Virginia Tech Carilion School of Medicine (VTCSOM)

Statement: Violations of the Attributes of Professionalism and/or Teacher-Learner Compact
Subject: Student Affairs
Administrator: A. Knight
Rev.: 4
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Definitions

Referrer- the individual (faculty, staff or student) making the accusation of a violation.

Referred student(s)- the student(s) against whom a violation has been filed.

Honor Board Faculty Advisor- a faculty member appointed by the dean who serves as an advisor to the Honor Board chair and the Honor Board.

Honor Board student members- three students from each class, elected by their peers, to serve on the Honor Board.

Honor Board faculty members- three faculty members appointed by the dean to serve on the Honor Board.

Honor Board Chair- a student who is elected by their class to serve on the Honor Board and who has been recommended by the Honor Board to serve as its chair. The Honor Board Chair is selected by the Honor Board Advisor on the recommendation of the Honor Board.

Facilitated discussion- a discussion about the reported violation attended by the referrer(s) of the case, the referred student(s), and one VTCSOM Honor Code Faculty member.

Appellate officer- the individual appointed by the dean to serve in an advisory capacity in the event of an appeal of a sanction.

Student conduct hearing- the hearing wherein the panel hears the evidence, the testimony of the referrer(s), referred student(s), and witnesses, determines guilt or innocence, and recommends the penalty when the referred student(s) is determined to be guilty of a violation.

Student Conduct hearing panel- the panel designated to hear and determine sanctions related to allegations of violations.

Educational Assignment- the least restrictive sanction.

Non-academic Probation- the sanction that results in the student(s) being placed on probation.

Suspension- the sanction that results in the student(s) being suspended from school.

Dismissal- the sanction that results in the student(s) being dismissed from school.

Reviewed by Dr. Knight and Ms. Stovall June 24, 2018. Approved by the MSPPC June 27, 2018.
1 Purpose

VTCSOM takes the precepts outlined in the Attributes of Professionalism and the Teacher-Learner Compact quite seriously and has developed a prescribed process regarding alleged student violations of either of them. The Medical Student Performance and Promotion Committee (MSPPC) is delegated the ultimate responsibility for overseeing the student conduct system. The process of addressing concerns is incremental. Therefore, students facing an accusation may be expected to attend a hearing by a Student Conduct Panel a subgroup of the VTCSOM Honor Board (the body designated by the MSPPC to conduct student conduct hearings). The VTCSOM Student Conduct Panel would then recommend potential actions to the MSPPC. These actions may impact the status of a student found responsible for a violation with sanctions up to and including dismissal from VTCSOM.

Violations of academic integrity fall within one of four categories: Cheating, Plagiarism, Falsification, and Academic Sabotage. An infraction of one or more of these areas shall be covered under the VTCSOM Honor Code process.

2 Policy

Definitions of the various committees

1. Medical Student Performance and Promotion Committee (MSPPC)- the VTCSOM committee delegated with the ultimate responsibility for overseeing the student conduct system. The membership of the MSPPC is further described in the student and faculty handbooks.

2. VTCSOM Honor Board- the elected body made up of three students from each class and three faculty members. For details on the appointment of the VTCSOM Honor Board members. (see the VTCSOM Honor Code policy).

3. VTCSOM Student Conduct Panel- a panel made up of three students and one faculty member selected from among the VTCSOM Honor Board. This panel conducts the hearings related to violations of the VTCSOM Attributes of Professionalism and/or Teacher-Learner Compact and reports to the MSPPC.

Student Violation of the Attributes of Professionalism and/or Teacher-Learner Compact

Circumstances may arise when a faculty member, staff member, medical school administrator, resident physician, other healthcare worker, fellow student, or other individual involved directly or indirectly with medical student education feels that a student has exhibited an action or behavior that they would consider unprofessional and/or a potential violation of the Attributes of Professionalism and/or the Teacher-Learner Compact but is not directly related to academic integrity. When this occurs, the following process should be followed. The incremental process identifies a hierarchy of individuals who may address the concern.

