



## **Institute for International Medicine Academic Integrity Policy and Process**

Purpose: Academic integrity is the foundation of INMED's commitment to academic excellence. This policy communicates the standards of academic integrity of INMED programs to all students and community members.

Violations of academic integrity demean the violator, degrade the learning process, devalue the meaning of grades, discredit the accomplishments of academic peers and graduates, and diminish the reputation of INMED.

- I. INMED, Faculty, and Student Responsibilities
  - A. INMED is responsible for creating an INMED Academic Integrity Policy and Process that is fair and equitable to faculty and students. In order to promote academic integrity, INMED will:
    1. Provide a clear and complete policy and process that describes responsibilities, violations, violation process, resolution, and appeals.
    2. Guide faculty and students in the ethical best practices of generative AI, assistive AI, and AI technology.
    3. Practice due diligence and take responsibility for the equitable treatment of students.
  - B. Faculty are responsible for knowing the INMED Academic Integrity Policy and Process. Faculty promote academic integrity by promoting student academic integrity, addressing dishonesty, and assisting students in development of their ethical reasoning. In order to promote academic integrity, faculty will:
    1. Provide a clear and complete syllabus that describes course expectations, guidelines, and standards of performance.
    2. Foster an academic environment where integrity is expected and respected.
    3. Promote a classroom environment in which all students are treated with courtesy and respect.
    4. Develop assessments that effectively evaluate the student's mastery of course content.
    5. Evaluate student work based on academic merit.
    6. Provide students with timely and honest feedback.
    7. Be available to discuss academic matters with students.



8. Hold students responsible for knowing institution and course academic integrity expectations and guidelines.
9. Detect and properly handle violations of academic integrity.
10. Refer to this Academic Integrity Policy and Process when violations or suspected violations occur.

C. Students are responsible for being aware of and referring to this Academic Integrity Policy and Process as well as the Student Handbook. Students are expected to be honest and ethical in all academic work. Students are responsible to:

1. Know and follow the rules and guidelines set forth by INMED.
2. Follow faculty/instructor rules and processes as they relate to academic integrity as directed by the course syllabus and related documents.
3. Help in fostering an environment of academic integrity.
4. Ask clarifying questions regarding syllabus, rules, policies, course work, or grading system when needed.

II. How to Correctly Reference and Ethically Use Artificial Intelligence  
Community members must be aware of potential biases in AI tools and datasets, and they must practice safeguarding and data security when accessing AI. As technology continues to evolve, INMED will continue to foster ethical use and empowered learning.

A. Definitions

1. Assistive AI (AAI): AI systems that are designed to (1) support a person in performing tasks or (2) alter content input by a user.
2. Generative AI (GAI): deep-learning models that can create high-quality text, images, and other content based on data or input.

B. Students and faculty may use Assistive AI and bilingual dictionaries in the following general ways:

1. To check spelling, punctuation, and grammar.
2. To improve the quality of the language.

C. Student and faculty may use Generative AI for the following general purposes:

1. To brainstorm ideas, however submitted work (4A) and critical thinking must be their own.
2. To view examples to understand passable essay structures.
3. As another search engine (i.e. research questions rather than the essay title, then explore the sources it provides.)



- a. Students and faculty must explore the inherent bias of the results.

D. Students and faculty must correctly reference when AI has been used in quoting, paraphrasing, or generating images in the referencing style used by the course or selected by the faculty. Students and faculty must clearly reference the AI tool in the body of their work and add it to the bibliography.

E. Faculty may use AI in the following general ways:

1. To enhance their curriculum.
2. To generate text to synthesize data and visualizations.
3. To support writing skill development in planning, outlining, and editing in individualized feedback.

F. Students are required to ask Faculty or the Office of Academic Affairs on other appropriate and ethical uses of AI. Faculty may ask the Dean of Faculty on other appropriate and ethical uses of AI.

### III. Student Works Authentication Process

- A. Student can explain their work sufficiently.
- B. The student is clear when they are quoting others' ideas and when they are claiming an idea or conclusion as their own work.
- C. The faculty member confirms the quality of the final piece of work is in line with what they would expect the student to be able to produce.
- D. For final essays or compositions: Faculty has seen the student develop their work over a period of time.

### IV. Academic Integrity Violations

This does not represent an exhaustive list of possible violations of academic integrity, rather the intent is to provide a general range of academic conduct which constitutes violations.

- A. Plagiarism: intellectual theft in which one presents work done (written, orally, electronically) by others, including generative artificial intelligence (GAI), as his or her own work. Plagiarism is the failure to reference and acknowledge the ideas and words of others properly



and appropriately. This includes, but is not limited to, essays, discussions forums, or exams.

