

DYOUVILLE UNIVERSITY

Policy Title: Professionalism

Responsible Unit: DYU-COM Dean, Leadership, Faculty

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DYU.COM believes in a learning and working environment of professionalism. Furthermore, DYU-COM strongly affirms the Eight Tenets of Professionalism:

- Altruism
- Compassion
- Accountability
- Social Responsibility
- Integrity
- Respect
- Cultural humility
- Kindness

Code of Professional Conduct

There are various forms of inappropriate behavior. Below is not an exhaustive list, but are clear examples of behaviors that are prohibited by all faculty, staff, and students. In addition to this list, other behaviors may be deemed inappropriate by administration and/or the Student Progress & Professionalism Committee:

- Dishonesty
- Abusive behavior and harassment
- Disruptive behavior
- Behaviors that are illegal

- Failure to disclose arrests or unlawful conduct within 48 hours
- Willful patient harm or neglect
- Violation of confidentiality
- Disrespectful behavior
- Malfeasance
- Racism
- Gender discrimination
- Complacency with unprofessional behavior
- Reporting to school or duty under the influence of alcohol and/or drugs
- Trespassing
- Stealing
- Inappropriate sexual behaviors
- Sexual harassment

Faculty and staff who violate the Code of Professional Conduct will be subject to action by administration through processes described in the Faculty and/or Staff Handbooks. Students who violate the Code of Professional Conduct will be subject to action through the Student Progress & Professionalism Committee (SPPC).

The Code of Professional Conduct includes exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

Student Progress & Professionalism Committee (SPPC)

The SPPC, in conjunction with the Office of Preclinical Education monitors the academic progress achieved by students throughout the academic program.

The SPPC meets at the end of the semester in which a student has failed to successfully remediate an F, failed a course while on Academic Probation, when a delay in a student's academic progress is identified, or when deemed necessary. The Associate Dean for Preclinical Education may also call a meeting of the SPPC in cases where the academic progress of a student is affected by leaves of absence or other similar factors.

Additionally, the SPPC is responsible for the review of situations where students are involved in academic misconduct (i.e., cheating or plagiarism) or nonprofessional conduct. The D'Youville

University College of Osteopathic Medicine Honor Code published in the Student Catalog guides this review.

The Student Progress & Professionalism Committee will be co-chaired by the Vice President of Student Services and the Associate Dean for Pre-clinical Education. The Associate Dean of Clinical Affairs, the Chair of Primary Care, and the Chair of Specialty Medicine will be voting, ex-officio members. Additionally, there will be 2 (two) staff members and 4 (four) faculty members appointed by the Dean/CAO.

Any DYU-COM faculty or staff providing health services, via a therapeutic relationship, must recuse him/herself from the SPPC if a student who is receiving these services is to be discussed by the committee. The employee must not be involved in any discussion or decision made by the committee. The employees must also recuse themselves from the assessment or promotion of the said student.

The committee chair, with approval of the Dean, may invite non-voting members to attend. As this is not considered a legal hearing and is instead an academic proceeding, attorneys or other representatives are not allowed.

Procedures for Calling and Conducting a SPPC Meeting

SPPC meetings are held at the end of each semester or as needed as determined by the Associate Dean for Preclinical Education. Additionally, the Associate Dean for Preclinical Education can call for a SPPC hearing and serve as the Chair of the SPPC if a student has:

- Attempted and failed to remediate a course resulting in a “F”
- Failed to pass any courses while on Academic Probation
- Failed any clinical rotations
- Failed an end-of-rotation exam twice
- Experienced repeated failures in the end of year testing exams
- Suspicion of any violation of the DYU.COM Honor Code after appropriate preliminary procedures have occurred
- Failed to pass COMSAE / Equivalent Exam
- Failed to pass an appropriate COMLEX-USA in the time frame required
- Demonstrated inability to make academic progress by any other academic measures the faculty and/or administration have approved or for remediation programs including an

altered degree plan, remediation courses assigned on or off campus, and/or other directed DYU.COM curriculum.

SPPC Procedures for Academic Performance Matters

Members of the Committee have the following roles:

- The appropriate Associate Dean for the academic year involved reports on the academic progress of the student(s), as necessary.
- The Associate Dean may submit a written report documenting assistance that the student has received or been offered advising.
- The Course Director, Department Chair, and/or the students' Faculty Advisor may be asked by the SPPC to comment on student performance and related topics, as necessary.
- The Associate Dean for Student Services may report on documentation that the Office of Student Services may have which may be relevant to the student's academic progress.
- The Registrar if required, provides the student's entire academic record available (course evaluations, performance assessments and the student's transcript) for the members to reference if needed.
- The Assistant to the Associate Dean for Preclinical Education will serve as the secretary recording minutes and ensuring all communication occurs in a timely manner.

