

Program Withdrawal and Dismissal Policies A3.14e, A3.14f

Withdrawal Policy

Students must advance sequentially within their cohort; therefore, individual course withdrawal is not allowed without automatically decelerating. Deceleration is only permitted in instances of a leave of absence. Please see the [Deceleration Policy and Leave of Absence](#) from the University Policies for more information. All other course withdrawals effectively end matriculation in the program.

Withdrawal from the School of Osteopathic Medicine is defined as permanent separation of an individual from the School of Osteopathic Medicine. A student may voluntarily withdraw or may be involuntarily withdrawn by administrative action.

The withdrawal mechanism cannot be used to avoid dismissal for academic or disciplinary reasons. Withdrawal is not permitted once a disciplinary hearing has started. A student wishing to withdraw must submit a written request to the Program Director, Associate Program Director, and Director of Student Affairs.

Based upon the status of the individual in each course at the time of voluntary or administrative withdrawal, the grade will be recorded on the transcript as W (Withdrawal).

Dismissal Policy

Students dismissed from the Program for any reason may not reapply to and will not be readmitted into the Program.

Academic Dismissal

Students are subject to Academic Dismissal when they:

- Fail more than one course (not including Capstone course).
- Are on Academic Probation (previous course failure) and do not pass another course, or otherwise fail to meet the terms of their Academic Probation terms and conditions.
- Fail to successfully remediate a failed course (including Capstone course).

Professional Standards Dismissal

Students are subject to dismissal for violating the Program's [Standards of Professional Conduct](#) when:

- A student already on Professional Probation violates the Rowan-Virtua SOM Code of Conduct, Academic Rules and Regulations, University Community Standards, Student Conduct Policies or University conduct policies (after the conclusion of all appeals to the Disciplinary Hearing Board).

- a. **Note:** There is no separate appeal to the PA Program, SPC, or Program Director for any [Disciplinary Hearing Board](#) related issue. Once the appeal process of the Disciplinary Hearing Board is finalized there are no further avenues for appeal.
- A student already on Professional Probation who subsequently violates the Professional Standards contained within this student Handbook.
- A student fails to comply with any term of a Professional Probation.

Dismissal Procedures

The SPC will follow the process below to determine if a student has violated the Program's Academic or Professional Standards leading to dismissal if referral to the Disciplinary Hearing Board is not indicated as determined by Student Code of Conduct policies.

1. The SPC will notify the student in writing.
2. The student must provide a letter to the SPC outlining the details of the violation that led to the recommendation for dismissal, including objective information related to the violation.
3. The SPC will convene to review the letter and any supporting information/documentation, any prior warnings, probation terms, the student's academic and/or nonacademic performance, and any other relevant information.
4. At this point, the SPC will invite the student to meet with the SPC.
 - a. The student's attendance and/or participation is optional; lack of attendance, or not participating in the meeting, will not be held against the student.
 - b. The student may bring one support person. The support person must be a Rowan University faculty or staff member who is not a Program faculty or staff member. A support person is optional; not bringing an advocate will not be held against the student. The role of the advocate is as a support person only; the support person will not be able to speak or answer questions on behalf of the student.
 - i. If the student intends to bring a support person, they must identify the advocate to the SPC in advance.
 - ii. A support person may not attend the SPC meeting without the student, (i) barring exceptional circumstances, and (ii) without advance permission from the SPC well in advance of the meeting.
 - c. At the meeting or a subsequent meeting, the SPC will determine, via majority vote, whether to dismiss. If dismissed, the student will be notified by the Program Director or their designee, in writing.

Dismissal Appeals A3.14h

A student may appeal a recommendation for dismissal by the Student Progress Committee, in writing, to the Dean of the School within ten (10) business days of their initial decision. The Dean's decision is final.

