



MACON & JOAN BROCK VIRGINIA HEALTH SCIENCES

**EVMS School of Health Professions**

AT OLD DOMINION UNIVERSITY

# **School of Health Professions Policies and Procedures**

## **2024-2025**

**Effective July 1, 2024**

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## Welcome from the Dean



Welcome to the Macon & Joan Brock Virginia Health Sciences at Old Dominion University, EVMS School of Health Professions. The health professions programs offered by EVMS provide training at a progressive, nationally recognized graduate institution and in clinical and community facilities throughout the Hampton Roads area. We are proud to offer a diverse mix of programs that use state-of-the-art classrooms and laboratories essential to the educational process. All programs in the School of Health Professions that are eligible have been individually accredited, and all adhere to the highest professional and ethical standards. EVMS has affiliations with many community partners, including rural and urban clinics, hospitals, and other health-care settings. Our faculty have advanced degrees in their area of expertise, supplemented by many years of professional experience in their respective disciplines. Our students are of the highest caliber, and consistently achieve highly competitive scores on licensing and related examinations.

I wish you the best of luck in achieving your professional and educational goals.

Sincerely,

C. Donald Combs, PhD, FSSH  
Senior Associate Vice President  
Dean, EVMS School of Health Professions  
Macon & Joan Brock Virginia Health Sciences at Old Dominion University

**Mission**

Eastern Virginia Medical School is an academic health center dedicated to achieving excellence in medical and health professions education, research, and patient care. We value creating and fostering a diverse and cohesive faculty, professional staff, and student body as the surest way to achieve our mission. Adhering to the highest ethical standards, we will strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine and Health Professions. Our commitment to ensuring institutional effectiveness is demonstrated by the continuous assessment processes we use to improve program performance and student learning outcomes.

**Vision**

Eastern Virginia Medical School will be recognized as the most community-oriented school of medicine and health professions in the United States.

**Values**

Three core values drive our daily efforts:

- **Excellence:** We determine with our stakeholders what is valuable and hold ourselves to high performance standards that fulfill our promises.
- **Collegiality:** We serve our community and one another, building strong and mutually supportive relationships. We work as a cooperative, united team to further our purposes of education, research, and patient care.
- **Integrity:** We strive to maintain the highest ethical standards and accept accountability for all we do and say.

## Background

The EVMS School of Health Professions (SHP) provides an administrative structure for the following academic programs:

### Doctoral Degree Programs

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Athletic Training	Medical & Health Professions Education
Biomedical Sciences	Medical Science
Nursing Science	Occupational Therapy
Health Sciences	Reproductive Clinical Sciences - Embryology and Andrology
Kinesiology	

### Master Degree Programs

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Anatomical Science	Medical and Health Professions Education
Biomedical Sciences - Medical	Molecular Diagnostics and Precision Medicine
Biomedical Sciences - Research	Nutrition
Counseling and Art Therapy	Pathologists' Assistant
Healthcare Analytics	Physician Assistant
Healthcare Delivery Science	Reproductive Clinical Science - Embryology and Andrology
Histotechnology	Surgical Assisting
Laboratory Animal Science	

### Certificate and SHP Fellowship Programs

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Advanced Cultural Humility	Trauma and Neuroscience Informed Art Psychotherapy
Anatomy	Laboratory Animal Anesthesia and Handling Techniques
Clinical Andrology	Leadership
Clinical Embryology	Medical and Health Professions Education
Clinical Leadership and Administration	SHP Physician Assistant Fellowship in Pediatric Urgent Care Fellowship
Educational Leadership and Administration	Simulation Program Management
Epidemiology	Surgical Assistant
Healthcare Analytics	Surgical Assistant – Bridge

Old Dominion University (ODU) serves as the school of record for all programs shown above. In addition to the policies and procedures depicted below, each program may have additional grading or other essential requirements that are communicated to students in writing at the initiation of their first semester or at other times as deemed necessary.

All students in the EVMS School of Health Professions must meet high expectations for academic integrity. In addition to being required to maintain the guidelines outlined for Monarch Citizenship through the Honor Code, Honor Pledge, and Monarch Creed, students enrolled in the School of Health Professions must adhere to the Expectations for Health Professions Student Behavior Policy

### **Grading Policy**

This section specifies the general grading policies and procedures used by all of the health professions programs. In addition to the policies listed here, each program may have additional requirements and communicated to students in writing at the initiation of their first semester.

Grades at the end of each term are assigned according to the EVMS School of Health Professions grading scale.

### **Grade Point Average Scale**

All SHP programs for which EVMS serves as the school of record will use the following grading scale for those courses in which grades affect the Grade Point Average (GPA).

<b>Grade</b>	<b>Grade Points</b>	<b>Grades not affecting GPA</b>
A	= 4.00	I = Incomplete
A-	= 3.67	P = Pass
B+	= 3.33	W = Official Withdrawal
B	= 3.00	WF = Unofficial Withdrawal
B-	= 2.67	
C+	= 2.33	
C	= 2.00	
C-	= 1.67	
F	= 0.00	

A grading structure that is consistent with program or departmental guidelines will be established for each class by the instructor. These requirements, along with the goals and requirements for each course, the nature of the course content, and the methods of evaluation, are communicated to students at the initiation of each course. Programs are responsible for notifying students of final grades at the end of each term.

