



Thank you for your interest in our University of Arizona College of Medicine – Phoenix Visiting Student Program. Below are the policies you must review, sign and upload into the VSAS Website when completing your application. You can also view the actual policies online, Visiting Student Web page at <https://phoenixmed.arizona.edu/current-students/visiting-students>

- UA Confidentiality and Non-Disclosure Agreement
- Student Code of Conduct Policy
- Student Exposure to Blood/Body Fluids Policy
- Anti-Harassment and Nondisclosure Policy
- Reporting Mistreatment or Harassment of Medical Students Policy

Please sign and upload the signature page of each policy as one PDF. If you have any questions, please do not hesitate to contact Tacha Lyons, Credentialing Coordinator at TYLyons@arizona.edu / 602-827-2810.

Thank you,
Tacha Lyons
Credentialing Coordinator, Student Affairs
UA College of Medicine - Phoenix
435 North 5th Street
Phoenix, Arizona 85004-2230
Office: 602-827-2810
tylyons@email.arizona.edu

Signature Pages within PDF;

- UA Confidentiality and Non-Disclosure Agreement pg. 2
- Student Code of Conduct Policy pg.18
- Student Exposure to Blood/Body Fluids Policy pg. 22
- Anti-Harassment and Nondisclosure Policy pg. 27
- Reporting Mistreatment or Harassment of Medical Students Policy pg. 29





Information System User Confidentiality and Non-Disclosure Agreement

The confidentiality and integrity of organization information are to be preserved at all times. Organizational information that includes, but is not limited to, patient identifiable, employee identifiable, financial, intellectual property, financially non-public, contractual, of a competitive advantage nature, and from any source or in any form (i.e. paper, magnetic or optical media, conversations, film, etc.), is considered confidential (AR S 12-2291 et seq. and CFR 160 & 164). All information contained within a patient's medical record (hard copy and electronic) is confidential. Aggregate data output (diagnosis, procedure service, specialty, physician, etc.) is also confidential and may only be released by individuals authorized to do so by their position. Passwords to any computer system that processes/stores patient specific clinical data or corporate and employee data are also confidential. This information is protected by state and federal law and by the policies of the University of Arizona Health Network (UAHN). The intent of these laws and policies is to ensure that confidential information will remain confidential through its use and as a necessity to accomplish the missions of this organization.

In order to receive a computer user account and be allowed access to UAHN systems and/or be granted authorization to access any form of confidential information identified above, I, the undersigned, agree to comply with the following terms and conditions:

1. Any patient or financial data available to me through access to UAHN computer systems will be treated as confidential information.
2. I will protect to the fullest extent required by state and federal laws and hospital policy the patient's right to confidentiality of all medical and personal information.
3. I will not access or attempt to access for the purpose of inquiry, manipulation, deletion or alteration any data outside the scope of my responsibility, including my own electronic medical record, data regarding family members, or that of friends/associates. In addition, I will not access or attempt to access confidential information, including personnel, billing or private information outside the scope of my responsibility.
4. I agree not to use information obtained from UAHN computer systems in any way that is detrimental to the organization, its members or patients and will keep all such information confidential.
5. My computer user account is equivalent to my LEGAL SIGNATURE. I will not disclose this account or password to anyone or allow anyone other than myself to access the system using it and understand that I am responsible and accountable for all entries made and all retrievals accessed under my user account, even if such action was made by me or by another due to my intentional or negligent act or omission.
6. I will not access or attempt to access any UAHN computer system fraudulently by using an account and password other than my own.
7. I will not leave any computer application that handles confidential information unattended while logged on and agree to log completely off of the system at the end of each workday.
8. I agree to use care in handling printed reports, report copies, and fax documents and appropriately destroying or disposing of non-permanent paper copies containing patient, workforce, or corporate confidential information.
9. I will not intentionally damage, corrupt, or inappropriately delete data or computer programs or copy data or programs to other devices or media without authorization.
10. I will not tamper with any UAHN network-connected device without the authorization and/or assistance of the Information Systems Department).
11. I understand that my use of the system may be periodically monitored to ensure compliance with this agreement.

I understand and acknowledge that improper access to or disclosure of confidential patient, workforce, or corporate information, whether verbally or from a paper-based or a computer-based record is a violation of UAHN corporate policies. I understand and acknowledge that any violation of any part of the above agreement can result in termination of medical record and/or computer access privileges and may result in sanctions that include immediate dismissal without notice and/or legal action. I also understand and acknowledge that disclosure of confidential information is prohibited indefinitely, even after termination of business relationship, expiration or cancellation of this agreement, or unless specifically waived in writing by the authorized party.

NOTICE: Per corporate policy, accounts that are not used for 90 days or more will be disabled. Accounts that have not been used for 6 months will be deleted.