Reporting of Violation of the Attributes of Professionalism and/or Teacher-Learner Compact

It is the obligation of all members (students, faculty, and staff) of the VTCSOM community to report alleged violations of the Attributes of Professionalism and/or the Teacher-Learning Compact which have not been resolved in a more formative means. The referrer shall notify via email the Senior Dean for Student Affairs or the chair of the MSPPC.
3 Procedure

The procedure concerning a violation of the Attributes of Professionalism and/or Teacher-Learner Compact is intended to be progressive allowing for the student who committed the potential violation to be made aware of the infraction and remedy it prior to a hearing or other actions. Steps in the process are as follows:

1. The individual who has witnessed or experienced the behavior may address their concern directly with the student, identifying the specifics of their concern and requesting that the behavior stop or other action be taken to correct the situation.
2. If that fails to correct the situation or if the individual so chooses, he/she may address his/her concern verbally or in writing with whomever would be considered their direct report or the student’s direct supervisor in the context in which the concerning behavior has occurred.
3. If that fails to correct the situation or if the individual so chooses, he/she may address his/her concern with the appropriate Domain or Clerkship Director.
4. If that fails to correct the situation or if the individual so chooses, he/she may address his/her concern with either the Senior Dean for Student Affairs or the Senior Dean for Academic Affairs (or designee).
5. Once any individual involved in the process has determined that they will address the concern, they must meet with the student within three (3) business days of when the concern is brought to their attention. During this meeting they are to discuss the nature of the concern/s and identify possible resolution. Should an understanding be reached regarding a resolution, all those who were involved in the process will be informed of the proposed resolution by the person who addressed the concern. If the behavior continues or is repeated after an apparent resolution has been determined, this should be reported in writing the Senior Dean for Student Affairs or the Senior Dean for Academic Affairs (or designee) and request that the Student Conduct Panel be convened.
6. If the person who initially raised the concern is not satisfied with the outcome of the initial inquiry, they may request that the concern be forwarded to the Senior Dean for Student Affairs or the Senior Dean for Academic Affairs (or designee) and request further action.
7. At any point in this process, based on the nature of the concern, the repetitive nature of it, the comfort of the individual in addressing the concern, or the student’s response when the concern is brought to their attention, any of the above individuals may bring the concern directly to the Senior Dean for Student Affairs or the Senior Dean for Academic Affairs (or designee) and request further action.
8. All concerns brought to Senior Dean for Student Affairs or the Senior Dean for Academic Affairs (or designee) with a request for further action should be in writing, specifying in appropriate detail the nature of the concern. The receipt of such information by Senior Dean for Student Affairs or the Senior Dean for Academic Affairs (or designee) will automatically lead to a formal investigation.
9. Appropriate cases, if agreed to by the referrer and the referred student(s), can proceed to a facilitated discussion as described below.
10. If it is determined that a Student Conduct Panel hearing is necessary, the hearing should be done within three (3) business days.
Functions of the Facilitated Discussion: The Facilitated Discussion shall be attended by the referrer(s) of the case, the referred student(s), and one VTCSOM Honor Board faculty member. The Facilitated Discussion shall fulfil the following functions:

a. It shall assure that the rights of the referred and the referrer are protected and assure due process.
b. It shall facilitate a discussion between the referrer and referred student(s).
c. It shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a VTCSOM Hearing Panel.
d. It shall create a record of a VTCSOM Honor Code violation if all parties conclude that a violation did occur. This record shall be kept in the VTCSOM Honor Board’s confidential case files.

Eligibility for the Facilitated Discussion: A suspected professionalism violation violation will be eligible for a Facilitated Discussion if the referred student(s) is (are) not on Probation and does (do) not have an active VTCSOM Professionalism or Honor Code Sanction at the time the report of the suspected violation.

