

Student Conduct Handbook

2021 – 2022 Academic Year



INSTITUTE FOR
INTERNATIONAL
MEDICINE

An American-Based Educational Institution

Since 2003

Equipping healthcare professionals and students to serve the forgotten

INMED

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Kansas City, MO 64132

Table of Contents

	Page Number
I. Organizational Structure	4 - 5
II. Campus Information and Student Services	5
III. General Policies and Regulations	5
IV. Academic Honesty and Behavior	6
V. Conduct Endangering Health & Safety	8
VI. Computing Policy	8
VII. Copyright	11
VIII. Discrimination	12
IX. Sexual Misconduct	13
X. Financial Responsibility	13
XI. Name and Logos	13 - 14
XII. Student Records	14
XIII. INMED Directory	14
XIV. Student Well-Being	15
XV. Disability Access	15
XVI. Service-learning Experience	15
XVII. Observance of Holy Days	16
XVIII. Universal Waiver	16

INMED Mission

Equip healthcare students and professionals to serve the forgotten.

INMED Vision

To be the national academic standard for international health education and promotion.

INMED recognizes the dignity of each person and seeks to encourage the personal and professional development of our student body. This handbook exists for INMED students to know the expected standards of them as a member of the INMED community. As a member of our community, you represent INMED within the classroom setting, clinical setting, and throughout the learning communities you receive training. The policies and regulations in this handbook apply to all students enrolled at INMED.

At INMED, student disciplinary actions are taken with the aim of promoting character development and virtue. Students are expected to take responsibility for their actions to both speech and behavior. To promote common good at our University there is a system to resolve conflicts, correct wrongdoing, and address issues that cannot be resolved on an informal basis. The following Student Conduct Handbook describes this system.

The Institute for International Medicine will also be referred to as INMED and University within this document.

I. Organizational Structure and Function

A. President and Provost

The chief administrative officer of the University, the President is the chief spokesperson for the University, and provides leadership in setting goals, in the initiation of new programs, and in the implementation of existing programs.

B. Vice President of Academic Affairs

Vice President for Academic Affairs is appointed by the President with the approval of the Board of Directors. Vice President for Academic Affairs holds office at the pleasure of the President. Vice President for Academic Affairs serves as the President's deputy in all matters delegated to him/her and directs the work of the faculty. All position descriptions are available in the Human Resources Department.

C. Director of Operations and Financial Affairs

The Director of Operations and Financial Affairs is appointed by the President and shall hold office at the pleasure of the President. The Director of Operations and Financial Affairs is the chief financial officer of the University and is responsible for the business operations of the University. These include budget, accounting, payroll, business services, purchasing, warehouse, auxiliary services, and physical plant, public safety, human resources, and student accounting. The vice president supervises the directors of these units. All position descriptions are available in the Human Resources Department.

D. Director of Student Affairs and Admissions

The Director of Student Affairs and Admissions is appointed by the President, with the approval of the Board of Directors, and holds office at the pleasure of the President. The Director of Student Affairs and Admissions is responsible for all functions and matters relating to student affairs and services. All position descriptions are available in the Human Resources Department.

E. Dean

The dean is an administrator who leads a particular academic unit, such as a department or college within the University. Deans of individual colleges often report to the President. The role of the dean often includes leading the faculty of the particular department/University, fundraising, setting academic policies. A dean may also be a professor in the department.

F. Faculty

As most know, faculty refers to the body of professors that teaches courses to students. There are several different levels of faculty members, though.

- Adjunct professors
- Associate professors
- Professors

II. Campus Information and Student Services

A. Hours of Operation

Monday – Friday 9am – 4:30pm (Central Time)

Evening courses and weekend Hours are flexible and will be posted at the beginning of each semester.

B. Facilities. The majority of didactic course work is done through the INMED virtual environment.

- a. In-class skills and simulation work are completed at an INMED location in Kansas City, MO and/or at facilities that have agreement with INMED both nationally and internationally.
- b. Service-learning is completed at an INMED international clinical or community development site.