Printed Name: _____

SIGN HERE

(Please print legibly)

_____ (Organization)



Signature: _____

Date: _____

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5-308 Student Code of Conduct

A. Jurisdiction and Authority

1. Under Arizona law, the Arizona Board of Regents is responsible for the control and supervision of the state universities and their properties and activities. The board is authorized to enact ordinances for the governance of the universities and the maintenance of public order upon all property under its jurisdiction. The board has promulgated this Student Code of Conduct in order to meet its responsibilities under Arizona law. Enforcement of this Student Code of Conduct is subject to applicable law, including constitutional protections for speech, association and the press.
2. The presidents are authorized to enforce the Student Code of Conduct. University presidents are also authorized to limit the application of this policy with respect to university property leased by the university to third parties, as set forth below.
3. Actions taken under the Student Code of Conduct are administrative and not criminal in nature. Therefore, a student can be found responsible under the Student Code of Conduct even if the underlying conduct would not also constitute a criminal offense, and even if a prosecutor has determined not to prosecute as a criminal matter or the student has been found not guilty in a criminal proceeding.
4. For purposes of interpreting words and phrases not otherwise defined in the Student Code of Conduct, every day and common usages and understanding shall apply, and external sources may be consulted for guidance.
5. Students may be accountable to both civil and criminal authorities and to the university for acts of misconduct that constitute violations of the Student Code of Conduct. At the discretion of university officials, educational interventions or disciplinary action at the university may proceed before, during, or after other proceedings. Sanctions may be imposed for acts of misconduct that occur on university property or at any university-sponsored activity. As further prescribed in these rules, off-campus conduct may also be subject to educational interventions

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or discipline. With respect to student organizations, and their members, university jurisdiction extends to premises used or controlled by the organizations on or off campus.

B. Philosophy

1. The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.
2. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community.
3. A university may respond to violations of these standards with educational interventions or disciplinary sanctions.

C. Scope

1. The adoption of the Student Code of Conduct does not prohibit any university or the board from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other university or board rules.
2. Each university may adopt policies and procedures for reviewing allegations of academic dishonesty.
3. The Student Code of Conduct applies to individual students and to student organizations.
4. Students and student organizations are also subject to the following rules:

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- a. Rules adopted by each university to govern the control of vehicles and other modes of transportation on university property
- b. Rules relating to student classroom conduct, academic dishonesty, and academic eligibility, performance and evaluation
- c. Rules governing student housing
- d. Rules governing the maintenance of public order
- e. Rules governing the conduct of student athletes
- f. Rules governing the use of university communication and computing resources, and
- g. Such other rules as may be adopted by the board, or the universities in furtherance of university and educational goals.

D. Student Organizations

- 1. Student organizations may be charged with violations of the Student Code of Conduct to the same extent as students.
- 2. Student organizations, as well as their members and other students, may also be held collectively and/or individually responsible for violations including but not limited to misconduct that occurs: (a) on university property; (b) on premises used or controlled by the organization; (c) at university-sponsored activities; or (d) in violation of university hazing policies.
- 3. The officers or leaders of a student organization may be held collectively and/or individually responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization's officers or leaders or if those officers or leaders knew or should have known that such violations were being or would be committed.

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4. The officers or leaders of a student organization may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive may be considered a violation of the Student Code of Conduct, both by the officers or leaders of the organization and by the organization.

E. Definitions

1. "Advisor" means an individual selected by the student to advise him/her. The advisor may be a faculty or staff member, student, attorney, or other representative of the student.
2. "Board" means the Arizona Board of Regents.
3. "Complainant" means any individual who initiates the referral procedures set forth in the Student Code of Conduct Procedures.
4. "Consent" in the context of sexual activity means informed and freely given words or actions that indicate a willingness to participate in mutually agreed upon sexual activity.

Consent may not be inferred from: 1) silence, passivity or lack of resistance, 2) a current or previous dating or sexual relationship, 3) acceptance or provision of gifts, meals, drinks, or other items or 4) previous consent to sexual activity.

Consent may be withdrawn during sexual activity. Consent to one form of consensual sexual activity does not imply consent to any other form of sexual activity.

Consent may not be obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of injury.

Consent may never be given by a person who is: incapacitated (by drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically or mentally unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain consent and does not excuse conduct that violates this Student

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Code of Conduct.

Consent cannot be given by someone who, by virtue of age, circumstances or other factors, is deemed by law to be incapable of giving consent.

5. "Controlled substance" means a drug or substance whose use, possession, or distribution is controlled under state or federal law.
6. "Day" means university business day, not including Saturday, Sunday, any officially recognized university employee holiday, or any day the university is closed.
7. "Dangerous Instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
8. "Dean of Students" or "Dean" means the administrative officer responsible for administration of student conduct bearing this or similar title and includes his/her designee.
9. "Distribution" means sale, exchange, transfer, delivery, or gift.
10. "Educational Response or Intervention": The dean of students may require a student to complete an educational program at the student's expense, write a paper or letter of apology, engage in community service, or assign other educational responses to address the student's conduct.
11. "Endanger" means to bring into danger or peril.
12. "Explosive" refers to dynamite, nitroglycerin, black powder, or other explosive material or bomb including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150°F or less and has a wick or similar device capable of being ignited.
13. "Fabrication" means falsification or creation of false data or information.

