



University of Missouri-Kansas City School of Medicine

Standards of Professional Conduct and Honor Council Procedures

STANDARDS OF PROFESSIONAL CONDUCT

Approved by the University of Missouri Board of Curators: December 1994, revised January 31, 2013 and updated December 2014, revised September 2020, revised June 2025

I. Preamble

A. Health care professionals are characterized by: 1) a prolonged specialized training in a body of knowledge and skills; 2) ethical principles; 3) a service orientation; and 4) judgment. These professions determine their own standards of education, training, licensure, and practice, and have long subscribed to a body of ethical statements developed primarily for the benefit of the patient. As a potential future member of these professions, a student must recognize responsibility and an obligation not only to patients, but also to society, other health care professionals, and self to behave in a manner compatible with the health care profession's standards of conduct.

B. One of the goals of a medical school is to educate a student during the transition to a professional life. The University of Missouri-Kansas City ("UMKC") School of Medicine has an obligation to evaluate our students pursuing the M.D. and other health professions degrees administered by the School of Medicine as thoroughly as possible for their cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice of their health care professions. Accordingly, the Standards of Professional Conduct detailed in this document have been developed to guide the pre-professional behavior of students in health professions degree programs of UMKC School of Medicine, and to prepare the students to meet the ethical standards of these professions.

C. All students in the UMKC School of Medicine, including students enrolled in either the M.D. or graduate health professions programs involving direct patient care, are subject to the jurisdiction of the Standards of Professional Conduct and Honor Council Procedures for Violations of the Standards of Professional Conduct upon enrollment. The presentation of these documents shall be an integral part of the orientation of newly accepted students at UMKC School of Medicine.

II. UMKC School of Medicine Standards of Professional Conduct

A. Professional Integrity

1. Honesty

A student shall deal honestly with people including, but not limited to, colleagues, instructors, representatives of the University, patients, attending physicians, and other members of the health care team. Students are expected to demonstrate honesty and integrity in all aspects of their interactions with patients and staff — particularly in assuring accuracy and completeness of their documentation in medical records. The student shall be willing to admit errors and must not mislead others or promote himself/herself at the patient's expense. Students shall strive to report, by utilizing the Honor Council Procedures for Violations of the Standards of Professional Conduct, those students who violate these Standards of Professional Conduct ("Standards").

The basic principle underlying all research is *honesty*. Scientists and students who participate in research have a responsibility to provide research results of the highest quality; to gather facts meticulously; to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be

sufficiently acquainted with the work of their co-workers so they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself.

In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall also report the alleged academic dishonesty to the Chair of the Honor Council.

Examples of academic dishonesty include, but are not limited to, the following:

Cheating — 1) use of any unauthorized assistance including, but not limited to, notes, textbooks, unauthorized electronic devices or prohibited internet resources, in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; 3) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; 4) in any way giving assistance to others who are participating in any of the three preceding types of behavior; 5) falsifying attendance records or other official documents; or 6) submitting the same paper, project, or document for a grade or credit in multiple courses.

Plagiarism — 1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; 2) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or 3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators. The detection may involve the use of commercially available software.

Sabotage — unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

Examples of dishonesty related to clinical practice include, but are not limited to, the following:

Falsification of Patient's Medical Record — writing progress notes regarding the patient's status that are false including, but not limited to, clinical observations or results in the patient's chart when the student has not seen or evaluated the patient, or using incorrect times of data entry.

Falsification of Patient's Medical Information — reporting medical information such as physical examination findings, lab values, test results, and any other relevant patient information to other students, residents, attending physicians, preceptor, the patient, the patient's family, or other relevant medical personnel that has been fabricated by the student.

2. Responsibility

A student must acquire competencies with the appropriate concepts, knowledge, and skills which the faculty determines to be essential. These competencies shall be utilized to care for the sick and to promote the health and welfare of society. A student shall recognize a responsibility to participate in activities contributing to an improved community.

Students in the care of patients must not be harmful, dangerous, or negligent to the mental or physical health of a patient or the public. Negligent means the failure to use that degree of skill and learning ordinarily used under the same or similar circumstances by other students.

Students must pay tuition and other University fees, such as the medical equipment or disability fees, on time. Students must complete required forms of evaluation, degree forms, examination applications, etc. on time.

Students must be familiar with and follow the rules and regulations of UMKC School of Medicine, the University, and the applicable health care professional organizations. Students shall be familiar with and comply with the policies and procedures of clinical sites where they are assigned.