### **Grade Point Calculation**

The grade point average (GPA) is calculated by dividing the accumulated number of grade points earned by the accumulated number of credit hours attempted. Grades of "F" and repeats are included, but official withdrawals, audits, and grades on non-credit courses, non-degree credit courses, and pass/fail courses are not. If a student is required to repeat a course or receives permission from a Program Director to repeat a course, the grade point average will be calculated using only the repeated course grade and the corresponding point value. However, the original grade assigned for that course will remain on the transcript.

Grades in courses accepted for transfer credit are not counted in the computation of grade point average.

Students must have a cumulative grade point average of 3.00 or higher for graduation. Students falling below the minimum GPA requirement may be placed on probation or suspended in accordance with procedures established below and by each program. Mathematical rules for rounding to the nearest whole number based on two decimal places apply.

### **Grading Scale**

Unless an exception is approved by the Dean, courses offered in the School of Health Professions will use the following grading scale.

<b>Percentile</b>	<b>Grade</b>
100 - 94	A
93 - 90	A-
89 - 87	B+
86 - 84	B
83 - 80	B-
79 - 77	C+
76 - 74	C
73 - 70	C-
Less than 70	F

### **Incomplete Grades**

The grade “I” indicates assigned work yet to be completed in a given course or an approved absence from the final examination. When an instructor assigns a grade of “I,” a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but no later than the mid-point of the following grading period/term unless special written approval is granted by the Course Director and Program Director due to extraordinary circumstances. The student must petition the Course Director and the Program Director for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Course Director and the Program Director, the “I” will convert to either an “F” or to the grade as specified in the written agreement after the mid-point of the semester. An “I” grade may not be changed to a “W” under any circumstances.

### **Withdrawals**

A student can withdraw from a course up until the mid-point of the grading period/term and receive a “W” grade. Withdrawal after the midterm is not permitted without special approval by the Program Director. However, in the event of an illness or severe hardship beyond the student's control, the student should submit a written petition for permission to withdraw from the course to the Instructor and Program Director no later than the last day of classes. If permission is granted by the Program Director, a grade of “W” is recorded. If permission is

not granted, then the student cannot withdraw from the class. A student who stops attending classes without withdrawing is assigned a “WF” grade unless the student's performance was failing, in which case a grade of “F” will be assigned.

### **Progress Review**

Regular assessment of students and feedback to them is essential to effective teaching and learning. All possible effort should be extended to identify students whose performance is unsatisfactory to establish remedial intervention. Course Instructors and Program Directors will regularly review the academic progress of their designated students and evaluate the overall progress of each student at the conclusion of each grading term and academic year. Each program will establish policies and procedures for completing assessments, communicating results to students, and documenting outcomes. Procedures for addressing performance deficiencies or circumstances that may prohibit students from successfully completing a program are outlined in subsequent pages in the *Academic and Non-Academic Deficiencies* section. Programs may have additional remediation policies and procedures, and students should contact the appropriate program office or Program Director for this information. Program Directors shall provide periodic reports to the Dean of the School of Health Professions that summarize student progress issues for their respective programs.

Additional information regarding policies and procedures not listed in this Handbook, including elective, pass/fail, and audit course options and procedures for evaluating, dropping a course, and reporting of grades vary for each program and will be communicated to students at the initiation of their first semester and other times as deemed necessary.

### **Grade Appeals\***

Students in the School of Health Professions have the right to due process involving appeals and complaints.

For academic appeals, the student should discuss the appeal with his or her Program Director. If the appeal is not resolved, a student may file a written appeal to the Dean of the School of Health Professions within five business days of the student's notification of the Program Director's decision. Upon receipt of the appeal, the Dean will notify the Registrar accordingly. The Dean or a designee will review all pertinent material and meet with the student. The Dean may convene an Appeals Committee composed of Program Directors, faculty, students, and/or chairs of departments not directly involved in the appeal. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this Committee. The student has the right to appear before the Committee, present testimony and such witnesses or evidence as is deemed relevant by the Committee. The student shall not have the right to be represented by counsel at these Committee meetings. The Committee will submit its recommendations to the Dean after the review is completed.

The Dean will notify the student within ten business days of receipt of the appeal of his/her decision. The decision may include reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to



the situation. The judgement of the Dean concerning the appeal shall be final and binding to all parties, with the exception of recommending the termination of a student's participation in an academic program.

In the case of termination from an academic program, the student may file a written appeal to the Eastern Virginia Medical School Executive Vice President/Dean within five business days of the student's notification from the Dean of the EVMS School of Health Professions. The EVMS Executive Vice President/Dean will review all pertinent material and notify the student within fifteen business days of receipt of the appeal of his/her decision. The decision of the EVMS Executive Vice President/Dean is final.

For information on the student complaints process, students should refer to the [ODU website](#).

\*This policy is currently under review and subject to change.

