

Student Grievances, and Allegations of Student Mistreatment and Harassment Policies and Procedures A1.02g, A3.14g, A3.14h

PA PROGRAM STUDENT GRIEVANCES POLICY

A grievance is a complaint or allegation of mistreatment made by a student who feels that an action (or lack of action) by the University is unfair; is arbitrary, capricious, or unjust; or does not comply with university policies. It is the policy of the University to provide a mechanism by which grievances can be openly and objectively reviewed, with a goal of reconciliation or resolution of University-related issues. If an issue cannot be resolved informally, students may use the Student Grievance procedures without fear of reprimand or reprisal.

Prior to initiating a grievance process, the student should make every reasonable effort to resolve the complaint by discussing the situation with the person most directly involved (“respondent”) and/or the respondent’s supervisor. If a discussion between the student and the respondent does not resolve the issue, the student may initiate a grievance. This should be done in a timely manner, within 30-days of any allegation of mistreatment.

Disciplinary Hearing Board Appeals – [See the above section in this Handbook.](#)

Academic Course Grade Appeals – [See the above section in this Handbook.](#)

Student Mistreatment Policy

Rowan-Virtua School of Osteopathic Medicine (Rowan-Virtua SOM) is committed to promoting student success in an atmosphere of mutual respect, collegiality, fairness, trust, and accountability within its respective community.

Mistreatment of students may occur in many forms and can seriously impair the educational experience. Student mistreatment, abuse, harassment, intimidation or bullying will not be tolerated. This policy applies to all members of the Rowan-Virtua SOM Community with whom students interact throughout all years and all aspects of the educational experience, including faculty, staff, residents, students, clinical and other affiliates. “Mistreatment” is defined as ‘intentional or unintentional behavior that demonstrates disrespect for the dignity of others or unreasonably interferes with the learning process.’ It can take the form of physical punishment, harassment, psychological cruelty, retaliation and discrimination based on race, religion, ethnicity, sex, age or sexual orientation or any other protected class. Allegations of sexual harassment, sexual assault and/or discrimination will be handled in accord with appropriate University policies, including Rowan University’s Title IX Policy; Student Sexual Misconduct Policy; and/or Policy Prohibiting Discrimination in the Workplace and Educational Environment.

Specific examples of mistreatment include, but are not limited to:

- Inappropriate or unprofessional criticism or verbal abuse that belittles, or causes embarrassment or humiliation to a student;
- Intentionally singling out a student for arbitrary treatment that is deemed punitive;
- Committing an act of physical abuse or violence of any kind; e.g., throwing objects, aggressive violation of personal space, hitting, slapping, kicking, or threats of the same nature;
- Requiring a student to perform inappropriate tasks intended to humiliate, control, or intimidate the student;
- Exploitation of students in any manner; e.g., unreasonable requests for a student to perform personal errands;
- Retaliatory behavior such as grading or assigning tasks to punish a student rather than evaluating or assessing a student's performance;
- Unreasonable exclusion from reasonable learning opportunities (i.e., being denied entrance to a lecture that other students are attending);
- Pressuring a student to perform medical procedures for which the student is insufficiently trained and does not have proper oversight (i.e., placing a student in a role that compromises the care of patients);
- Subjecting students to offensive remarks or names; or making unwelcome comments, jokes, or taunting remarks about a person;

“Retaliation” is defined as an adverse action taken against an individual in response to, motivated by, or in connection with an individual’s complaint of mistreatment, participation in an investigation of such complaint and/or opposition to reported mistreatment in the educational or workplace setting.

Student Reporting Procedure: It is strongly suggested that students submit the Rowan-Virtua SOM electronic reporting form in real-time for all alleged mistreatment related events to ensure proper follow-up and resolution.

https://rowan.co1.qualtrics.com/jfe/form/SV_7ZOynROqri5dvOS

A student can also report an incident through any of the following methods or individuals with whom they feel comfortable reporting:

- [Discrimination/Harassment/Retaliation Reporting Form](#) (University online electronic form that can be submitted confidentially to OSEC in Glassboro)
- Office of Student Affairs – Sewell
- Dean of the School of Medicine

While there are several anonymous and confidential ways to report inappropriate treatment of students, full disclosure of the persons involved, and the behaviors witnessed can lead to more effective action to correct the problem. Therefore, Rowan-Virtua SOM encourages full reporting of incidents of inappropriate treatment of students and people involved in them. However, anonymous reports will also be investigated to the extent that specific information is provided*.

