osteopathic Medical Achievement Test (OPP COMAT) must be taken during the second half of year three during CEPA 301b. Exact exam dates are set by the individual core clerkship sites and communicated to the students by email. If a grade of Honors (H) or High Pass (HP) is achieved, this will be noted in the student's Medical Student Performance Evaluation (MSPE) and not on the transcript.

Medical Student Performance Evaluation (MSPE)

The MSPE, formerly known as the "Dean's Letter" is a letter prepared by all medical schools to give a global assessment of the student's performance and covers both the academic as well clinical and service achievements.

Noorda-COM MSPE Database is where you will provide basic information to the school in order to write your MSPE. Noorda-COM has a database which assists in collecting information in order to assist in the process or writing the MSPE and advising students for residency.

4th Year

Osteopathic Medical Student Year 4 Program Level Objectives

Student doctor will be able to:

- Interview patients and document appropriately as part of the core clinical clerkships (emergency medicine, sub-Internships, and electives) to include:
- Comprehensive well patient history
- Problem focused histories
- Conduct an appropriate physical examination
- Perform basic clinical procedures
- Develop an appropriate differential diagnosis
- Suggest treatment plans for patients
- Using appropriate technology
- Evidence based resources
- Write orders
- Display patient-centered, wellness-oriented approach to patient care, to include an appreciation of patient diversity, socioeconomic status, family values, and culture.
- Incorporate OPP and utilize OMT in patient care.
- Demonstrate knowledge and application of clinical concepts, interpersonal and communication skills, systems-based practice, and practice based learning during clerkships.
- Demonstrate professionalism during all clerkship experiences, auditions, and residency interviews, to include an appreciation for other health care professionals while working collaboratively as a healthcare team member.
- Describe and demonstrate techniques that will support self-directed and life-long learning.

Demonstrate the competencies and professional aptitudes expected of a resident of any graduate medical education (GME) training program across all specialties.

Scheduling Process

Students are eligible to begin the 4th year scheduling process at the start of 3rd year and it is recommended to begin planning 4th year clerkships no later than December of the student's 3rd

year. Some institutions will schedule a student 12 months in advance while others will not open up their schedules until 60 days before the experience is to start.

Students should investigate options, such as Core Sites, Residency Programs, Institutions or Preceptors on:

- Core Clinical Clerkship Sites
- Existing Noorda-COM affiliated hospitals, facilities and preceptors
- Visiting Student Learning Opportunities (VSLO)
- Non-affiliated hospitals, facilities and preceptors

E-mail or speak with the person in charge of scheduling clerkships, externships or clerkships to inquire about the facility's specific process (e.g. availability, fees, housing, etc.)

Complete institutional paperwork (e.g. site application, hospital forms, immunization/health forms, etc.) and forward to Noorda-COM Administrative Director for Clinical Education for processing

- Incomplete paperwork is not processed and may be returned to the student

Submit Clerkship Request for review through the STEPS 90 days prior to the proposed start of clerkship. This is required before the Noorda-COM Clinical Clerkship Coordinator can process paperwork.

Noorda-COM Clinical Clerkship Coordinator processes information within 30 days of receipt of complete paperwork and Clerkship Request.

Noorda-COM affiliated Core Site, Residency Program, Institution or Preceptor generally confirms acceptance for a clerkship:

- If verification is not received, it is the responsibility of the student to contact the above to determine the status of the clerkship
- Students may not cancel or modify the dates, service type or location of a confirmed clerkship without prior approval from Noorda-COM Clinical Education and a minimum of 60 days' notice

Non-compliance with any of the above may lead to denial of the request, removal from the clerkship or referral to an appropriate College official.

Curriculum

Individual start and end dates vary by location. Students must be enrolled in clinical activities throughout the entire academic year, through the last Friday of April in the Spring Semester.

Core Clerkship:

- Emergency Medicine EMED 401 – This course is PASS/FAIL
 - Completed at a Noorda-COM Core Clerkship Site
 - Students may appeal to complete at another Noorda-COM Core Clerkship Site or Residency Program.

PreCORE and Post CORE weeks (Curriculum & Objectives for Rotational Experiences)

- PreCORE week
 - Students will begin this clerkship on the Noorda-COM campus for one week where they will work with faculty to prepare themselves with
 - Clerkship specific common case OSCEs
 - Hands on physical diagnosis and procedure training utilizing simulation and mannequins.
 - Review of clerkship relevant OMM techniques,
 - EMR and documentation review
 - Utilize practice questions
- On site, weeks 2-5
 - To ensure consistency among specialty specific clerkships, a standardized curriculum/syllabus is provided to both students and preceptors for reference.
 - Patient encounter logs will be required with a minimum of 10 unique diagnosis entered into the STEPS software program per clerkship. These diagnosis will drive the cases that will need to be taught in the PostCORE week.
- PostCORE week
 - After the 4 weeks of clinical clerkship the students will return to the Noorda COM campus for 1 week to then assess the student's knowledge gained while on clerkship.
 - Clerkship specific cases that the student may NOT have been able to encounter in the clinical setting will be included. These cases may be administered with OSCE or simulation.
 - Clerkship specific OMM and practice questions
 - Shelf Exam

In addition to the Core clerkship, 4th year students are required to complete sub-internships, elective clerkships, and the Core Entrustable Professional Activities (CEPA 401a and CEPA 401b) course.

Sub-Internships: These courses are PASS/FAIL

- Two (2) 4-week or 1-month clerkships, no splitting of Sub-I
- Completed at a residency program or Noorda-COM Core Clerkship Site

Sub-Internships (Sub-I) are clinical experiences designed to provide students with an opportunity to function at a level closer to that of an intern. Training focuses on self-education and includes more advanced study of the discipline. These must be scheduled at a recognized residency training program or Noorda-COM Core Site. Sub-Internships and up to three electives may be completed in the same sub-specialty.

Electives: These courses are PASS/FAIL

- 4-week or 1-month clerkships, scheduled through the end year four.

Elective clerkships are part of the 4th year. The student typically determines the schedule, time and/or location at which elective(s) may be completed. Up to three (3) electives may be completed in the same area of sub-specialty and may be split into two-week increments if available.

All students must be enrolled in clinical activities through the last business day of April in the Spring Semester. No more than three (3) elective clerkships (4-week or 1 month each) may be completed within the same Sub-specialty.

