

D'YOUVILLE UNIVERSITY

Policy Title: Academic Standards

Responsible Unit: D'Youville University, DYU-COM

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I. Grading

Grading System

Pass/Fail System

The D'Youville University *proposed* College of Osteopathic Medicine *seeking accreditation* shall operate on a pass/fail grading system for Years 1 and 2, and an honors/pass/fail grading system for Years 3 and 4.

Students will be required to remediate all courses where the student's grade falls below 70%. Students are required to remediate or complete a curriculum where the student's grade falls in IC (Incomplete) status. Students who do not successfully complete or remediate these courses are awarded an F or failing grade. All courses have a pass (P) or fail (F) designation in all years, and an additional honors (H) designation in Years 3 and 4.

In years 3 and 4, the additional grade of honors (H) is available to those students who meet the criteria for "recommend honors" on all graded assessments per the individual rotation syllabus.

Assessment of performance compared to national cohorts is made through the Comprehensive Osteopathic Medical Licensing Examination-USA Levels 1 and 2-CE (COMLEX-USA), and the Comprehensive Osteopathic Medical Achievement Test (COMAT) examination series.

Incomplete Grade

The grade of IC (Incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). The IC should be removed no later than ten (10) days after it was assigned, unless otherwise specified by prior agreement with the Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education to extend the deadline. If the IC is not removed within the stated period, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the IC may be changed to a grade of W, with the approval of the Dean. A student with an IC on their transcript

at the beginning of the third and/or fourth year will not be allowed to begin their third- and/or fourth-year rotations until the IC has been removed from the transcript.

Graduation with Honors

The Designation of “Honors” for graduation will be determined by a cumulative average in the upper ten percent of the graduating class. The student will receive a diploma inscribed with “Honors.”

Additional Grading Policies

Course Repeat Policy

Should a student fail to academically progress while enrolled in medical school and based on the totality of the student’s academic performance while enrolled, the Student Progress and Professionalism Committee (SPPC) may recommend that a student repeat an academic year in order to establish a firm foundation to assist the student in their studies of the previously taken subjects. Students approved for readmission after a period of suspension, or an approved leave of absence, may also be required to repeat previously taken courses.

Final Course Grade Appeal Policy

A student may file an appeal to dispute a final course grade (not any individual course component) following the process outlined:

1. The student must initiate a formal grade appeal process by submitting the entire complaint and evidence of course assessment deficiency or calculation error to the Course Director within ten (10) business days of the grade being posted.
2. The Course Director shall respond to the student in writing using the submitted Course Grade Description: Pass (P) Passing Grade in Course as determined by Course Director, Fail (F) Failing Grade in Course as determined by Course Director, Honors (H) Honors Grade in Course as determined by Course Director, or Incomplete (IC) Incomplete Grade in Course. The Course Director will provide the Grade Appeal form within five (5) business days of having received the form.
3. If the appeal is not resolved to the student’s satisfaction, they can submit the appeal form to the Associate Dean for Pre-Clinical Education (Years 1 and 2) or to the Associate Dean for Clinical Education (Years 3 and 4) within two (2) business days of receiving the decision of the Course Director.
4. The Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education shall consider the appeal. After discussing the appeal with the student and the Course Director, the designated Associate Dean will render a written decision on the

Course Grade Appeal form, which must be returned to the student within five (5) business days. Decisions made by the designated Associate Dean are final.

5. If the grade appeal is upheld, the designated Associate Dean shall notify the Registrar about any need to change the student's grade in official academic records. If the grade appeal is rejected by the designated Associate Dean, the appeal process is thereby terminated, and the matter is considered closed.

II. Class Attendance

All osteopathic medical students are expected to attend all academic sessions including, labs, case-based learning sessions, small group learning sessions, clinical rotations, physical examination sessions, OSCEs, simulation activities, learning consolidation activities, etc. Students who are unable to attend mandatory learning sessions are still responsible for the material taught. Any make-up quizzes, assessments, sessions, or activities will be at the sole discretion of the Course Director.

III. Tuition and Fees

TUITION

For all academic programs of D'Youville University, tuition is established by resolution of the University Board of Trustees.

Rates of Tuition are proposed by the President and CFO based upon consideration of (a) the current rate of tuition, (b) accounting for cost inflation, (c) program demand, (d) tuition rates of similar or competitive institutions, (e) support of enrollment management and admissions strategies, and (f) fairness and equity to continuing and future students.

Proposed tuition rates are first presented to, reviewed and approved by the University Finance Committee. Following approval by the Finance Committee, they are presented to and approved by the full Board of Trustees.