C. Student Services

- a. Enrollment, Advising, Academic Support Services and Career development services are located within the Office of the Director of Student Affairs and Admissions.
- Technology support and virtual library services are provided through the Office of the Director of Student Affairs.

III. General Policies and Regulations

A. Address and Name Change.

Students are required to inform the Director of Student Affairs Office of any changes to their professional or personal addresses. Student addresses and phone numbers may be updated by logging into the INMED Student Platform.

Students who wish to change any part of their name as it appears in the INMED Student Record System must provide official documentation supporting the request change to the Student Affairs Officer.

B. Communications

Federal statutes require certain information be delivered to students. INMED delivers much of this information via email. Official electronic notifications, including federal stature requirements, instructions from university officials, will be sent to students' email address provided by students and required annual verification by student.

INMED students are required to update any changes to their contact information, including email.

C. Complaint and Grievance Procedure

INMED current students who have a complaint about performance, action, or inaction of a member of the INMED staff, faculty, or representative affecting the student during the period of enrollment may engage this process for resolution:

Direct a complaint as soon as possible, but no later than thirty (30) days since the date of event, to the person or persons who actions, or inactions are the result of the complaint or allegation. Complaints must be submitted through the [Questions & Concerns online form \(https://form.jotform.com/213226104121133\)](https://form.jotform.com/213226104121133). The person or persons who receive the complaint should make every effort to resolve the problem fairly and promptly (typically within forty-five (45) days) from complaint being received, through a written decision to the student. If the interaction does not resolve the complaint/allegation or gives concern for safety the student may submit in writing their complaint/allegation to the President's Office.

IV. Academic Honesty and Behavior

INMED students agree to pursue their studies with integrity. The University expects each student to adhere to moral standards in the academic life, pursuing academic excellence with justice and honesty. Academic dishonesty, in all forms, does not represent the mission or values of INMED.

A. Authority of Instructors

Every student is required to satisfy the instructor's expectations in each course of study, in such a way as the faculty may determine that the work of the course is being performed in a satisfactory manner. Assignments are due when specified by the faculty. Faculty will periodically report to the Vice President of Academic Affairs the names of students whose attendance or work is unsatisfactory. With the approval of the President and/or Vice President of Academic Affairs, faculty may at any time dismiss from a course any student who, in their judgment, has neglected the course work. A student thus dismissed will be recorded as having failed in the course unless the faculty determines otherwise.

B. Cheating/Plagiarism

Honesty is fundamental necessity of life. This is a professional-level learning experience. All learners are expected to be self-motivated, to perform with excellence, and to be thoroughly honest throughout their process of learning. If any INMED faculty determines that a learner has committed academic dishonesty by plagiarism, cheating or in any other manner, the faculty member has the right to 1) fail the learner for the particular assignment, project and/or exam, 2) fail the learner for the entire course, 3) dismiss the learner from any future INMED learning experience, including degree, diploma, or certificate completion.

C. Behavior in the Learning Environment

1. **Due Dates:** All assignments are due on Sunday at 11:55 pm of the week they are assigned.
2. **Participation:** Learners are required to fully participate in the course content, including readings, discussions, and essay.
3. **Punctuality:** These are professional level course. All assignments are expected to be submitted on time. Any learner who becomes more than two weeks behind in submitting any assignment is subject to dismissal from the course.
4. **Professionalism Requirement:** Learning experiences for professionals. Assignments are expected to be completed with excellence.
5. **Peer to Peer Interaction:** Students are expected to treat their peers, staff, faculty, and guests with respect and courtesy in speech and behavior. Faculty have the authority to remove a student(s) from a course who does not demonstrate respect and/or courtesy in speech and behavior. These students will be referred to the Office of the President and/or Vice President of Student Affairs for remediation or dismissal with a recorded failing grade.