Non-compliance with any of the above may lead to denial of the request, removal from the clerkship or referral to an appropriate College official.

Research Clerkships

Research being conducted on or off campus requires written approval from the Office of Research as well as Department of Clinical Education prior to starting the project. Questions regarding whether or not a project is considered research should be directed to the Office of Research.

To schedule, proceed as follows:

- Complete and submit a Research Application to their Coordinator
 - Include required documentation as outlined in the application
 - No retroactive approval is granted
- The Office of Research confirms to the Student and Department of Clinical Education when the selective or elective is approved.
- Students may not cancel or modify the dates, service type, or location of a confirmed research clerkship without prior approval from Noorda-COM Clinical Education.
- To receive a final grade and credit at the conclusion of the clerkship:
 - The student must e-mail a summary report, abstract or copy of the finished project to their Coordinator
 - The faculty sponsor or preceptor must complete an assessment

International Opportunities

Approval of Noorda-COM sponsored international clerkship opportunities for credit, such as DOCARE, is reviewed on an annual basis. When approved by the Assistant Dean for Clinical Affairs, selected students may travel to the approved site in order to participate in the provision of health care for medically underserved communities. Students are:

- Required to notify their assigned Coordinator of their intent to apply upon completion of all 3rd year core clerkships, prior to 4th year schedules being created
- Required to fit within the student's core site's scheduling protocols
- Required to fill out the appropriate application and submit to Clinical Education, and copy their assigned Noorda-COM Clinical Coordinator

Visiting Student Learning Opportunities (VSLO)

The Association of American Medical Colleges (AAMC) Visiting Student Learning Opportunities™ (VSLO™) program is designed for medical and public health students to pursue short-term learning opportunities in locations away from their home institutions. VSLO streamlines the application process for both students and institutions.

Visiting opportunities can provide exposure to new educational experiences and a chance to explore residency opportunities. The VSLO program streamlines the application process for medical and public health students.

Students will receive an invite by email from VSLO at the beginning of 3rd year which expires within 90 days of receipt. If it expires, contact your Coordinator to have it resent.

Transcript Requests

The Office of Clinical Education uploads a transcript for ALL applications submitted during the VSLO season. Once you submit an application, the Office of the Registrar will upload a transcript within 3-5 business days.

- IMPORTANT: The Coordinator will not be able to upload any transcript to VSLO until the VSLO Transcript Release form has been submitted
- Transcripts ARE uploaded to individual applications that require a transcript
- Transcripts cannot hold for additional grades once the application is submitted
- Once a transcript is uploaded, the transcript cannot amend
- You will not receive an automatic notification that your transcript has been uploaded
- Students must log into their VSLO account to review the application requirements

Letters of Recommendation (LoR) for VSLO

VSLO may require a letter of recommendation for some clerkships.

- Letters must be sent to the Coordinator
- The Noorda-COM Clinical Coordinator will upload these letters into VSLO

Since VSLO is separate from Noorda-COM, Department of Clinical Education and Noorda-COM IT cannot trouble shoot the program. Students need to utilize the VSLO Help Desk for login or other technical problems when using the site. VSLO Help Desk staff is available by phone (202) 478-9878 Monday - Friday, 9am - 6pm ET or [online](#)

Frequently asked questions and essential information can be found [here](#).

Clerkship Assessment

Clerkship Grades

Students must demonstrate progress on the Clinical Competency Assessment, submit all End of Clerkship Assessment and pass any applicable Subject Exam to achieve a grade of pass for a clerkship. Honors may not be awarded or may be removed if the student receives marks demonstrating below expectations ratings, recommendation of failure, or professionalism concerns.

Clerkship Grading rubric is as follows:

- 50% - Subject Exam
- 40% - Preceptor Clinical Competency Assessment
- 10% - On campus final assessment (OSCE's, CSA's, etc.)

All components are required before a final grade is assigned by Noorda-COM:

- [Clinical Competency Assessment](#) from the Preceptor
- End of Clerkship Assessment from the Student
- [Evaluation of Clerkship](#)
- Evaluation of Preceptor

- Evaluation of Self
- Subject Exam – required for 3rd & 4th year core disciplines only

Skills Proficiency			
%	Score	Expected Proficiency Level	Performance
100	10.0	Expert (recognized authority)	
97-99	9.5		
93-97	9.0	Advanced (applied theory)	Honors
89-93	8.5		
85-89	8.0	Intermediate (practical application)	High Pass
81-85	7.5		
77-81	7.0	Novice (limited experience)	
73-77	6.5		
70-73	6.0	Fundamental Awareness (basic knowledge)	Pass
< 70	U		

Example of how grades are reflected on the transcript:

- Clinical Clerkship Grade
 - Pediatrics (Core) P
 - Family Med (Core) F/P
 - Internal Med (Core) H
 - Surgery (Core) HP

Subject Exams

Students must pass a shelf exam from either the National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Achievement Test (COMAT) or the National Board of Medical Examiners (NBME) Subject Exam upon completion of each core discipline:

- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry/Behavioral Health
- Surgery
- Emergency Medicine
- Osteopathic Principles & Practice OPP (Required exam is scheduled during second half of 3rd year)

Students may be awarded Honors (H) or High Pass (HP) for excellent performance on a Clerkship. End-of-Clerkship (Shelf Exams) are benchmarked against the NBOME or NBME academic-year norms for all students in that discipline.

Students are expected to study for these exams with similar rigor as all other high stakes examinations and are required to utilize the Course Syllabi. A retake of a shelf exam is only allowed to achieve a passing score.

Subject Exam Scheduling

Subject exams are taken during the last week of each 3rd year core discipline and given at a College designated location. Students will receive an email from the Preceptor/Assessment Coordinator approximately one month prior to their exam date with details about their exam.

A listing of specific exam dates and designated locations is available on STEPS in the Clinical Education section under Assessment. All exams must be taken as scheduled. Any change to an exam date or location must be approved in advance through the Appeals process and a fee may be incurred by the student for the re-scheduled exam and/or Prometric seat fee.

Subject Exam Scores

Students are awarded 50% of their grade of Fail, Pass, High Pass or Honors based on NBOME/NBME academic year norms in combination with minimum standards set by Noorda-COM. Exam scores and Examinee Performance Profiles (EPP) are made available to students within ten (10) business days following the exam date through Noorda-COM Canvas.