In cases where dismissal is being considered, the dismissal will not become final until the school's internal appeal process (if the student opts to appeal or the timeframe for appeal has been exhausted), has been completed and a final determination has been made by the Dean. The effective date of dismissal will be the date of final action by the Dean. Pending the Dean's final decision and in accordance with school-specific policies governing student dismissals, the student is allowed to continue their participation in all academic activities for which they are

enrolled and will continue to be bound by all school and university regulations and obligations, including those regarding the assessment and collection of tuition and fees.

Student Responsibilities, Rights, and Disciplinary Procedures

Rights to Privacy A3.17

Student records are protected from unauthorized access and release by the Family Educational Rights and Privacy Act of 1974 (FERPA). For more information please visit:

<https://sites.rowan.edu/registrar/services-resources/ferpa.html>

Program faculty and the Rowan-Virtua SOM PA Program employees, preceptors, and administrative staff who have direct involvement with the education of the student are provided access and may review student records without written consent of the student and at the discretion of the Program Director or their designee.

Student Responsibilities, Rights, and Disciplinary Procedures

1. Student Responsibilities

1. Rowan-Virtua SOM students have the following responsibilities:

1. as U.S. citizens, residents or visitors: the responsibility to be aware of and to abide by all applicable Federal, state and local civil and criminal laws and regulations;
2. as students at Rowan-Virtua SOM: the responsibility to be aware of and to abide by all applicable University and School policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty;
3. as future health care professionals and/or biomedical scientists holding a public trust: the responsibility to adhere to all generally recognized standards of professional and ethical conduct; and the responsibility to help ensure that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers by reporting incidents of academic and professional dishonesty observed in others;
4. as members of the Rowan-Virtua SOM community: the responsibility to comply with the Rowan-Virtua SOM PA Program Student Code of Conduct.

2. Rowan-Virtua SOM PA Program maintains a Student Code of Conduct which sets forth general principles of integrity and honesty as well as ethical and professional expectations for behavior. This Code shall be distributed to students upon enrollment, incorporated into student handbooks and/or other appropriate student materials, and discussed with students during their course of study. Violations of the Code may be considered a failure to adhere to the academic standards of the School.

2. Student Rights

1. Students at Rowan-Virtua SOM have the following rights: the academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately; the right to be informed of and to participate, when invited, in the formulation and implementation of appropriate policies and procedures affecting student affairs, and to express views about policies and issues of student interest; the right to form associations to promote common interests; the right to be apprised of criteria for academic evaluation, advancement and graduation; all rights and protections mandated by applicable Federal and state constitutions, laws and regulations; the right to seek redress of grievances and have complaints heard; and the right to due process if accused to violation of the Student Code of Conduct or relevant Rowan University policies.
2. Rowan-Virtua SOM shall have and shall publicize policies, procedures and standards ensuring that its students can exercise the above rights.
3. Academic Performance
 1. The faculty has the duty and authority to establish academic standards and rules, including standards for examinations, grading, academic standing, attendance, promotion, dismissal, and requirements for degrees and certificates. These academic standards and rules shall be set forth in the Student Handbook.
 2. All actions relating to student academic performance shall be governed by appropriate academic policies and procedures.
 3. Action may be taken to address a student's ability to fulfill the Technical Standards required for participation in the Rowan-Virtua SOM curriculum.
4. Disciplinary Infractions
 1. The following are actionable under this policy's student disciplinary procedures, and may also subject the student to action by the School concerning academic or research misconduct, whether occurring on campus or off campus:
 1. infractions of Federal, state or local civil or criminal laws and regulations;
 2. infractions of University or School policies, procedures, rules and standards;
 3. infractions of professional and academic codes of honor or standards of behavior;
 4. Acts of "harassment, intimidation or bullying," including written, verbal, physical, electronic acts or gestures, whether single incidents or a series of incidents that:
 1. a reasonable person knows or should know, under the circumstances, will have the effect of physically or emotionally harming a student, or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
 2. is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University; or
 3. infringes on the rights of the student at the University (reprinted in part from: New Jersey Anti-Bullying Bill of Rights-2010 (N.J.S.A. 18A:37-14);