Operation

1. The VTCSOM Honor Board Chair, after determining a case eligible for a Facilitated Discussion, will notify the referrer(s) and the referred student(s) of this determination.
2. The referrer(s) and referred student(s) will then have no more than ten (10) University business days to notify the VTCSOM Honor Board Chair of their desire to participate in a Facilitated Discussion.
3. If either the referrer(s) or the referred student(s) does not agree to participate in the Facilitated Discussion, the case will be sent to the VTCSOM Student Conduct Panel hearing.
4. During the Facilitated Discussion, the referrer(s) of the alleged violation and the referred student(s) will attempt to reach a resolution, with the assistance of the VTCSOM Honor Code Faculty Member. The referred student(s) and the referrer(s) are required to answer the following question: “Is the student guilty of the alleged violation?” A determination of guilt shall require both the referrer(s) and the referred student(s) to agree the student is guilty of the alleged violation. A determination of not guilty shall require both the referrer and the referred student to agree that the student is not guilty of the alleged violation. In the absence of such an agreement, the case shall be sent for VTCSOM Student Conduct Panel hearing.
5. If the referrer(s) and referred student(s) agree that the student is guilty of the alleged violation, the referrer(s) and referred student(s) may then decide upon an appropriate penalty.
6. The referrer(s) and referred student(s) must both come to an agreement on the appropriate penalty. In the absence of such an agreement, the case shall be sent for VTCSOM Student Conduct Panel hearing.
7. The referred student(s) or referrer(s) may withdraw from a decision reached during a Facilitated Discussion for any reason.
8. If the referred student(s) or referrer(s) withdraws from the Facilitated Discussion decision, the case shall be immediately sent for VTCSOM Student Conduct Panel hearing.
Functions of the VTCSOM Student Conduct Panel
The VTCSOM Student Conduct Panel shall perform the following functions:

a. It shall hear testimony of the referrer(s), referred student(s), and witnesses.
b. It shall assure that the rights of the referred student(s) and the referrer(s) are protected and assure due process.
c. It shall determine guilt (responsible for the violation) or innocence.
d. It shall recommend the penalty when the referred student(s) is determined to be responsible for the violation.

Operation

1. For each case, the VTCSOM Student Conduct Panel shall conduct a hearing.
   a. The number of voting faculty shall not exceed the number of voting students present. The VTCSOM Student Conduct Panel student and faculty members shall be selected as outlined above. Each student and faculty member shall have full voting privileges, while the VTCSOM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the moderator of the hearing. In addition, the VTCSOM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an advisory capacity to the VTCSOM Honor Board Chair and the VTCSOM Student Conduct Panel.
   b. All VTCSOM Student Conduct Panel hearings shall adhere to the basic tenets of due process.
   c. All persons involved with the hearing have the right to be treated with respect. Persons displaying disrespect for another person at the hearing or contempt for the proceedings shall be dismissed, and the hearing shall be concluded in their absence.
   d. All evidence regarding cases should be submitted during the evidence gathering and interviewing process. If additional information is submitted after the case is sent forward, the VTCSOM Student Conduct Panel will decide the relevancy of that information.
   e. The referred must be found responsible before any consideration is given to the penalty, unless the referred pleads guilty, in which case the deliberations shall focus solely on the penalty.
   f. In evaluating evidence and testimony regarding guilt or innocence, each member of the VTCSOM Student Conduct Panel shall consider whether or not there exists substantive evidence of guilt. The verdict of guilt or innocence shall be determined solely based on the facts regarding the charge, i.e., based on evidence collected and testimony presented at the hearing.
   g. At the conclusion of the deliberations on guilt or innocence for each charge against the student, the VTCSOM Honor Board Chair shall poll the members of the Student Conduct Panel on the question: "Is the student responsible for the alleged violation?" An affirmative vote represents "responsible," while a negative vote represents "not responsible." A determination of responsibility shall require a majority vote. In the absence of such a vote, the Panel shall be deemed to have found the student "not responsible." An abstention shall not be counted as a vote. In the unlikely event that a majority of the VTCSOM Student Conduct Panel members do not vote or...
there is a tie vote, then the current panel shall be dismissed and a new panel shall be convened to re-hear the case.

h. In determining the appropriate sanction, such factors as the referred student’s past history of violations and severity of the violation may be considered.

i. Recommendations of penalty shall be by majority vote. An abstention shall not be counted as a vote. In the event of a tie vote, the current panel shall be dismissed and a new panel convened to re-hear the case.