The presentation and approval process is scheduled to allow tuition rates to be established approximately 1 year in advance of the year to which they apply (i.e. the rates for 2025-26 academic year would be approved in the Fall of 2024).

Note – Based upon the budgets reviewed by the University Board of Trustees, tuition for the initial academic year (2025-26) of the proposed osteopathic medicine program is expected to be \$55,000 annually.

D'Youville University Fees:

The following four fees are charged to all **D'Youville students** (all academic programs). Fee amounts noted are those approved for the 2024-25 academic year).

- General Fee - \$240/semester – covers orientation and graduation programs, as well as various student activities.
- Student Government Fee - \$175/semester – provides funding for the student-elected student government to fund student directed priorities, generally student activities.
- Technology Fee - \$190/semester – funds ongoing investment in information technology infrastructure on campus, as well as availability of student use computers and printers.
- Wellness Fee - \$65/semester – funds various programs for student mental health and holistic wellbeing.

D'Youville University proposed College of Osteopathic Medicine Fees:

Additional fees may be added and posted accordingly which may include:

- Laboratory fees, microscope fees, white-coat ceremony fees, simulation patient fees and special event fees.

IV. GENERAL REFUND POLICIES

All student tuition refunds are disbursed electronically through Nelnet Campus Commerce. Nelnet Campus Commerce offers convenient choices to receive a refund in a safe and timely manner. Students may select a refund choice through My D'Youville Self-Service and enter the required personal and contact information for the refund method they have chosen. Students can also review their refund history from the school. Nelnet Campus Commerce will contact students via text or email based on the contact preferences they have made when they have a refund ready for disbursement.

Refund Choices include:

- Direct Deposit -Deposits to your current checking or savings account. Funds available in 2-3 days. Must be a US bank.
- Paper Check - Delivered via mail to US addresses. Check received in 7-10 days.

Paper checks will be coming directly from Nelnet Campus Commerce and not from D'Youville. Refunds must be approved by the Student Accounts Office and cannot be generated until all financial aid posts to a student account.

Students may purchase books in the Campus Bookstore against their estimated credit balance using their student ID card.

100 percent of tuition and fees paid if a student officially withdraws or is dismissed before the end of the first week of classes during the Drop/Add period of each term. **The student will be refunded all tuition and fees.**

50 percent of tuition paid if a student officially withdraws or is dismissed before the end of the second week of classes of each term. **There is no refund of fees.**

25 percent of tuition paid if a student officially withdraws or is dismissed before the end of the third week of classes of each term. There is no refund of fees.

Student loan borrowers that officially withdraw or are dismissed will return funds to their private loan lender according to the following schedule.

The student will refund to the private loan lender:

100 percent of total loan disbursement received if a student officially withdraws or is dismissed before the end of the first week of classes during the Drop/Add period of each term.

90 percent of total loan disbursement received, after any institutional balance is paid, if a student officially withdraws or is dismissed before the end of the second week of classes of each term.

80 percent of total loan disbursement received, after any institutional balance is paid, if a student officially withdraws or is dismissed before the end of the third week of classes of each term.

D'Youville's refund program is administered by Nelnet Campus Commerce. Questions about refund choices may be directed to Nelnet directly at 800-609-8056. For Student Account information contact us at 716-829-7500 or studentaccounts@dyc.edu

REFUND OF CREDIT BALANCE UPON RECEIPT OF LOANS OR FINANCIAL AID

It is common for students to obtain and accept loans in excess of the tuition and fees due to D'Youville in order to fund other living expenses or indirect costs of attendance.

Credit balances on student accounts after the posting of loans or financial aid are remitted to students within 14 calendar days.

Drop/Add Period

Should a student enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation can be made in person, by electronic mail, or by Certified Mail.
- All acceptance fees will be refunded if the school does not accept the applicant or if the student cancels within seven (7) calendar days after signing the enrollment agreement and making initial payment.
- Cancellation after the seven (7) calendar days, but before the first class, results in a refund of all monies paid.
- If the student withdraws before the end of the Drop/Add all tuition and fees. Refunds of tuition will not be issued if a student withdraws after the Drop/Add period of Week 1 of each semester.
- Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- Refunds will be issued within 30 days of termination of students 'enrollment or receipt of Cancellation Notice from the student.

V. Student Promotion

Students are required to pass all courses in any given academic year (and not be placed under suspension, probation, or a modified course of study) in order to be promoted to the subsequent year. To be eligible for promotion to Year 3, students must have a passing score on the COMLEX-USA Level 1 Exam; students are allowed to begin Year 3 while awaiting a passing score on Level 1 and are designated provisional OMS-III students; once they have received a passing score, they are awarded full OMS-III status. All students must take Level 1 by July 1 of Year 3.