D. Grade Challenges

Students may dispute a grade within thirty (30) days of the grade being received. The student should arrange a meeting with the faculty member to discuss how the grade was determined. If a grade change is warranted, the faculty member will request a

grade change with the Vice President of Academic Affairs, giving a valid reason for the change. After the thirty (30) day time limit, no changes will be made. Submit [appeal request form online \(https://form.jotform.com/213225802562146\)](https://form.jotform.com/213225802562146).

At the first level, any student with a complaint of this nature should consult directly and personally with the faculty member in question. If no settlement is agreed upon at this stage, the student may then appeal to the Vice President of Academic Affairs, presenting his/her case in the presence and only in the presence of the faculty member. It will be the direct and personal responsibility of the Vice President of Academic Affairs and/or President (not to be delegated) to make the final decision in the dispute after simultaneous consultation with the student and faculty. Should the student refuse to follow the sequence herein outlined, his/her complaint shall be considered void.

V. Conduct Endangering Health & Safety

Students who engage in a pattern of conduct that endangers the health and safety of themselves, patients, service-learning community, University representatives, staff, faculty, volunteers, or others may be expected to participate and make progress in a remediation. The University reserves the right to require the immediate removal of students who continuation in school may be detrimental to the health of themselves or others. If applicable, a voluntary or involuntary removal of a student from the University results in a failing grade for the current course work the student is enrolled. Students who are removed – voluntarily or involuntarily- may be considered for readmission following a finding by the University that the condition requiring removal has been sufficiently corrected.

VI. Computing Policy

Computing policies and procedures in this document governs all INMED information technology, websites, learning management systems, third-party entities integrated into the INMED system, and databases.

A. Identification and Password

Identification and passwords are keys to access the computing environments for INMED. Your INMED identification (ID) and password is unique to each user. Together, your ID and password act as your electronic signature indicating your consent and authorization.

1. User passwords should not be reused for other systems and applications.
2. Sharing of INMED passwords is prohibited.
3. Students are responsible for all activity that occurs with their INMED ID.

4. Students are prohibited from allowing another person or INNMED student to access the INMED system using their INMED ID and password.

B. Privacy Policy

This privacy policy sets out how INMED uses and protects any information that you give INMED when you use INMED web-based sites. INMED is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using INMED web-based sites, then you can be assured that it will only be used in accordance with this privacy statement.

INMED may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

C. INMED is Committed to Protecting Your Privacy

In general, any business or person can visit us on the internet without telling us who they are or giving us personal information. At times, however, our business may require that we collect certain information from a user, for instance: to process an order, to provide customer support, to manage your communication preferences, or to provide a service. We may supplement this information to complete a transaction or to provide a better service. This Privacy Policy describes in more detail how the Institute for International Medicine ("INMED") may collect and use your personal information, and the choices you have concerning our use of such information.

INMED's privacy policy can be found on <https://www.inmed.us/privacy-policy/>

D. Voluntary Disclosure of Personal Information

Personal information is data that can be used to identify or contact a single person. INMED web-based sites and our Products allow you to fill out forms for the purpose of learning more about INMED and the products/services we provide, using our Products, or making general inquiries. You can always elect not to fill out these forms. By filling out these forms, however, you agree to send to us all of the information you input into those forms, including personal information in some cases.

These forms may prompt you to fill in your:

- First and Last Name;
- Contact information including Email address;
- Telephone number;
- Title;
- Company;
- Reason for contacting us;
- Payment information.
- Demographic information such as postcode, preferences and interests; and
- Other information relevant to customer surveys and/or offers

INMED may associate the data you voluntarily disclose to us with the data we collect when you visit INMED web-based sites or use our Products, as well as with data obtained from outside sources. By voluntarily disclosing such information to us, you expressly permit this use of your personal information by INMED. You also should be aware that if you include information such as your name in a comment on INMED web-based sites, such information becomes public information, meaning that you lose any privacy rights you might have with regard to that information. Such disclosures also may increase your chances of receiving unwanted communications from third parties.

For users outside the United States, please note that any information you enter into INMED web-based sites, or our Products will be transferred out of your country and into the United States. You consent to such transfer through your use of INMED web-based sites or our Products. You also warrant that you have the right to transfer such information outside your country and into the United States.

