POLICY STATEMENT

Note: College of Medicine Mistreatment Policy is more detailed. Please see that section for additional information.

An appropriate student learning environment should foster professional growth, support academic achievement, and encourage the attainment of educational goals. Upstate’s learning environment should model professionalism and civility and be characterized by professional behaviors. All members of the Upstate community, including faculty, staff, and learners attest to the Upstate Code of Conduct and should demonstrate the values prescribed therein, which include personal responsibility, respect, collegiality, integrity, trustworthiness, impartiality, confidentiality, and compliance with laws and policies. Breaches in professional behavior threaten the learning environment and will not be tolerated. The Upstate Code of Conduct can be found on the website at: http://www.upstate.edu/hr/document/intra/conduct_code.pdf.

PROCEDURES

Students who experience possible mistreatment or observe other students experiencing possible mistreatment are encouraged to address the issue immediately. Students have the option of dealing with mistreatment informally or formally.

1. Informal Resolution - whenever possible, it is preferred that students who believe they have been mistreated or those who have witnessed others being mistreated, discuss and attempt to resolve the matter with the alleged offender. It is well recognized that this may not always be a comfortable or viable approach.

2. Formal Resolution: Students formally can report inappropriate behavior in a number of ways and are encouraged to use the process that is most comfortable for their particular circumstance.
   a. Raise concerns personally to one of the following individuals:
      College Deans
      Dean of Student Affairs
      Course/Clerkship Director/Faculty
      Department Chair
   b. Students may also choose to pursue claims of unlawful discrimination or harassment in compliance with the University’s Anti-Harassment/Discrimination Policy. More information can be found on the Office of Diversity and Inclusion website: (http://www.upstate.edu/diversityinclusion/complaint).

3. Responding to Concerns of Mistreatment - Every effort is made to respond to concerns of mistreatment in a timely and professional manner to minimize the risk of harm including retaliation. The level of corrective response is in the hands of the student whose confidentiality at this first stage is nearly absolute until the student says otherwise; the listener’s role is only to help the student think through his/her concerns. If given permission from the student, the complaint will be fully investigated and measures will be taken to reach an appropriate resolution. Except in cases of anonymous complaint, students will be provided with clear and timely feedback concerning the status and resolution of their complaint.

4. No Retaliation Policy: Upstate Medical University policies strictly forbid discrimination or retaliation against any community member who reports, in good faith, any instances of conduct that do not comply or appear not to comply with Federal or State laws and regulations or local policies and procedures. Those reporting inappropriate behavior have the right to remain anonymous and to use confidential mechanisms to disclose non-compliant activity without fear of retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to contact the Dean of Student Affairs so that the situation can be addressed immediately.

Note: Within the constraints of the Crime Awareness and Campus Security Act. This is a federal law that requires school officials who have a significant responsibility for student and campus activities (except mental health and religious counselors) to report certain (mostly assault) crimes. The law does not require naming anyone involved, but only supplying enough information to Security to allow verification of the crime and its location at the University.

RESPONSIBILITIES

Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.

ADDITIONAL CONTACTS

Associate Dean of Student & Multicultural Affairs
College Deans Offices