A student can report anonymously by utilizing the Rowan University

[Discrimination/Harassment/Retaliation Reporting](#).

If a student chooses not to remain anonymous, Rowan-Virtua SOM will discuss with the reporting student whether they want their name shared with the mistreatment source, as well as the timing of contact (e.g., delay until relevant course/clerkship has been completed). Rowan-Virtua SOM will keep confidential all records of complaints and investigations to the extent permitted by law.

Discrimination

[Policy Prohibiting Discrimination in the Workplace and Educational Environment Reporting Harassment, Discrimination and Retaliation](#)

We at Rowan-Virtua SOM commit to working actively to challenge and respond to bias, harassment, and discrimination. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, ethnicity, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, veteran status and other protected categories.

If you feel you or someone you know is a victim of discrimination, harassment or retaliation on the basis of any of the protected categories such as disability, gender identity and expression, national origin, race or ethnicity, religion, sex, sexual orientation, age, color, veteran status, genetic information and other characteristics prohibited by law, report it! Use the link below to report.

Equal Opportunity (EEO)

The Board of Trustees of Rowan University has committed itself, the University, and its component units to a policy of equal opportunity without regard to race, color, religion, gender, sexual orientation, national origin, disability, age, military status, marital status, veteran status, and any other category protected by applicable law. This is the governing principle in student admissions, other student services, and employment-related activities.

<http://www.rowan.edu/equity/documents/EqualEmploymentOpportunityPolicyStatement2.pdf>

Misconduct in Science

Rowan-Virtua SOM faculty, administration, staff, students and volunteers have an important responsibility to maintain high ethical standards in scientific research that is conducted on University premises by University personnel. These standards, based upon well-established principles of scientific research, include validity, accuracy and honesty in proposing and performing research, in collecting, analyzing and reporting research results, and in reviewing the research of others. Failure to observe these principles results in misconduct in science damages the University's image, the general public trust and the entire scientific community. In addition, University personnel who commit research misconduct breach their obligations to the University.

Sexual Misconduct and Harassment Policy and Title IX Policy

Sexual Misconduct and Harassment Policy:

<https://confluence.rowan.edu/display/POLICY/Student+Sexual+Misconduct+and+Harassment+Policy>

Title IX Policy: <https://confluence.rowan.edu/pages/viewpage.action?pageId=132646706>

Student members of the University community have the right to access and benefit from the educational and other programs and services of the University free from any form of sexual violence, harassment or exploitation. Rowan University does not tolerate sexual misconduct or harassment of any kind. These policies have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Reporting Sexual Assault or Harassment (Title IX)

Students who experience sexual misconduct and those who have knowledge of sexual misconduct or harassment are strongly encouraged to report this information as soon as possible. Prompt reporting of incidents greatly improves the ability of the University and law enforcement to provide support resources to students and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offences, delays in reporting may reduce the ability of the University and law enforcement to investigate and respond to incidents. After an incident of sexual assault and domestic violence, the student should consider seeking medical attention as soon as possible. In New Jersey, evidence may be collected even if you chose not to make a report to law enforcement.

Reporting to Law Enforcement

1. Where criminal behavior is involved, the University encourages, and will assist students with, reporting to law enforcement. However, students have the right to decline notifying law enforcement. For criminal offenses that occur on the University campus, students should immediately contact Rowan Public Safety, 856-256-4911. Rowan Public Safety can assist students in contacting and filing a complaint with any other agency when the incident did not occur on campus.
 - Glassboro campus - Glassboro Police Department, 1 South Main Street, Glassboro, NJ 856-881- 1500 <http://www.glassboropd.org/>
 - Camden campuses - Camden County Metro Police, 800 Federal Street, Camden, NJ 856-757- 7440 <http://camdencountypd.org/>
 - Rowan-Virtua SOM campus – Stratford Police Department, 315 Union Ave., Stratford, NJ 856-783- 8616
<https://som.rowan.edu/oursom/campus/stratford/safety.html>
1. LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer) students should know that every Rowan Public Safety Officer will assist them should they choose to report sexual

misconduct. However, a LGBTQ student could speak directly with the Rowan University LBGTO police liaison, Sgt. Rachel Baum.