INMED web-based sites and our Products also link to INMED's pages on various social networking sites, such as Facebook, Twitter, LinkedIn, and [TikTok](#). If you become a fan, follow us, or otherwise interact with INMED on these social networking sites, then we may be able to personally identify you because we may be able to see whatever information you make publicly available about yourself on that social networking site. By doing so, you expressly permit this use of your personal information by INMED.

E. Use and Sharing of Personal Information

INMED and its affiliated entities may use the personal information you submit, consistent with this Privacy Policy. Our uses may include in order:

- To fulfill your requests to access, purchase and use our Products, and to provide you with the services you request from us, including by others involved in fulfillment.
- To contact you for customer satisfaction surveys, market research or in connection with certain transactions.
- To provide you with notices such as communications about purchases and changes to our terms, conditions, and policies.
- To communicate with you—via telephone, email, SMS or other means—as may be required in the context of our business relationship related to your access, purchase or use of our Products or related services.
- For marketing purposes.
- For internal purposes such as auditing, analysis, to improve our Site or Products or our advertising.
- To develop our business relationship if you represent a INMED Business Partner or Vendor.

INMED does not sell or rent any of the personal data we collect or maintain. INMED does not maintain or use any payment information beyond the immediate need to process a transaction.

In the course of meeting our customers' needs and in improving our products and services, we may share certain data, including personal information, with service providers, vendors, marketing agencies and services, data management and analytics services, affiliates, and contract workers. If you tell us that you do not want your personal information used for further marketing contact, please contact us at office@inmed.us and we will respect your wishes.

Additionally, we may store certain data, including personal information. In addition, we may obtain data, including personal information, from outside sources. INMED takes all measures reasonably necessary to protect against the unauthorized access, use, alteration, or destruction of the data we collect and maintain.

We may also use data we collect, including personal information, to track visits to INMED web-based sites and improve the user experience. We may track clicks from data obtained through other means, including newsletters, promotional offers, and the like. INMED does not authorize third parties to collect your information or to conduct their own online tracking of you while you are on INMED web-based sites.

F. Security

INMED takes very seriously the security of the information we collect and maintain. To prevent unauthorized access or disclosures, we utilize physical, electronic, and procedural safeguards to protect all of the information we collect and maintain, including any personal information you voluntarily provide. Please be aware that, although we endeavor to provide appropriate security for the information we collect and maintain, no security system can prevent all potential security breaches.

VII. Copyright

INMED responds to allegations of copyright infringement in digital and online media in accordance with procedures required by the Digital Millennium Copyright Act. INMED prohibits violations of copyright law by use of INMED University networks, equipment, and facilities. Suspected student offenders are referred to the Office of the Vice President.

The unauthorized copying, performance, or distribution of materials protected by copyright law may subject individuals to civil and criminal penalties. The distribution of material through peer-to-peer file-sharing networks may constitute copyright infringement if undertaken without authorization of the copyright owner. Infringers will be liable for attorney's fees and court costs.

VIII. Discrimination

- Discrimination refers to the disparate treatment of a person or group because of that person's or group's membership in one or more protected classes; including race, color, national or ethnic origin, sex, religion, age, disability, military service, covered veterans' status, or genetic information. This policy also prohibits discrimination based on the perception that any person is a member of any of the foregoing protected classes or is associated with a person who has, or is perceived as having, membership in one or more of those protected classes. In determining whether discrimination occurred, INMED examines whether there was an adverse impact on the individual's work or education environment and whether individuals outside of the protected class received more favorable treatment. If there was an adverse impact on the individual's work or education environment, INMED considers whether there is a legitimate, nondiscriminatory reason for the action.
- Harassment is unwelcome conduct directed against a person based on membership in one or more protected classes, which is sufficiently severe, pervasive, or persistent that it interferes with or limits an individual's education, living conditions, or participation in INMED programs or activities.
- Retaliation is any adverse action threatened or taken, whether directly or through a third party, against another person because they have complained about, reported, or participated in the investigation or disposition of alleged discrimination, harassment, and/or retaliation. Retaliation in an effort to discourage a person from reporting or participating in an INMED process is also prohibited. INMED will take appropriate action to address reports of retaliation by persons over which it has jurisdiction.