Actions
1. The recommendations (verdict, and penalty if required) of the VTCSOM Student Conduct Panel shall be submitted in writing by the VTCSOM Honor Board Chair to the Senior Dean for Student Affairs (or designee) in order to expedite a review by the Medical Student Performance and Promotion Committee (MSPPC).
2. No penalty shall be announced until an official decision has been rendered by the MSPPC.
3. The official decision of the MSPPC shall be transmitted in writing to the referred student(s), the referrer(s), and (if applicable) the course instructor. The referred student(s) shall also be notified of the right to appeal the decision.
4. When the VTCSOM Student Conduct Panel’s recommendation is not accepted by the MSPPC, the VTCSOM Honor Board shall be notified of this decision of the MSPPC by the Senior Dean for Student Affairs and a new hearing with a newly constituted hearing panel will occur.

Appeals
1. The referred may appeal the official decision to the VTCSOM Dean on grounds of (1) failure of the VTCSOM Student Conduct Panel to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of the penalty. The imposition of the penalty shall be deferred until the termination of the appeals process.
2. The VTCSOM Dean must be notified of an intention to appeal within five (5) University business days after the referred receives written notification of the verdict and penalty.
3. In the event of an appeal, the VTCSOM Dean shall consult with the appellate officer.
4. The referred may present the argument of the defense before the dean and appellate officer.
5. The appeals hearing is not a new comprehensive hearing and must be focused solely upon one or more of the following: (1) failure of the VTCSOM Student Conduct Panel to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of penalty. The hearing shall be limited to the consideration of the specific information pertaining to one or more of the above. The burden shall be placed on the appealing student(s) to demonstrate why the original finding or sanction should be changed.
6. The decision of the Dean is limited to grounds of the appeal. Judgments are made according to the following guidelines:
   a. Failure of the VTCSOM Honor Board to Follow Proper Procedures. Determine whether or not the VTCSOM Student Conduct Panel followed proper procedures. If proper procedures were followed, then the official
decision is enforced. If proper procedures were not followed, then the student is acquitted and the case is closed.

b. Introduction of New Evidence. Determine whether or not the new evidence is relevant to the official decision. In the event that the information is determined to be relevant, the appeals board would request a new hearing with no members from a previous VTCOM Student Conduct Panel. If information is determined to be irrelevant, then the official decision is upheld.

c. Severity of Penalty. Determine if the penalty is too severe for the violations of which the student was found guilty. The finding of guilt is not appealable and the case will not be retried. In the event that the penalty is found to be too severe, a lower penalty may be given.

7. The final determination of an appeal shall be the sole responsibility of the VTCOM Dean. The referred student(s), VTCOM Honor Board Chair, VTCOM Honor Board Faculty Advisor, and MSPPC chair shall be notified in writing of the disposition of the appeal.

Sanctions
Where guilt is determined, the VTCOM Student Conduct Panel or VTCOM Facilitated Discussion shall also be responsible for determining an appropriate sanction. There are four major penalty levels (1-4) with increasing severity. These penalties are: (1) VTCOM Student Conduct Educational Assignment, (2) Probation, (3) Suspension, and (4) Permanent Dismissal (these are described in detail below). For each charge of a violation of the VTCOM Attributes of Professionalism and/or Teacher-Learner Compact for which a student is found (or pleads) responsible, one of these four penalties must be given. For those cases where probation, suspension, or dismissal is not warranted, the subparts of penalty 1 (VTCOM Student Conduct Panel Educational Assignment) provide a further gradation in the penalty action. Whereas penalties 2, 3, and 4 must be given as a whole (i.e., no parts may be given without the others), penalty 1 may be given in part or in full. However, if penalty 1 is selected, parts a-c must always be given. Only part d of penalty 1 shall be optional. The very minimum penalty given shall be penalty 1, parts a-c.