Subject Exam Failure

Students are allowed to remediate one Subject Exam without being considered a failed clerkship. The highest Subject Exam score and clerkship grade achieved after a remediation is Pass.

1st Failure:

- Student receives failure notification from Administrative Director for Clinical Education
- Student meets with the Assistant Dean for Clinical Education and PACC
- Student contacts their Coordinator to reschedule the exam

All Subsequent Failures :

- Student may be referred to SPC and required to present their case
- SPC evaluates and makes recommendations which could include but are not limited to remediation, repeating 3rd year, or possible dismissal

Refer to the most current Academic Catalog and Student Handbook for additional information.

Optional Subject Exams

An optional, non-required National Board of Medical Examiners (NBME) subject exam may be taken at a cost to the student. These exams must be scheduled at Prometric testing center and cost approximately \$100.00. Contact the CE Preceptor/Assessment Coordinator a minimum of 60 days in advance to make arrangements and remit payment as the exam is not scheduled until payment is received by Noorda-COM Department of Finance. Scores for these exams are not reflected on the student's transcript but may be included in the student's MSPE.

Clinical Competency Assessment

Preceptors complete a Clerkship-Clinical Competency Assessment at the end of the clerkship to evaluate student performance. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level.

Assessments submitted by interns or residents must be cosigned by an attending physician or the Director of Medical Education (DME) or Designated Institutional Officer (DIO). We ask preceptors to complete the evaluation/assessment within one week of the clerkship end date and maintain confidentiality in compliance with the FERPA. If a student works with more than one attending, more than one assessment will be accepted.

Preceptors are encouraged to complete assessments online through Noorda-COM STEPS, the Noorda-COM Department of Clinical Education Student Database. Paper copies are available upon request and may be returned by the student directly to the Noorda-COM Department of Clinical Education. The College recommends that students request an initial discussion of preceptor expectations as well as an informal mid-clerkship assessment to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship assessment allows the student to proactively address any problems and avoid potential surprises.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact their Coordinator to discuss the most constructive way to obtain the desired feedback.

Deficiencies

The student will be notified of a poor assessment by their Coordinator. All deficiencies or concerning comments are reviewed and the student is asked to provide written feedback. Deficiencies relating to poor preceptor evaluations, professionalism, or other concerns may be referred to the appropriate Assistant Dean. Additional assessments submitted following official review are accepted, but may not impact the outcome.

Subsequent to the review process, any student identified as having failed a clerkship may be required to meet with the SPC. Final disposition of the assessment in question is pending completion of this process.

**At any time and for any reason, Noorda-COM reserves the right to require additional methods of assessing students. Students may be required to return to the Noorda-COM campus for a formal review.

Refer to the most current Academic Catalog and Student Handbook for additional information.

COMLEX Remediation

If you do not pass COMLEX, the school will be notified at the same time you receive your score. That said, being proactive and reaching out to the Associate Dean for Academic Affairs may give you some initial feedback on how to proceed. It is not necessary to immediately inform your site coordinator or preceptor.

1st Failure COMLEX Level 1:

- Student meets with the Assistant Dean for Academic Affairs and PACC
- Student contacts their Academic Affairs Coordinator to reschedule the exam

- Students will be required to take Complex Level 1 Preparation (IDIS 301)

All Subsequent Failures COMLEX Level 1:

- Student may be referred to SPC and required to present their case
- SPC evaluates and makes recommendations which could include but are not limited to remediation, repeating 2nd year, or possible dismissal

1st Failure COMLEX Level 2 – CE:

- Student meets with the Associate Dean for Academic Affairs, Assistant Dean for Clinical Affairs and PACC
- Student contacts their Clinical Education Coordinator to reschedule the exam

All Subsequent Failures COMLEX Level 2 - CE :

- Student may be referred to SPC and required to present their case
- SPC evaluates and makes recommendations which could include but are not limited to remediation, repeating 3rd year, or possible dismissal

See [COMLEX policy](#) for complete details.

Residency Placement

Finding a Residency Position

1. Register in ERAS (Electronic Residency Application Service) during the fall of year three in school using the token emailed to you from the Office of the Dean
2. Request Letters of Recommendation (LoR's) during clerkships from preceptors
3. Research specialties and programs
4. Select clerkships based on desired residency programs
5. Update your CV and initiate personal statement
6. Enter student related information into the MSPE database
7. Complete ERAS application and upload documents
8. Meet with assigned advisor for advice on your residency application plan
9. Apply to a minimum of 30 programs
10. Go on interviews – at least 10
11. Assess your results and consult with your residency advisor on your progress and concerns
12. Register in the National Residency Matching Service (NRMP)
13. Rank programs in the NRMP
14. Match
15. If unmatched, participate in the Supplemental Offer and Acceptance Program (SOAP)

Electronic Residency Application Service (ERAS)

ERAS® streamlines the residency application process for applicants, their Designated Dean's Offices, Letter of Recommendation (LoR) authors and program directors. By providing applicants the ability to build and deliver their application and supporting materials individually or as a package to programs, ERAS provides a centralized, but flexible solution to the residency application and documents distribution process.

- ERAS Home
- ERAS for Applicants

- ERAS Letter of Recommendation Portal (LoRP)
- Office of the Dean – answers questions about issuing tokens, uploading transcripts and photos
- Office of Clinical Affairs – answers questions about CVs, LoRs, MSPEs, Personal Statements and LoRs

Medical Student Performance Evaluation (MSPE)

The MSPE, formerly known as the "Dean's Letter" is a letter prepared by all medical schools to give a global assessment of the student's performance and covers both the academic as well clinical and service achievements.

The Noorda-COM MSPE Database is where you will provide basic information to the school in order to write your MSPE. Noorda-COM has a database which assists in collecting information in order to assist in the process or writing the MSPE and advising students for residency.

Curriculum Vitae (CV) for Residency

Your Curriculum Vitae (CV) is a summary of your background and accomplishments and replaces a resume in a medical student's professional life. The goal is to provide a well-organized overview of major academic and extracurricular achievements in medical school to emphasize the talents and abilities you can bring to a residency program.

You may need a hard copy CV when:

- Applying for audition clerkships through Visiting Student Learning Opportunities (VSLO)
- Interviewing for residency programs
- Requesting Letters of Recommendation (LoR) from preceptors

Letters of Recommendation

Preceptors play a crucial role by providing Letters of Recommendation (LoR) in support of a student's application for residency. At your request, the ERAS Letter of Recommendation Portal (LoRP) enables a preceptor, as an author, and/or their designee to upload LoRs to ERAS for distribution to training programs.