- B. Cheating: misrepresenting or providing false information in any matter of academic achievement or work.
  - C. Misrepresentation of academic experiences, ability, or effort: providing false or misleading information regarding academic background or academic work. It is expected that INMED community members accurately and fairly present their experiences, abilities, and efforts so that others may accurately assess those accomplishments.
  - D. Academic Interference: any activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work or inhibiting the progress of another person's academic work.
  - E. Unauthorized access of academic records or systems: accessing academic records or systems, whether activity occurs or not.
- V. Academic Integrity Violation Process
- A. Allegations of academic integrity violations
    - 1. Primary responsibility for bringing an allegation
      - a. In a course setting, faculty or other instructors have primary responsibility for bringing allegations. Faculty members and/or instructors may discuss the allegation(s) with the student and collect additional evidence.
      - b. Other responsible parties may include preceptor(s), Scholarly Project committee members, the Vice-President of Academic Affairs's Office, the President's Office, or staff.
      - c. Students and faculty may submit an allegation through the Complaints & Reports Online Form (Populi Dashboard > Forms).
  - B. Notifications to the Office of Academic Affairs
    - 1. Allegations of Academic Integrity violation(s) must be submitted via the Complaints & Reports Online Form (Populi Dashboard > Forms) to the Office of Academic Affairs within 15 days of suspected violation.
    - 2. The Office of Academic Affairs will notify the student(s) suspected of violation within 10 business days of receiving the allegation.



3. If student does not respond to the Office of Academic Affairs in the set time, the Vice-President of Academic Affairs has the discretion to assign a resolution without the opportunity for the student to provide input.
4. Once an allegation has been submitted to the Office of Academic Affairs a student may not change his/her registration in the course. Any attempt to withdraw from the course in question, during this time-period, will be considered during the investigation.
5. The Office of Academic Affairs will collect evidence and schedule a meeting with the student and responsible parties.
  - a. During this time, the student may provide evidence against the allegation.
  - b. Within seven days of the conclusion of this meeting, the Office of Academic Affairs will issue its decision regarding the allegation and communicate the decision to the student.

#### VI. Resolutions to Academic Integrity Allegations or Violations

- A. Resolution 1 – no violation occurred.
  1. No documentation is submitted into the student's file and no subsequent action is taken.
- B. Resolution 2 – an academic integrity violation, either unintentionally, or based on a misunderstanding, occurred.
  1. The student receives a written warning; a copy of the written warning and evidence is placed in student file, and a learning plan must be completed by the student.
    - a. The learning plan will be developed by the Office of Academic Affairs and will be designed for the student to understand INMED's Academic Integrity Policy and Process.
    - b. The student must complete the plan prior to enrolling into any new courses.
- C. Resolution 3 – a student who has one or more prior resolution findings of academic integrity violations or an alleged violation is deemed intentional or is of such severity as to merit a more severe consequence.
  1. The Vice-President of Academic Affairs will issue a written agreement, with sanctions, to the student. The written



agreement with sanctions will be based on the evidence provided, faculty input, and student meeting. The evidence and written agreement with sanctions are placed in the student's file. Sanctions may include the following:

- a. A reduction in grade for an assignment
- b. A failing grade for an assignment
- c. A reduction in grade for the course with notation of academic dishonesty
- d. A failing grade for the course with notation of academic dishonesty
- e. Rescinding or changing a grade for a past course in which a violation occurred
- f. A course retake during a subsequent term. Students must pay tuition for the course retake.
- g. Disciplinary probation
- h. Suspension or dismissal from INMED with notation of academic dishonesty

- VII. Appeals: A student may appeal the decision of the Office of Academic Affairs to the Office of the President.
- A. The appeal will include the individual who raised the accusation, Vice-President of Academic Affairs, and Office of the President.
  - B. An appeal must be submitted through an [Appeal Request Online Form](#) (Populi Dashboard > Forms) within 30 days of assigned Resolution.
  - C. Appeals are considered only if one or more of the following conditions have occurred:
    1. There is new and significant evidence that was not available during the initial investigation that may clarify and/or support the defense of the student.
    2. There is a concise reason to believe that the sanction is not consistent with the seriousness of the violation.
    3. There is substantial and credible evidence that the initial hearing was not fair and impartial.
  - D. If the appeal does not fall into one of the above criteria, the appeal shall be denied.
  - E. The President's Office will review the appeals and make a formal decision within 45 days of receiving the appeal.



- F. If a student is dissatisfied with the resolution offered by the President's Office, you may contact the Department of Higher Education and Workforce Development (<https://dhewd.mo.gov/contactus.php>) for information on filing a formal grievance against the school.