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14. "Fireworks" refers to any fireworks, fire crackers, sparklers, rockets, and any propellant-activated device whose intended purpose is primarily for illumination.
15. "Gambling" shall have the same meaning as defined by Arizona law.
16. "Hazing" means either (a) any intentional, knowing or reckless act committed by a student, whether individually, or in concert with other persons, against another person, in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with a university that contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation; or (b) any act otherwise defined as hazing under applicable law. Hazing includes, but is not limited to, paddling in any form, physical or psychological shocks, late work sessions that interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.
17. "Illegal drug" means any drug whose manufacturing, use, possession, or distribution is prohibited or restricted by state or federal law.
18. "Personal Safety Devices:" each university will maintain and publish a list of permitted personal safety devices to include personal alarms, chemical repellents and other devices designed to protect personal safety from physical attacks by other people. Each university will also publish the process by which an individual may seek to have a device added to the list of permitted devices.
19. "President" means the president of the university or his/her designee.
20. "Sexual misconduct" means one or more of the following:

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- a. Sexual violence and other non-consensual sexual contact – actual or attempted physical sexual acts perpetrated against a person by force or without consent; or
 - b. Sexual harassment – unwelcome conduct of a sexual nature that is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment; or
 - c. Other unwanted or non-consensual sexual conduct including but not limited to indecent exposure, sexual exploitation or voyeurism, or non-consensual photographing or audio-recording or video-recording of another in a state of full or partial undress or while engaged in sexual activity, or publishing or disseminating such materials.
21. "Smoking" means the burning of, inhaling from, exhaling the smoke from, the possession of a lighted cigar, cigarette, pipe, hookah, water pipes or any other matter or substance that contains tobacco or any other matter that can be smoked, or inhaling or exhaling of smoke or vapor from an electronic smoking device. "Electronic smoking device" means a device that simulates smoke through inhalation of vapor or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, and vape pens.
22. "Stalking" means engaging in a course of conduct that is directed toward another person if that conduct would cause a reasonable person to suffer substantial emotional distress or to fear for the person's safety or the safety of that person's immediate family member or close acquaintance, and that person in fact fears for his/her safety or the safety of that person's immediate family member or close acquaintance.
23. "Student" for purposes of this Student Code of Conduct means any person who is currently admitted or registered or who participates in a university function, such as orientation, in anticipation of enrollment, or who was enrolled in a previous term or who is or was registered for a future term, including a faculty member or other employee so admitted, registered, or enrolled.

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24. "Student organization" means an organization or group which has been registered or has received recognition according to university policies and procedures or is affiliated with a university.
25. "Title IX" means Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq.
26. "Title IX Coordinator" means the individual designated by each University to oversee compliance with the nondiscrimination and anti-harassment provisions of the Student Code of Conduct.
27. "University" means either the University of Arizona, Arizona State University, Northern Arizona University, or any other university campus or division governed by the board.
28. "University community" means all university students, employees, and guests.
29. "University property" means all resources, including but not limited to real and personal property, money, and intellectual property owned, operated, leased to, contracted by, controlled, or in the possession of a university or the board. A university president may limit the definition of "university property" for purposes of this policy to exclude certain property owned by the university and leased to a third party. Any such limitation will be in writing, such as a lease, other agreement or university policy. If property is excluded from the definition of "university property" pursuant to such limitation, it will be treated as off-campus property under this policy.
30. "University-sponsored activity" means any activity on or off campus authorized, supervised, or controlled by a university.
31. "Vice President for Student Affairs" means the administrative officer bearing such title, similar title, or his/her designee.
32. "Weapon" refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel

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a projectile (such as bb guns, air guns, pellet guns, and potato guns), swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas, but personal safety devices as defined above are not included in the definition of "weapon."

F. Prohibited Conduct

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of the university community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or other board or university rules.
4. Violation of, or attempt to violate, other rules that may be adopted by the board or by the university.
5. Impersonation of another, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
6. Initiating, causing, or contributing to any false report, warning, or threat of fire, explosion, or other emergency.
7. Failure to comply with the directions of university officials or agents, including law enforcement or security officers, acting in the good faith performance of their duties. This section is not intended to prohibit the lawful assertion of an individual's Fifth Amendment right against self-incrimination.

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8. Forgery, falsification, fabrication, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and records.
9. Unauthorized presence in or unauthorized use of university property, resources, or facilities.
10. Unauthorized access to, disclosure of, or use of any university document, record, or identification, including but not limited to, electronic software, data, and records.
11. Interfering with or disrupting university or university-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
12. Misrepresenting oneself or an organization as an agent of a university.
13. Possession of property the student knows or has reason to believe may be stolen or misappropriated.
14. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the university or belonging to another person or entity.
15. Violation of the board or university rules or applicable laws governing alcohol, including consumption, distribution, unauthorized sale, or possession of alcoholic beverages.
16. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.
17. Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security of the board or university community or to the safety or security of the board or university property.

