

Student Handbook



INSTITUTE FOR
INTERNATIONAL
MEDICINE

An American-Based Educational Institution
Since 2003

INMED
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About this Handbook

INMED recognizes the dignity of each person and seeks to encourage the personal and professional development of its student body. This handbook exists for INMED students to know what is expected of them as members of the INMED community. INMED students represent INMED within the classroom setting, the clinical setting, and throughout the learning communities where they 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 in rather both speech and behavior. To promote common good at our Institute there is a system to resolve conflicts, correct wrongdoing, and address issues that cannot be resolved on an informal basis. The following Student Handbook describes this system.

About INMED

- I. Vision: INMED strives to be the leading comprehensive international health, research-intensive and experiential institute known for motivating and instilling the spirit of discovery, the ability to solve complex health-related problems, and a passion for serving the forgotten of this world.
- II. Mission: Equipping healthcare professionals and students to serve the forgotten.
- III. Core Values:
 1. Compassion to all humanity: We honor the value of all human life by respecting the dignity, uniqueness, and intrinsic worth of all – regardless of wealth, culture, or social status.
 2. Excellence and Integrity: We are committed to high academic standards and exemplary conduct, demonstrating a steadfast moral and ethical uprightness.
 3. Service: We are called to serve the most marginalized people on earth, to relieve suffering, to facilitate sustainable improvements, and to respect those in need as active participants in their own wellbeing.
 4. Stewardship: We are stewards of resources, knowledge, and partnerships and we are committed to being efficient, effective, and transparent in our communications and relationships with our students, partners, communities, and governments.
 5. Partners: We actively seek association and cooperation with students, faculty, networks, and organizations that share similar values and mission.
 6. Lifelong Learning: We are committed to lifelong learning in the pursuit of serving the forgotten.

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I. Organizational Structure and Function

- 1.1 Board of Directors: Ultimate responsibility for the governance of INMED rests with the Board of Directors. Responsibility for developing and maintaining effective, efficient systems to sustain and strengthen the institution is delegated in large measure to the President and to the faculty.
- 1.2 Administrative Officers & Staff
 - 1.2.1 President: the chief administrative officer of the institution as appointed by the Board of Directors, the President provides leadership in developing and maintaining effective, efficient systems to sustain and strengthen the institution.
 - 1.2.2 Vice President of Academic Affairs: appointed by the President with the approval of the Board of Directors to serve as deputy in all matters delegated to him / her, the Vice President of Academic Affairs oversees the Academic Program.
 - 1.2.3 Vice President of Engagement: appointed by the President with the approval of the Board of Directors to serve as deputy in all matters delegated to him / her, the Vice President of Engagement oversees Student and Community Engagement Services.
 - 1.2.4 Vice President of Operations: appointed by the President with the approval of the Board of Directors, the Vice President of Operations is the chief financial officer of the institution, responsible for the business operations of the institution.
 - 1.2.5 Dean of Faculty: The dean is an administrator who leads the faculty council within the Institute. Dean often reports to the President. The role of the dean often includes leading the faculty and setting academic policies. A dean may also be a professor.
 - 1.2.6 Director of Student Engagement & Technology: appointed by the President with the approval of the Board of Directors, the Director of Student Engagement & Technology is responsible for all functions and matters relating to enrollment management, student affairs, and information technology.
 - 1.2.7 Director of Service-Learning: appointed by the President with the approval of the Board of Directors, the Director of Service-Learning is responsible for all functions and matters relating to service-learning.

- 1.3 Faculty: the body of professors that teaches courses to students, faculty are appointed according to INMED's Faculty Handbook and are governed by the by-laws of the Faculty Council.

II. Campus Information and Student Services

2.1 Hours of Operation

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

Evening courses and weekend hours are flexible and will be posted annually in December for the following academic year. Course dates and times are subject to change.

2.2 Facilities

Most of the didactic course work is done through the INMED virtual environment.