In the MyERAS application, you generate a Letter Request Form (LRF) for each LoR you are requesting and provide the form to your preceptor. Preceptor/Authors and/or their designees use the unique Letter ID on each form to upload LoRs for you into the ERAS LoRP.

Important Tips for LoRs:

- Ask early
- Provide your preceptor with:
 - A copy of the ERAS Letter Request form with unique Letter ID
 - A copy of your Curriculum Vitae (CV) for reference
 - A copy of your Personal Statement
 - A list of specific items you would like them to highlight
- Make sure your preceptor is aware the letter should:
 - Composed on professional or office letterhead
 - Be addressed as "Dear Program Director"
 - Include the unique Letter ID (provided by you)

- Include their name, credentials, title and signature on the letter
- Be reviewed for accuracy and grammatical errors prior to upload
- Be uploaded directly to the ERAS Letter of Recommendation Portal (LoRP)
- Thank your preceptor for writing the LoR

Standardized Letters of Evaluation (SLOE)

The majority of specialty programs require LoRs. Emergency Medicine programs use SLOEs instead of LoRs for the application process. Programs may only ask for a maximum of four (4) LoRs or SLOEs.

- Official CORD Standardized Letter of Evaluation (SLOE)

Residency Match Services

RESIDENCY MATCH SERVICE PROGRAMS

National Resident Matching Program (NRMP) ACGME Accredited Programs
San Francisco Match (SF Match) ACGME Ophthalmology
Urology Match ACGME Urology Residencies
Military Match (MODS) All Military Programs

Flextime

Flextime is defined as the time during the OMS-IV year when a student is not on clerkship (clinical clerkship). Often, Flextime is used to fill in the gap between the end date of one clerkship and the start date of the next clerkship. Flextime can also be used for a variety of other purposes such as non-credit academic study, attending educational seminars/ conferences, educational presentations such as posters or research, etc. Flextime may NOT be used to take additional clinical clerkships.

Each OMS-IV is allotted twenty-five (25) weekdays of flextime during their 4th year clerkships. Students may combine no more than two (2) consecutive weeks of Flextime.

Students wishing to schedule Flextime must submit an Absence Request Form to their Coordinator. DIO/Preceptor signatures are not required on Absence Request Form if using Flextime. If approved, Flextime will be entered into the student's schedule by their Coordinator.

Flextime expires after March 31st. Students must be continuously enrolled through the last business day of April.

The following may result in loss of Flex-Time privileges—failure to:

- Communicate with Coordinator
- Enter clerkships into Noorda-COM Canvas 90 days in advanced followed by full preceptor information within two weeks of the start of clerkship
- Comply with requests for information from the Coordinator
- Submit required documentation in a timely manner

Time off for Residency Interviews

Students requiring time away from clerkships for interviewing will be allowed ten (10) days during interview season, which extends from August 1 to January 31 of the 4th year. Flex-Time days may also be used to help accomplish residency interviews.

- Students may not be absent the first day of a clerkship, even if it is for a residency interview
- Students may request no more than four (4) days off for interviewing during any four-week clerkship, and no more than two (2) days over any two-week clerkship. This includes partial day absences of greater than four (4) hours. Students will be required to formulate and submit a makeup plan.
- All requests for time off must include a completed Absence Request Form and supporting documentation submitted directly to the Coordinator. Written verification of the interview location and date must be provided to the Department of Clinical Education with the Absence Request Form. Permission for an absence must be cleared in advance with the following:
 - Noorda-COM Department of Clinical Education, and
 - Clinical Site/Preceptor to whom the student is assigned

Graduation Requirements

Each student must successfully complete and receive credit for all clerkships to qualify for graduation. A student who has fulfilled all the academic requirements may be granted the Doctor of Osteopathy degree provided the student:

- Has been in residence, the last two (2) years at Noorda-COM
- Has passed COMLEX-USA Level 1, Level 2-CE
- Has complied with all the curricular, legal and financial requirements of Noorda-COM
- Has received formal approval for graduation from the Faculty Senate and the Board of Trustees
- Attends, in person, the ceremony at which time the degree is conferred (unless excused by the Dean)
- Has demonstrated suitability for the practice of osteopathic medicine as evidenced by the
 - Ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine
 - Assumption of responsibility for patient care and integrity in the clinical activities

Noorda-COM students must graduate within six (6) years of the date of matriculation. Exceptions to the six-year policy will be considered by the Dean on an individual basis, considering only extenuating circumstances.

Entrance and completion of medical school does not guarantee further career opportunities up to and including matching and/or placement in a residency training program.

Appendix

Check List for Student Clerkship Responsibilities

Enrollment Verification

- Completed within first five (5) days of every clerkship
- List your preceptor's entire name:
 - Ex: Dr. Joe Smith DO
- Provide preceptor email for evaluations to be sent to Student Evaluation of Clerkship
- Completed within last five (5) days of clerkship

Student Evaluation of Preceptor

- Completed within last five (5) days of every clerkship
- If "Unknown" preceptor is listed – DO NOT COMPLETE IT - contact your assigned Coordinator

End of Clerkship Review

- Completed within last five (5) days of every clerkship
- This is the self-reflection of exam prep

Clinical Competency Evaluation

- Preceptor evaluation of you
- Emailed to the preceptor the last five (5) days of clerkships
- Do a mid-clerkship performance review with your attending
- Provide a hard copy or send a pdf of your evaluation to your preceptor
- Preferred for preceptors to fill out via Noorda-COM STEPS
- Confirm that your evaluation is done PRIOR to leaving clerkship
- Ask for a copy for your records and/or to turn into Clinical Education

Preparing for the Next Clerkship

- Check Noorda-COM STEPS and update your Coordinator with ANY changes to your clerkship
- Is the next clerkship information what you thought it was?
 - Needs to reflect exactly where you are going, preceptor, and clerkship type
- Have you contacted your next site for first day information?
 - Start Day/Time, Appropriate Attire, etc.

Clerkship Glossary

Many interns and residents will prefer to be called by their first name but wait for them to give you that information.

Extern/Sub-Intern (Sub-I): A senior medical student who is taking an advanced course in which they take on many of the responsibilities of an intern. The Extern technically is an additional student member of the team, whereas a Sub-I take the place of an intern on a team.