2. Behavior that constitutes a violation of this policy may also be a crime under the laws of the State of New Jersey. The states defines the following criminal behavior:
 - Sexual assault
 - Domestic and dating violence N.J.S.A. Stalking
 - Consent in relation to sexual activity

Reporting to the University

1. A student may choose to report to the University before they have made a decision about whether or not to report to law enforcement. A student has the right to file a criminal complaint and a University complaint simultaneously.
2. Once a report has been received, the University will provide written notification to students about existing counseling, health, mental health, student advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services that are available at Rowan and in the surrounding communities. For more information on these services please visit <https://sites.rowan.edu/osec/titles/ix/ix-policies.html>.
3. Complaints of sexual misconduct or harassment may be made to any of the following University administrators:

In addition, prior to filing a Report or Formal Complaint, a person may reach out to the following individuals to discuss their reporting options. The below individuals are Responsible Employees under this policy and, therefore, will report the incident to the Title IX Coordinator. However, their knowledge of any incident does not constitute Actual Knowledge by the University. Thus, if a student/employee wishes to ensure a Report/Formal Complaint has been made, the individual should also reach out to the Title IX Coordinator.

Title IX Coordinator:

Brandy Bennett
Office of Student Equity & Compliance
Hawthorne Hall, Third Floor
856-256-5440
bennettb@rowan.edu

Title IX Deputy Coordinator for Rowan-Virtua School of Osteopathic Medicine:

Ms. Paula Watkins, Assistant Dean for Admissions
1 Medical Center Drive, Stratford, NJ 08084
856-566-7050, fennerpa@rowan.edu

Other Reporting Options

Students may file a claim with the Office of Civil Rights, U.S. Department of Education. New Jersey, New York, Puerto Rico, Virgin Islands Office for Civil Rights
New York Office U.S. Department of Education 32 Old Slip, 26th Floor, New York, NY 10005-2500
Telephone: 646-428-3800 - Fax: 646-428-3843 - E-mail: OCR.NewYork@ed.gov

For complaints in which an employee is involved, in addition to filing a complaint with the University's Office of Equity and Compliance, victims have the right to file a complaint with the New Jersey Division of Civil Rights or the U.S. Equal Employment Opportunity Commission. A copy of the New Jersey Policy Prohibiting Discrimination in the Workplace and the corresponding Model Procedures is available in the Office of Equity and Compliance or at the website: www.rowan.edu/equity.

If You Are the Victim of Sexual Violence

There is never an excuse for using force, intimidation, or drugs/alcohol to induce someone to perform sexual acts of any kind. If you (or someone you know) have been the victim of sexual violence, on or off- campus, help is available, immediately and in the long-term. You are not alone – there are many sources of confidential help, and Rowan-Virtua SOM is committed to helping you secure the assistance you need.

Regardless of whether you wish to file a police report, it is important to seek medical assistance as soon as possible to receive preventive medication for possible sexually transmitted diseases and be eligible to receive emergency contraception.

GET IMMEDIATE HELP

Get to a safe place as soon as you can.

If the assault has taken place recently, and you are able to do so comfortably, avoid the following activities before deciding whether you will participate in a forensic medical exam: eating or drinking, bathing, showering, douching, using the bathroom, or changing your clothes.