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

2.3 Student Offices & Services

- 2.3.1 Department of Academics: oversees the academic programs and services of INMED. As the centralized administrative unit within the institution, it provides an array of services to students and faculty. These services include oversight of academic advising, student progress, service-learning, library resources, compliance with accreditation standards, degree certification, and other related functions.
- 2.3.2 Department of Engagement: oversees the academic and personal development of students at the institution. The Office of Student Engagement offers a supportive student environment, focusing on diversity and inclusion, individual worth, and student development. It works closely with the Department of Academics and students on probation to curate a plan of success. The office also establishes relationships with prospective students through community, government, and international relations recruiting.

- 2.3.3 Department of Operations: provides resources and guidance to students seeking financial support. The office is responsible for all financial affairs, including tuition payments, refunds, and scholarship information. Currently, the institution provides students with case-by-case financial support and allows them to obtain outside financial assistance.
- 2.3.4 Offices of Student Engagement and Technology: responsible for creating a smooth, efficient, and accessible experience for students. Operating under the Department of Engagement, serves as the welcoming committee and enrollment manager continuously admitting a diverse student community. Functions as the Registrar, assisting with adding and dropping classes, transfer credits, diplomas, academic major requirements, providing transcripts, and more while enforcing academic policies. Under the Department of Operations, it provides various miscellaneous and technological services to students, faculty, and staff.
- 2.3.5 Office of Service-Learning: provides learners with exceptional educational experiences by cooperating with numerous health facilities. Site selection is done with attention to safety, accessibility, instructor credentials, ease of communications, and evaluations of former learners. Operating under the Office of Academic Affairs, this office prepares students to lead comprehensive disease intervention and health promotion efforts in low-resource and cross-cultural contexts.

III. General Policies and Regulations

3.1 Address and Name Change.

Students are required to inform the Office of Enrollment any changes to their professional or personal physical and e-mail addresses. Student addresses and phone numbers may also 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 Platform must provide official documentation supporting the request change to Office of Student Engagement.

3.2 Grievance Policy

INMED 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:

Students shall direct complaints as soon as possible, but no later than fifteen (15) days since the date of event. Complaints must be submitted through the Complaints & Reports Online Form (Populi Dashboard > Forms). person or persons who receive the complaint shall make every effort to resolve the problem fairly and promptly through a written decision to the student. If the interaction does not resolve the complaint/allegation, the student may submit in writing their complaint/allegation to the President's Office. The President's Office has ten business days to offer a resolution. If the student is dissatisfied with the resolution offered by the President's Office, he/she 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 institution.

IV. Academic Honesty and Behavior

4.1 Overview

INMED students agree to pursue their studies with integrity. The Institute expects each student to adhere to moral standards in the academic life, and to pursue academic excellence with justice and honesty.

4.2 Scholarly Expectations

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. Failure to satisfy the instructor's expectations may lead to the student being subjected to the Student Academic Standing Policy.

4.3 Student Performance

Expectations for student attendance, participation, and completion of course requirements to ensure consistent student engagement and successful learning outcomes are found in the Student Performance Policy.

4.4 Academic Integrity

Honesty is a fundamental necessity of life. This is a professional-level learning experience. All students are expected to be self-motivated, to perform with excellence, and to be thoroughly honest throughout their process of learning. If any INMED faculty suspects a student has engaged in Academic Dishonesty, the INMED faculty may initiate the Academic Integrity Policy and Process.

4.5 Grade Challenges

Students may dispute a grade within thirty (30) days of the grade being received. As a first step, the student should arrange a meeting with the faculty member to discuss how the grade was determined. If a grade change is agreed upon, the faculty member will request a grade change with the Director of Student Engagement, who shall make the change. If a grade change is not agreed upon and the student desires further deliberation, the student may appeal to the Vice President of Engagement, presenting his/her case in the presence of the faculty member and the Vice President of Engagement. If a grade change is agreed upon, the faculty member shall make the change. If a grade change is not agreed upon and the student desires further deliberation, the student may appeal to the President and a meeting involving the student, the President, and faculty member shall be convened. If a grade change is agreed upon, faculty member shall make the change. If a grade change is not agreed upon by all parties, the President shall have the final say regarding the grade.