Intern: The intern, also known as a PGY-1 (post-graduate year 1), is in his/her first year as an MD/DO and has primary responsibility for the day-to-day needs of the patients. He/she will gladly welcome any help provided by students.

Many interns will return the favor with informal teaching sessions related to routine work on the floor. Expect to spend much of your time with the intern. They can be an incredible source of information in preparing presentations and caring for patients. While on some clerkships they do not directly evaluate medical students, on others they do, and chiefs and attendings often ask for their input at the end of the clerkship.

Resident: Residents are also known as PGY 2s, 3s etc. or sometimes JARs and SARs (junior and senior admitting resident). This person makes certain that the team runs smoothly, makes routine patient care decisions, and oversees the activities of the interns and medical students. Their responsibilities will vary depending on their level of training and specialty. Residents have more years of experience and often have the most time and interest in teaching about various topics during your clerkship.

Fellow: After having completed residency training in a general field, these individuals are pursuing specialty training as clinical fellows. The exact responsibilities of fellows depend on their position and field of interest. While your contact with fellows as a student will be limited, you will undoubtedly encounter them when you consult subspecialty services, in the clinics, and in the operating room.

House Staff: All physicians in training are collectively referred to as house staff/house officers.

Attending: The attending physician has completed formal training. The attending is ultimately responsible for the care of patients on your service and accordingly will make all major decisions regarding patient management. He/she runs attending rounds and is the person to whom you will present your patients. The attending is often the person who asks you the most questions, and he/she is usually responsible for writing your primary evaluation for the team. While you should try to spend as much time with your attending as possible, the degree to which your attending will teach you is very individual and discipline dependent.

Other Healthcare Team Members

Allied health professionals are essential in the care of patients. Interprofessional collaboration and education are important components of healthcare. Examples of critical team members can include nurses, therapists, clerks, coordinators, aides, volunteers, medical assistants, technicians, social workers, dietitians, pharmacists, counselors, and chaplains.

Clerkship Evaluation



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Clerkship Evaluation

Name:	
Student ID:	
Course:	
Start:	End:
Grade:	Credit:
Coord:	

TRAINING ENVIRONMENT – Which of the following MOST REFLECTS the setting of the clinical experience:

Inpatient Outpatient Both In & Outpatient Research Other

ON THIS CLERKSHIP				EPA – COMPETENCIES Self-Assessment				
N/O = No Opportunity				I believe I have performed at the following Level of Expectation on this clerkship				
	Yes	No	N/O		Below	Met	Exceed	N/O
I have reviewed the clerkship syllabi for:				Patient Care				
1. Learning Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Obtained History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Core Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Perform Physical Exams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Osteopathic Clinical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Interpreted:	Below	Met	Exceed	N/O
I experienced the following during this clerkship:				a. Laboratory data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Education on patient safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Imaging and other tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Care transitions (change-of-duty hand-offs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Developed differential diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Quality improvement activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Developed treatment plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Patients with health care disparities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Apply Osteopathic Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Team-based (interprofessional) patient care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Perform (assist with) procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Appropriate supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interpersonal and Communication Skills				
7. Well-being activities for patients and clinical care team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Demonstrated effective interactions	Below	Met	Exceed	N/O
8. Respectful communication between patient care teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Healthcare Professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I had the opportunity to:				b. Patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Interact with:	Yes	No	N/O	c. Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Advanced Practice Provider (ANP, CRNA, PA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Contributes to the medical record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Nursing (RN, LPN, MA, PSR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practice Based Learning				
d. Students from other medical schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Recognize strengths & weaknesses	Below	Met	Exceed	N/O
e. Students from other health professions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Accomplish self-directed learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. See an adequate number of clinical cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Received feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accomplish Osteopathic Manipulative Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Utilized information technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I FELT MY PROGRESS ON THIS CLERKSHIP WAS → → →				<input type="checkbox"/> Below Expectations <input type="checkbox"/> Met Expectations <input type="checkbox"/> Exceeded Expectations				

Evaluation of Preceptor		1 = Almost Never 2 = Rarely 3 = Sometimes 4 = Usually 5 = Almost Always					Which best describes this preceptor:		
Engagement/ Receptiveness to Student		1	2	3	4	5	<input type="checkbox"/> Accessible	<input type="checkbox"/> Friendly	
Respects students as adult learners and participants in healthcare team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Apathetic	<input type="checkbox"/> High Expectations	
Assists students when problem arises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Approachable	<input type="checkbox"/> Humble	
Allows adequate/ realistic time to accomplish a task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Arrogant	<input type="checkbox"/> Impatient	
Provides student opportunity in formulating plan and decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Assertive	<input type="checkbox"/> Inappropriate	
Relates didactic knowledge in clinical practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Attentive	<input type="checkbox"/> Informal	
Teaching Practices		1	2	3	4	5	<input type="checkbox"/> Capable	<input type="checkbox"/> Instructive	
Demonstrates flexibility to improve learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Clear Expectations	<input type="checkbox"/> Interactive	
Assists student in identifying problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Composed	<input type="checkbox"/> Knowledgeable	
Demonstrates utilization of therapeutic modalities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Confident	<input type="checkbox"/> Logical	
Leads students through decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Conscientious	<input type="checkbox"/> Mature	
Encourages questions and discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Considerate	<input type="checkbox"/> Negative	
Facilitates appropriate documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Organized	
Considers student's limits according to level of experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Dependable	<input type="checkbox"/> Passionate	
Encourages student to assume increasing responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Detached	<input type="checkbox"/> Reliable	
Gives honest and productive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Determined	<input type="checkbox"/> Rude	
Was there a required shelf exam at the completion of this clerkship? If yes complete the following								<input type="checkbox"/> Dismissive	<input type="checkbox"/> Structures
My performance at the conclusion of second year was:	<input type="checkbox"/> 400 - 525	<input type="checkbox"/> 525 - 650	<input type="checkbox"/> > 650					<input type="checkbox"/> Eccentric	<input type="checkbox"/> Supportive
How many hours a week did you study for the exam:	<input type="checkbox"/> 1 - 10	<input type="checkbox"/> 11 - 20	<input type="checkbox"/> >20					<input type="checkbox"/> Efficient	<input type="checkbox"/> Teacher
What reading material did you use to prepare for exam:	<input type="checkbox"/> Blueprints	<input type="checkbox"/> Step up to USMLE	<input type="checkbox"/> First Aid					<input type="checkbox"/> Empathetic	<input type="checkbox"/> Team Player
	<input type="checkbox"/> Casefiles	<input type="checkbox"/> Master the Boards	<input type="checkbox"/> Other					<input type="checkbox"/> Energetic	<input type="checkbox"/> Thorough
What video resources did you use to prepare:	<input type="checkbox"/> Kaplan	<input type="checkbox"/> Online Med Ed	<input type="checkbox"/> ACOFP					<input type="checkbox"/> Engaged	<input type="checkbox"/> Trustworthy
What practice question bank did you use to prepare:	<input type="checkbox"/> Kaplan	<input type="checkbox"/> U World	<input type="checkbox"/> Pre-Test					<input type="checkbox"/> Excited	<input type="checkbox"/> Understanding
	<input type="checkbox"/> COMBANK	<input type="checkbox"/> COMQUEST	<input type="checkbox"/> AAFP					<input type="checkbox"/> Focused	<input type="checkbox"/> Unorganized
			<input type="checkbox"/> Other					<input type="checkbox"/> Formal	<input type="checkbox"/> Well-read
How well prepared did you feel going into the exam:	<input type="checkbox"/> Poorly	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Well						
Do you have any concerns about this clinical experience?		<input type="checkbox"/> Yes <input type="checkbox"/> No → → → If yes, would you like to be contacted regarding that concern? ?						<input type="checkbox"/> Yes <input type="checkbox"/> No	