Contact Public Safety or the local police: **FOR A TRUE EMERGENCY: Call 911**

For a non-emergency (locked keys in car, etc.) 856-256-4922

Public Safety Department <http://www.rowan.edu/safety/>

Other Resources for Immediate Help:

- State-wide Sexual Assault Toll Free Hotline (800) 601-7200 – or online at <http://www.njcasa.org/>
- Sexual Violence Programs in NJ, by county <http://www.state.nj.us/dcf/news/publications/index.html>

KNOW YOUR RIGHTS

Notifying the police does not require you to pursue criminal prosecution or Rowan-Virtua SOM disciplinary action. Your rights include:

- Contacting Public Safety to file criminal charges or report any issue regarding physical security, or contacting local police; and, or;
- Filing civil charges through the courts; and, or;
- Independent of filing criminal or civil charges, pursuing charges through University policies (see below), if the alleged assailant is part of the Rowan-Virtua SOM community.
- Deciding to file no charges;
- Rights as outlined in the Campus Sexual Assault Bill of Rights (see below).

- Contacting the University's Title IX Coordinator who is responsible for overseeing complaints regarding sexual assault. Contacts:
 - Brandy Bennett, Title IX Coordinator
 - 856-256-5440
 - bennettb@rowan.edu

University Policies:

New Jersey State Policy Prohibiting Discrimination in the Workplace,
<http://www.rowan.edu/equity/pdfs/StatePolicy2007.pdf>

Summary of General Grievance and Complaint Policies and Procedures, A3.14g

There are various mechanisms students may use to file and resolve a complaint. For academic, course, or grade complaints, students can follow the steps above. For general complaints (other than Title VI or Title IX complaints), students may contact any of the Assistant / Associate Deans in either Academic Affairs or Student Affairs if they have witnessed or participated in something they believe violates any SOM policies. The Assistant/ Associate Dean will take immediate steps to try to resolve the issue by listening to the student, analyzing the facts, applying relevant policies, referring to the appropriate office and/or taking any other immediate action necessary. If a straightforward resolution is not possible, the Assistant/ Associate Dean may set up a meeting with relevant parties to resolve the issue. If this process fails to rectify the issue, the student may file a formal complaint in writing to the Dean.

General complaints may also be reported through the Rowan University Alert Program. An Ethics/Integrity hotline number is provided for students, faculty and staff to report issues and concerns regarding but not limited to unethical behavior, inappropriate conduct, bullying, harassment, and any other violation to Rowan University policies. There is also a website where a student, faculty or staff can report concerns electronically; both reporting mechanisms allow the person reporting to remain anonymous if they so choose.

Rowan University Integrity Line: 1-855-431-9967; Website access:
<https://rowan.alertline.com/gcs/overview>

For Title VI discrimination, harassment, or retaliation complaints, students can report using the following form: <https://sites.rowan.edu/osec/titles/vi/vi-reporting.html>

This completed form will be sent to the Office of Student Equity and Compliance for further adjudication, advocacy, and support.

Students may report Title IX incidents of sexual misconduct or sexual harassment on this electronic form: https://cm.maxient.com/reportingform.php?RowanUniv&layout_id=17

This completed form is then sent directly to the Title IX Coordinator and may result in the university taking additional action.

Supplemental Policies

All Rowan University Policies are listed at:

<https://confluence.rowan.edu/display/POLICY/Home>

AA / EEO Policies and to File a Complaint

To file a complaint by phone via the 24 hour Alert Line: 855-431-9967 or via the web:

<https://rowan.edu/integrityline>

Policy Prohibiting Discrimination

<https://confluence.rowan.edu/display/POLICY/Policy+Prohibiting+Discrimination+in+the+Workplace+and+Educational+Environment?preview=%2F58654743%2F100901306%2FPolicy%2BProhibiting%2B+Discrimination%2Bin%2Bthe%2BWorkspace.pdf>

Acceptable Use Policy

<https://confluence.rowan.edu/display/POLICY/Acceptable+Use+Policy>

Americans with Disabilities Act

<https://confluence.rowan.edu/pages/viewpage.action?pageId=52297796>

Accommodations Policy (ADA)

<https://confluence.rowan.edu/display/POLICY/Accommodation+Policy>

Anti-Bullying Bill of Rights Act

<https://www.state.nj.us/education/students/safety/behavior/hib/>

Preferred Names

<https://confluence.rowan.edu/display/POLICY/Preferred+Name+Policy>

Protection of Minors

<https://confluence.rowan.edu/display/POLICY/Protection+of+Minors>