

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.