Preceptor Evaluation



Clerkship – Clinical Competency Assessment

Name:	
Student ID:	
Course:	
Start:	End:
Grade:	Credit:
Coord:	

Inpatient
 Outpatient
 Both In & Outpatient
 Research
 Other

Student demonstrated appropriate ability for their **CURRENT LEVEL** of training (noted above), select Y=Yes, N=No or N/O=Not Observed:

Professionalism – Demonstrates		Yes	No	N/O	Interpersonal and Communication Skills	Yes	No
1. Compassion, integrity and respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Demonstrates effective, respectful interactions with:	<input type="checkbox"/>	<input type="checkbox"/>
2. Responsiveness to patient needs, supersedes self-interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Faculty	<input type="checkbox"/>	<input type="checkbox"/>
3. Respect for patient privacy and autonomy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Patient	<input type="checkbox"/>	<input type="checkbox"/>
4. Accountability to patients, society and the profession	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Family	<input type="checkbox"/>	<input type="checkbox"/>
5. Sensitivity and responsiveness to a diverse patient population	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Staff	<input type="checkbox"/>	<input type="checkbox"/>
6. A commitment to ethical principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Maintains comprehensive, timely medical records	<input type="checkbox"/>	<input type="checkbox"/>
Patient Care – appropriate ability for CURRENT LEVEL		Yes	No	N/O	3. Conveys sensitivity, honesty and compassion	<input type="checkbox"/>	<input type="checkbox"/>
1. Obtains accurate history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Systems Based Practice – in caring for patients	Yes	No
2. Performs accurate physical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Advocates for quality	<input type="checkbox"/>	<input type="checkbox"/>
3. Appropriate use and interpretation of:	Yes	No	N/O	N/O	2. Recognizes cost implications	<input type="checkbox"/>	<input type="checkbox"/>
a. Laboratory data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Considers "risk-benefit" awareness in decisions	<input type="checkbox"/>	<input type="checkbox"/>
b. Imaging and other tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Practice Based Learning	Yes	No
4. Develops reasonable differential diagnosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Recognizes personal strengths and weaknesses	<input type="checkbox"/>	<input type="checkbox"/>
5. Develops reasonable treatment plan formulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Demonstrates self-directed learning	<input type="checkbox"/>	<input type="checkbox"/>
6. Applies osteopathic principles to treatment plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Has appropriate response to feedback	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates technical and procedural technique ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Utilizes information technology to optimize learning	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any concerns about this student becoming a physician?	<input type="checkbox"/> Y	<input type="checkbox"/> N			⇒⇒⇒⇒ If yes, would you like to be contacted?	<input type="checkbox"/> Y	<input type="checkbox"/> N

COMMENTS / ACCOLADES ⇒⇒ Comments ARE USED in the MSPE (Dean's Letter): _____ **Mark word(s) best describing the student:**

OVERALL STUDENT PROGRESS

Below Expectations
 Meets Expectations
 Exceeds Expectations
 High Pass Honors

- Ambitious
- Attentive
- Capable
- Coachable
- Confident
- Composed
- Cooperative
- Conscientious
- Considerate
- Decisive
- Dependable
- Determined
- Empathetic
- Engaged
- Enthusiastic
- Follows Through
- Hard Worker
- Humble
- Leader
- Logical
- Mature
- Reliable
- Resourceful
- Responsible
- Self-assured
- Team-player
- Takes Initiative
- Trustworthy
- Understanding
- Well-read

SUGGESTIONS FOR IMPROVEMENT ⇒⇒ Comments MAY NOT BE USED in the MSPE _____

****SUPERVISING PHYSICIAN SHALL BE CERTIFIED OR BOARD ELIGIBLE IN THE SPECIALTY IN WHICH HE/SHE PRACTICES**

Mailing Address: _____ City _____ State _____ Zip _____
 Office Phone: (____) _____ Fax: (____) _____ Preferred E-mail: _____
 Gender: Male Female Ethnicity: _____ AOA# / AMA# _____
 Office Contact Name: _____ Office Contact E-mail: _____

****ARE YOU AN INTERN, RESIDENT OR FELLOW? YES NO (If yes, see below)**

_____ **DO or MD** _____
ATTENDING FIRST AND LAST NAME (Please Print Clearly) **DATE EVAL COMPLETED** **PRIMARY STATE LICENSED**

****SIGNATURE OF ATTENDING PHYSICIAN (Required)** ****BOARD CERTIFIED / ELIGIBLE SPECIALTY (Required)**

SIGNATURE OF DME / REG ASST DEAN (Optional)

PLEASE COMPLETE AND RETURN WITHIN [1] WEEK

Senior Administrative Committee Bylaws

NOORDA COLLEGE OF OSTEOPATHIC MEDICINE

ARTICLE 1. Name

The name of the committee shall be Senior Administrative Committee (SAC) for the Noorda College of Osteopathic Medicine.