While the University and UMKC School of Medicine are committed to the rights of students to free expression, they also have the right to restrict certain conduct which violates the law or University policy, or otherwise directly interferes with the functioning of the University or UMKC School of Medicine and/or its clinical affiliates. Students are expected to be knowledgeable of and comply with the limits on free expression as set

forth in the University "Commitment to Free Expression," available at <https://freespeech.missouri.edu/commitment-to-free-expression/>.

Students shall be responsible in their use of personal and professional social media accounts. "Social media" includes any electronic communication or networking using an online service, platform, or site to share information, ideas, personal messages, images, photographs, or other content including, but not limited to, emails, Facebook, Twitter, LinkedIn, YouTube, Snapchat, Instagram, GROUPME, TikTok, Reddit, Tumblr, and blogs. Students shall use appropriate judgment and be respectful and professional in all social media communications. Information shall be truthful and not misleading or deceptive. Content on social media is considered to be published material and therefore must comply with Federal copyright laws.

3. Professional Behavior

a. Prohibition Against Discrimination, Harassment, and Sexual Misconduct

A student shall be dedicated to providing supervised, competent health care services with compassion, respect for human dignity, and without discrimination.

It is against University regulations to discriminate on the basis of race, color, religion, pregnancy, sex, sexual orientation, gender identity, gender expression, ancestry, national origin, age, disability, protected veteran status, or any other status protected by applicable State or Federal law. The University has an AIDS policy statement consistent with Missouri law that prohibits discrimination against persons with AIDS, AIDS Related Complex ("ARC"), or who are HIV positive.

Students shall not harass, discriminate against, or engage in sexual harassment, sexual discrimination, or sexual misconduct with any other individual, either in person or on social media.

b. Representation

A student shall accurately represent himself/herself to others including, but not limited to, colleagues, instructors, representatives of the University, patients, attending physicians, and other members of the health care team.

Examples of misrepresentation include, but are not limited to, the following:

- a. A student shall never use the title of "Doctor" or M.D., as this clearly misrepresents the student's position, knowledge, and authority.
- b. Use of fraud, deception, lies, or bribery in securing any certificate of registration or authority, diploma, permit or license issued, or in obtaining permission to take any examinations.
- c. Impersonation of any person holding a certificate of registration or authority, permit, license or allowing any person to use his/her certificate of registration or authority, permit, license, or diploma from any school.
- d. Forgery, alteration, or misuse of a patient's medical records or knowingly furnishing false information to the health care team and/or professional organizations.

Representations on social media shall accurately reflect that any opinions voiced are those of the student and the student is not speaking on behalf of the University, or UMKC School of Medicine and/or its clinical affiliates.

4. Confidentiality and Privacy

A student shall respect the rights of patients, colleagues, and other health care professionals, and shall safeguard the confidentiality and privacy of patient communications and protected health information within the constraints of the law. The patient's right to privacy in regard to his/her medical record, which includes privacy of personal and social history, is a fundamental tenet to health care.

The discussion in public of the problems of an identified patient, without the patient's permission, by students violates patient confidentiality and privacy laws and is unethical. Under no circumstances can any medical record be removed from an institution. Copying of the entire medical record is never permitted for presentations or rounds; students are permitted to extract information, but not copy "wholesale" parts of a medical record. Names and any other identifiers of patients should be omitted from any documents used for these presentations.

Any protected health information of patients, or any patient identifiers, hospital room numbers, or photographs of patients or their hospital or clinic rooms shall not be posted on social media.

5. Disclosures of Information

While the student is a member of the health care team and under faculty supervision, a student shall continue to study, apply, and advance scientific knowledge, make relevant information available to patients, colleagues, and the public, obtain consultation, and use the talents of other health care professionals when indicated.

Sharing of health information appropriately with a patient and colleagues involved in the care of the patient is a fundamental ethical requirement. The patient must be well informed to make health care decisions and work intelligently in partnership with the health care team. Information that the patient needs for decision making shall be presented in terms the patient can understand. If, for some reason, the patient is unable to comprehend information, there shall be disclosure to the patient's authorized representative. Failure of a student to share health information relevant to a patient with the patient and colleagues involved in the care of the patient is unethical. Providing inaccurate health information with these individuals is also unacceptable.