1. VTCOM Student Conduct Educational Assignment (parts a-c are mandatory, part d optional)
   a. The referred student shall not be suspended from VTCOM. The sanction is a warning and is intended to serve as a deterrent against future misconduct.
   b. A record of the action shall be kept in the referred student's folder (not the official transcript) in Academic Affairs until graduation from VTCOM or termination of enrollment.
   c. The referred student shall be required to attend a meeting or meetings with the VTCOM Honor Board Chair and the Senior Dean for Student Affairs for the purpose of achieving a better understanding on the student’s actions relative to the VTCOM Attributes of Professionalism and/or Teacher-Learner Compact. Failure to participate in the meetings(s) shall be considered unprofessional behavior and subject to further sanctions.
   d. The referred student shall be required to perform an appropriate number of hours (not to exceed 50) of public service and/or restitution congruent with
the nature of the offense. Failure to perform this service shall be considered unprofessional behavior and subject to further sanctions.

2. Non-Academic Probation (all parts mandatory)
   a. The referred student shall not be suspended from VTCSOM, but shall be placed on Probation for a specified period of time not less than for the entirety of the current semester. The sentence of Probation is a warning and is intended to serve as a deterrent against future misconduct.
   b. A record of the action shall be kept in the referred student’s folder (not the official transcript) in Academic Affairs until graduation from the University or termination of enrollment.
   c. A description of the VTCSOM Probation shall appear on the student’s Medical Student Performance Evaluation (MSPE).
   d. The referred student shall be required to attend a meeting or meetings with the VTCSOM Honor Board Chair and the Senior Dean for Student Affairs for the purpose of achieving a better understanding on the student’s actions relative to the VTCSOM Attributes of Professionalism and/or Teacher-Learner Compact. Failure to participate in the meetings(s) shall be considered unprofessional behavior and subject to further sanctions.
   e. The referred student shall be sanctioned to perform an appropriate number of hours (not to exceed 50) of public service and/or restitution congruent with the nature of the offense. Failure to perform this service as specified by the VTCSOM Honor Board shall be considered unprofessional behavior and subject to further sanctions.

3. Disciplinary Leave of Absence (all parts mandatory)
   a. Disciplinary Leave of Absence is immediate and the referred student shall not be allowed to complete the current semester. In addition, the referred student shall be suspended for a period not to exceed one (1) full academic year following the current semester.
   b. All credits shall be lost for work done during the semester in which the referred student is currently enrolled.
   c. The notation “suspended for professionalism violation” shall appear on the referred student’s permanent record (transcript) under the semester in which the violation occurred and shall be described in the student’s MSPE.

4. Permanent Dismissal (all parts mandatory)
   a. The referred student shall be permanently dismissed from VTCSOM without being allowed to complete the current block or rotation.
   b. All credits shall be lost for work done during the semester in which the referred student is currently enrolled.
   c. The referred student may never re-enroll in the MD program at VTCSOM.
   d. The notation “permanently dismissed for violation of the VTCSOM Attributes of Professionalism and/or Teacher-Learner Compact” shall appear on the referred student’s permanent record (transcript) under the semester in which the violation occurred.

Acquittal

Reviewed by Dr. Knight and Ms. Stovall June 24, 2018. Approved by the MSPPC June 27, 2018.
In the event of acquittal, all records of any description in conjunction with the hearing shall be completely destroyed, except the "charges" and the "Findings of the Board," which shall be filed in the VTCSOM Honor Board's confidential file.

**Rights of the referred student**

1. A student accused of violating the VTCSOM Attributes of Professionalism and/or Teacher-Learner Compact shall have certain procedural guarantees to ensure fair hearing of evidence. These rights under the MD Honor Code shall be as follows:

   b. Students shall be considered innocent until found to be guilty.

   c. Students shall have the right to be secure in person and property.

   d. Students shall have the right to refrain from speaking for or against themselves.

   e. Students shall have the right to speak in their own behalf.

   f. Students may choose a member of the VTCSOM community, such as a fellow student, faculty member, or staff member who is willing to assist them in preparing their defense. This person may attend a Facilitated Discussion if the referrer is a member of faculty or staff, but may only participate in an advisory capacity to the student. During a VTCSOM Student Conduct Panel hearing, the student's representative shall only be allowed to address the VTCSOM Student Conduct Panel; they may not question witnesses. Lawyers retained by referred student(s) shall not be permitted at the VTCSOM Student Conduct Panel hearing. A member of the student's immediate family or significant others may attend the VTCSOM Student Conduct Panel hearing, but shall be there strictly in an observatory role. They will not participate in the procedure in any way and will also be advised of the strict confidentiality of the matter before the VTCSOM Student Conduct Panel.

