

<b>Policy:</b> <b>Allegations of Student Mistreatment Policies and Procedures</b> <b>Processing Student Allegations of Harassment Policies and Procedures</b>	<b>Reviewed by: TNU PA Program</b>
<b>Source:</b> ARC-PA Accreditation Standards for Physician Assistant Education, 5 <sup>th</sup> Edition	<b>Authorized by:</b> Program Director
<b>Date Reviewed:</b> April 2024	<b>Date Last Revised:</b> April 2024
<b>Standards Addressed:</b> A1.02 j); A3.15 f)	<b>Next Review:</b> January 2025

**ARC-PA Standard(s):**

- A1.02 The sponsoring institution is responsible for:
  - j) defining, publishing, making *readily available* and consistently applying to students, its policies and procedures for processing student allegations of harassment, and
  
- A3.15 The program *must* define, publish, consistently apply and make *readily available* to students upon admission:
  - f) policies and procedures for allegations of student mistreatment

**Trevecca PA Program Mistreatment Policy**

(ARC Standard A3.15f)

Trevecca Nazarene University is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. In addition to the University’s commitment, the Physician’s Assistant Program (the “Program”) strives to maintain a positive environment for study and training where students can pursue education/professional activities in an inclusive, humane, and respectful environment. A mutually respectful formative learning environment free of humiliation is the goal. Mistreatment is destructive to the principles that guide the mission, vision, and goals of our Program.

In keeping with its mission, vision, and goals, the PA Program prohibits Mistreatment against its students. For the purposes of this policy, the Program has adopted the American Association of Medical Colleges’ (AAMC) definition of Mistreatment:

“Mistreatment, either intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. Examples of mistreatment include sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, or sexual orientation; humiliation, psychological or physical punishment; and the use of grading and other forms of assessment in a punitive manner.”

Examples of Mistreatment may include, but are not limited to:

- Verbal abuse
- Humiliation or belittling
- Physical harm or threats
- Harassment or neglect
- Intentional intimidation
- Unwarranted exclusion
- Assigning tasks for punishment
- Exploiting a student in any manner

PA students who believe they have been harassed or discriminated against in violation of the University's Nondiscrimination Policy, Sexual Harassment Policy, or Disability and Reasonable Accommodations Policy should follow those policies' existing grievance procedures to report and resolve their concerns. This policy addresses reports of Mistreatment that fall outside of the University's nondiscrimination policies and grievance procedures.

**Professional Standards for Educators:**

Trevecca Nazarene University employees and non-employee educators (e.g., preceptors, staff/faculty of educational events, guest lecturers) are expected to display the highest ethical, moral, and professional standards in their interactions with the Program and its students. While some unacceptable behaviors are specifically addressed in this policy, they are not exhaustive. The overall standard to be observed is one of reasonable professional behavior.

Employees and non-employee educators must demonstrate respect for all persons during their interactions with the Program and its students. Intimidation, bullying, and threats or acts of physical harm are prohibited. Such behavior is regarded as a safety risk for the individuals involved and the entire campus community and will not be tolerated.

Individuals who have been subjected to conduct in violation of this policy are encouraged to seek assistance. Institutional procedures are intended to protect the rights of both reporting and responding parties, protect privacy, and prevent retaliation.

**Complaint Resolution Process:****Reporting**

Students may submit reports of Mistreatment via [Guardian](#). To submit a report of student mistreatment, select "Physician Assistant Student Mistreatment" under "Report Type." It is recommended to report incidents as soon as possible so that they can be promptly investigated, and corrective action can be taken if a policy violation is found to have occurred.

**Preliminary Review and Investigation**

Upon receipt of a report of Mistreatment, the Program Director or appointed program leadership will conduct a preliminary review to determine if it falls within this policy's scope. Allegations of prohibited harassment or discrimination will be forwarded to the appropriate campus official for processing in accordance with existing policies and procedures.

