

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Student Conduct and Professionalism Committee Hearing</b>		<b>SOP #: SA.014.06</b>
Effective Date	02.01.2018	
Last Revision/Review	05.13.2024	

### 1. Purpose

To outline and define the processes of the Student Conduct and Professionalism Committee Hearing.

### 2. Related Policy/Authority

Policy B5001 - Code of Professional Conduct  
Policy B750 - Consensual Relationships  
College Catalog  
Student Handbook  
Class Honor Codes  
SOP SA.015 - Student Conduct Violations-Investigation and Disciplinary Review Procedure

### 3. Faculty/Staff Responsibilities

Student Affairs Department Head  
Conduct Officer  
Student Conduct and Professionalism Committee members

### 4. Definitions/Abbreviations

**Accused** – Student against whom a report of alleged violation has been filed.

**Conduct Officer** – Student Affairs personnel appointed by the Office of Student Affairs Department Head to conduct the preliminary investigation.

**Reporter** – Student/Faculty/Staff filing a complaint of alleged violation.

**Committee**– Student Conduct and Professionalism Committee

### 5. Procedural Steps

#### 1.1 Committee Membership

- a. The Office of Student Affairs in consultation with the College Dean will select members of the ad hoc committee and appoint a committee chairperson. The selected members and committee chairperson are voting members of the committee.

- b. The Department Head of Student Affairs and the Conduct Officer are non-voting, ex-officio members.

### 2.1 Hearing Guidelines

- a. All proceedings are confidential, and the meetings/hearings are closed to the public. Only Student Conduct and Professionalism committee members, the Department Head of Student Affairs (ex-officio, non-voting), the Conduct Officer and the student in question are allowed to attend the meeting. The committee reserves the right to invite other faculty or staff as needed to appropriately conduct the meeting. The student may not be accompanied by anyone, including legal counsel during the hearing.
- b. The Administrative Assistant for the Office of Students Affairs shall attend the meeting to provide administrative support. All Committee Hearings shall be recorded and converted to a summary document following the meeting and will be the final minutes. The minutes and recording shall be kept for a period of no less than five years in the Office of Student Affairs. It is the practice of the College to not share minutes or recordings with students.
- c. The accused is required to attend the hearing. In the case that the accused fails to attend the hearing, the Committee may, at its discretion, decide to postpone the hearing, cancel the hearing, or proceed with the hearing and enter a determination in the absence of the accused.
- d. The Committee, through the Chair, may request specific individuals to appear and provide information as part of the review process. Except as permitted by the chairperson, individuals other than the accused and the Committee members will not be permitted to remain present in the hearing during the period of testimony and questioning.

### 3.1 Hearing Proceedings

- a. The Committee members meet to discuss the investigative report.
- b. The accused will be summoned into the hearing room.
- c. The accused and any witness(es) will be informed of their rights and obligations by the Chair.
- d. Members of the Committee, the accused, and any witness(es) will be asked to sign a confidentiality agreement before the hearing proceedings. Each member present will be reminded of the importance of confidentiality and the possible consequences of violation of the agreement.
- e. The Conduct Officer will provide an oral summary of the investigation findings.
- f. The accused will present their statement to the Committee.
- g. Any witness(es) will be called to present their statement(s) to the Committee consecutively.
- h. After each statement, there will be an open time in which all Committee members and the accused may ask questions to clarify any information and facts presented.
- i. When all statements have been presented, and all questions have been addressed, the Chair will dismiss the accused, any remaining witness(es) and any other individuals besides the Committee members.
- j. The Committee members will begin deliberations.

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### 4.1 Deliberations and Committee Decision

- a. The Chair will formally stop all recordings to begin Committee deliberations.
- b. The Committee will discuss the hearing and the presented evidence until all members are satisfactorily informed and ready to proceed to a decision.
- c. Discussion will begin to determine the severity of the offense, and the appropriate level of possible disciplinary action and or sanction(s). All disciplinary sanctions must be approved by a simple majority vote of the voting Committee members. The Committee will render a decision regarding possible disciplinary action and or sanction(s) based upon majority vote of its voting members.
- d. Disciplinary action and/or sanctions may be included in the Medical Student Performance Evaluation of the accused student.

### 5.1 Following the Hearing

- a. The Conduct Officer provides a summary of the investigative report and the decision of the Committee, signed by the Committee Chair, to the Department Head of Student Affairs within three (3) business days of the Committee's decision.
- b. The decision of the Committee will be delivered to the student through the CAMS student portal via the Office of the Registrar. The accused student will also be informed of his/her right to appeal (see SOP SA.015.00 – Student Conduct Violations-Investigation and Disciplinary Review Procedure).

6.1 All decisions and sanctions shall be kept completely confidential and shall be enforced by the administration.

## **6. Reports/Charts/Forms/Attachments/Cross References**

## **7. Maintenance**

The SOP will be reviewed annually by the Dept. Head of Student Affairs.

## **8. Signature**

Approved by	05.13.2024
Department Head of Student Affairs	Date

## **9. Distribution List**

Internal/External

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### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
06.04.2019	2,4,5	Update to the Procedure		06.04.2019
01.27.2021	2, 5	Updated Links; Updated 2.1b		01.27.2021
08.23.2022	5	Update from recommendation to decision		08.23.2022
08.31.2022	5	The decision will be delivered through the CAMS student portal		08.31.2022
09.16.2022	All	Dept. Head of SA and Conduct Officers are non-voting members of the committee; administrative asst will attend meeting to provide admin support.		09.16.2022
05.13.2024	2.1	Updated 2.1a; 2.1c		05.13.2024