



**University of Pikeville**  
**Kentucky College of Osteopathic Medicine**  
**Office of the Dean**

**Due Process**

**Policy Contact:** Dean, Kentucky College of Osteopathic Medicine  
**Policy Category:** Administration  
**Policy Number:** 1.4 (2)(b)  
**Review:** Annually

---

**Purpose**

University of Pikeville – Kentucky College of Osteopathic Medicine (KYCOM) follows policies and procedures that provide due process for all of its employees, students, and credentialed instructional staff. This policy, along with the Employee Handbook and the Student Handbook outline the due process rights for the members of the KYCOM campus community.

---

**Policy Statement**

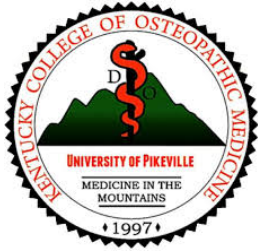
KYCOM expects employee performance and professional conduct to meet high standards at all times. Performance or conduct issues that arise within the scope of employment will be addressed through a process of performance improvement counseling and disciplinary action. Performance improvement is an extension of performance evaluation and professional development. However, certain infractions may warrant immediate disciplinary action, including discharge.

Supervisors completing a performance improvement plan with an employee document the meeting on a standardized form created by Human Resources. The form allows for a detailed description of the performance/conduct issue, the plan to correct the issue(s), and employee comments. Additional information regarding due process for employees, faculty and instructionally employed faculty may be found in the Employee Handbook.

Alleged violations of the Student Code of Conduct or the KYCOM Student Honor Code may be reviewed by the Assistant Dean of Student Affairs for Graduate and Health Professions, the Student Ethics Council, and/or the Promotion and Matriculation Committee. The Assistant Dean of Student Affairs for Graduate and Health Professions is responsible for the management and adjudication of the student conduct process for KYCOM students and may delegate cases to the Student Ethics Council and/or the Promotion and Matriculation Committee. The Student Ethics Council oversees and facilitates student adherence to professional conduct principles and is comprised of elected student leaders. The Promotion and Matriculation (P&M) Committee consists of KYCOM faculty and administrators. The P&M Committee reviews academic progress and serves as the student conduct board for KYCOM students. The P&M Committee is responsible for management and review of

*General Disclaimer:*

*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*



**University of Pikeville  
Kentucky College of Osteopathic Medicine  
Office of the Dean**

academic progress for KYCOM students. Any student that is required to appear at a hearing or meeting will be provided reasonable notice regarding the issue to be discussed and the date/location of the meeting. Additional rights afforded to KYCOM students as part of the conduct process are as follows:

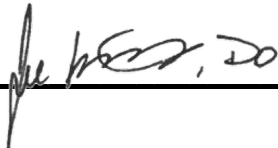
- Right to be informed of charges
- Right to have adequate time to prepare a response to the charges
- Right to hear evidence
- Right to produce evidence against charges
- Right to confidentiality
- Right to appeal sanctions and/or academic decisions

**Related Policies**

[KYCOM Student Handbook](#)

[UPIKE Student Handbook](#)

[Employee Handbook](#)

  
\_\_\_\_\_  
**Dean**

November 23, 2021  
\_\_\_\_\_  
**Last Reviewed Date**

*General Disclaimer:*

*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*