[Appeal Request Online Form](#) (Populi Dashboard > Forms)

V. Copyright

5.1 INMED Intellectual Property

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 networks, equipment, and facilities. Suspected student offenders are referred to the Department of Engagement.

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.

5.2 Student Intellectual Property

Intellectual property created by a student during typical INMED classwork is owned by the student as long as the student was only using resources that are usually and customarily provided by INMED.

5.3 Academic Freedom (from the American Association of University Professors)

INMED believes that students must always remain free to inquire, study, evaluate, and gain maturity and understanding. Students have the right to freedom in free discussion, inquiry, and expression. Students should be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about opinion matters. However, students are responsible for learning the content of any course of study they are enrolled in. Students do not have the legal right to demand that classes be viewpoint-neutral or "balanced," as teachers also have academic freedom.

Students are to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are protected against improper educational evaluation but are responsible for maintaining standards of academic performance established for each course they are enrolled in.

Students are citizens and learners of an esteemed profession. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their unique position in the community imposes special obligations. As scholars, they should remember that the public may judge their status and their institution by their utterances. Hence, they should always be accurate, exercise appropriate restraint, and should show respect for the opinions of others.

If a student has concerns about the content of a course or a teacher's viewpoint or believes they have yet to be evaluated solely by academic standards, they may submit a Complaints & Reports Online Form (Populi Dashboard > Forms). The Department of Engagement will then review such claims. If a judgment is not agreed upon and the student desires further deliberation, the student may appeal to the President. The President will have the final say.

VI. Service-learning Experience

6.1 Overview

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

6.2 Student Requirements for the INMED service-learning experience

- Submit travel itinerary to INMED at least two (2) weeks prior to travel.

- Submit 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.
- Obtain travel medical and liability insurance from INMED and travel with the medical and liability insurance documentation provided to them.
- Obey by the laws of the host country.
- Obey by the policies and regulations of the host clinical site and faculty member.
- 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 servicelearning@inmed.us.
- Submit their required documents to INMED within two (2) weeks of return from the service-learning experience.

For additional information refer to the [INMED's Travel Policy](#).

VII. Dress Code

- 7.1 This is a professional-level learning experience. All learners are expected to conduct themselves in a way that conveys respect for oneself and others, this includes dress.
- 7.2 Professional Qualification Course Expectations
- Business casual dress is recommended.
 - Examples: collared button-down shirts; blouses; skirts or dresses; khakis; pant suits; closed-toe shoes.
 - General guidelines for student appearance: clean, minimal body odor, modest, avoiding undue attention to oneself.
 - Examples of unacceptable dress: clothing with emblems, slogans and symbols related to illicit substances, alcohol, tobacco products, obscene language, or sexual connotations; overly revealing clothing.
- 7.3 Online Course Expectations
- General guidelines for student appearance: clean, modest, avoiding undue attention to oneself.
 - Examples of unacceptable dress: clothing with emblems, slogans and symbols related to illicit substances, alcohol, tobacco products, obscene language, or sexual connotations; overly revealing clothing.
- 7.4 Service-Learning Expectations

- Learners participating in an international service-learning experience are expected to dress appropriately and respectfully in accordance with the cultural norms of their host nation.
- 7.5 Any student found in violation of this approved dress code may be reported to the Office of Student Engagement. Additionally, the student may be asked to leave the class, exam, or function and be considered absent, as appropriate. Repeated violations may result in dismissal from the course, and/or loss of credit.

VIII. Financial Responsibility

- 8.1 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 for each course or program can be found on the [Academic Calendar](#). If a student adds courses after the initial start date the payment is due immediately.

IX. Name and Logos

- 9.1 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.

X. Student Records and INMED Directory

- 10.1 INMED is subject to the provisions of federal law known as the Family Educational Rights and Privacy Rights (FERPA) and European Union law known as the General Data Protection Regulation (GDPR). Please view the [FERPA/Confidentiality of Student Education Records Policy and Process](#).