Each student reviewed by the SPPC is given the opportunity to make a **maximum** ten-minute presentation of any issues or considerations that they wish to make known to the SPPC. Members of the SPPC may then direct questions to the student. This is the only portion of the meeting at which the student may be physically present.

For issues arising from Honor Code violations, the Associate Dean for Student Services reports on documentation that the Office of Student Services may have which may be relevant to the alleged violation of the Honor Code. This may include a verbal report from faculty involved with the incident(s). In the case where students are involved with reporting the breach, confidentiality of the reporting student is always maintained, and the Associate Dean for Student Services represents the student's testimony. See below under Non-Academic Matters.

For students deemed to not be making academic progress, following deliberations the SPPC may make recommendations including but not limited to the following for final action by the Dean:

- Award of a satisfactory grade (70%) and promotion to the next semester following satisfactory remediation.
- Require remediation, further coursework, or repeat of a course.
- Require one or more additional clinical rotations with satisfactory performance.
- Place, not place, or extend the student's term on academic probation.
- Require more frequent meetings with faculty advisors with those students on academic probation.
- Specify a timeline or manner in which any remediation must occur.
- Make a determination for dismissal or repeat of academic year.
- Request further assessment prior to making sure the student has the ability to make satisfactory progress to become an osteopathic physician including but not limited to: psychological evaluations, drug or alcohol screening/testing, or other evaluations. Such testing is **at the student's expense**.
- Suspend with reinstatement pending satisfactory performance.
- Suspend with reinstatement decisions pending further evaluation and treatment.
- Repeat of multiple courses in which the student initially earned a F grade,
- Repeat of an entire academic year, or
- Assign a Modified Course of Study that may delay promotion until a satisfactory progress through a directed remediation program has occurred, or dismissal.
- The SPPC may recommend dismissal of a student when the student demonstrates that he/she is unable to make academic progress through:
 - Three course or rotation failures on one academic year.
 - An "F" grade on a modified course of study.
 - Four cumulative course or rotation across all four years.
 - Failure of two or more clinical rotations in one academic year.
 - Failure to pass any courses while on Academic Probation.
 - Failure and cumulative evidence that demonstrate the student is not gaining the appropriate knowledge and/or qualifications to become an osteopathic physician
- Any other issues deemed relevant.

The SPPC chair notifies the student of the outcome of the SPPC meeting and any sanctions if applicable. Upon notification, the student may appeal the decision in writing to the Dean within seven (7) calendar days of notification. The appeal should be based upon new and relevant information. The Dean normally replies within 14 working days of receiving the written appeal. If the student does not appeal within seven (7) calendar days of notification, **the SPPC recommendation is to be final**.

The Dean does not meet with the student prior to receiving the written appeal material. In the case of an appeal, the student may appeal to the Dean based only upon new and meaningful information not available to the SPPC. **The Dean's decision is final.**

SPPC Procedures for Non-academic Matters

Charges of misconduct may arise from a student (or group of students), professor, adjunct professor or preceptor. Students can communicate via email or in person to the SPPC or Associate Dean/VP for Student Services. Their privacy will be strictly maintained. Within three (3) days of the alleged misconduct or discovery of alleged misconduct, the accuser(s) should discuss the situation with the Vice President of Student Services. Dated and detailed notes should be taken to describe the discussion. Every effort should be made to maintain confidentiality in these discussions.

All instances of suspected misconduct by a student must initially be reported through the Director of Student Affairs. The Director in turn notifies the Associate Dean of Student Services and appropriate Associate Dean of the suspected misconduct. The Dean is advised and constitutes an ad hoc committee to investigate the charges.

The ad hoc committee investigates the charges and reports back to the Dean in a timely manner. Whenever possible, the investigation should include a personal interview with the student(s), witnesses and others, as necessary. If the student(s) admits to the charges, the Dean may either render adjudication directly or refer the case to the SPPC for resolution. If the student(s) does not admit to the charges, the case is referred to the SPPC for review.

The Chair of the SPPC notifies the accused student(s) and schedules a hearing with the Committee. This hearing typically is held within ten (10) days of the referral of the case to the Committee.

Findings of the investigation is presented by the ad hoc committee to the SPPC at the hearing. The accused student(s) meets with the SPPC and be informed of the allegations and afforded an opportunity to defend him/herself. Although the hearing's purpose is fact-finding, the accused student(s) have the right to solicit advice and to offer witnesses to support his/her position.

All sessions of the Committee are closed to all individuals except those immediately concerned in the case. **No attorney is present, as this is not a legal proceeding.** All persons present at the proceedings are bound to disclose no more than the Committee does in its official report on the case.