ARTICLE 2. Responsibilities

The Senior Administrative Committee (SAC) is a committee made up of Associate Dean's from Academic, Clinical and Student Affairs as well as Research. The SAC reviews any Senior Administrative Committee (SPC) recommendations regarding a student's academic and professional progress.

As a part of the comprehensive review, the SAC will make the decision as to whether or not to uphold, adjust or deny SPC's recommendation. The SAC has broad authority to review students' records as part of any final decision.

The role of the SAC includes but is not limited to:

- Adjudicating recommendations on students' performance from the Student Promotion Committee.
- Developing formal findings and recommending to the Dean any policy changes that might improve performance based on our annual evaluations.

ARTICLE 3. Members

Membership

Representation by the Associate Dean(s) from each of the following:

- Academic Affairs
- Clinical Affairs
- Student Affairs
- Research

Ex-Officio Membership

Ex-Officio members are expected to attend and participate in Senior Administrative Committee meetings and provide content expertise in their respective areas. Ex-Officio members do not count toward quorum.

Ex-Officio members include members as appointed by the Dean.

Ad Hoc Membership

Ad Hoc members may be invited to attend Senior Administrative Committee meetings for a specific purpose and time period given their area of expertise.

Ad Hoc members may attend and participate in Senior Administrative Committee meetings and do not count toward quorum.

ARTICLE 4. Officers

Designation

The Senior Administrative Committee (SAC) shall be governed by a Chair, the Associate Dean for Student Affairs, and a Vice-Chair, the Associate Dean for Clinical Affairs. The presiding officer of the SAC shall be the Chair. In the absence of the Chair, the Vice-Chair will preside over the meeting.

Duties

The Chair shall be responsible for:

- Call a meeting of the general membership at least once each semester.
- Preside over general membership meetings.
- Notify the membership of all meetings and report the results of all votes.
- Revise, and present SAC Policy, Bylaws, and Operating Procedures to the SAC for approval.
- Make recommendations for students to be referred to the SAC.

The Vice-Chair shall be responsible for:

- Fill in for the Chair in their absence.

ARTICLE 5. Senior Administrative Committee Meetings

Regular and Special Meetings

The SAC committee will meet as needed and annually for the purpose of a business meeting or as the need arises.

Notice of Meeting

Notice of each meeting of the SAC stating the date and time and place of the meeting shall be given to Members at least 10 business days prior to the meeting. It may at times be the case necessary to respond to an urgent issue. In such instance, the date, time, location and purpose(s) for which the meeting is called will be distributed as is reasonably possible. Notice will be given by electronic transmission. Due to its confidential nature, SAC meetings are NOT open meetings.

Quorum

For a general meetings of the SAC, quorum shall consist of 75% of the Voting Members, either physically present, or by electronic medium that allows for real-time discussion (e.g., video/audio teleconference).

Meetings during which the bylaws will be changed, a quorum shall consist of a majority (greater than or equal to 75%) of Voting Members. Bylaws changes and election results can be conducted and approved by electronic voting as long as the number of votes exceeds the appropriate minimum quorum.

Voting by Proxy

SAC members may not vote via designate or proxy. Voting by electronic ballot is allowed.

Agenda

The Chair and Vice Chairs of the SAC shall set the agenda for the business meetings of the SAC. Both the Chair and/or Vice-chairs set the agenda for student meetings of the SAC.

Leadership of Meetings of the Dean's Council

The Chair of the SAC shall preside at all meetings of the SAC. In the event that the Chair is absent from a meeting, a Vice-Chair shall assume all responsibilities associated with conducting the meeting in their absence.

ARTICLE 6. Records

Minutes

Minutes shall be kept of all of the SAC meetings. A record of all actions taken shall also be included.

The Chair of the SAC is responsible for and shall maintain the minutes of the SAC.

SAC business meeting minutes shall be made available to all faculty members in an appropriate, electronic format.

Bylaws

SAC Bylaws shall be made available to all faculty members on eNCOMpass.

ARTICLE 7. Fiduciary Responsibilities

Discharge of Duties

The business of the SAC shall be conducted in accordance with all Policies and Procedures of Noorda College of Osteopathic Medicine.

Each Member of the SAC, including the Chair shall discharge his or her duties:

- In good faith,
- With the care an ordinarily prudent individual in a like position would exercise under similar circumstances,
- In a manner that the individual reasonably believes to be in the best interests of Noorda College of Osteopathic Medicine.

ARTICLE 8. Amendments to By-Laws

Proposal of Amendments

Amendments to the SAC by-laws may be proposed in one of the following ways:

- By resolution at a regular meeting of the SAC such that:
 - A majority (greater than 75%) of those present and voting approve of the proposal
 - An appropriate quorum is present (greater than 75% of total voting membership)
 - By petition of 25% of the SAC
 - By recommendation of the Faculty Council

Adoption of Amendments

Proposed Amendments generated by any of the methods may be approved in one of two ways:

- Approval at a regular meeting of the SAC such that:
 - A majority (greater than 75%) of those present and voting approve of the Amendment
 - An appropriate quorum is present (greater than 75% of total voting membership)
- Approval by electronic means such that:

- An electronic ballot is made available to every eligible voting member
- The number of votes exceeds the appropriate minimum quorum (greater than 75% of total membership)
- A majority (greater than 75%) of those voting approves of the Amendment



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Senior Advisory Committee Members

Michael Rhodes, MD – Associate Dean for Clinical Affairs

Kyle Bills, PhD, DC – Associate Dean for Research

Casey Himmelsbach, MBA, MSML – Associate Dean for Student Affairs

Jennifer Brown, BS – Associate Dean for Academic Affairs

Alice Akunyili, MD – Assistant Dean for Academic Affairs - Ad Hoc

Student Promotion Committee Bylaws

NOORDA COLLEGE OF OSTEOPATHIC MEDICINE

ARTICLE 1. Name

The name of the committee shall be Student Promotions Committee (SPC) for the Noorda College of Osteopathic Medicine.

ARTICLE 2. Responsibilities

The Student Promotions 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 the decision 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. See SPC Bylaws for complete SPC processes.

