



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. Faculty and Student Responsibilities
 - A. 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 the Academic Integrity Policy and Process when violations or suspected violations occur.
 - B. 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. Treat peers, faculty, and INMED community with courtesy and respect.
5. Ask clarifying questions regarding syllabus, rules, policies, course work, or grading system when needed.

II. 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 artificial intelligence, as his or her own work. Plagiarism is the failure to properly and appropriately reference and acknowledge the ideas and words of others.
- 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.

III. 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 include preceptor(s), Scholarly Project committee members, the Vice-President of Academic Affairs' Office, the President's Office, or staff.
 - c. Students may submit an allegation through the Questions & Concerns Online Form (<https://form.jotform.com/213226104121133>).
- B. Notifications to the President's Office



1. Allegations of Academic Integrity violation(s) must be submitted via the Questions & Concerns Online Form (<https://form.jotform.com/213226104121133>) to the President's Office within 15 days of suspected violation.
2. The President's Office will notify the student(s) suspected of violation within 10 business days of receiving the allegation.
3. If student does not respond to the President's Office in the set time, the President 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 President's Office, 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 President's Office will collect evidence and schedule a meeting with the student and responsible party.
 - a. During this time, the student may provide evidence against the allegation.
 - b. Within seven days of the conclusion of this meeting, the President's office will issue its decision regarding the allegation and communicate the decision to the student.

IV. 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 the President 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 President 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. Disciplinary probation
- g. Suspension or dismissal from INMED with notation of academic dishonesty

- V. Appeals: A student may appeal the decision of the President's Office.
- A. The appeal will include the faculty, Vice-President of Academic Affairs, and President's office.
 - B. An appeal must be submitted through an Appeal Request Online Form (<https://form.jotform.com/213225802562146>) 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 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 you are 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.