### **Satisfactory Academic Progress**

All students in the EVMS School of Health Professions are expected to attain a term GPA of at least to be considered in good academic standing and maintain a cumulative GPA of at least 3.00 to graduate. Students who do not meet these criteria are subject to formal warnings, probation, and/or dismissal. Students who receive a warning or are placed on probation must demonstrate sufficient academic progress in the following term, as determined by the Program Director, to remain in the program. Students on probation who fail to demonstrate academic progress in the following term may be subject to dismissal. The Program Director should consider the extent to which a student is performing at a level necessary to attain the knowledge, skills, and competencies required to succeed in the program, including ability to meet the cumulative GPA and other graduation requirements. All programs must review the academic progress of their students on a regular basis and at such intervals deemed appropriate, but not less than once at the end of each grading term.

### **Transfer Credits**

Transfer of credit may be allowed for course work taken at a regionally accredited institution of higher learning, such as the Southern Association of Colleges and Schools, for courses in which a grade of B (3.00) or higher was received or a passing grade was achieved in a pass/fail course. Doctoral programs may accept a maximum of 12 transfer credits, and master's programs may accept a maximum of 9 transfer credits. Course grades obtained from another institution will not be included in the GPA calculation. All applicants seeking to transfer credit(s) should contact the program for special application or credential requirements. Decisions regarding applicability of transfer courses/credits will be made by the Program Director in consultation with the faculty as deemed appropriate. EVMS assumes responsibility for the academic quality of all course work or credit recorded on the institution's transcript. It is the responsibility of each program to determine a student's comprehension of the requisite material and to ensure that the transferred course work and/or learning outcomes are comparable to the courses offered by the applicable EVMS program.

Veterans are encouraged to submit their Joint Service Transcript for review.

### Assigning Credit Hours

SHP programs use the calculus in the table below to assign course credit hours for all courses, on-site or asynchronous.

Type of Course	Credit/Contact Hours
Lecture, Seminar, Independent Study	1 credit = 15 contact hours
Laboratory	1 credit = 30 contact hours
Clinical Rotations, Internship	1 credit = 80 contact hours

Student contact hour workload equivalency for asynchronous courses shall be determined using the following calculus, with hours adjusted proportionately up or down based on the credits awarded and course length:

Semester Format	Credit Hours	Total Hour Commitment	Weekly Course Time Commitment
16-week	3	135	8.4 hours
15-week	3	135	9 hours
13-week	3	135	10.4 hours
12-week	3	135	11.3 hours
10-week	3	135	13.5 hours
9-week	3	135	15 hours
8-week	3	135	16.9 hours
6-week	3	135	22.5 hours

### Academic and Non-academic Deficiencies

Procedures for addressing academic and non-academic deficiencies that may impede student progress or prohibit students from successfully completing a program are defined below, including student appeals to ensure appropriate due process. These procedures apply to programs in which EVMS is the school of record.

#### Deficiencies

Deficiencies, which may result in probation or dismissal/termination of a student, include both academic and non-academic areas. The Dean of the School of Health Professions or designee may intervene to address academic and non-academic deficiencies and may impose such remedies as are determined to be in the best interests of EVMS.

- a) Academic Deficiencies include but are not limited to an inadequate knowledge base; a lack of information gathering ability, problem solving difficulties, poor clinical and technical skills; or errors in judgment.
- b) Non-Academic Deficiencies include but are not limited to any action or behavior that is considered unacceptable to the training program faculty; poor professional

relationships; moral and ethical values unacceptable to the profession; failure to comply with the standards of student behavior including the [SOM and SHP Expectations for Student Conduct Policy](#) (Appendix A), the rules, regulations and bylaws of EVMS and/or affiliated practicum sites or the laws which govern the healing arts in the Commonwealth of Virginia; and/or a lack of abilities and talents that are necessary for the performance of expected duties for that health profession.

Each academic program has its own criteria for determining when and how to intervene on matters of academic and non-academic deficiencies. Some may require a written or verbal notification and/or warning from an Instructor, Advisor, or Program Director to convey concern about student performance and/or to inform the student of the risk of probation unless performance improves. In all programs, a student placed on probation will be informed in writing and his/her performance will be monitored. The written notification must specify if termination in the educational program is a potential outcome of the probationary status. Interventions typically follow the progressive hierarchy of warning, probation, and dismissal.

Probationary status will be defined by the program's faculty, and the terms of probation must be signed by the Program Director and the student. While on probation, the student will be provided close faculty supervision and may or may not be given credit for the time period during which the probationary status is in effect. If the probationary period is not creditable toward the required time for the educational program, an extension of training time (within timeliness for the degree) may be considered at the discretion of the Program Director.

If a student's conduct compromises acceptable standards of patient care or jeopardizes the welfare of patients under his/her care, the Program Director has the option of immediately suspending the student from clinical duties until such time as an appropriate investigation of the allegations can occur. The Dean of the School of Health Professions, the Associate Dean for Student Affairs, the Director of Financial Aid, and the Registrar must all be notified when a student is placed on probation.

### **Identification and Remediation of Deficiencies**

Faculty and other professional staff will promptly notify the Program Director of areas of concern regarding a student's academic progress, professional behavior, and development. Upon notification of a potential problem, the Program Director or designee will investigate the report and develop a remediation plan, if warranted. The Program Director or designee will meet with the student to discuss areas of concern, including development of a remediation plan with clear goals and objectives, a specific time frame for completing the plan, and potential outcomes. The plan will be signed by the Program Director or designee and the student. Follow-up meetings will occur with the student, key program faculty, and the Program Director. Program faculty and Program Directors should use reasonable judgment in documenting academic and non-academic student issues, including remediation plans, progress reports, and supervision meetings. Written documentation is required if a student receives a warning, is placed on probation, or is dismissed from the program.