   g. Students may have any VTCSOM Student Conduct Panel hearing that they are entitled to attend stopped at any time for a point of clarification.

   h. Students may leave any VTCSOM Student Conduct Panel hearing at any time; however, it is in their best interest to remain until they are made aware of all the details.

   i. Students shall have the right to receive written notice of the charges, the "Order of Events for VTCSOM Student Conduct Panel," and any other pertinent information sufficiently in advance of the VTCSOM Student Conduct Panel hearing and in reasonable enough detail to allow them to prepare a case on their behalf. Likewise, students shall have the right to examine all evidence collected during the evidence gathering prior to the VTCSOM Student Conduct Panel Hearing. The students and their representatives shall have a copy of the evidence during the VTCSOM Student Conduct Panel Hearing.

   j. Students shall have the right to be aware of all testimony.

   k. Students shall have the right to face the referrer(s), when such opportunity exists, at the VTCSOM Student Conduct Panel Hearing and to present a defense against the charges, including presenting witnesses on their behalf. Consequently, students shall be consulted in the scheduling of the VTCSOM Student Conduct Panel Hearing. However, students shall only be allowed to reschedule the VTCSOM Student Conduct Panel Hearing one (1) time.
Except under extenuating circumstances, VTCSOM Student Conduct Panel Hearing shall not be rescheduled unless the VTCSOM Honor Board Chair or the VTCSOM Honor Board Faculty Advisor is notified of the requested change prior to three (3) working days preceding the scheduled hearing date.

l. Failure of students to be present at the VTCSOM Student Conduct Panel Hearing, assuming reasonable effort has been made to ensure their presence, shall indicate that they are waiving their rights to face the referrer(s) and to appear before the VTCSOM Student Conduct Panel.

m. Students may ask that a panel member be excused from the VTCSOM Student Conduct Panel Hearing if they can give reasonable cause why that panel member may be biased or have some other conflict of interest. The VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor shall make a final ruling on any such request.

n. Referred student shall have the right to an appeal.

Obligations of the referred student
Students accused of a violation of the VTCSOM Attributes of Professionalism and/or Teacher-Learner Compact shall have the responsibility of cooperating with VTCSOM Honor Board personnel. Furthermore, when a case involves other students, these students’ rights to privacy should be observed. Students should be aware that the confidentiality of VTCSOM Student Conduct Panel proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on VTCSOM Office of Enrollment Management [https://medicine.vtc.vt.edu/student-life/enrollment-management/student-privacy-ferpa.html](https://medicine.vtc.vt.edu/student-life/enrollment-management/student-privacy-ferpa.html).

Rights of the Referrer
1. A person referring charges of a MD Honor Code violation against a VTCSOM student shall be accorded the following rights:
   a. The referrer shall have the right to choose one person (any member of the VTCSOM community, such as a VTCSOM student, a VTCSOM faculty or staff member) to assist them in preparation of the case. This person is not allowed to be present at the VTCSOM Student Conduct Panel Hearing.
   b. The referrer shall have the right to review the report prepared by the associate chair, prior to the scheduling of a VTCSOM Student Conduct Panel Hearing.
   c. The referrer shall have the right to suggest corrections and/or additions to the report prepared by the associate chair, prior to the scheduling of a VTCSOM Student Conduct Panel Hearing. The referrer shall have the right to receive a copy of the evidence collected during the evidence gathering, the "Order of Events for the VTCSOM VTCSOM Student Conduct Panel Hearing" and any other pertinent information.
   d. The referrer shall have the right to receive written notification of the final disposition of the case.
   e. The referrer shall have the right to safety.
Obligations of the Referrer

1. A person bringing charges of a violation of the VTCSOM Attributes of Professionalism and/or Teacher-Learner Compact against another shall accept the following obligations:

   a. The referrer shall cooperate with the VTCSOM Honor Board Chair, the VTCSOM Honor Board Faculty Advisor, and any other personnel of the VTCSOM Student Conduct Panel.
   