If the Program Director or appointed program leadership determines that the report falls within the scope of this policy, the Program Director or appointed program leadership will conduct an investigation to determine if Mistreatment has occurred. The Program Director or appointed program leadership may confer with other University officials as necessary during the investigation. Decisions will be based on the standard of proof defined as Preponderance of Evidence.

The Program Director or appointed program leadership will determine the most effective method of investigating alleged violations of this policy. Typically, an investigation will include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or have relevant knowledge. In some instances, the investigator may interview individuals more than once. The investigator will use their professional judgment to assess the relevance of the information submitted. The investigator will share materials submitted by one party with the other party as the investigator deems appropriate.

### **Potential Sanctions**

If an investigation determines that a student has violated this policy, the student will be disciplined in accordance with the process outlined in the Student Handbook and Professionalism Policy. The PRD committee will meet with the student to decide on possible sanctions including professional probation, or dismissal from the program.

If an investigation determines that an employee has violated this policy, the matter will be referred for further action pursuant to applicable personnel policies and procedures. Any employee found responsible for violating this policy will be subject to appropriate disciplinary actions.

If an investigation determines that a Non-employee Educator (e.g., preceptor, educational event staff, guest lecturer) has violated this policy, the Program Administrator will meet with the individual and impose one of the following sanctions: documentation, removal of individual from future educational events, removal of the student from the named preceptor and/or a removal of the preceptor and/or preceptor site from future use.

In all cases, the sanctions imposed will depend on the level of severity of the incident.

### **Appeals**

An individual may appeal a determination issued pursuant to this policy on one or more of the following grounds:

- A procedural irregularity affected the outcome.
- There is new evidence not reasonably available when the determination was made.
- A conflict of interest or bias against the appealing party affected the outcome.

Appeals must be submitted in writing to the Dean of STEM or appointed university leadership within ten days of the receipt of a determination to be considered. Any appeal that is untimely or does not contain at least one permitted for appeal will be rejected.

### **Retaliation**

It is a violation of this policy to engage in retaliation. Persons who believe they have experienced Retaliation in violation of this policy should report the conduct to the Program Director or appointed program leadership the same way they would report Mistreatment. Individuals who engage in Retaliation in violation of this policy are subject to sanction, up to and including dismissal (students), termination (employees), or removal from future involvement with the Program (Non-employee Educators).

### **Trevecca Nazarene University's Title IX Notice of Non-Discrimination (Sexual Discrimination and Sexual Harassment)** (Accreditation Standards A1.02j; A3.15f)

<https://www.trevecca.edu/about/consumer-information-disclosures>

<https://www.trevecca.edu/about/title-ix-notice-of-non-discrimination-and-title-ix-coordinator-information>

Trevecca Nazarene University is committed to providing and maintaining a healthy living, learning and working environment for all students, faculty, staff and other members of the University's community, free of discrimination and all forms of sexual and gender harassment, which diminish the dignity or impede the academic freedom of a member of the University community.

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Domestic violence, dating violence, and stalking (collectively, "relationship violence") are also prohibited by this policy. Retaliation against an individual who has filed a complaint under Title IX is prohibited and the University will take strong action if it occurs.

The University provides support and resources to students, faculty, and staff to address concerns related to sex discrimination. Any inquiries regarding Title IX or the University's Sexual Harassment Policy should be directed to the Title IX Coordinator. The coordinator will be available to meet with or talk to students, faculty and staff regarding issues relating to Title IX and University policy. The Title IX Coordinator, Dr. Jamie Hess, can be contacted via [JLHess@trevecca.edu](mailto:JLHess@trevecca.edu) or (615)248-7796.

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

Jamie Cathcart Hess, Title IX Coordinator  
Trevecca Nazarene University  
333 Murfreesboro Road  
Nashville, Tn 37210-2877  
(615) 248-7796  
TIX@trevecca.edu

Trevecca Nazarene University's Sexual Misconduct Policy can be found at TNU SharePoint's Title IX Site: <https://trevecca.sharepoint.com/sites/TitleIX>

#### **Non-Discrimination Policy**

(Accreditation Standard A1.02j; A3.15f)

<https://trevecca.smartcatalogiq.com/en/2023-2024/graduate-catalog/general-information/copy-of-nondiscrimination-policy/>. This link is the most recent version at the time of publishing the policy. For the most recent Graduate Catalog see [Academic Catalog | Trevecca](#).