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18. Gambling as prohibited by applicable law, university policy, or associated with any university event.
19. Engaging in, supporting, promoting, or sponsoring hazing or violating the board or university rules governing hazing.
20. Stalking or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
21. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or university policy.
22. Interfering with any university review, investigative or disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
23. Sexual misconduct.
24. Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, torch, device with open flames, fireworks, bomb-making materials or dangerous chemical on university property, at a university sponsored activity or in violation of law or university policy, is not permitted unless one of the following exceptions apply:
 - a. Subject to A.R.S. §12-781 and other applicable law, a person may lawfully transport or lawfully store a firearm that is both 1) in the person's locked and privately owned motor vehicle or in a locked compartment on the person's privately owned motorcycle, and 2) not visible from the outside of the motor vehicle or motorcycle, although the board or a university may require that vehicles transporting or storing firearms be parked in alternative parking as described in A.R.S. §12-781, or

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- b. Use, possession, display or storage is specifically authorized by an Arizona or federal statute governing law enforcement officers or in writing by university officials with the authority to grant such permission, or
 - c. Universities may permit students to possess certain potentially dangerous instruments, and limited quantities of chemicals or other dangerous materials if they are used for academic and other legitimate purposes, if the presence of these items does not present an undue risk to the campus or community, and if the proposed use, possession, display or storage of these items has been expressly approved in writing by an authorized university representative.
 - d. The possession or use for self-defense of personal safety devices are not prohibited by this section.
25. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized university officials.
26. Commission of any offense prohibited by state or federal law or local ordinance.
27. Smoking, the use of and the sale of tobacco products, and the use of and the sale of smokeless tobacco products, including all electronic smoking devices, in or on all university property unless an express exception is provided by the university president for certain leased property or pursuant to university policy. In addition, universities may provide exceptions for smoking cessation products, controlled research, educational programs, traditional, cultural or religious purposes or other uses permitted by the university if approved in advance by designated university personnel or pursuant to university policy.

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Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

G. University Responses to Alleged Code Violations

1. In addition to, or in place of, an educational response or intervention, the dean of students may impose one or more of the following disciplinary sanctions (e.g., expulsion, suspension or degree revocation) or take administrative action (e.g., probation, warning, administrative hold, interim action) for any violation of the Student Code of Conduct:
 - a. **Expulsion:** Permanent separation of the student from the university. An indication of expulsion may appear on the student's transcript. The expelled student will not participate in any university-sponsored activity and will be barred from university property. An expelled student will be ineligible to attend Arizona State University, Northern Arizona University, or the University of Arizona or any other university campus or division governed by the board unless approved according to paragraph G.2 (a) and (b).
 - b. **Suspension:** Temporary separation of the student from the university for a specified period of time, or until specific conditions, if imposed, have been met. An indication of suspension may appear on the student's transcript. Except where prior approval has been granted by the Dean of Students, a suspended student will not participate in any university-sponsored activity and will be barred from the university campus. A suspended student will be ineligible to attend Arizona State University, Northern Arizona University, or the University of Arizona or any other university campus or division governed by the board until the conditions of suspension have been met.
 - c. **Degree Revocation:** A university may revoke a degree, certificate or other academic recognition previously awarded by that university to a student. Notice of any degree revocation will

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appear on the student's transcript. If the university previously communicated the award of a degree, certificate or other academic recognition to a third party, it may provide notice to that entity of the revocation.

- d. Probation: Removal of the student from good conduct standing. Additional restrictions or conditions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation, or other university rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.
- e. Warning: A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.
- f. Administrative Hold: A status documented in the registrar's official file which may preclude the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Dean of Students in accordance with university rules.
- g. Restricted Access to University Property: A student's access to university property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.
- h. Organizational Sanctions: Sanctions for organizational misconduct may include revocation of the use of university property or privileges for a period of time, revocation or denial of recognition or registration, or suspension of social or intramural activities or events, as well as other appropriate sanctions permitted under the Student Code of Conduct or other rules of the university.
- i. Interim Action: The dean of students may impose restrictions on a student or suspend a student for an interim period prior to

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resolution of the Student Code of Conduct proceeding.

- j. Academic Conduct: Each university may adopt procedures regarding student conduct that takes place while participating in academic activities. These procedures may outline sanctions including but not limited to lower-level warnings, administrative drop from a particular class, or other sanctions as appropriate.
 - k. Restitution: Payment to the university or to other persons, groups, or organizations for damage to property or costs incurred as a result of the violation of this Student Code of Conduct.
 - l. Notation on Transcript.
 - m. Other sanctions permissible under existing university rules.
2. A student who has been suspended or expelled from one university will be ineligible for admission, enrollment, re-enrollment or re-admission to Arizona State University, Northern Arizona University, or the University of Arizona or any other university campus or division governed by the board except as follows:
- a. Each university may adopt rules and procedures to consider a request for readmission from a student who has been previously suspended or expelled, which shall include criteria to be used in evaluating a request for readmission, and shall provide that a decision to readmit must be approved by the Vice President for Student Affairs at the admitting university.
 - b. Except as set forth in Section G.2.a, a student who has been suspended or expelled at one university will not be eligible for admission or re-enrollment at another university governed by the board until the student has met the conditions for reinstatement at the university which imposed the suspension or expulsion. The conditions for reinstatement may be waived in whole or in part at the discretion of the Vice President for Student Affairs at the admitting university.