XI. Additional Student Support

11.1 Overview

INMED cares for the well-being of students and believes supporting students appropriately is an institutional responsibility. The Office of Student Engagement connects students to services, resources, and advising. The

following includes additional services, resources, and advising offered to support students.

11.2 Advising

New students are required to meet with an academic advisor prior to registering for classes, striving towards personal and academic success. All students are responsible for meeting with their academic advisors after each term to define their academic goals and receive support during their degree progress. Students may discuss course scheduling, providing an opportunity to plan their courses each term.

11.3 International Service-Learning Support

11.3.1 Students will work with the International Service-Learning Coordinator to receive exceptional educational experiences. As students go on their international rotation, the coordinator is available on-call to provide any home-based support.

11.3.2 Students have three modes of debriefing on their international rotation:

11.3.2.1 Students can blog their thoughts and experiences throughout the rotation.

11.3.2.2 Upon returning home, students will debrief through an international service-learning essay.

11.3.2.3 The Director of Service-Learning will appoint the appropriate person available to every learner if they need further support.

11.4 Library

Students will work with the Librarian to acquire resources and services that support the Scholarly Project, student learning, and to assure research literacy.

11.5 Student Services and Resources

INMED's internal and outsourced student services and resources can be found on the Student Services and Resources page. Students can contact the Office of Student Engagement for services they would like to see not yet provided by INMED.

11.6 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 [Questions & Concerns Online Form](#) (Populi Dashboard > Forms).

11.7 Observance of Holy Days

INMED makes every reasonable effort to allow students at the Institute 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 discuss with 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 Director of Student Engagement to be reviewed and a decision made.

XII. Accessible Education

12.1 Non-Discrimination

INMED will not tolerate discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information. The more detailed Non-Discrimination Policy can be found [here](#).

12.2 Accessible Education

INMED 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 should read the [Accommodation Policy and Procedure](#) to request accommodations.

XIII. Conduct Endangering Health & Safety

13.1 Overview

INMED is committed to promoting and maintaining a safe and secure environment. Students who engage in a pattern of conduct that endangers the health and safety of themselves, faculty and staff, employees, students, and visitors may be expected to participate and make progress in a remediation. The Institute 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 Institute 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 Institute that the condition requiring removal has been sufficiently corrected.

13.2 Violence and Sexual Misconduct

Violent behavior, threats of violence, physical intimidation, or sexual misconduct (including but not limited to sexual discrimination, sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, and stalking) will not be tolerated at INMED or among its constituents. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The institution will take appropriate action in response to reports of such conduct. Students found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the institution may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. The institution's community is subjected to the Violence and Sexual Misconduct Policy and Procedure.

XIV. Computing Policy

14.1 Overview

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.

14.2 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.

- User passwords should not be reused for other systems and applications.
- Sharing of INMED passwords is prohibited.

- Students are responsible for all activity that occurs with their INMED ID.
- Students are prohibited from allowing another person or INMED student to access the INMED system using their INMED ID and password.

14.3 Student Verification Policy

As an institution that offers distance education, INMED establishes that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives the academic credit.

14.4 Student Blog & Content Submission

INMED provides guidance for students submitting blog posts, reflections, or media about their academic and clinical experiences for publication on the institution's official blog or digital platforms. It ensures the protection of privacy, compliance with applicable laws, and the upholding of the school's values and reputation.

14.5 Social Media Use

INMED provides guidance for the responsible use of social media by institutional staff, faculty, and designated representatives, whether using official accounts or referencing the institution in a personal capacity.

14.6 Privacy Policy

This privacy policy sets out how INMED uses and protects any information that a student gives INMED when they use INMED web-based sites. INMED's privacy policy can be found on <https://www.inmed.us/privacy-policy/>.

XV. Universal Waiver

- 15.1 Students acknowledge the receipt and sufficiency of this consideration, and by enrolling in INMED's academic and co-curricular programs and activities agree to release, relieve, discharge, and hold harmless INMED, its administrators, faculty, employees, Board of Directors, representatives, service-learning entities and staff, and elected and volunteer leaders designated by INMED, 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 or any of its departments, service-learning sites, groups, and other entities.