## Academic and Non-academic Grievance and Appeal Procedures

Students in the School of Health Professions have the right to due process involving grievances and appeals:

The student should discuss the grievance with his or her Program Director. If the grievance is not resolved, a student may file a written appeal to the Dean of the School of Health Professions within seven days of the student's notification of the Program Director's decision. Upon receipt of the appeal, the Dean will notify the Registrar accordingly. The Dean or a designee will review all pertinent material and meet with the student. The Dean may convene a Grievance/Appeals Committee composed of Program Directors, faculty, students, and/or chairs of departments not directly involved in the grievance. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this committee. The student has the right to appear before the committee, present testimony and such witnesses or evidence as is deemed relevant by the committee. The student shall not have the right to be represented by counsel at these committee meetings. The Committee will submit its recommendations to the Dean after the review is completed.

The Dean will notify the student within ten business days of his/her decision. The decision may include reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. The judgment of the Dean concerning the grievance shall be final and binding on all parties, with the exception of recommending the termination of a student's participation in an academic program.

In the case of termination from an academic program, the student may file a written appeal to the EVMS Executive Vice President within five business days of the student's notification from the Dean of the EVMS School of Health Professions. The EVMS Executive Vice President will review all pertinent material and notify the student within fifteen business days of receipt of the appeal of his/her decision. The decision of the EVMS Executive Vice President is final.

## Student Complaints Processes

The student complaints process may be found on the ODU website [here](#).

### *1. Academic or Non-Academic Grievances*

Students who desire to file academic or non-academic grievances related to their program must follow the grievance procedures outlined in the applicable Doctor of Medicine or Health Professions Student Handbooks.

### *2. Compliance Complaints*

Old Dominion University has a [Compliance Program](#) whereby all members of the ODU community (students, faculty, staff, visitors, Board members, etc.) may report ethics and compliance concerns such as violation of laws, regulations, ODU policies, discrimination or harassment, and student or employee mistreatment. At the Macon & Joan Brock Virginia Health Sciences at Old Dominion University, the Compliance Program is

administered by the Associate Vice President of Compliance and Legal Services. Complaints may be made directly to the Associate Vice President of Compliance and Legal Services by phone at 757.446.6008, or by written or verbal report through the [Ethics and Compliance Hotline: 1.800.461.9330](#) (anonymous reporting available). If the issue is related to patient services provided by the Macon & Joan Brock Virginia Health Sciences EVMS Medical Group, complaints may be made to the EVMS Privacy Line, 757.451.6298 or using the hotline above. For more information about compliance at the Macon & Joan Brock Virginia Health Sciences and EVMS Medical Group Compliance Programs, please see the [Compliance Programs page](#).

### 3. *State Council of Higher Education for Virginia (SCHEV)*

SCHEV is the regulating body for all Virginia institutions of higher education. Once a student has exhausted all available grievance options for a complaint, a complaint can be filed with SCHEV, who will investigate all matters that fall within SCHEV's authority. For more information, please see the [SCHEV student complaints web page](#).

SCHEV also oversees the participation of eligible Virginia institutions in the State Authorization for Reciprocity Agreement (SARA), which establishes national standards for postsecondary distance education courses and programs. Student complaints related to distance education first go through the EVMS procedures outlined above. If a student is not satisfied with the institutional process, the complaint may be appealed:

- *For students from [NCSARA states](#) EVMS is a participant in NCSARA and accepts the authority of SCHEV in resolving complaints made by distance education students from NCSARA states. Students may, within two years of the incident about which the complaint is made, appeal to SCHEV. Note, however, that complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the Commonwealth of Virginia. The resolution of the complaint by SCHEV will be final. For more information about filing a complaint with SCHEV, please see the [SCHEV student complaints web page](#).*
- *For students from [non-NCSARA member states](#). Students residing in California, a non-SARA member state, may file a formal complaint with their home state by using [this form](#).*

### **Tuition Charges if Graduation Requirements are NOT Completed on Time**

Students who do not complete graduation requirements on time may be charged prevailing tuition rates if they retake a course or if a new course is necessary to finish their program of study. In general, students will not incur additional tuition charges if they complete courses or clinical rotations within approximately 90 days of the original anticipated graduation date.

**Appendix A**  
**SOM and SHP Expectations for Student Conduct**

## **SOM and SHP Expectations for Student Conduct**

### **I. POLICY**

School of Medicine (SOM) and the School of Health Professions (SHP) Expectations for Student Conduct

### **II. PURPOSE**

Old Dominion University (ODU) expects its students to assume responsibility for their behavior, to conduct themselves in the highest traditions of health professionals who are engaged in the pursuit and application of knowledge, and to abide by the laws of the United States, the Commonwealth of Virginia, and the rules and regulations of ODU. The policy defines the expectations for student behavior and the procedures for reporting and adjudicating violations of this policy. This policy applies only to students in the SOM and SHP at the Virginia Health Sciences at Old Dominion University (VHS).

### **III. RESPONSIBLE PARTY AND REVIEW CYCLE**

SOM and SHP Student Affairs will review this policy annually.