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H. Determining What Sanction to Impose

1. Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation include the individual's prior conduct record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, the payment of restitution to the university or to any victims, or any other factors deemed appropriate under the circumstances, including but not limited to the individual's participation in an approved counseling program.
2. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

I. Enforcement

1. Student sanctions shall be enforced through use of procedures adopted by each university that are consistent with board policies and applicable laws and regulations
2. Sanctions for organizational misconduct shall be enforced through the use of the procedures adopted by each university, consistent with board policies and applicable laws and regulations

J. Miscellaneous provisions

1. The description of prohibited conduct shall be interpreted as broadly as consistent with applicable law.
2. The presidents are authorized by the board to take other actions or to adopt other rules to protect university property and the safety and well-being of members of the university community and the public.

I have read and understand the University of Arizona College of Medicine – Phoenix policies above regarding student code of conduct.



Signature

Printed Name

Date

February 2020



CAMPUS HEALTH

(U)

Student Exposure to Blood/Body Fluids

Student Exposure to Potentially Infectious Agents and/or Hazardous Materials Policy and Procedures - "Needle Stick" policy

It is the policy of The University of Arizona Health Sciences (UAHS) that all students who are exposed (i.e. needle stick, inhalation, mucus membrane or skin exposure or percutaneously to infectious agents and/or hazardous materials including blood/body fluids) while engaged in a University-sponsored educational program seek and obtain prompt medical attention, including counseling, prophylactic drug treatment, baseline and follow up laboratory values, as necessary.

Students: University of Arizona students who are currently enrolled in one of the UAHS colleges or a visiting student on an approved UAHS college clinical rotation with exposure to potentially infectious agents and hazardous materials: an exposure by skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of duties or exposure by inhalation, skin, eye, or mucous membrane to substances defined as hazardous chemicals present in the training site.

Student Exposure Procedure Card (Card)

Student Occupational Exposure Procedure Cards (hereafter referred to as "Card") are developed for and distributed to UAHS students by their respective college's Office of Student Affairs. Cards are also available at UAHS Student Affairs offices and posted online to all UAHS Student Affairs websites. Students must keep this Card readily available. Students must refer to and present the Card to the health care provider in the event of an exposure during training. UAHS periodically revises student occupational exposure policies and procedures and will

distribute updated Cards as applicable. Because students utilize many facilities for their training, it is important to note the Cards are intended to be general instructions on how to proceed in the event of an exposure. The Cards DO NOT take the place of IMMEDIATE evaluation and treatment.

Prevention Education for Students

In addition to education built into each college's curriculum, students must complete required chemical safety and bloodborne pathogens training as outlined by The Department of Risk Management Services (RMS). This training is required by Occupational Safety and Health Administration (OSHA) standards and includes information on hazard recognition, exposure prevention, and post-exposure procedures.

Financial Responsibility

After the student's insurance has paid the claim, the college will reimburse the student for the amount he/she paid for the initial assessment, prophylactic treatment, and necessary tests including labs related to the exposure. See Reimbursement Procedure. Visiting students are not eligible for reimbursement. The student maintains financial responsibility for medical costs beyond the care outlined above. Students are not eligible for worker's compensation benefits.

Training Institutions and Site Affiliates

All contracts with training institutions and site affiliates will include a provision that requires the training institutions and site affiliates to provide or make available assessment of an exposure to determine exposure significance and the necessity for treatment, if applicable. Provision will also require the training institution and site affiliate to ensure any required assessment and treatment will be within the time limits articulated, as set forth in the most recent protocols of the Centers for Disease Control (CDC) and consistent with the Occupational Safety and Health Administration (OSHA) Standards.

Student Exposure Procedure (Card)

In the event of an exposure, students must follow the following procedure:

1. Remove soiled clothing and wash the exposed area with soap and water, if appropriate. Administer first aid as appropriate to the exposure*
2. Immediately notify attending physician/supervisor of exposure
3. Students shall present to facility at which exposure occurred for assessment (includes testing of source patient) and initial prophylactic treatment if applicable.

If facility is unable to do initial evaluation and obtain necessary bloodwork, patient may come to UA Campus Health Service or ASU Health Service.

4. Students should present the Card to treating health care provider
5. For Blood/Body Fluid Exposures: Following the incident, the facility at which exposure occurred shall immediately make available to the affected student a copy of all the student's records relating to the treatment and follow up, and if and when available, results regarding the HIV, HBV, and HCV status of the source, to the extent permitted by law.
6. Following the incident, the student must work with their supervisor/department liaison to complete the online
(<https://risk.arizona.edu/insurance/incident-Non-Employee Incident Report Form>) located on the UArizona Risk Management Website.
7. Within 5 days of the exposure, the student must follow up with:

TUCSON: University of Arizona Campus Health 520-621- 6493

PHOENIX: ASU Downtown Campus Health 602-496-0721

For Treating Physician

If consultation is needed, treating physician may contact the on-call infectious disease physicians at UA via the Physician's Resource Line at 520-694-5868 or 800-777-7552 to discuss recommendations for tests and/or medications related to the student's exposure.

Arizona Poison and Drug Information Center (24/7): 1-800-222-1222

Post-exposure testing and further prophylactic drug treatment of UAHS students will be performed in Tucson or Phoenix.

Reimbursement Procedure

For UA UAHS Students Only

Colleges cannot process a payment to a health care facility on a student's behalf. Therefore, all claims will be processed as reimbursements.