Students are prohibited from communicating with patients and/or their authorized representatives or family members on social media. Any conversations regarding specific patient health care conditions, treatments, or particular processes in a clinical setting can be mutually beneficial for the professional community; however, these must only occur without identifying patients and when using professional social media sites that maintain the privacy and security of communications with registered users.

6. Assessment of Personal Competence (Self-Evaluation)

Students shall seek consultation and supervision whenever their ability to play their role in the care for a patient is inadequate because of lack of knowledge or experience.

Students are expected to respond to constructive criticism by appropriate modification of behavior.

It is unacceptable for a student to attempt procedures or to prescribe therapies without supervision.

7. Professional Demeanor, Appearance, and Communications

The student is expected to be thoughtful and professional when interacting with patients and their families, attending physicians, preceptors, supervising residents, and other students, and whenever his/her behavior may influence adversely the judgments of others about UMKC School of Medicine and/or its clinical affiliates, or the University. Students shall comply with the code of ethics for their applicable health care profession both on campus and at clinical affiliates, by conduct and speech, and when using social media.

Students shall maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient populations served and in compliance with any policies of clinical affiliates.

Inappropriate behaviors may include, but are not limited to, either in person or on social media: 1) the use of offensive, vulgar, lewd, obscene, profane, or unprofessional language, gestures, images, or videos; or 2) cyberbullying. Any conduct or speech that materially and substantially interferes with the educational process of other students or violates the rights of others is prohibited.

Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation is not appropriate.

8. Informed Consent

Students are to understand the obligations of health care professionals to obtain informed consent from patients, but students are **not** responsible for obtaining consent. It is the responsibility of health care professionals to ensure that the patient or his/her surrogate be appropriately informed as to the nature of the patient's medical condition, the objectives of proposed treatments, treatment alternatives, and risks involved. The patient's or surrogate's consent must be obtained without coercion.

9. Avoidance of Conflicts of Interests

If a conflict of interest arises, in which the student has competing interests or loyalties that could potentially undermine their ability to act in an impartial manner, the student will disclose this information as soon as

possible through the appropriate channels. For example, gifts, hospitality, or subsidies offered by manufacturers and distributors of medical and pharmaceutical equipment/goods shall not be accepted if acceptance would influence the objectivity of clinical judgment.

10. Appropriate Conduct with Patients

The student will demonstrate respect for others, act without discrimination, treat patients politely and considerately, respect their views, respect their privacy and right to confidentiality. The student will communicate effectively and appropriately, and will understand, accept, and agree to be bound by the principle of confidentiality of patient data, and also of information concerning staff and fellow students. The student will not engage in romantic, sexual, or other non-professional behaviors with a patient — even upon the apparent request of a patient — while the student is involved with the patient's care. Any involvement or communications with former patients must meet the professional standards of conduct of the student, and shall not breach the patient's right of privacy of protected health information.

11. Awareness of Impairments

The student will not use alcohol or drugs or practice while under a physical or mental health condition if such impairs his/her ability to perform the work of the profession or results in compromised patient care. It is also the responsibility of every student to strive to protect the public from an impaired colleague and to assist that colleague whose capability is impaired because of alcohol or drug use, or a physical or mental health condition. Students are strongly encouraged to self-report and/or seek assistance if they are aware of any potential self-impairment. Additionally, any student who displays signs of impairment should be reported by a peer or UMKC School of Medicine faculty or staff member. Any retaliation against a student for good faith reporting of a peer suspected of impairment shall constitute a violation of professional conduct.

12. Civility with Colleagues

Professional relations among all members of the medical community shall be marked by civility. Scholarly contributions shall be acknowledged and each person shall recognize and facilitate the contributions of others to this community; slanderous comments and acts are not acceptable. Students shall deal with professional, staff, and peer members of the health care team in a considerate manner and with a spirit of cooperation.

It is unethical and harmful for a student to disparage, in person or on social media, without sufficient evidence, the professional competence, knowledge, qualifications, or services of a colleague to anyone. It is also unethical to imply without reliable evidence — by word, gesture, or deed — that a patient has been poorly managed or mistreated by a colleague.

13. Duty To Teach

It is incumbent upon students entering health care professions to teach other students what they know of the science, art, and ethics of their professions. It also includes communicating clearly and teaching patients so that they are properly prepared to participate in their own care and in the maintenance of their health.