### **IV. ACCREDITATION REFERENCES**

LCME 3.5 Learning Environment/Professionalism  
SACSCOC 12.3 Student Rights  
SACSCOC 12.4 Student Complaints

### **V. DEFINITION(S)**

**Appeal:** The request to have a decision in a case reviewed by a designated official.

**Business Day:** Any weekday ODU is open, regardless of whether classes are in session.

**Good faith:** Made with honest belief or purpose.

**Hearing Officer:** An individual assigned by the SOM and SHP Director of Student Rights and Responsibilities to hear alleged violations of institutional policy.

**ODU Official:** A staff or faculty member representing ODU or the SOM and SHP.

**ODU Premises:** Property owned and operated by ODU.

**ODU Activity:** Any activity, regardless of location, that is financed by ODU or the SOM and SHP, planned, and facilitated by a recognized student organization and approved by ODU.

**Preponderance of Evidence:** The standard of proof that applies to student conduct proceedings or determinations. This term means that the evidence supports the conclusion that it is more likely than not that a policy violation occurred.

**Retaliation:** Any adverse action, or credible threat of an adverse action, taken against an individual who has reported known or suspected misconduct, participated in an inquiry or investigation or disclosed concerning behavior to institutional officials. Retaliation also includes action to discourage an individual from disclosing concerning behavior to institutional officials. Disciplinary action resulting from student performance concerns or as a result of student misconduct is not considered retaliation.

**Respondent:** A student who is accused of violating institutional policy

**Sanction:** A required action or activity assigned to remedy a violation of institutional policy.

## **VI. DESCRIPTION**

### **Prohibited Conduct**

Students shall conduct themselves in a manner compatible with the educational mission of the SOM and SHP and shall be responsible for their conduct from the time of application for admission through graduation. These expectations shall apply to a student's conduct even if the student withdraws while a disciplinary matter is pending or if conduct is discovered after a degree is awarded. The following conduct, committed or attempted, is prohibited for all students and student organizations and is subject to disciplinary action, including dismissal:

#### **Acts of Academic Dishonesty**

The misrepresentation of another's work as one's own, regardless of intent, or a misrepresentation of the circumstances under which the work was done to gain an unfair advantage. This violation includes but is not limited to copying, unauthorized aid/collaboration, unauthorized divulging of information, using unauthorized equipment or devices on graded activity, intentionally commencing work, or failing to terminate work on any graded activity in violation of time constraints imposed, or plagiarism.

Plagiarism is considered any action by an individual with the intent to deceive or with reckless disregard for proper scholarship procedures, presents any information, ideas, or phrasing of another as if it were their own, and does not give appropriate credit to the source.

#### **Acts of Dishonesty**

Deliberately misrepresenting the truth made with the intent to mislead another or the untruth made with reckless disregard for the fact of the matter asserted. This includes forgery, alteration, or misuse of patient medical records or other official documents, records, or identification, and knowingly furnishing false information to an individual. Utilizing an official student ID outside of a scheduled rotation to gain access to a clinical record or area or to participate in a clinical activity, using a student ID to gain access to any individual or area on behalf of the SOM and SHP or ODU, its faculty, residents, staff, student body or student groups, or other members of the ODU community without institutional prior authorization.





The intentional taking or appropriating of the property of another without consent or permission or the use of the property without the owner's or the rightful possessor's authorization, including the theft of academic work or intellectual property.

**Disruptive, Disorderly, and Endangering Conduct**

Disruptive and/or disorderly behavior that interferes with the function of the SOM and SHP or ODU or interferes with the conduct of others and/or the performance of the duties by the SOM and SHP or ODU personnel, including, but not limited to, lewd, indecent, or obscene behavior that is not constitutionally protected speech. Behavior that threatens, endangers, or injures the health or safety of any person, including oneself.

**Failure to Follow Rules, Regulations, or Comply with an ODU Official or Institutional Directive**

Behavior that violates a law, rule, regulation, or the policies of the SOM and SHP or ODU or assigned academic or clinical site. Failure to follow the directions of an authorized SOM and SHP or ODU official acting in performing their duties or a directive issued by the SOM and SHP or ODU, including policies or procedures outlined in the student handbooks, including preceptors or staff of an assigned clinical staff. Failure to follow the conditions of a sanction imposed through ODU and the SOM and SHP disciplinary procedures. Any knowledge, witness, instigation, participation, encouragement, or facilitation of a violation of the expectations of behavior. All students have a duty to report known or suspected activities that would violate this standard, including, but not limited to, violating patient confidentiality; the misuse of records or official documents, including patient medical records; failure to follow the SOM [USMLE Procedures Policy](#); and adhering to the decisions of the Student Progress Committee.

**Harassment, Threats, or Intimidation**

Physical, verbal, graphic, written, or electronic behavior(s) that alarm another person or attempt to intimidate and/or threaten another person; limit an individual's ability to work, study, or participate in the activities of the SOM and SHP or ODU; or endanger the health or safety of any person. These behaviors serve no legitimate purpose and include, but are not limited to, unlawful coercion, extortion, or duress that places the recipient in fear. These behaviors may be singularly egregious acts or pervasive and persistent.