In order to receive reimbursement, the student must first bill his/her health insurance. Then, the student must pay the remaining balance and submit the following documents to the student's respective college's Office of Student Affairs in order to have the claim reimbursed. In order to have the claim reimbursed, the student must submit:

1. Student Occupational Exposure Reimbursement Claim Form
2. An itemized bill
3. Explanation of Benefits (EOB) from insurance company
4. Paid receipt

Resources and References

<https://health.arizona.edu/student-exposure-bloodbody-fluids>

RESOURCES AND REFERENCES

(<http://risk.arizona.edu/bloodborne->

UA Bloodborne Pathogenspathogens)

([http://risk.arizona.edu/chemical-spills-and-other-accidental-](http://risk.arizona.edu/chemical-spills-and-other-accidental-releases)

UA Laboratory Chemicalreleases)

([https://www.osha.gov/pls/oshaweb/owadisp.show_document?](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051)

OSHA Bloodborne Pathogens Standardp_table=STANDARDS&p_id=10051)

([http://www.osha.gov/pls/oshaweb/owadisp.show_document?](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10106)

OSHA Laboratory Standardp_table=STANDARDS&p_id=10106)

CDC Biosafety Standards(<http://www.cdc.gov/biosafety/publications/bmbl5/index.htm>)

UA Non-Employee Incident Report Form(<http://risk.arizona.edu/forms/>)

UA Risk Management Services(<http://risk.arizona.edu/>)

University of Arizona Campus Health(/node/1)



I have read and understand the University of Arizona College of Medicine – Phoenix policies above regarding health services and exposure to blood and bodily fluids.

Signature

Printed Name

Date

University Information Security and Privacy

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Policy Contents

- [Policy](#)
- [Frequently Asked Questions*](#)
- [Related Information*](#)
- [Revision History*](#)

Policy Information

Effective Date:

June 1, 2012

Policy Number:

HR-200E

Reference:

Student Employment Manual 108.0

Responsible Unit:

Office of Institutional Equity

Phone:

(520) 621-9449

Email:

equity@email.arizona.edu [1]

Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. The University encourages anyone who believes he or she has been the subject of discrimination to report the matter immediately as described in the section below, "Reporting Discrimination, Harassment, or Retaliation." All members of the University community are responsible for participating in creating a campus environment free from all forms of prohibited discrimination and for cooperating with University officials who investigate allegations of policy violations.

University Obligations

The University will take prompt and appropriate action to (a) thoroughly investigate complaints of discrimination described in this policy; and (b) prevent, correct and, if necessary, discipline individuals who engage in behavior that violates this policy in accordance with existing University policies.

Applicability and Enforcement of Policy

This policy applies to:

- All University employees in all aspects of their employment relationship with the University;
- All University students in all aspects of their participation in the University's educational programs and activities;
- All University applicants, whether for employment or for admission to educational or University-sponsored programs, activities, or facilities;
- All persons or groups participating in or accessing University-sponsored programs, activities, or facilities; and
- All vendors or contractors in all aspects of their relationship with the University.

Enforcement of this policy is subject to constitutional protections related to freedom of speech, association, and the press.

Prohibited Discrimination, Including Harassment and Retaliation

Discrimination

"Discrimination" occurs when an individual, or group of individuals, is treated adversely because they belong to a classification of individuals that is protected from discrimination by a federal or state statute or University policy as set forth above. The failure to provide reasonable accommodations required by law or University policy based on disability or religious practice may constitute discrimination.

Harassment

"Harassment" is a specific form of discrimination. It is unwelcome behavior, based on a protected classification, that a reasonable person would perceive to be sufficiently severe or pervasive to create an intimidating, hostile, or offensive environment for academic pursuits, employment, or participation in University-sponsored activities.

Additionally, "Sexual Harassment," whether between individuals of the same or different sex, includes unwelcome conduct of a sexual nature that is made, either explicitly or implicitly, a condition of an individual's education, employment, or participation in a University program or activity, and/or when the submission to or rejection of such conduct is a factor in decisions affecting that individual's education, employment, or participation in University-sponsored activities.

Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic, electronic, and written statements, or conduct that is physically offensive, harmful, or threatening.

Retaliation

"Retaliation" occurs when an adverse action is taken against an individual for engaging in protected activity. Protected activity consists of (a) opposing conduct reasonably believed to constitute discrimination, including harassment, which violates a nondiscrimination statute or which University policy prohibits; (b) filing a complaint about such practice; or (c) testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint. Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited.

Supervisory Responsibilities to Prevent and Report Discrimination, Harassment, and Retaliation

Employees or agents of the University who (a) supervise other employees, graduate or undergraduate students, contractors, or agents; (b) teach or advise students or groups; or (c) have management authority related to a University-sponsored program or activity are required to:

- Engage in appropriate measures to prevent violations of this policy; and
- Upon receiving a report or having a reasonable basis to suspect that potential discrimination, harassment, or retaliation has occurred or is occurring, promptly notify and provide all available information and documentation either to the Dean of Students Office if the alleged policy violator is a student, or to the Office of Institutional Equity for all other matters.

The Dean of Students Office will promptly notify the Office of Institutional Equity of all reports of potential discrimination, harassment, or retaliation that it receives.