The following terms and definitions will be used throughout:

- Report is any complaint or information provided to INMED alleging an incident of discrimination, harassment, and/or retaliation.
- Complainant is generally the person who is reported to have been subjected to discrimination, harassment, and/or retaliation; if the complainant is a student organization, a representative from the organization will be designated to represent the organization in the investigation process.
- Respondent is the person against whom allegations of discrimination, harassment, and/or retaliation have been made; if the respondent is a student organization, a representative from the organization will be designated to represent the organization in the investigation process.

A student who believes that a member of the INMED community has engaged in prohibited discrimination, harassment, and/or retaliation may file a report with INMED. The University encourages community members to report violations as soon as possible after an incident, but violations may be reported at any time. If INMED determines, based upon the nature of the allegations, that a report should be addressed by another department or third-party (police), INMED will direct the

person submitting the report to the appropriate department and refer the matter to that department or third-party.

Requests for information, inquiries, or reports of possible violations should be submitted through an [online form](https://form.jotform.com/213226104121133) (<https://form.jotform.com/213226104121133>).

Upon receiving a report, INMED will reach out to the complainant and offer to schedule a meeting. The report, meeting, and collection of evidence will determine whether the alleged conduct could constitute a violation of the discrimination policy. INMED will notify the complainant of its determination of the investigation. A summary of the allegations, evidence, and written notes will be filed with the Vice President of Academic Affairs.

Interviews conducted as part of the investigation may be recorded by the University. Recordings not authorized by the University are prohibited.

INMED uses the preponderance of the evidence standard of proof to determine responsibility for violations of the University discrimination policy.

If INMED determines a violation of the University discrimination policy, the INMED President, Vice President of Academic Affairs, and Director of Student Affairs will render an appropriate sanction based on the evidence provided. Respondents may appeal the sanction through an [online form](https://form.jotform.com/213225802562146) (<https://form.jotform.com/213225802562146>) within fourteen (14) calendar days of the date they are formally notified of the sanction.

IX. Sexual Misconduct

INMED is committed to maintaining a safe and healthy environment for all members of the University community. Please see the INMED Sexual Misconduct Policy for detail information.

X. Financial Responsibility

Tuition, fees, and all charges associated with the beginning of each term are due and payable in full at the beginning of each term. The payment deadline is twenty-four (24) hours prior to the start of the course date. If a student adds courses after the initial start date the payment is due immediately.

XI. Name and Logos

All logos, seals, names, and slogans associated with the Institute for International Medicine (INMED) are trademarks and are exclusive property of INMED. Reproduction of these marks must be approved by INMED prior to use.

XII. Student Records

INMED University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Rights (FERPA). Students' rights under this law include:

1. The right to inspect and/or review their education records within 30 days of the formal submitted request from the student to the University. Students should submit their requests through an [online form](https://form.jotform.com/213226104121133) (<https://form.jotform.com/213226104121133>).
2. Request an amendment of any part of their education records that a student believes is inaccurate. Students request for an amendment should be submitted via [online form](https://form.jotform.com/213226104121133) (<https://form.jotform.com/213226104121133>).
3. Right to consent to disclosures of personally identifiable information contained in student's education records to third parties (except in situations that FERPA allows disclosure without the student's consent). Exceptions include disclosures to:
 - a. School officials with educational interests. A "school official" is a person employed by INMED in an administrative, supervisory, academic, research, or support-staff, contractors, consultants, and Board of Directors.
 - b. Parents if the student is a dependent for tax purposes.
 - c. Appropriate individuals (e.g. spouse, parent/guardian, healthcare personnel, police) where disclosure is in connection with the health or safety of the student.
 - d. Federal, state, local law enforcement if the student has violated the law.
 - e. Comply with a judicial order or lawfully issued subpoena.
 - f. Authorized representatives of government entities

XIII. INMED Directory

Directory listing for faculty, staff, Board of Directors and third-party consultants' listings on www.inmed.us consist of full name, position, email address, and when applicable a phone number.