Revelation of such details is considered a violation of the Honor Code. The testimony of each witness is given while the other witnesses in the case are out of the room.

The Committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the Committee on any matter. The Committee sets rules for the conduct of all cases and all arrangements connected with taking evidence. Timeframes for investigation of hearings and proceedings may be altered if circumstances warrant.

Professionalism Issues with Staff or Faculty

Any recommendations regarding faculty or staff's behaviors are forwarded to the Deans Council for action.

Rights of the Student

With respect to violation of the student Honor Code, a student of DYU.COM is guaranteed the following rights:

- The right to a prompt hearing
- The right to a reasonable amount of time to prepare for his/her hearing
- The right of being presumed innocent until proven guilty
- The right to solicit advice
- The right to appeal
- The right to expect that Student Services deal with his/her case in a confidential manner

Deliberation of the Committee takes place in private and remain confidential. Voting on decisions of whether misconduct has occurred is by secret ballot and determined by a simple majority. If the Committee determines that the student was in violation of the Honor Code, it considers and renders an appropriate sanction included but not limited to:

Admonition: This consists of a verbal or written warning. Admonitions do not become a part of the student's longitudinal record and may not be reviewed or appealed by the student.

- Ineligibility for election and/or removal from student office or organizational office for specified period of time.
- Withholding of official transcript, barring re-admission to the COM, and/or blocking a student from enrolling for a specified period of time.
- Restitution, whether monetary or by specific duties, or reimbursement for damages to or misappropriation of the COM, student, staff, or faculty property.

Academic Sanctions: Writing a paper, reduction of grade on an examination, assignment, or course; repetition of a course(s); being assigned additional clinic or laboratory activities or coursework; repeating of an exam, coursework, or even an entire academic year or semester or other appropriate penalties.

Conduct Probation: A penalty levied for a specific time, the duration of which is determined by the seriousness of the circumstances. It carries with it a warning that any further violations of DYU-COM regulations result in more serious disciplinary action. Conduct probation is removed from the student's longitudinal record in the Office of Student Services.

The SPPC may also recommend to the Dean, Disciplinary Probation or Suspension of a student.

Disciplinary Probation: A penalty for a definite period determined by the circumstances of the case. This is the most severe penalty under which a student may remain at the COM. Disciplinary Probation may result in a warning that further violations may be cause for disciplinary suspension or expulsion. A record of the disciplinary probation remains a part of the student's longitudinal record in the Office of Student Services.

Suspension: This penalty may be imposed for continued and/or flagrant violation of the disciplinary probation terms, or it may be imposed directly in first offense cases that warrant such action. In the case of suspension, the student is barred from all campus and non-campus activities.

The SPPC Chair notifies the student of the outcome of the SPPC meeting and any sanctions if applicable. Upon notification, the student may accept the decision by signing the notification letter or may appeal the decision in writing to the Dean within seven (7) calendar days of notification.

The appeal should be based upon new and relevant information. The Dean normally reply within 14 working days of receiving the written appeal. If the student does not appeal within seven (7) calendar days of notification, the SPPC recommendation is final.

The Dean will not meet with the student prior to receiving the written appeal material. In the case of an appeal, the student may appeal to the Dean based only upon new and meaningful information not available to the SPPC. The Dean's decision is final.

Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are also civil or criminal violations. Whenever disciplinary actions lead to the student leaving D'Youville University-College of Osteopathic Medicine grades are assigned in accordance with the DYU-COM grading policy.

Withdrawal: Withdrawal is administrative removal of a student from a class or from DYU-COM and may be imposed in instances of unmet financial obligation to the COM.

The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.

Dismissal: Dismissal is permanent severance from D'Youville University-College of Osteopathic Medicine.

Revocation of Degree: The revocation of degree may occur for discovered misconduct of prior students. Allegations of misconduct, which may result in a revocation of a granted degree, is considered by the Dean.

All minutes and evidence are maintained by the Office of Student Services and the Dean.

Special Meetings of the SPPC

The Associate Dean for Preclinical Education may call a meeting of the SPPC to determine placement of a student who has taken an approved extended leave or has been on suspension to determine where the student picks up in the curriculum and to determine if any additional curriculum is needed.

Rewarding Professionalism

Students who demonstrate exceptional and outstanding professionalism throughout medical school will be rewarded by a special accommodation in the Deans Letter. This would be beneficial for the students future training as a resident.

Every semester professionalism will be accessed by instructors and staff and graded at the end of the semester with a pass/fail grade. Professionalism is one of the major competencies of the

programmatic learning outcomes and the school will train the students in professionalism very seriously.