5. Acts of sexual harassment/sexual assault not governed by Rowan's Title IX Policy or Student Sexual Misconduct Policy;
 6. Acts of discrimination, including written, verbal, physical, electronic acts or gestures, whether single incidents or a series of incidents, that can be reasonably perceived as being motivated by actual or perceived characteristics protected by law, that (i) take place on Rowan property or at any function affiliated/sponsored by Rowan, (ii) substantially disrupt or interfere with the orderly operation of the University or the rights of other students, (iii) and are not otherwise protected by the Constitutions of the United States and the State of New Jersey, and that:
 1. a reasonable person knows or should know, under the circumstances, will have the effect of physically or emotionally harming a student, or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
 2. has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with the orderly operation of the University; or
 3. creates a hostile educational environment for another student at the University. A hostile environment exists where there is harassing conduct that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the University.
 4. Matters alleging that a student engaged in discrimination are subject to Rowan University's Procedure for Addressing Allegations of Student Discrimination and Retaliation.
 7. Stealing or other unethical means of acquiring materials and documents;
 8. Forging of any material or document;
 9. Falsification or fabrication of any document or data; and
 10. Plagiarism;
 11. Preventing or interfering with other students in the fulfillment of their academic assignments;
 12. Cheating; and
 13. Conduct, exhibited on or off campus, or in a virtual environment, that causes a material and substantial disruption to the educational mission of the School or an individual's work or study.
5. Disciplinary Procedural Requirements
- Due process refers to an individual's right to be adequately notified of charges or proceedings against the individual and the opportunity to respond to Through the disciplinary review process: (1) the respondent is informed of the complaint; (2) the respondent is permitted to make a presentation to the Hearing Board; (3) the Hearing Board, through a deliberation process, provides findings and a recommended outcome to the Dean of the School of Osteopathic Medicine; (4) the respondent may appeal the Hearing Board's recommendation to the Dean of the School of Osteopathic Medicine; and (5) following review of the record and/or consultation as necessary with the

respondent, the complainant, or members of the Hearing Board, the Dean of Rowan-Virtua SOM shall render a final decision on the disciplinary action to be taken.

1. A request for a disciplinary action against a student may be made in writing to the Dean of Rowan-Virtua SOM, the PA Program Director, the Associate PA Program Director, or the PA Program Director of Student Affairs by any student, faculty member or administrative officer within thirty (30) working days of an alleged infraction or the discovery of an infraction. Rowan's Office of Student Equity & Compliance ("OSEC") may refer matters alleging that a student engaged in discrimination to the Rowan-Virtua SOM PA Disciplinary Hearing Board.
2. The Dean of Rowan-Virtua SOM, or their designee, may choose to informally resolve the matter with the respondent, except in cases involving allegations of sexual harassment/sexual assault and/or discrimination. Allegations of sexual harassment/sexual assault, which are not otherwise subject to Rowan University's Title IX Policy or Rowan's Student Sexual Misconduct and Harassment Policy, and matters involving discrimination as referred by OSEC to the Hearing Board for a disciplinary hearing, will not be resolved informally. Such matters will be adjudicated by Rowan-Virtua SOM's PA Disciplinary Hearing Board (herein referred to as the "Hearing Board") and adjudicated under the Rowan-Virtua SOM PA Code of Conduct.
3. If the Dean of the School of Osteopathic Medicine or their designee concludes that the matter cannot or should not be resolved informally, it shall be referred to the Hearing Board within ten (10) working days of the decision that the matter cannot or should not be resolved informally. At the Dean of the School of Osteopathic Medicine's discretion, the awarding of a degree or certificate may be delayed pending the outcome of the disciplinary procedure.
4. The respondent shall receive written notice of the complaint and of the time, date and place of the hearing, which shall commence within fifteen (15) working days of receipt of a request from the Dean of the School of Osteopathic Medicine or their designee.
5. The Hearing Board shall convene to hear the complaint and make recommendations for action to the Dean of the School of Osteopathic Medicine.
6. The Hearing Board shall be an established committee with members appointed by the Dean of the School of Osteopathic Medicine. The Hearing Board at each hearing must consist of at least three (3) members, who are faculty and administrators within Rowan University. Hearing Board members must attest at each hearing that they possess no conflicts of interest which would cause unfair or impartial deliberation in the case; recusal is required for any members with known or perceived conflicts of interest.
7. The complainant and respondent may call witnesses who can provide testimony relevant to the complaint. Character witnesses are generally considered not relevant. The Chair of the Hearing Board has final determination on the relevance of any witness or submissions.
8. The Chair of the Hearing Board may at any time request submission of documents or an appearance by anyone involved in the matter and may conduct as many

