

PROFESSIONAL CONDUCT

Professional Conduct

Students must maintain appropriate professional standards of conduct and appearance at the school. More information can be found in the [college catalog](#). Specific regulations related to the clinic are found in the clinic manual. The use of cellphones is prohibited both during classes and while on clinical shifts.

Civility

As a diverse community of learners, students must work together in a setting of civility, tolerance, and respect for each other and for the faculty member. Rules of classroom behavior, (which apply to the online environment as well), include but are not limited to the following:

- Conflicting opinions among members of a class are to be respected and responded to in a professional manner.
Side conversations or other distracting behaviors are not to be engaged in during lectures, class discussions or presentations.
- There are to be no offensive comments, language, or gestures.

Disciplinary Actions

A student may be expelled, suspended, placed on probation, disqualified, warned, or fined (for safety violations) for any of the following campus-related causes. Any of these violations may be documented on the student's transcripts:

1. Cheating, plagiarism, or forgery in coursework or on college documents. The use of cellphones or any recording devices is prohibited during any exam. Students are expected to follow the college honor code at all times.
2. Obstruction, disruption, physical abuse, theft, misuse, unauthorized entry, sexual harassment, engaging in lewd, obscene or abusive behavior or threat of same in relation to campus property, processes or members of the campus community
3. The sale, possession, or use of illegal drugs or narcotics except when lawfully prescribed for medical care or research; attending class or clinic under the influence of drugs or alcohol
4. Possession or use of explosives, dangerous chemicals or deadly weapons
5. Practicing acupuncture or Oriental medicine without a license valid in the state where practicing, unless under formal clinical college supervision
6. Willful disregard of college policy
7. Soliciting or assisting another in acts mentioned above

Students should recognize that the above violations reflect willful disregard for professional conduct and that, in most cases, first offenses will result in a minimum of one term suspension from the program and that any such incident may be indicated on the student's transcript.

8. Academic deficiency, including grades, grade point average, unit load, or excessive absences

9. Failure to meet the standards for safety, behavior, or dress and appearance set forth in the clinic manual
10. Conducting any business enterprise on or around the institution's premises without the expressed, written approval of the institution
11. Attending advanced courses without the necessary prerequisites
12. Soliciting or assisting another in acts mentioned above
13. If, at any time, in the judgment of the Student Success Committee, students present a risk to themselves, the reputation of the college, fellow students, or patients of the college, they may be suspended or disqualified from the institution.

Student Rights and Responsibilities

The following rights and responsibilities of students have been adopted by the Board of Trustees of Pacific College of Oriental Medicine:

Pacific College of Oriental Medicine provides students with broad, comprehensive programs in massage, nursing, acupuncture, and Oriental medicine. The College also provides cultural and community service activities.

It is, in turn, the responsibility of the student to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

By registering, the student agrees to comply with the policies and regulations of the college. Pacific will restrict a student's admission to or registration with the college and will withhold degrees and academic transcripts as prescribed by the college and/or state guidelines if a student fails to meet financial obligations to the college or other legal reasons.

Pacific College is granted the right by law to adopt such rules as deemed necessary to govern its operations.

Student Rights

PCOM students retain certain rights while engaged in their training programs:

- The right to express concerns and complaints without retaliation
- The right to review their student files
- The right to appeal grades to the department chair and/or academic dean and receive an unbiased review
- The right to an orderly review of complaints and concerns to the administration and, if needed, to the campus director and/or state or accreditation regulatory body
- The right to confidentiality when consulting with an advisor or counselor
- The right to reasonable assistance from the instructional staff concerning academic problems, including consultation and affordable tutoring

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution."

The College's Section 504 Coordinator and Title IX Representative, for which to bring any concerns or complaints:

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