III. The University of Missouri Standard of Conduct for Students

A. In addition to the conduct detailed above, a student is subject to the University of Missouri Standard of Conduct for Students, as administered by the UMKC Office of Student Conduct and Civility in the Division of Student Affairs, in Section 200.010. of the Collected Rules and Regulations of the University (http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct).

B. As of November 2024, the Standard of Conduct for which students are subject to sanctions falls into the following categories:

1. Academic dishonesty, including, but not limited to, as cheating, plagiarism, unauthorized use of artificially generated content, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course, which shall not be considered a sanction for prohibited conduct under this rule. The instructor shall, consistent with other policies, report the alleged academic dishonesty to the Primary Administrative Officer.

- 2. Forgery, alteration, or misuse of University documents, records or identification, or furnishing false information to the University that the student knows or reasonably should know is false.**
- 3. Physical abuse or other physical conduct which threatens or endangers the health or safety of any person.**
- 4. Stalking** another by engaging in a course of conduct directed at a specific person knowing or consciously disregarding a substantial and unjustifiable risk that the course of conduct would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.
- 5. Violation of the University's Equal Employment/Education Opportunity Policy and Nondiscrimination Policy located at Section 600.010 of the Collected Rules and Regulations.**
- 6. Violation of the University's Sex Sexual Harassment under Title IX Policy located at Section 600.0020 of the Collected Rules and Regulations.**
- 7. Threats**, defined as communication of a serious expression of intent to commit an act of unlawful violence against an individual or identifiable group, such that the individual or group would reasonably fear violence, regardless of whether the communicating individual actually intends to carry out the threat, and in which the person engaging in the communication knew or consciously disregarded a substantial and unjustifiable risk that it would have such an effect on the individual or identifiable group..
- 8. Participating in attempted or actual taking of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.**
- 9. Unauthorized possession, duplication or use of keys or other means of access to any University facilities or unauthorized entry to or use of University facilities, property or resources.**
- 10. Misuse of University or personal property in a manner that creates a safety hazard or unauthorized use of safety equipment.**
- 11. Deliberately setting off a fire or other emergency alarm without justified reason or knowingly giving a false report of a crime or emergency.**
- 12. Violation of the available written policies, rules or regulations of the University or any of its units applicable to the student under the circumstances or of material conduct standards identified in contracts or agreements the student has entered into with the University** including, but not limited to, those governing residence in the University-provided housing, or the use of University facilities, or student organizations, or the time, place, or manner of public expression.
- 13. Violation of applicable federal, state, foreign or local law or ordinance** that directly impacts the University's activities, programs, property, students, employees, or volunteers or indicates that the individual poses a risk to the safety, welfare, or well-being of the University's students, employees, or volunteers.
- 14. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance under state or federal law without proper prescription or required license or as expressly permitted by law or University regulations**, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri. To the extent there is inconsistency between state and federal law as to circumstances in which manufacture, use, possession, sale or distribution of a substance is expressly permitted, federal law will govern to the extent appropriate to facilitate the University's compliance with the **Drug Free School and Communities Act and any other applicable federal law.**

15. Substantially disrupting, or inciting others to substantially disrupt:

- a. Actions or activities including, but not limited to, classes or other; or University operations, functions, or activities including, but not limited to, classes or other teaching, research, study lectures, performances, meetings, interviews, living or learning communities, administrative business, or ceremonies or other public events, regardless of whether such operations, functions or activities are conducted in-person or through information technology resources; or
- b. Authorized or permissible non-University activities that occur at a location owned or controlled by the University or through information technology resources provided by the University.

16. Failure to comply with lawful directions of University officials acting in the performance of their duties or failure to identify one's self to University officials acting in the performance of their duties when reasonably requested to do so and upon reasonable explanation of the reason for the request for identification.

17. Failure to comply with and complete all sanctions and remedial actions applied under Section 200.020 or Chapter 600 within the time frame specified.

18. The possession or use of firearms, explosives, other weapons, or hazardous chemicals that violates federal or state law or applicable foreign law or University rules.

19. Hazing, defined as any intentional, knowing, or reckless act committed (whether individually or in concert) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- a. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a group or organization; and
- b. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the University or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including:
 - i. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - ii. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - iii. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - iv. Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - v. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - vi. Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; or
 - vii. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Failure by a group's or organization's executive officers to intervene to prevent, discourage, and/or report hazing of which they are aware or reasonably should be aware also will be deemed a violation of this policy.

