



Institute for International Medicine
Student Probation, Suspension, Dismissal, and Readmission Policy

- I. Probation, Suspension, Dismissal, and Readmission based on Academic Performance
 - A. The probation, suspension, dismissal and readmission policy at the Institute for International Medicine (INMED) is not intended to be punitive. We understand that a student might run into difficulty for a wide variety of reasons, including (but not limited to) personal issues, poor time-management, inappropriate course selection, or unsuitable choice of program. This policy is intended to be an intervention by INMED to alert the student that certain adjustments need to be made to avoid continuing academic difficulty. The policy is intended to give a student the time to address the issues that resulted in academic difficulty, and to prevent further damage to the student's academic record while those issues are resolved.
 - B. Conditions for Probation and Removal from Probation
 1. If a student's term GPA is below 3.0, or if a student's cumulative GPA falls below 3.0, or a student receives a "fail" grade in a course, he or she may be placed on academic probation. This means:
 - a. A hold is placed on the student's registration; for the period the student is on academic probation, he/she is required to meet with the Vice-President of Student Affairs Office before registering for subsequent terms or semesters, and
 - b. The student is required to:
 - i. earn a GPA of at least 3.0 each term,
 - ii. the student's cumulative GPA must be at least 3.0, and
 - iii. the student must remediate a course if a "fail" grade is given; in order for the probation status to be lifted.
 - c. When these conditions are achieved, the probation hold will be removed, and the student will again be in good academic standing at INMED.
 - C. Academic Suspension
 1. Students already on academic probation, whose term GPA is 3.0 or below, or whose cumulative GPA is below 2.0, or who receives a second "fail" grade in a course, may be suspended from the enrolled INMED academic program.



2. Students suspended from INMED cannot register for courses at INMED and will not receive financial aid for at least one term.

D. Readmission

1. Readmission to INMED after suspension is not automatic, even after the minimum one-term period.
2. Students who have been suspended must appeal for readmission through INMED's Appeal Form (<https://form.jotform.com/213225802562146>), meet with the Vice-President of Student Affairs Office, who will then decide whether readmission is warranted at the time.
3. Students who are readmitted to INMED after being suspended will be placed on an academic probation and will be subject to the terms of INMED's Policy on Probation.
4. Students placed on Academic Suspension more than one time may be dismissed from INMED.

II. Probation, Suspension, Dismissal, and Readmission based on Student Behavior Infractions

A. Introduction

1. The INMED Student Handbook provides students the expected standards set forth to a student, as a member of the INMED community. As a member of the INMED community, the student represents INMED within the classroom setting, clinical setting, and throughout the learning communities where training is received.
2. INMED students agree to pursue their studies with integrity. The University expects each student to adhere to moral standards in his or her academic life, pursuing academic excellence with justice and honesty.

B. Assignments and Class Participation

1. Every student is required to satisfy the instructor's expectations in each course of study, in such a way that 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.
2. Unsatisfactory work, unless specified in individual course syllabi, is defined as:
 - a. The student has not submitted an assignment within two (2) weeks of due date without an approved INMED waiver submitted through the Questions and Concerns Form (<https://form.jotform.com/213226104121133>).



- b. Student has not participated in required course work, discussions, or virtual classroom meeting for two (2) consecutive weeks without an approved INMED waiver submitted through the Questions and Concerns Form (<https://form.jotform.com/213226104121133>).
 3. Faculty response to unsatisfactory work may be:
 - a. A failed grade for the particular assignment, project and/or exam that has not been submitted or
 - b. A failed grade for the entire course if a student has not participated in required course work.
 - c. If a student continues to show unsatisfactory work, faculty will report to the Vice President of Academic Affairs Office the names of students whose attendance or work is unsatisfactory.
 - d. With the approval of the President and/or Vice President of Academic Affairs, faculty may dismiss the student from a course who is producing unsatisfactory work.
 - e. A student thus dismissed will be recorded as having failed in the course.
- C. Cheating/Plagiarism
 1. Honesty is 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.
 2. If any INMED faculty determines that a student has committed academic dishonesty by plagiarism, cheating, or in any other manner, the incident will be recorded in the student's permanent record, and the faculty member has the right to:
 - a. Fail the student for the particular assignment, project and/or exam,
 - b. Fail the student for the entire course
- D. Behavior in the learning environment.
 1. Disruptive, or harassing, or disrespectful, or unprofessional behavior in the learning environment is not acceptable and may result in probation, suspension, or dismissal.
 2. Faculty will immediately address any unacceptable behavior in the learning community when it occurs.
 3. If the student continues to disrupt, or harass, or disrespects, or demonstrates unprofessional behavior in the learning environment, the following actions may occur:



- a. Faculty will report to the Vice President of Academic Affairs the names of students who have demonstrated behavior that negatively effects the learning environment.
 - b. The Vice President of Academic Affairs Office will investigate the accusations.
 - c. If evidence demonstrates that a student has demonstrated behavior that negatively affects the learning environment:
 - i. The President or Vice President's Office may place the student on probation with a remediation plan, or
 - ii. Dismiss the student based on the severity of the infraction.
 - d. If student does not adhere to the probation terms and/or remediation plan, then the student may be dismissed from his or her enrolled INMED educational program(s).
- E. Conduct Endangering Health & Safety
1. 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.
 2. INMED reserves the right to require the immediate removal of students whose continuation in the learning environment may be detrimental to the health of themselves or others.
 3. If applicable, a voluntary or involuntary removal of a student from INMED results in a failing grade for the current course in which the student is enrolled.
 4. Students who are removed – voluntarily or involuntarily – may be considered for readmission following a finding by the Vice-President's Office that the condition requiring removal has been sufficiently corrected.
- F. Discrimination, Harassment, Retaliation, Sexual Misconduct
1. 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 veteran's status, or genetic information.
 - a. 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.



- b. 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.
 - c. 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.
 2. 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.
 3. 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.
 - a. 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.
 4. A student, faculty, staff, or INMED representative who believes that a member of the INMED community has engaged in prohibited discrimination, harassment, and/or retaliation may file a report with INMED.
 5. INMED encourages community members to report violations as soon as possible after an incident, but violations may be reported at any time.
 6. 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.
 7. Please refer to the Student Handbook for reporting process and subsequent INMED action(s).
 8. Sexual Misconduct Policy: INMED is committed to maintaining a safe and healthy environment for all members of the community. Please see the INMED Sexual Misconduct Policy for detailed information. Allegations and investigation of all



violations of the INMED Sexual Misconduct Policy is defined in the policy

G. INMED's Responsibility

1. The President and Vice-President's offices reserve the right to review all activities that a student(s) may engage in or behavior that does not align or promote the mission, vision, or values of INMED.
 - a. In such cases, a formal investigation will be conducted by the Vice-President of Academic Affairs office.
 - b. The process of investigation will include gathering evidence, interviews, and documentation.
 - c. The Vice-President's Office will present its findings to the President and Board of Directors with recommendations for further action.
 - d. The President and the Board of Directors possess the authority to review the recommendations and assess an outcome to the results of the investigation. These may include:
 - i. No wrongdoing and no remediation, or
 - ii. A letter of reprimand is added to the student(s) file with a remediation plan being implemented, or
 - iii. Probation with a remediation plan, or
 - iv. Suspension, or
 - v. Dismissal.
 - e. Remediation plans are developed by the Vice-President of Academic Affairs Office and the student(s).
 - i. The plan will address the infraction(s), benchmarks for remediation, and expected dates for benchmarks to be completed.
 - ii. The Vice-President's Office Representative and the Student(s) will sign the remediation plan.
2. Appeal
 - a. A student(s) has thirty (30) days of the time of the formal decision from the Board of Directors and President to submit an Appeal Request Online Form (<https://form.jotform.com/213225802562146>) to the office of the Vice-President of Academic Affairs.
 - b. Upon receipt of the appeal form, the office of the Vice-President of Academic Affairs will provide a typed summary with the appeal letter to the President's Office and the Board of Directors.



- c. The President and Board of Directors have thirty (30) days to review the appeal and make a decision.
 - d. The office of the Vice-President of Academic Affairs will notify the student(s) in writing of the appeal decision.
 3. Dissatisfaction
 - a. If you are dissatisfied with the resolution offered by the President's Office, you may contact the Department of Higher Education and Workforce Development for information on filing a formal grievance against the school.