**Inappropriate Use or Abuse of Alcohol or Controlled Substances**

Unlawful production, consumption, distribution, or possession of alcoholic beverages. Consumption of alcoholic beverages on institutional property or other assigned clinical sites unless at an approved institutional or site event. Attendance of class or participation in an educational or other activity while under the influence of alcoholic beverages. Facilitation of or participation in the unsafe or irresponsible consumption of alcoholic beverages. Drunken or disorderly behavior which negatively impacts the learning environment and the general community. Use of ODU funds to purchase alcoholic beverages at or for a student event.

Unlawful possession, use, distribution, manufacture, or dispensing of narcotics or other controlled substances by Virginia law. Inappropriate or abusive use of prescription, over-the-counter medication, or other items to produce a drug-like effect. Failure to notify a supervisor or instructor of the use of medically authorized drugs or other substances that may alter job performance. Possession of drug paraphernalia, including but not limited to bongs, pipes,

roach clips, or other equipment whose primary use is for the storage, concealment, consumption, manufacture, or distribution of drugs.

Any other prohibited behavior as outlined in the [SOM and SHP Drug and Alcohol Screening Policy](#), including failing mandatory onboarding substance screens.

#### **Vandalism, Trespassing, Unauthorized Use of, or Tampering with Property**

Unauthorized access or use of VHS or ODU facilities, educationally related clinical sites, or personal property of others without explicit permission. These behaviors include but are not limited to, unauthorized access to VHS or ODU buildings, grounds, or vehicles, as well as any educationally related clinical sites, and unauthorized possession, duplication, or use of the property of others, VHS, or ODU. Any behavior that defaces, damages, or destroys private, VHS, ODU, or other public property, including the unauthorized taking, keeping, or using of such property. Behavior that tampers equipment and/or property at VHS or ODU or other sites without prior authority from the appropriate VHS or ODU official, including safety and firefighting equipment.

#### **Jurisdiction**

Jurisdiction and discipline shall be limited to conduct that occurs on institutional premises, at any official VHS or ODU function or activity regardless of location, an action that may limit a student's ability to complete educational rotations, or such action that adversely affects the communities of the VHS, ODU, or its partners in their pursuit of educational, clinical, or other legitimate objectives. Engaging in activities that are inconsistent with values expressed in institutional policy and/or the articulated expectation of student conduct, regardless of the location of the activity, may be addressed as potential violations of the [ODU Student Code of Conduct](#) and/or this policy.

[SOM and SHP Student Affairs](#) administers this policy. SOM and SHP Student Affairs fosters student growth by promoting students' awareness and understanding of their rights and responsibilities as community members. It addresses student behavior and creates developmental learning opportunities in an effort to engage students in ethical decision-making. Any questions regarding the student conduct process should be directed to the [SOM and SHP Director of Student Rights and Responsibilities](#).

#### **Scope**

As members of the VHS and ODU communities, SOM and SHP students have the right to be treated with respect and consideration, have freedom of inquiry, and have reasonable use of services and facilities. The VHS and ODU embrace and strive to uphold the freedoms of expression and speech guaranteed by the First Amendment of the United States Constitution and the Constitution of Virginia. The SOM and SHP have the right under appropriate circumstances to regulate the time, place, and manner of exercising these and other constitutionally protected rights.

The ODU Student Code of Conduct and this policy pertain to all students, whether registered for a SOM or SHP course, clerkship, or elective, visiting from another academic program, or rotating at the SOM or SHP for clinical activity. All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Upon acceptance of admission to ODU, students agree to abide by the policies of the institution and to conduct themselves on- and off-campus in a manner consistent with its educational mission. Student conduct occurring before classes begin, including orientation, or after classes end, during the academic year, and during

periods between terms of enrollment is governed by the [ODU Student Code of Conduct](#) and/or this policy.

Students have a responsibility to review all policies and to seek clarification, if necessary, from [SOM and SHP Student Affairs](#). The [Expectations for Student Conduct Policy](#) and related policies and procedures are available online. Upon request, printed copies are available in SOM and SHP Student Affairs, located on the first floor of Lewis Hall.

In addition to the consequences outlined in this policy, students who represent units within the ODU community might be subject to additional behavioral consequences under the standards set by those units.

### **Responsibility for Reporting Violations**

All students have a duty to report known or suspected activities that would be in violation of the [ODU Student Code of Conduct](#) and/or this policy. In order for the SOM and SHP to quickly address any violations of this policy, it is essential that reports be made to the [SOM and SHP Director of Student Rights or Responsibilities](#) in a timely manner.

Students may also utilize the SOM and SHP [Ethics and Compliance Hotline](#) (phone: 800-461-9330 or online at the above link) to make reports, including anonymous reports.

### **Respondent Rights**

1. The right to objective and impartial evaluation of complaint.
2. The right to receive written notification of any alleged violation.
3. The right to be present during the meeting with a hearing officer or during a conduct hearing.
4. The right to reasonable access to all information gathered throughout the investigation of the alleged violation.
5. The right to present information relevant to the alleged violation, including inviting witnesses.
6. The right to respond to information presented against him/her.
7. The right to a separate meeting with a hearing officer or a conduct hearing in cases involving multiple respondents.
8. The right to choose what information to share with the institution with the understanding that ODU will make a determination without the respondent's information.
9. The right, after receiving written notice of the outcome, to review the decision, including an appeal.
10. The right to challenge a member of the Student Progress Committee if the respondent believes that a member of the committee has a conflict with, bias about, or an interest in a case that may unduly influence the decision-making either positively or negatively.
11. The right to be informed of pertinent institutional support services.