Student directory is located on the INMED learning management system. The directory consists of the student's full name and email address. Students may elect to add additional contact information on their listings.

XIV. Student Well-Being

INMED offers holistic services and resources pertaining to the well-being of students. Primary contacts include Director of Student Affairs and the President's office. Virtual and in-person resources are available and include mentorship and coaching.

Medical Notification Policy: There are times when illness or injury requires students to adjust or restrict their ability to meet their academic requirements. It is the responsibility of the student to communicate to their instructors any medical need arising that does require an adaptation to their academic work. INMED encourages instructors to work with students to accommodate these requests. However, it is the prerogative of the instructor to determine if such accommodations can be made without neglecting the rigor of the objectives for the course. If emergent illness or injury has occurred the student may need to request, in writing, short-term absence. Short-term absence requests should be submitted through [online form](https://form.jotform.com/213226104121133) (<https://form.jotform.com/213226104121133>).

Immunization Requirements: INMED requires all students to follow the CDC recommended vaccinations in collaboration with their primary care physician. Service-learning site immunizations will be guided by CDC recommendations, travel requirements, and INMED service-learning site faculty member. Immunization records should be submitted during time of application or submitted to office@inmed.us.

XV. Disability Access

INMED University seeks to provide an accessible education for all students. INMED works to accommodate and mitigate barriers to access education for students with disabilities. Accommodations are determined on an individual, case-by-case basis. Students, requesting accommodations, should submit their requests with supporting documentation to the Director of Student Affairs. The Director of Students Affairs office will review the request and schedule a follow-up meeting with the student to develop a plan to offer reasonable accommodations.

XVI. Service-learning Experience

The policies and regulations in the INMED Student Handbook apply to students enrolled for the INMED service-learning program, and some additional policies and regulations may apply. Students on academic probation, financial hold, or have been placed on disciplinary probation are not eligible to enroll into the service-learning program.

Student requirements for the INMED service-learning experience:

1. Submit travel itinerary with INMED at least two (2) weeks prior to travel.
2. Signed INMED travel waiver from student that they acknowledge the risks of travel, serving in an international health facility, and other related risks to their experience.
3. Students must be over the age of 18 years to participate in an INMED service-learning experience.
4. All students must have obtained travel medical and liability insurance from INMED and travel with the medical and liability insurance documentation provided to them.
5. All students will obey by the laws of the host country.
6. All students will obey by the policies and regulations of the host clinical site and faculty member.
7. All students must submit a signed the INMED Participant Responsibility Agreement

For additional information refer to the INMED Policy Concerning Study, Travel, and Research in Countries Under U.S. State Department Travel Warnings.

XVII. Observance of Holy Days

INMED makes every reasonable effort to allow students of the University to observe their religious holy days without academic penalty. Absence from classes or examinations for religious holy days does not relieve the student from responsibility for any part of the course work required during the absence. Students must request excused absence from their instructor within the first five (5) days of the course start date. Students must also provide opportunities to their instructor to make up the work without penalty. Instructors will work with the student to accommodate religious holy day requests. If no reasonable solution is agreed upon, the request with the instructors' input will be sent to the Vice President of Academic Affairs to be reviewed and a decision made.

XVIII. Universal Waiver

Students acknowledge the receipt and sufficiency of this consideration, and by enrolling in INMED University's academic and co-curricular programs and activities agree to release, relieve, discharge, and hold harmless INMED University, its officers, faculty, administrators, employees, Board of Directors, representatives, service-learning entities and staff, and elected and volunteer leaders designated by INMED University, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise arising out of, or in connection with, their voluntary participation in activities and travel associated with programs sponsored by INMED University or any of its departments, service-learning sites, groups, and other entities.