Reporting Discrimination, Harassment, or Retaliation

Reporting Complaints to University Offices

An individual who believes that he or she has been subjected to discrimination, harassment, or retaliation in violation of this policy should report the matter immediately as set forth below to obtain information about resolving concerns, including complaint-filing options and procedures, and to enable the University to take prompt remedial action. If the alleged policy violator is a University student, the individual who has been the subject of discrimination, harassment, or retaliation in violation of this policy should contact:

Dean of Students
Dean of Students Office
Robert L Nugent Building
1212 E. University Blvd
PO Box 210040
Tucson, AZ 85721-0040
(520) 621-7057
dos-deanofstudents@email.arizona.edu [2]

For all other instances, the recipient of the alleged conduct should contact:

Director for Equity Compliance
Office of Institutional Equity
University Services Building, Room 113
P.O. Box 21058
Tucson, AZ 85721-0158
(520) 621-9449
equity@email.arizona.edu [1]

If the alleged policy violator is employed by the Dean of Students Office or the Office of Institutional Equity, then the individual who has been the subject of discrimination, harassment, or retaliation in violation of this policy may contact the Vice President of Equity, Inclusion.

Good Faith Allegations

Because of the nature of discrimination, harassment, or retaliation complaints, allegations often cannot be substantiated by direct evidence other than the complaining individual's own statement. Lack of corroborating evidence should not discourage individuals from seeking relief under this policy. No adverse action will be taken against an individual who makes a good faith allegation of discrimination, harassment, or retaliation under this policy, even if an investigation fails to substantiate the allegation. However, individuals who make dishonest statements or make statements with willful disregard for the truth during an investigation or enforcement procedure under this policy may be subject to disciplinary action in accordance with existing University policies.

Anonymous Inquiries and Complaints

Members of the University community may contact the Office of Institutional Equity or the Dean of Students Office at any time to ask questions about discrimination, harassment, retaliation, or complaint-filing procedures and may provide information without disclosing their names. This provision does not relieve managers, supervisors, instructors, or advisors of their responsibility to promptly report under this policy.

Reporting Complaints to Outside Agencies

University employees and students have the right to file discrimination, harassment, and/or retaliation complaints with outside agencies as well as with the University's Office of Institutional Equity or the Dean of Students Office. If an individual files a complaint with an external agency, the filing will not affect the University's investigation concerning the same or similar events.

Consequences of Policy Violations

Members of the University community who violate this policy will be subject to disciplinary action that could include reprimand, demotion, denial of promotion, termination from employment or from educational programs, or other appropriate administrative action.

Affiliated Entities

University employees or students who work or study at a worksite or program of an institution with which the University has entered into an Affiliation Agreement (Affiliate) are subject to this policy while at such worksite or participating in such program. Similarly, Affiliates are obligated under agreements with the University to comply with all applicable state and federal statutes and regulations regarding equal employment opportunity and nondiscrimination. If a University employee or student believes that he or she has been subjected to discrimination, harassment, or retaliation while working at or participating in a program of an Affiliate in violation of this policy, he or she should contact the Office of Institutional Equity or the Dean of Students Office in accordance with the reporting provisions of this policy.

Confidentiality

Employees of the Office of Institutional Equity, employees of the Dean of Students Office, and all responsible administrators who receive reports of discrimination, harassment, or retaliation shall maintain the confidentiality of the information they receive, except where disclosure is required by law or is necessary to facilitate legitimate University processes, including the investigation and resolution of discrimination, harassment, or retaliation allegations.

Frequently Asked Questions*

Does the University provide training related to this policy?

Yes. Nondiscrimination training is available online at <https://equity.arizona.edu/training/online-training> [3] and by contacting the Office of Institutional Equity at (520) 621-9449.

Where can I find other resources and materials related to this policy?

You can find additional resources and materials, including links to University services, at <http://equity.arizona.edu/resources-materials> [4].

Who should I contact to ask questions about the policy or about a possible policy violation?

Please contact the Office of Institutional Equity at (520) 621-9449 with questions, to report a possible policy violation, or to find out more about complaint-filing options and processes. You can also find answers to some questions and guidance on reporting at <http://equity.arizona.edu> [5].

Do student workers have to take the "Preventing Discrimination and Harassment" training for employees?

Yes. Student workers are required to complete this online training..

Related Information*

[Arizona Board of Regents Policy 1-119 Nondiscrimination and Anti-Harassment](#) [6]

Revision History*

This policy incorporates the former Sexual Harassment policies in Classified Staff Human Resources Policy 101.0 and University Handbook for Appointed Personnel Policy 2.16.

Source URL:

<https://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

Links

[1] <mailto:equity@email.arizona.edu>

[2] <mailto:dos-deanofstudents@email.arizona.edu>

[3] <https://equity.arizona.edu/training/online-training>

[4] <http://equity.arizona.edu/resources-materials>

[5] <http://equity.arizona.edu>

[6] <https://public.azregents.edu/Policy%20Manual/1-119-Nondiscrimination%20and%20Anti-Harassment.pdf>

I have read and understand the University of Arizona College of Medicine – Phoenix policies above regarding anti-harassment and nondiscrimination.