   b. The referrer shall be expected to appear at the VTCSOM Student Conduct Panel Hearing.
   
   c. The referrer shall have the responsibility of maintaining confidentiality in all matters pertaining to the case. However, referrers may discuss the case with their counsel (see Article X, Section 1, item 1). The referrer should be aware that the confidentiality of VTCSOM Student Conduct Panel proceedings maybe covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the VTCSOM Enrollment Management website at [https://medicine.vtc.vt.edu/student-life/enrollment-management/student-privacy-ferpa.html](https://medicine.vtc.vt.edu/student-life/enrollment-management/student-privacy-ferpa.html).

Protecting Confidentiality

Circumstances may arise when an individual feels the need to bring forth a concern regarding a student to the school administration but for whatever reason desires to remain anonymous. In such circumstances, the individual is encouraged to contact their supervisor to initiate the grievance. The process of addressing the concern would be that listed above, with the exception that the individual who addresses the concern with the student would be the supervisor who would serve as the proxy for the person who brought forth the concern and wished to remain anonymous. It must be recognized that the ongoing desire for anonymity on the part of the person raising the concern may limit those involved with investigating the complaint and attempting to determine a resolution.

Suspension from School

In circumstances when it is believed that a student’s presence on campus or in the clinical setting, based on the nature of the concern, could have the potential to adversely impact the safety and/or well-being of others, that student may be placed in a suspension status and barred from campus by joint agreement of the Senior Dean for Student Affairs and the Chair of the MSPPC pending an MSPPC hearing. Should this occur, the Dean must be notified in writing and an emergency meeting of the MSPPC must be held within 3 business days to review the circumstances of the violation and make recommendations. The student’s suspension status would be reviewed as part of the emergency meeting and could be extended by a determination of the MSPPC.

Non-Academic Probation

The MSPPC is responsible for monitoring student probation status. If a student is placed on probation by the MSPPC, the student must complete the requirements of the probation and inform the Chair of the MSPPC in writing how the terms of the probation have been completed. Once the Chair of the MSPPC has determined that the terms of the probation have been completed, the Chair will contact the Senior Dean for Student Affairs in writing, outlining that the student has completed the requirements of the probation and is no longer in a probationary status. The MSPPC has the option to hold an informal hearing to interview
the student prior to making this determination. Student probation will not be recorded on the student’s transcript but will be mentioned in the MSPE.

If a student does not complete the terms of the probation, this would constitute a violation of their probation status and the MSPPC will hold a formal hearing and proceed with a dismissal hearing.

**Disciplinary Leave of Absence**
Only the MSPPC can place a student on a disciplinary leave of absence, or approve the return of a student to coursework from a disciplinary leave of absence. The MSPPC may consider requests to return from a disciplinary leave of absence when the student has completed the terms requested by the MSPPC, which may in some circumstances include a mandatory psychiatric, psychological, and/or substance abuse evaluation. The student must complete the requirements of the leave of absence and inform the Chair of the MSPPC in writing how the terms of the disciplinary leave of action have been completed. Once the Chair of the MSPPC has determined that the terms of disciplinary leave of action have been completed, the Chair will contact the Senior Dean for Student Affairs in writing, outlining that the student has completed the requirements of the disciplinary leave of action is no longer in a disciplinary leave of absence status. The MSPPC has the option to hold an informal hearing to interview the student prior to making this determination. Student disciplinary leave of absence will not be recorded on the student’s transcript but will appear in the MSPE.

**Conflict of Interest**
In the event of conflict of interest, real or perceived, members of the MSPPC will be expected to recuse themselves from the official proceedings of the committee. The student has the right to challenge the presence of individual members of the VTCSOM Student Conduct Panel at a hearing or individual members of the MSPPC at the committee meeting. The determination of such a conflict will be made by the VTCSOM Honor Board Chair or Chair of the MSPPC. If the VTCSOM Honor Board Chair or the Chair of the MSPPC is the individual in question, the determination of such a conflict will be made by the Senior Dean for Academic Affairs.