Trevecca Nazarene University complies with all statutory and regulatory nondiscrimination requirements applicable to the institution in the administration of its educational policies, programs, scholarships, loan programs, athletics, and other school-administered programs.

Trevecca will comply with Title VII of the Civil Rights Act and with the terms of the President's Executive Orders 11246 and 11375 on Equal Employment Opportunity, the Age Discrimination in Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Veterans Readjustment Act of 1974, as amended. Accordingly, there shall be no discrimination against any employee or applicant because of race, color, sex, national origin, age, disability or veteran status.

To resolve any matter prohibited by Section 504, Title IX, and ADA, a student is to follow the existing grievance procedure that is included in either the student's academic catalog or the *Student Handbook*, depending on the nature of the concern.

The University reserves the right to refuse admission/readmission to any student or applicant based upon a determination that admission/readmission of the applicant would not be consistent with the goals and standards of the University.

[Title IX - TNU Nondiscrimination-Policy-and-Complaint-Procedures.pdf-All Documents \(sharepoint.com\)](#)

A complaint should include, if known: (1) the date(s) and time(s) of the alleged Discrimination or Harassment; (2) the names of all person(s) involved in the alleged Discrimination or Harassment, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the Complainant so that the University may follow up appropriately. The University will conduct a prompt, fair, and impartial investigation of all complaints of Discrimination and Harassment. If an individual is found to have violated this Nondiscrimination Policy, the University will take appropriate action to prevent recurrence of the Discrimination and/or Harassment and take steps to correct its discriminatory effects on the Complainant and others, if appropriate. Individuals found responsible will face disciplinary action, up to and including dismissal or termination.

Complaints alleging Discrimination or Harassment in violation of this policy, or questions regarding the policy and its procedures, should be directed to the following office:

Jamie Cathcart Hess, Title IX Coordinator  
Trevecca Nazarene University  
333 Murfreesboro Rd., Nashville, TN 37210-2877  
615-248-7796 [TIX@trevecca.edu](mailto:TIX@trevecca.edu)

Complaints may be submitted in person, by regular mail, telephone, or electronic mail. The University encourages persons to make complaints as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained of.

[Title IX - Complaint and Grievance Procedure - 7.30.19pdf - All Documents \(sharepoint.com\)](#)

### **Trevecca's Complaint and Grievance Policy and Procedure Guideline**

(ARC-PA Standard A1.02j; A3.15f)

Trevecca students, faculty members, or other staff who have complaints about their academic program or other matters should follow the complaint procedures as outlined in the appropriate university handbook or catalog. To the extent possible, complainants should seek a resolution of such matters through the university's complaint procedures before involving outside agencies or institutions. In general, the matter should be brought to the attention of the campus office directly responsible for that area of the university and should be well-documented and move through the appropriate campus supervisory structure prior to appealing to any off-campus authority. The following chart provides guidance on how most student complaints should be handled.

**Complainant: Student**

Type of Complaint	Accused Offender	Document/Information	Person(s) Responsible for the Process
Personal, Student Code of Conduct	Student	Student Handbook/Community Living Guidelines	Associate Dean of Students for Residential Life; Dean of Student Development
Academic	Faculty	Faculty and Human Resources Handbook, University Catalog	Academic Chair, School Dean
Non-Academic/Staff policy	Staff	Staff Handbook	Director of HR
Employment	Faculty or Staff	Faculty and Human Resources Handbook	Director of HR, Director of the Office of Student Employment
Sexual Harassment	Student	Student Handbook, Sexual Misconduct Policy	Title IX Coordinator
Harassment/Discrimination	Faculty or Staff	Faculty and Human Resources Handbook, Sexual Misconduct Policy	Title IX Coordinator, Director of HR