hearing sessions as necessary to complete consideration of the complaint, within the time period designated in this procedure.

9. Students may consult private legal counsel at any time for advice. Students or legal counsel may submit to the Hearing Board any documents or other evidence relevant to the matter at any time prior to the conclusion of the hearing. Legal counsel shall not be permitted to appear at the proceedings of the Hearing Board, but may be present outside the hearing room to consult with the student, at the student's request. Students may be accompanied by a non-attorney advocate during the hearing to consult privately with the student. No other participation by the support person is permitted.
10. The standard of proof shall be the preponderance of the evidence standard (i.e., it is more likely than not that the alleged misconduct occurred).
11. The Chair of the Hearing Board shall rule on all procedural matters in accordance with this policy, with the procedural rules of the School, and with generally accepted terms of academic fairness. Whenever necessary, the Chair may seek the advice of the Assistant Dean for Student Affairs and/or the Office of General Counsel in procedural matters.
12. Hearing Board procedures shall, at a minimum, ensure:
 1. that all allegations be fully heard and considered by the Hearing Board, whether or not the accused student admits committing the offense;
 2. that witnesses designated by the complainant, the respondent, the School administration or the Hearing Board be heard and that the respondent be permitted to be present during testimony. The Hearing Board may request the presence of the complainant during the testimony of other witnesses, in whole or in part. In addition, administrative staff may be present during the Hearing Board proceedings to provide assistance to the Hearing Board;
 3. that, subject to protections provided by FERPA, both the complainant and the respondent be afforded similar and timely access to any information that is considered by the Hearing Board;
 4. that testimony during the hearing shall be recorded, excluding all deliberations by the Hearing Board.. The parties will be permitted access to the recording as needed to prepare an appeal;
 5. that the Hearing Board complete its hearing procedures within forty (40) working days of the commencement of the hearing, and submit to the Dean of the School of Osteopathic Medicine, with copies to the complainant and to the accused within ten (10) working days thereafter, a written summary including the Hearing Board's findings of fact, determinations and recommendations;
 6. that the recommendations of the Hearing Board may consist of any or no disciplinary action, based upon: the factual findings; the severity of the infraction; any relevant mitigating circumstances; and any other relevant policies or codes of the School; and
 7. that the Hearing Board recommendations are supported by no less than a majority vote of the members hearing the matter.
13. Examples of possible outcomes include, but are not limited to:

