



DISCIPLINARY PROCEDURES

When a violation of the Code of Conduct occurs, faculty, staff, or clinical supervisors may document the incident and review the circumstances with the student. The program reserves the right to determine the appropriate level of disciplinary action based on the seriousness of the offense, prior conduct history, the student's response to corrective measures, and the potential impact on patient safety, confidentiality, or the educational environment.

The first level of discipline is typically a verbal warning. A verbal warning may be issued for minor or first-time violations such as tardiness, minor dress code violations, unprofessional communication, incomplete assignments, or other conduct not involving patient harm or legal violations. During the verbal warning, the faculty member or supervisor will discuss the behavior with the student, review expectations for improvement, and document the discussion internally.

If inappropriate behavior continues or if a more serious violation occurs, the student may receive a written warning. A written warning formally documents the nature of the violation, the expected corrective action, and a timeline for improvement. The student may be required to meet with program leadership, complete remediation activities, or demonstrate corrective behavior within a specified period. Failure to improve following a written warning may result in additional disciplinary action.

Students who continue to violate program standards or who commit significant misconduct may be placed on disciplinary probation. Probation is a formal disciplinary status indicating that the student's continuation in the program is at risk. Conditions of probation may include behavioral contracts, mandatory counseling referrals, academic remediation, restricted clinical participation, additional supervision, or other corrective requirements determined by the program. During probation, any additional violation may result in suspension or dismissal.

Suspension may occur when a student's behavior significantly disrupts the educational environment, compromises patient safety, violates institutional or clinical policies, or demonstrates repeated noncompliance with program standards. Suspension may involve temporary removal from classroom, laboratory, online, or clinical activities pending further investigation or corrective action. Students placed on suspension may be required to complete specified conditions before returning to the program.

Certain violations are considered severe enough to warrant immediate removal from clinical activities or immediate dismissal from the Medical Assistant Program without prior progressive discipline steps. These violations may include, but are not limited to, breaches of patient confidentiality or HIPAA regulations, falsification of records, patient abuse or neglect, theft, substance impairment during program activities, physical violence, threats, possession of

weapons, discrimination or harassment, unsafe patient care practices, academic dishonesty, or conduct that places patients, staff, faculty, or students at risk.

When disciplinary action is taken, the student will generally be notified of the concern, provided an opportunity to respond, and informed of any corrective actions or consequences.

Documentation related to disciplinary matters will be maintained in accordance with institutional policies and applicable privacy standards.

Students may appeal disciplinary decisions according to the institution's established grievance or appeal procedures. Appeals must typically be submitted in writing within the timeframe specified by institutional policy. The filing of an appeal does not automatically delay or suspend disciplinary action unless otherwise determined by the institution.

Premier Healthcare Academy & School of Nursing, LLC reserves the right to bypass any step in the progressive discipline process when circumstances warrant immediate action to protect patient safety, maintain legal compliance, preserve the integrity of the educational environment, or uphold professional healthcare standards.