### **Respondent Responsibilities**

1. The responsibility to be honest and direct in communication with individuals involved in the conduct process.
2. The responsibility to review pertinent conduct process policies and procedures and to seek clarification if necessary.
3. The responsibility to respond in a timely manner to institutional requests for information, to promptly schedule meetings when requested, and to arrive on time for scheduled meetings.

4. The responsibility to provide the institution with pertinent information that the respondent would like considered in the review of the alleged violation.
5. The responsibility to participate in the conduct process in a manner that is civil and respectful.
6. The responsibility to update personal contact information with the [Registrar's Office](#) as soon as it changes and to consistently monitor their ODU email account and voicemail, as ODU frequently communicates through these modes. U.S. Post letters will be sent to the local address provided by the student in the online student system or to the permanent address if attempted contact with the student through other means is unsuccessful.

### **Interim Actions**

[SOM and SHP Student Affairs](#), in conjunction with appropriate SOM administrators, may take one or more interim actions pending the investigation and resolution of a conduct case in order to preserve the safety and well-being of the ODU community and its members, including matters in which behaviors are negatively affecting patient care or the patient care environment. These interim actions include but are not limited to, restriction of access or privileges; no-contact orders; suspension from academic, clinical, or research activities; and restriction from campus and/or ODU functions. For more information about the interim action process, please see the [SOM and SHP Interim Actions Policy](#) and the [SOM and SHP Student Emergency Procedures Policy](#).

### **Hearing**

Hearings are initiated when a complaint concerning student behavior is filed with SOM and SHP Student Affairs. Reports can be submitted using the online reporting form, email, or as a hard copy delivered to SOM and SHP Student Affairs in Lewis Hall. Although there is no statute of limitations for reporting violations, individuals should submit alleged conduct violations as soon as possible.

Students who are unable to participate in the conduct process for medical reasons shall be placed on an Administrative Leave of Absence in accordance with the SOM and SHP [Leave of Absence and Withdrawal Policy](#) and will be required to participate in the conduct process upon return from leave.

When a report is received, the [SOM and SHP Director of Student Rights or Responsibilities](#) shall conduct a preliminary investigation to determine if any behavior articulated in the report violates any relevant policies. The SOM and SHP Director of Student Rights and Responsibilities will also determine if the report should be referred for review by the [ODU Student Code of Conduct](#).

Once the preliminary investigation is complete, the hearing officer will review the evidence and determine if there is sufficient evidence to proceed with charging the student. If the decision is made to not charge the student the case will be considered closed, and the student will be notified in writing. Communications through this policy will be conveyed through ODU email by way of Maxient.

If it is determined that charges are warranted, the respondent will be contacted in writing, including the date, time, and location of the alleged incident, in addition to the charges, based on the information found during the preliminary investigation. This notification will also include information regarding scheduling a one-on-one conduct meeting with the hearing officer. In certain situations, based on the amount of evidence gathered during the preliminary investigation, students will be provided with an opportunity to forgo an in-person meeting, take responsibility for the violation, and complete a predetermined sanction(s).

During the one-on-one conduct meeting, the respondent student will be required to identify if they believe they are responsible or not responsible. The respondent student will also have the opportunity to share additional evidence. During the meeting, the student will have the opportunity to review all relevant documentation collected during the preliminary investigation.

After making a reasonable effort to meet with all individuals who have been identified as having relevant information to the incident, including identified witnesses, the hearing officer will determine whether the respondent has violated this policy based on the preponderance of the evidence. The hearing officer will then provide written notification of the outcome to the respondent. The outcome notification will include a determination of responsibility, assigned sanctions with instructions for completion (as appropriate), and information on appeal procedures. Students who receive recommended sanctions can appeal the hearing officer's determination of responsibility following the appeal procedures outlined below.

### **Sanctions**

Sanctions determined by the hearing officer are imposed by the appropriate institutional representatives based on the nature of the violation. Sanctions, which serve as the institution's response to misconduct in violation of the institution's policies, will be determined and imposed by institution administrators pursuant to the processes established in this policy and are not influenced by program, departmental, or organizational action. Possible sanctions for misconduct include the following:

1. Educational or Developmental Experience: Active remedies, such as research or reflection papers, projects, or participation in meetings, classes, assessments, programs, modules, or workshops.
2. Required Meeting with the Program Student Progress Committee (SPC) (or the Student Review and Advisory Committee for the SOM students): In such instances, a copy of the outcome letter will be provided to the assigned committee.
3. Community Service: A specified number of community hours in which a student or student organization must perform service to a non-profit organization designated by the institution.
4. Restitution: Reimbursement to the person or entity harmed by the violation.
5. No Contact Order: A ban requiring the respondent to have no contact with a designated individual, including, but not limited to, verbal, written, electronic, and/or physical contact or contact by a third party.
6. Loss of Privileges: Denial or restriction of privileges for a designated period of time, including, but not limited to, restriction or exclusion from ODU premises or ODU activities.
7. Monitoring: Meeting periodically with a member of SOM and SHP Student Affairs or designee to check the progress of completing a required educational or developmental experience