The role of the SPC includes but is not limited to:

- Reviewing and evaluating the academic and professional performance of all students during the academic year
- Reviews recommendation from Faculty Council and recommends approval to the Dean for those students eligible for promotion and graduation.
- Meeting and providing assistance to those students who are not meeting academic standards. This includes performance indicators such as grades and performance on all required licensure examinations.
- Meeting and providing assistance to those students who are not meeting professional standards.
- Evaluating performance outcomes from annual reviews of shelf-exam data, COMLEX data, GPA or other performance indicators.
- Developing formal findings and recommending to the Dean any policy changes that might improve performance based on our annual evaluations.

ARTICLE 3. Members

Membership

Representation by the Assistant Dean Academic Affairs and Clinical Affairs.

Faculty will be represented by a member each from Biomedical and Clinical Faculty

Staff will be represented by member from the Chairs, Directors and Managers Council.

Ex-Officio Membership

Ex-Officio members are expected to attend and participate in Student Promotion Committee meetings and provide content expertise in their respective areas. Ex-Officio members do not count toward quorum.

Ex-Officio members include Associate Dean of Students, Associate Dean for Academic Affairs and Clinical Affairs and other “ex-officio” members as appointed by the Dean.

Ad Hoc Membership

Ad Hoc members may be invited to attend Student Promotion Committee meetings for a specific purpose and time period given their area of expertise.

Ad Hoc members may attend and participate in Student Promotion Committee meetings and do not count toward quorum.

ARTICLE 4. Officers

Designation

The Student Promotions Committee (SPC) shall be governed by a Chair, the Assistant Dean for Academic Affairs, and a Vice-Chair, the Assistant Dean for Clinical Affairs. The presiding officer of the SPC shall be the Chair. In the absence of the Chair, the Vice-Chair will preside over the meeting.

Duties

The Chair shall be responsible for:

- Call a meeting of the general membership at least once each semester.
- Preside over general membership meetings.
- Notify the membership of all meetings and report the results of all votes.
- Revise, and present SPC Policy, Bylaws, and Operating Procedures to the SPC for approval.
- Make recommendations for students to be referred to the SPC.

The Vice-Chair shall be responsible for:

- Report to the Faculty Council in the College of Medicine each semester.
- Fill in for the Chair in their absence.

ARTICLE 5. Student Promotions Committee Meetings

Regular and Special Meetings

The SPC committee will meet as needed and annually for the purpose of a business meeting or as the need arises.

Notice of Meeting

Notice of each meeting of the SPC stating the date and time and place of the meeting shall be given to Members at least 10 business days prior to the meeting. It may at times be the case necessary to respond to an urgent issue. In such instance, the date, time, location and purpose(s) for which the meeting is called will be distributed as is reasonably possible. Notice will be given by electronic transmission. Due to its confidential nature, SPC meetings are

NOT open meetings.

Quorum

For a general meetings of the SPC, quorum shall consist of 51% of the Voting Members, either physically present, or by electronic medium that allows for real-time discussion (e.g., video/audio teleconference).

Meetings during which the bylaws will be changed, a quorum shall consist of a majority (greater than or equal to 80%) of Voting Members. Bylaws changes and election results can be conducted and approved by electronic voting as long as the number of votes exceeds the appropriate minimum quorum.

Voting by Proxy

SPC members may not vote via designate or proxy. Voting by electronic ballot is allowed.

Agenda

The Chair and Vice Chairs of the SPC shall set the agenda for the business meetings of the SPC. Both the Chair and/or Vice-chairs set the agenda for student meetings of the SPC.

Leadership of Meetings of the Student Promotion Committee

The Chair of the SPC shall preside at all meetings of the SPC. In the event that the Chair is absent from a meeting, a Vice-Chair shall assume all responsibilities associated with conducting the meeting in their absence.

ARTICLE 6. Records

Minutes

Minutes shall be kept of all of the SPC meetings. A record of all actions taken shall also be included. The Chair of the SPC is responsible for and shall maintain the minutes of the SPC. SPC business meeting minutes shall be made available to all faculty members in an appropriate, electronic format.

Bylaws

SPC Bylaws shall be made available to all faculty members on eNCOMpass.

ARTICLE 7. Fiduciary Responsibilities

Discharge of Duties

The business of the SPC shall be conducted in accordance with all Policies and Procedures of Noorda College of Osteopathic Medicine.

Each Member of the SPC, including the Chair shall discharge his or her duties: (i) in good faith, (ii) with the care an ordinarily prudent individual in a like position would exercise under similar circumstances, and (iii) in a manner that the individual reasonably believes to be in the best interests of Noorda College of Osteopathic Medicine.

ARTICLE 8. Amendments to By-Laws

Proposal of Amendments

Amendments to the SPC by-laws may be proposed in one of the following ways:

- By resolution at a regular meeting of the SPC such that:
 - A majority (greater than 50%) of those present and voting approve of the proposal
 - An appropriate quorum is present (greater than 50% of total voting membership)
 - By petition of 20% of the SPC
 - By recommendation of the Faculty Council

Adoption of Amendments

Proposed Amendments generated by any of the methods may be approved in one of two ways:

- Approval at a regular meeting of the SPC such that:
 - A majority (greater than 50%) of those present and voting approve of the Amendment
 - An appropriate quorum is present (greater than 50% of total voting membership)
- Approval by electronic means such that:
 - An electronic ballot is made available to every eligible voting member
 - The number of votes exceeds the appropriate minimum quorum (greater than 50% of total membership)
 - A majority (greater than 50%) of those voting approves of the Amendment

The following are the measures for review by the Student Promotions Committee .

- 2nd COMLEX I failures
- 2nd COMLEX II CE and PE failures
- 2nd Shelf (Biomedical or Clinical) exam failures
- Referrals from PACC

The team will make recommendations for each student.

- Recommendations may include but are not limited to:
 - Dismissal
 - Repeat of academic year
 - Behavioral Health evaluation
 - No action
- After review by the broader committee, recommendations will be emailed to the Senior Administrative Committee for final disposition.



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Student Promotion Committee Members

Alice Akunyili, MD – Assistant Dean for Academic Affairs - Chair

Lynsey Drew, DO – Assistant Dean for Clinical Affairs – Vice Chair

Maria Vazquez-Amaral, JD, M.Ed – Assistant Dean for Simulation

Robin Preston, PhD – Faculty in Physiology

Freda Strack, MS - Registrar

Voicu Ciobanu, MD – Faculty in Pathology

M'Lindsey Romer, DO – Faculty in OPP

Kristy Watters, BS – Senior Administrative Coordinator – Administrative Support