VI. Retention

Retention & Student Services Offered

DYU-COM will have the following resources available to students to enhance retention:

1. **Learning Specialists** – Full-time learning specialists with academic credentials in advanced education and who have experience advising students will be available to help guide students through adjustments in time management, academic difficulties, and learning strategies.
2. **Academic Advisors** – The Academic Advisor Program plays an important role at DYU-COM. The Academic Advisor-Advisee relationship is one of an institutional

representative providing insight or direction to a student about academic, professional, scholarly, and career planning issues. The nature of this direction may be to inform, suggest, counsel, discipline, coach, mentor, or even teach. The DYU-COM advising process ensures that both biomedical science and clinical faculty are involved in student advising and establishing relationships which create an atmosphere of trust and meaningful dialogue. The Advisor-Advisee relationship will ensure consistent feedback regarding academic performance and direct the student to additional resources within the institution as needed. All Advisors play an important role in identifying students experiencing academic, personal, or behavioral health problems and providing them with referrals to DYU-COM's Office of Student Affairs, Learning Specialists and/or Behavioral Health Services.

Students and faculty work closely together in the academic arena. Students are encouraged to use the advice, expertise, and help of the faculty through the Advisor program. Students should feel free to contact their assigned Advisor as frequently as necessary for advice, encouragement, and support. Advisors may assume a proactive role and become involved with their students when performance levels fail to meet minimum academic standards.

Third- and fourth-year students may continue to seek advising from their assigned pre-clinical advisor at the medical school. Students on clinical rotations are advised, however, to seek advice from the clinical faculty at the clinical rotation hospitals. Students in the third and fourth clinical years are encouraged to work with the faculty and administration concerning any challenges, which may be experienced while on rotations.

Early Warning System – Run through the Office of the Associate Dean for Pre-Clinical Education, the Early Warning System tracks summative exam scores to identify students at risk of academic failure, or who are experiencing a sudden change in academic performance. Once identified, students may be required to meet with a Learning Specialist, the Associate Dean for either Pre-Clinical and/or Student Services, and/or the student's assigned Academic Advisor. Students may be counseled in areas such as study skills, time management, exam taking and self-assessment. Students may also be advised to meet with the school's behavioral health team to address personal concerns such as exam anxiety and stress management. Other resources available to the student may be identified and offered.

Behavioral Health Resources – For mental health counseling, DYU and the *proposed* College of Osteopathic Medicine makes available resources for mental health counseling for both in-person as well as virtual visits in a confidential manner to support the needs of the students.

In some cases, students may request assistance with studying and learning skills and the student may be referred to a Learning Specialist for further assessment and assistance.

Collectively, the entire system works together to communicate with students as early as possible and as often as possible in support of each student's academic progress.

Career Counseling - DYU-COM provides career counseling to assist students in evaluating career options and applying to graduate medical education (GME) training programs.

Financial Aid & Literacy

All prospective students can receive guidance and information pertaining to financial aid and debt management. DYU-COM takes seriously the importance of prospective students in understanding the financial demands of medical education. All osteopathic medical students will have access to the Office of Financial Aid at D'Youville University.

AACOM Modules - All DYU-COM students are provided with the financial aid and debt management planning program from AACOM (AACOM Financial Aid Debt Management Modules for Osteopathic Medical Students and Graduates). The American Association of Colleges of Osteopathic Medicine (AACOM) offers an online series of educational debt management modules designed to help osteopathic medical students and recent graduates. The modules content is updated to ensure consistency with current federal policies and regulations. Each module contains specific information and resources to help osteopathic medical students borrow strategically and ensure they are prepared to responsibly repay their loans after they graduate and enter residency training.

VII. Graduation

To graduate from the D'Youville University proposed College of Osteopathic Medicine seeking accreditation the osteopathic medical student will be required to satisfy all graduation requirements.

Graduation requirements may be subject to change following a student's matriculation. It is the student's responsibility to stay updated on current policies and procedures at D'Youville University proposed College of Osteopathic Medicine.

A student who has completed all required credit hours and successfully passed all academic requirements of D'Youville University proposed College of Osteopathic Medicine will be granted the Doctor of Osteopathic Medicine (D.O.) degree provided the student has met all the below requirements:

- Attendance at AOA/COCA Accredited College - The student has attended the AOA/COCA accredited D'Youville University proposed College of Osteopathic Medicine and has completed the entire curriculum at DYU-COM.
- Compliance with all Legal, Financial Requirements and Obligations - The student has complied with all legal and financial requirements and obligations of D'Youville University

proposed College of Osteopathic Medicine, which includes the return of any DYU-COM-owned property and equipment.