1. Dismissal of charges: dismissal of the complaint and removal of the complaint from University records;
 2. Required remedial actions to be undertaken by the student;
 3. Private Letter: a letter to the student by the PA Director of Student Affairs, detailing the policy and/or Code of Conduct violations, restating expectations for remediation and conduct, and articulating sanctions, which is retained in the student's Student Affairs non-academic file, not shared outside of Rowan-Virtua SOM;
 4. Public Letter: a letter to the student by the PA Director of Student Affairs, detailing the policy and/or Code of Conduct violations, restating expectations for remediation and conduct, and articulating sanctions, which is shared and retained with the Rowan-Virtua SOM Registrar as part of the student's public file, which may include but is not limited to disclosure to State licensing boards, and hospital credentialing committees;
 5. Probation: a specific period of time during which conditions may be placed on the student's enrollment, and the student's academic achievement and/or conduct monitored by the School;
 6. Suspension: a specific period during which the student is barred from enrollment;
 7. Dismissal: severing of the affiliation between the student and the School;
 8. Withholding of degree or certificate: temporary or permanent withholding of degree or certificate; and
 9. Degree or certificate revocation.
14. The primary method of communication to the student regarding disciplinary matters will be via Rowan University email. All notices and correspondence to the respondent student shall be sent by a method providing confirmation of delivery, and such receipts or confirmations shall be retained by the School.
 15. The School shall retain all records, notices, correspondence, tapes and transcripts pertaining to any action taken pursuant to this policy for a period of seven (7) years following conclusion of the action.
 16. The Office of General Counsel may advise the Hearing Board and any administrative officer on interpretation of this policy and any other legal or procedural question at any time, except that no legal counsel shall be present during the taking of testimony by the Hearing Board.
 17. There shall be no action taken to suspend or dismiss a student prior to completion of these disciplinary hearing procedures, unless such action is taken in accord with the Interim Suspension Policy.
 18. If a complaint alleging a disciplinary infraction during a student's enrollment or other participation in University activities is submitted after the student has graduated or otherwise terminated the relationship with the University, the complaint may, at the Dean of the school of Osteopathic Medicine's discretion, be submitted to the Hearing Board in accordance with this policy and procedure. Revocation of a degree or certificate may be recommended by the Hearing Board to the Dean of the school of Osteopathic Medicine retroactively.

6. Appeals

1. Any party may submit an appeal of the Hearing Board's recommendations to the Dean of the School of Osteopathic Medicine.
2. If no appeal is filed, the Dean of the School of Osteopathic Medicine will review the Hearing Board's recommendation and render a final decision which may include adopting or overturning the recommendation, or requesting that the Hearing Board take further action.
3. Appeals must be submitted in writing to the Dean of the School of Osteopathic Medicine in writing within five (5) working days of receipt of the Hearing recommendation. Appeals must articulate at least one of the following bases:
 1. A procedural or substantive error occurred in the process that significantly impacted the Hearing Board's recommendation; or
 2. New and significant information has become available which could not have reasonably been discovered prior to the Hearing Board's recommendation; or
 3. The recommended sanctions are substantially disproportionate or not appropriate in light of the alleged violation.
4. The Dean of the School of Osteopathic Medicine may review any education records of involved students, seek information and consult with any other party, including the complainant, respondent and/or members of the Hearing Board as necessary to render a decision.
5. Except in extraordinary circumstances, (notice of which shall be provided by the Dean of the School of Osteopathic Medicine to the complainant and respondent) the Dean of the School of Osteopathic Medicine or his/her designee shall, within thirty (30) business days of the last submission by any party of an appeal, render a final decision on disciplinary action. If the Dean of the School of Osteopathic Medicine finds that a procedural error occurred or new information was produced, the Dean will refer the matter back to the Hearing Board for further consideration. In all other cases, the Dean will render a final decision with respect to the appeal, either adopting or modifying the Hearing Board's recommendation. The Dean of the School of Osteopathic Medicine shall provide written copies of the decision to the parties and Hearing Board members.
7. Permitted Communications and Confidentiality
 1. To promote the safety and/or welfare of a student and/or of others, and to the extent permitted by FERPA and other applicable laws, the School or University officials may, when appropriate, report incidents of disruptive behavior, or other conduct of serious concern, to other appropriate School or University officials or health care or counseling providers, or to law enforcement agencies.
 2. Except for such reports and communications made pursuant to this policy, and to the extent permitted by FERPA and other applicable laws, all proceedings and deliberations conducted pursuant to this policy and procedure will be considered confidential and may not be released or disclosed by any participant without permission from all of the involved parties or without valid subpoena or court order.