POLICY NAME: Student Misconduct

Responsible Party: Office of Student Affairs

Applies To CMED: □ Faculty □ Students □ Residents □ Staff □ Administration

Approval Date: 1/20/2016 Curriculum Committee – reviewed July 26, 2016

POLICY

Personal conduct and professional behavior are among the competencies assessed for all College of Medicine courses and are among the benchmarks for recommendation of the Student Performance and Conduct Committee (SPCC) for student promotion.

DEFINITIONS

At CMED, misconduct may be in the area of academic misconduct (e.g., plagiarism, cheating, etc.), professional misconduct (e.g., failure to respect patient confidentiality, misuse of a computer information system, misuse of an on-call room, etc.), or personal misconduct. The Student Performance and Conduct Committee (SPCC) has the responsibility for dealing with all categories of Student Performance. College of Medicine allegations are subject to SPCC review procedures. The CMU Code of Student Rights, Responsibilities and Disciplinary Procedures are found in the CMU Graduate Bulletin, as well as on the CMU website: https://www.cmich.edu/ess/studentaffairs/StudentConductOffice/Pages/default.aspx.

This code applies to all College of Medicine students.

PROCEDURES

Alleged Student Misconduct

1. Anonymous complaints will be considered to the extent possible but may not result in any formal action. The link to submit these is located in the Student Handbook and the College of Medicine website.

2. Complaints may be made to the Course Director, Clerkship Director, Assistant Dean, or Director/Student Affairs in writing, orally, or by email. When a complaint
is received by someone other than these, it shall be referred to the aforementioned faculty and administrators for review. Each complaint will be addressed on a case by case basis.

3. Praise and Concern cards may be filed as hard copy or electronically via CMEDsecure@cmich.edu. Hard copies of the praise and concern cards will also be available in the student lounge in the College of Medicine building, in the Office of Student Affairs, and on East Campus in the medical education office. They can be returned in a drop box in the College of Medicine student lounge and medical education office on East campus. Faculty and staff can access a drop box in the faculty and staff kitchen, located on the 2nd floor of the main College of Medicine building.

4. The person alleging misconduct may also contact either the SPCC committee or the Office of Student Affairs, who will advise the individual on the issue. Conduct issues will be addressed by the SPCC, please refer to “Monitoring Student Conduct” in Section Three of this handbook.

5. Potential criminal misconduct should be reported to the proper legal authorities.

6. Once complaints are made via online cards, orally, or verbally, the person (first point of contact) receiving the complaint information will fill out a complaint form and submit it to the Office of Student Affairs for tracking purposes; ie date of initiation, complaint itself, persons involved, next steps/resolution, if any. The person can also meet with Office of Student Affairs staff who can assist them in filling out the complaint form.

7. The process for review/reconsideration of allegations will follow the procedures outlined under the Student Promotion, Review, and Remediation Policy found in Section Three of the Student Handbook.

CMED and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.