- Graduation Ceremony - The student is required to attend, in-person, the graduation ceremony at which time the D.O. degree is conferred, and all students must take the osteopathic oath. Rare exceptions to this attendance requirement may be granted at the sole discretion of the Dean, whose review will be based on whether there are extenuating circumstances that prevent the student from attending. Students are required to submit such requests to the Dean within a reasonable time after the student learns of any such extenuating circumstances. Students should enclose any relevant documents with their request for waiver. The Dean will issue a written decision regarding whether this requirement will be waived for the student within ten (10) business days of receipt of the student's request.
- National Licensing Examinations - The student has passed Levels 1 and 2-CE of the COMLEX-USA examination series administered by the National Board of Osteopathic Medical Examiners (NBOME).
- Ethical, Personal and Professional Qualities - The student has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine and the suitability for the practice of medicine by dutiful and responsible acceptance for patient care, and integrity in the conduct of clinical duties.
- Technical Standards - The student has met all the Technical Standards outlined in technical standard policy for being an osteopathic medical student/graduate.
- Suitability for Practice of Osteopathic Medicine - The student has demonstrated suitability for the practice of osteopathic medicine as evidenced by the assumption of responsibility for patient care and integrity in the clinical activities.
- Formal Approval for Graduation - The student has received recommendation for graduation from the Faculty Organization of D'Youville University proposed College of Osteopathic Medicine which occurs according to the DYU-COM's policies and procedures. Thereafter, the Board of Trustees will confer the degree of Doctor of Osteopathic Medicine (DO) on students who have satisfactorily completed the requirements for graduation and have been recommended for graduation.
- Graduation within Six (6) Years of Matriculation - A student has completed all requirements for graduation and must graduate within 150% of the standard time to achieve the degree [i.e., six (6) years] from the date of matriculation. In accordance with COCA standards, single-degree DO students must complete their education within six (6) years following matriculation. To become eligible for graduation, each student must successfully complete all the above requirements within six (6) years following matriculation. The COM Dean shall have reasonable discretion to allow for limited exceptions to this time period upon a showing of extraordinary circumstances supporting such exception.

VIII. Students 'Rights and Responsibilities

Students have the following rights:

- The right to be treated respectfully and professionally.
- The right to due process.
- The right to reasonably have access to faculty, staff, and administration.
- The right to reasonably have access to all available DYU-COM learning resources.

Students have the following responsibilities:

- The responsibility to learn, abide by, and adhere to all of DYU-COM's policies and procedures.
- The responsibility to act respectfully and professionally at all times.
- The responsibility to learn and adhere to all rules, syllabi directives, and instructions related to their enrolled courses.
- The responsibility to pay any tuition and fees due to DYU-COM.
- The responsibility to follow any directives, instructions, or orders from DYU and DYU-COM faculty, staff, or administration.

IX. Filing of Grievances and Appeals

Policy on Student Conduct and Conditions for Dismissals for Unsatisfactory Conduct, and the Filing of Grievances and Appeals Process.

The Student Progress & Professionalism Committee (SPPC), in conjunction with the Offices of Pre-Clinical and Clinical 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 Pre-Clinical 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 SPPC will be co-chaired by the Associate Dean for Student Services and the Associate Dean for Pre-Clinical Education. The Associate Dean for Clinical Education, 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 Founding Dean of the College of Osteopathic Medicine.

SPPC Procedures for Academic Performance Matters

The Associate Dean for Pre-Clinical Education and the Associate Dean for Student Services co-chair the Student Progress & Professionalism Committee.

Members of the Committee have the following roles:

- The appropriate Associate Dean for the academic year involved a report 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 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.
- 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 appropriate Associate Dean 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 the student placement year represents the student's testimony.
- For students deemed to not be making adequate academic progress, following deliberations, the Student Progress & Professionalism Committee may make recommendations including, but not limited to, the following:
 - a. *Award of a satisfactory grade (70%) and promotion to the next semester or course following satisfactory remediation.*
 - b. *Require remediation, further coursework, or repeat of one or more courses.*
 - c. *Require one or more additional clinical rotations with satisfactory performance.*
 - d. *Place, not place, or extend the student's term on academic probation or modified course of study.*
 - e. *Require more frequent meetings with faculty advisors with those students on academic probation.*
 - f. *Specify a timeline or manner in which any remediation must occur.*
 - g. *Make a determination for dismissal or repeat of the academic year.*