8. Deferred Sanction: Deferral of sanction for a specified period. Should the student be found in violation of any institutional policy during the stated period, the deferred sanction shall be imposed without further review, in addition to any disciplinary action appropriate to the new violation.
9. Recommendation of Probation or Dismissal: If the hearing officer determines that the violation warrants a recommendation of probation (if applicable per program policies) or dismissal, the hearing officer shall notify the program director and the SPC, and the respondent will be required to appear in front of the SPC for sanctioning.
10. Revocation of Degree: If the hearing officer determines that the violation warrants a recommendation of revocation of degree, the hearing officer shall make such recommendation to the EVP of the VHS.

## **Appeal**

### Request for Appeal

The respondent may file a request for appeal of the outcome to the SOM and SHP Assistant Dean for Student Affairs or designee within five (5) days of the delivery of the outcome.

### Grounds for Appeal

Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made that could affect the outcome of the matter; and
3. The hearing officer had a conflict of interest or bias that affected the outcome of the matter.

If the request for appeal does not meet the grounds as set forth above, the appeal will be denied and the respondent will be notified accordingly.

### Appeal Consideration and Determination

1. Appeals granted are not intended to provide for a full re-hearing 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.
2. The SOM and SHP Assistant Dean for Student Affairs or designee may consult with the hearing officer on questions of procedure or rationale for clarification if needed. Documentation of all consultations will be maintained.
3. Within 10 business days of receipt of appeal, the SOM and SHP Assistant Dean for Student Affairs or designee will notify the respondent of the outcome of the appeal to the respondent's ODU email or otherwise approved account.
4. Once an appeal is decided, the student has the right to file a formal student grievance. All formal grievances will be resolved using the SOM and SHP [Student Non-Academic Complaint and Grievance Policy](#).

### Sanction Status During Appeal

1. Any sanctions, except those imposed for the safety of the campus as a result of the hearing officer's decision, are stayed during the appeal process.
2. ODU may still place "holds" on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

### **Students' Protection Against Retaliation**

The SOM and SHP value integrity and honesty and endeavor to integrate these values into students' experiences in the learning environment. The SOM and SHP encourages all students to make good-faith disclosures about actual or suspected violations of federal and commonwealth laws, regulations, and the SOM and SHP or ODU and program policies. The SOM and SHP prohibit acts or threats of retaliation against any student who desires to make a good-faith report, has made a good-faith report, or is a witness and/or participant in any ensuing investigation or review. Retaliation is prohibited even when the underlying complaint is made in good faith but is determined to be without merit or substantiation.

Students who feel that they have been the subject of retaliation have the right to file a complaint. Students should consider [SOM and SHP Student Affairs](#) their primary point of contact for retaliation complaints, but may use any method of reporting a complaint using one of the following methods:

- a) Personal contact with a member of SOM and SHP Student Affairs. If the individual receiving the complaint is not the SOM and SHP Director of Student Rights and Responsibilities, the complaint shall be forwarded to the SOM and SHP Director of Student Rights and Responsibilities within one (1) business day.
- b) SOM and SHP [Student Affairs Incident Reporting Form](#). The reporting form is sent automatically to SOM and SHP Student Affairs.
- c) SOM and SHP [Ethics and Compliance Hotline](#). The SOM and SHP Ethics and Compliance Hotline is a third-party reporting system that is accessible online 24 hours a day or by contacting the hotline call center at 800-461-9330. Reports may be made anonymously if desired; however, the SOM and SHP may be limited in their ability to resolve the matter if the reporter is not identified.

Students who believe they have been assigned a lower than appropriate score or grade as a form of retaliation should utilize the appeal and complaint procedures in their program handbooks in addition to reporting the concern to EVHSC Student Affairs.

### **Records**

All documentation related to this policy will be maintained with SOM and SHP Student Affairs in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [ODU Records Retention Policies](#). Students have the right to inspect and review their hearing record(s). For information on requesting a record, please contact the [SOM and SHP Registrar](#).

### **Transcript Notations**

A student who is assigned a sanction of dismissal will have a notation added to their transcript.

## **VII. RELATED DOCUMENTS**

[ODU Board of Visitors Policy #1530 - Student Code of Conduct](#)

[ODU University Policy #1008 - Policy on Title IX and Sexual Misconduct](#)

[ODU University Policy #1005 - Discrimination Policy](#)

[SOM and SHP Drug and Alcohol Screening Policy](#)

[SOM and SHP Interim Actions Policy](#)

[SOM and SHP Leave of Absence and Withdrawal Policy](#)

[SOM and SHP Non-Discrimination and Anti-Harassment Policy](#)

[SOM and SHP Student Complaint Processes](#) (per individual programs' handbooks)

[SOM and SHP Student Emergency Procedures Policy](#)

[SOM and SHP Student Non-Academic Complaint and Formal Grievance Policy](#)

SOM and SHP Student Progress Procedures and Policies (per individual programs' handbooks)

## **VIII. HISTORY OF APPROVALS AND UPDATES**

On July 1, 2024, this policy was approved as a SOM and SHP Policy.