

**Pacific University
MSAT Program
Clinical Education
Demerit Policy**

Students not adhering the Pacific University MSAT Program clinical policies and procedures will be assessed demerits based on the infraction by either program faculty and/or preceptors. Demerit notices are used to provide a tool for documenting inappropriate behavior and subsequent discussions regarding the behavior. Demerit Notice Forms will be maintained in the student's permanent file located in the ATP Office.

Demerits will be classified according to their severity and will be defined as follows:

Minor Infractions (This list may not be all inclusive)

Dress code violation
Tardiness (to clinical rotations / program meetings)
Unprofessional behavior at the clinical rotation (Swearing, cell phones, instant messaging, attitude, etc.)
Unexcused absence from mandatory meeting
Unexcused absence from clinical rotation assignment (clinic hours/practices/games)
Insubordination (at Preceptor/Faculty discretion)
Inappropriate use of social media

Moderate Infractions (This list may not be all inclusive)

Unexcused absence from clinical rotation assignment (clinic hours/practices/games)
Insubordination (at Preceptor/Faculty discretion)
Inadvertant/accidental HIPAA violation
NATA Code of Ethics violation
BOC Code of Professional Practice Violation
Inappropriate use of social media

Major Infractions (This list may not be all inclusive)

Harassment
NATA Code of Ethics Violation
BOC Standards of Professional Practice Violation
Inappropriate use of social media
Alcohol/Drug indiscretions
Intentional/repeated HIPAA violation

Reprimand Procedures

1. A Demerit Notice Form must be completed within 2 weekdays of a violation and be given directly to the Coordinator of Clinical Education (CCE) by the faculty or preceptor.
2. The CCE will discuss the details of the situation with the Preceptor/Faculty.
3. The CCE will then meet with the student to discuss their representation of the situation.
4. The CCE, in conjunction with the Program Committee, will make a final decision on the matter, including the number of demerits to be assessed and the corresponding repercussions, and inform the student of the decision.
5. Students will be required to sign the demerit form, indicating an understanding of and acceptance of the demerits and corresponding sanctions.
6. If demerits are assessed for issues with substance abuse, students will be provided additional information and referral to the available University student support services.
7. If a student feels he/she has been treated unfairly in this process, he/she can submit an appeal in writing to the PD within 2 days of the decision. The PD will then follow the appeals process outlined below.
8. Once a student has accumulated 8 demerits within their permanent file, a meeting will be arranged between the student and Program Committee to assess the students ability/desire to progress in the academic program and develop a plan to assure the student remain on task to graduate.
9. Violations will be ranked:
 - a. Minor infractions – up to 3 demerits may be given
 - b. Moderate infractions – 4 to 8 demerits may be given
 - c. Severe infractions – 9 to 16 demerits may be given

The following disciplinary actions will be taken based on the number of demerits the ATS has received during their years in the program. Students should be aware that these penalties are cumulative and that the actions will be repeated in each level if the student continues to receive demerits.

Level	Total number of Demerits	Disciplinary Action
I	1 - 3	• No disciplinary action/added to permanent file
II	4 – 8	• Disciplinary actions based on the violations/Service Project assigned by PD/CCE.
III	9 – 15	• Disciplinary actions based on violation • Service project assigned by PD/CCE
IV	16	• Expulsion from program

Appeal of Clinical Disciplinary Action

Students may appeal their disciplinary actions by contacting the Program Director in writing within 48 hours after the student has been notified of their disciplinary actions. The Program Director will confer with the PT/AT Department Head on the issue. The Department Head and PD will hear the student's appeal and investigate the matter. The Program Director will notify

the student of the decision in writing. If the student issue involves the PD, the PT/AT Department Head will hear the student's appeal and determine a resolution to the issue. The Department Head will notify the student and the Program Director of his decision in writing. If the student does not feel the issue was handled appropriately, the student may seek remediation through the formal PU appeal process. Information on the PU student grievance process can be found in the university website. If after due process, the student still disagrees with the decision and sanctions, the student will be removed from the program.

**Pacific University
MSAT Program
Demerit Notification**

_____ (Student's Name),

This is an official notice that you have received ____ demerit(s) for the following reason(s) _____

This (these) demerit(s) will result in the following action(s):

Your signature below is an acknowledgement that you are aware of the demerit(s) and sanction(s) given as a result of your actions. Please consult your Student Handbook for more information on the Demerit Policy.

Preceptor/Faculty

Date

MSAT Program Director / CCE

Date

Student Signature

Date