- h. 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.*
- i. Suspend with potential reinstatement pending satisfactory performance.*
- j. Suspend with potential reinstatement decisions pending further evaluation and treatment.*
- k. Repeat of multiple courses in which the student initially earned a F grade,*
- l. Repeat of an entire academic year, or*
- m. Assign a Modified Course of Study that may delay promotion until satisfactory progress through a directed remediation program has occurred, and/or*
- n. Dismissal.*

The SPPC may recommend dismissal of a student when the student demonstrates inability to make academic progress through:

- Three course or rotation failures in one academic year;*
- An F grade on a modified course of study;*
- Four cumulative courses 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; and/or*
- Any other issues deemed relevant.*

The SPPC will provide the committee recommendations for consideration to the Associate Dean for Pre-Clinical Education for students in years 1 and 2, to the Associate Dean for Clinical Education for students in years 3 and 4, for any recommendations concerning student conduct and professionalism.

The Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education will notify the student of their decision and any sanctions if applicable.

Upon notification, the student may appeal the decision in writing to the Dean within seven (7) working days of notification. The appeal should be based upon new and relevant information. The Dean normally replies within ten (10) working days of receiving the written appeal.

If the student does not appeal within seven (7) working days of notification, the Associate Dean's decision is deemed 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 or the appropriate Associate Dean at the time of their deliberation. The Dean's decision is final.

Student Progress & Professionalism Committee Procedures for Non-Academic Matters

Allegations of misconduct may arise from an individual student, group of students, faculty member, clinical preceptor, staff member, or member of the community.

Within three (3) days of the alleged misconduct or discovery of alleged misconduct, the accuser(s) should discuss the situation with the appropriate Associate Dean for the year in the College of Osteopathic Medicine.

The appropriate Associate Dean will collect documentation which may be relevant to the alleged violation. This may include, but is not limited to, a written report from the student(s), faculty, or staff involved with the incident(s). In the case where students are reporting the suspected violation, unless required at a hearing, waived by the subject(s) of the alleged violation, or required by law, confidentiality of the reporting student is maintained unless legally compelled otherwise, and the Associate Dean will present the reporting student(s)'s testimony. Dated notes are taken to describe the discussion.

The Associate Dean notifies the Dean of the suspected misconduct or violation and provides the Dean with a detailed summary of the reason for referral along with all supporting documentation.

If the student(s) admits to the allegation(s), the Dean may either render adjudication directly or refer the case to the Student Progress & Professionalism Committee for resolution.

If the Dean refers the case to the SPPC, the Student Progress & Professionalism Committee 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.

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.

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 remains 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 DYU-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 DYU-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 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 DYU-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 will provide the committee recommendations for consideration to the Associate Dean for Pre-Clinical Education for students in years 1 and 2, to the Associate Dean for Clinical Education for students in years 3 and 4.

The Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education, will notify the student of their decision and any sanctions if applicable.

Upon notification, the student may appeal the decision in writing to the Dean within seven (7) working days of notification. The appeal should be based upon new and relevant information. The Dean normally replies within ten (10) working days of receiving the written appeal.

If the student does not appeal within seven (7) working days of notification, the Associate Dean's decision is deemed final.

Sanctions include:

- **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 DYU-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 DYU-COM.
- **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.

X. Grievance Policy

Resolution and Grievance Procedure

- DYU-COM recognizes the right for students to voice grievances and to seek resolution to problems, disagreements with faculty/administrators, or interpretations of institutional policy.
- All grievances must be filed in writing to the DYU-COM Office of the Student Services.
- All grievance material is securely maintained in the Student Services Office in a specific student file as appropriate to the grievance.

Grievance for Academic Resolutions, Course Procedures, Grading Policies

Academic Issues

An individual concern of an academic nature should be first discussed with the immediate instructor or preceptor and must be done in a professional manner. This concern generally

includes those which arise from personal conflicts or actions taken against a student individually. For individual concerns, if resolution cannot be reached, the student may, within fourteen (14) calendar days of the failed resolution, appeal, in writing, to the appropriate Associate Dean for the academic year involved.

If resolution cannot be reached from the prior appeals, the student may, within fourteen (14) calendar days of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The Dean may refuse to meet with a student if the appeal has not been presented in writing, in advance of the meeting.

A concern over general course procedures or grading policies should be addressed to the Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education. If resolution cannot be reached from the prior appeals, the student may, within fourteen (14) calendar days of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The Dean may refuse to meet with the student if the appeal has not been presented in writing, in advance of the meeting.

Policies and Procedures

A concern over DYU-COM policies and procedures should be addressed through the designated Class President and the appropriate Associate Dean.