Signature

Printed Name

Date

Reporting Mistreatment or Harassment of Medical Students Policy

It is the policy of the University of Arizona College of Medicine – Phoenix (COM – P) to be committed to a safe and supportive learning environment. Mistreatment of medical students is unacceptable and is not tolerated.

This policy is in addition to the [University of Arizona Non-discrimination and Anti-harassment Policy](#), which prohibits discrimination, including harassment and retaliation, based on a protected classification including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or genetic information. Any violation of protected behavior is referred to the [Office of Institutional Equity](#).

Definition of Mistreatment

The Association of American Medical Colleges (AAMC) Graduation Questionnaire (GQ) defines mistreatment as: “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.”

Specific examples of mistreatment include but are not limited to:

1. Verbal Mistreatment
 1. Yelling or shouting.
 2. Use of profanity.
 3. Humiliation, degradation, ridicule or put-downs.
 4. Non-constructive/non-corrective criticism.
 5. Malicious gossip.
 6. Threatening to hit or harm.
2. Ethnic Mistreatment
 1. Racial, ethnic or sexual orientation discrimination, slurs, jokes, remarks.
 2. Stereotyped.
 3. Neglected/ignored because of ethnicity.
3. Physical Mistreatment
 1. Physically mistreated causing pain or potential injury.
 2. Pushed/slapped hand.
 3. Assault with a weapon (needles or surgical instruments also apply).
4. Power Mistreatment
 1. Being assigned work duties for the purpose of punishment rather than education.
 2. Creation of a hostile environment.
 3. Required to perform personal services (i.e., babysitting, shopping). Unjustified exclusion from formal or informal learning settings.
 4. Coercion.
 5. Threatened/intimidated with poor evaluation or grade consequences.
5. Sexual Harassment
 1. Being stared or leered at.
 2. Unwelcome sexual comments, jokes, innuendoes or taunting remarks.
 3. Display of pornographic, sexually offensive or degrading pictures.
 4. Unwanted sexual advances, including unnecessary physical contact by touching.
 5. Nonconsensual sexual intimacy.
 6. Unwanted social invitations (quid pro quo).
 7. Ignored because of gender.

Distinction Between Harassment and Embarrassment

There is a distinction between embarrassment, which is NOT mistreatment, and harassment, which is mistreatment.

- Embarrassment: The state of feeling foolish in front of others.
 - Example: An attending tells a student to prepare for an upcoming surgery by reviewing the relevant anatomy. The student fails to do so and is embarrassed when the attending asks an anatomical question during the surgery that he does not know the answer to.
- Harassment: When an unpleasant or hostile situation is purposefully created.
 - Example: An attending physician purposely asks a question that he feels the student will not know the answer to and then publicly calls her “stupid.”

Process

1. Reporting Concerns of Possible Mistreatment
 1. Medical students who are the subject of mistreatment or who have witnessed mistreatment of their fellow student are encouraged to discuss it with a COM – P faculty/staff member who is in a position to understand the context and address necessary action.
 2. Retaliation against medical students who report is not tolerated.
 3. The following positions should be considered as primary resources:
 1. Curricular unit* Directors.
 2. Associate Dean, Student Affairs.
 3. Professional Resource Office (student ombudsman).
 4. Senior Associate Dean, Academic Affairs.
 5. Director, Student Development.
 6. Students on away rotations should report to the curricular unit Director at the site or to the above COM – P resources.
 7. Career and Professional Advisors.
 4. If the student doesn't feel comfortable reporting the mistreatment in person, they can file an anonymous report using the [Professionalism Conduct Comment form](#).
 5. Students can report any mistreatment in courses utilizing the post-curricular unit survey. Results from all surveys are de-identified and aggregated to protect student identity when reporting the results.
 6. Students may anonymously complete a comment card and place it in a box in the Student Lounge.
 1. Anonymous reports will be taken seriously and should include the following pieces of information:
 1. The source, specificity and nature of the information provided.
 2. The seriousness of the alleged conduct.
 3. Other individuals who may have witnessed the alleged violation.
2. Any report that involves unlawful discrimination or harassment covered under the University of Arizona Non-Discrimination and Anti-Harassment Policy will be referred to the Office of Institutional Equity for investigation and follow up.
3. Aggregated and de-identified data on reports of student mistreatment of medical students will be shared with the Curriculum Committee and its subcommittees biannually for review and possible action. Trending three-year GQ mistreatment data will be shared with students on an annual basis.
 1. Patterns of mistreatment that may not be reportable/notable as a specific incident but constitute an overall pattern by an individual or curricular unit environment will be addressed.
4. Anyone found to have engaged in mistreatment will be subject to disciplinary action. Faculty development and one-on-one mentoring will be available to those who need to improve their behavior.
5. Any report that suggests mistreatment will be referred to the Professional Resource Office. Any report that suggests unlawful discrimination or harassment under the University of Arizona's Nondiscrimination and Anti-harassment Policy will be referred to the Office of Institutional Equity. Students may also directly report suspected discrimination or harassment to the Office of Institutional Equity.

*Any component of the curriculum where a grade is earned.

Curriculum Committee: Approved 12/11/2018



I have read and understand the University of Arizona College of Medicine – Phoenix policies above regarding reporting mistreatment or harassment of medical students.

Signature

Printed Name

Date