20. Misuse of information technology resources in accordance with University policy including, but not limited to:

- a. Actual or attempted theft or other abuse;
- b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
- c. Unauthorized transfer of a file;

- d. Unauthorized use of another individual's identification and password;
- e. Use of information technology facilities to interfere with the work of another student, faculty member, or University official;
- f. Use of information technology facilities to interfere with normal operation of any University information technology system;
- g. Knowingly causing a computer virus, malware, or other means designed to disrupt, damage, or gain unauthorized access to become installed in any information technology system or file; or
- h. Violation of Section 110.005 of the Collected Rules and Regulations or other University policy governing use of computing resources.

21. Retaliation, False Reporting, Witness Intimidation or Harassment, and Interference.

- a. Retaliation is any adverse action taken against a person because of that person's participation or refusal to participate in the process set forth in CRR 200.020, provided that the exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section. Any person who engages in such retaliation shall be subject to disciplinary action, up to and including expulsion or termination, in accordance with applicable procedures. Any person who believes they have been subjected to retaliation is encouraged to notify the Primary Administrative Officer. The University will promptly respond to all claims of retaliation in accordance with this policy.
- b. False reporting is making an intentional false report or accusation in relation to this policy as opposed to a report or accusation which, even if erroneous, is made in good faith. False reporting is prohibited.
- c. No individual, directly or through others, may take any action which attempts to or actually intimidates any potential Party or witness in the student conduct process, or which may interfere with the student conduct process.
- d. All University employees and students must be truthful and candid when making any statement or providing any information or evidence to the University throughout the student conduct process, and all documentary evidence must be genuine and accurate. The fact that a determination has been made that a student has or has not engaged in prohibited conduct is not sufficient grounds, by itself, to declare that a false statement or fraudulent evidence has been provided by a Party or witness.
- e. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of any proceedings under this policy does not constitute retaliation provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that a Party made a materially false statement in bad faith.

22. Attempting to commit or intentionally and materially aiding or inciting others to commit any of the forms of prohibited conduct stated in this rule.

E. Details of the procedures for alleged violations of the University of Missouri Standard of Conduct for Students are found at http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters and in the University of Missouri-Kansas City General Catalogue. Students shall be familiar with these rules and procedures.

HONOR COUNCIL PROCEDURES FOR VIOLATIONS OF THE STANDARDS OF PROFESSIONAL CONDUCT

Approved by the University of Missouri Board of Curators: December 1994, Revised January 31, 2013, Revised September 2020

I. Jurisdiction of the Honor Council

- A. The Honor Council shall have the authority to address incidents of alleged violations of the UMKC School of Medicine Standards of Professional Conduct ("Standards") by University of Missouri-Kansas City ("UMKC") School of Medicine students enrolled in either the M.D. or graduate health professions programs involving direct patient care, whether such violations occur on the UMKC campus, in classes, while participating in clinical experiences at affiliated hospitals and clinics through the UMKC School of Medicine, or outside of UMKC.
- B. The Standards identify areas of conduct which are judged unacceptable for students either who are in or aspire to a health care profession.
- C. The Standards and Honor Council Procedures for Violations of the Standards of Professional Conduct ("Procedures") are published documents of UMKC School of Medicine and have been approved by the University of Missouri Board of Curators.
- D. When a student has been alleged to have violated one or more of these Standards ("Respondent"), the Honor Council shall adhere to the following Procedures.
- E. The Honor Council shall have the authority to impose sanctions upon a Respondent who has violated the Standards.
- F. The disciplinary proceedings described are not to be construed as judicial trials. Care shall be taken, however, to comply as fully as possible with the spirit and intent of these Procedures.

II. Organization of the Honor Council

- A. **Composition**
The Honor Council voting members shall consist of the Chair, six faculty/staff members (1 Doцент, 1 Basic Scientist, 2 Clinical Scientists, 1 Humanities/Social Sciences representative, and 1 Graduate faculty member), and two student members (1 Years 3-6 and 1 graduate student). Four members constitute a quorum. Nonvoting Honor Council staff who assist the Chair in investigations and generation of reports may be present at the hearings to take minutes or assist with the hearing.
- B. **Eligibility and Appointment**
The Chair, faculty/staff, and student members shall be appointed to the Honor Council by the Dean of UMKC School of Medicine.
- C. **Chair**
The Chair shall count as one member of the Honor Council and shall be entitled to vote on all matters before the Honor Council.
- D. **Time of Appointment and Term of Office**
The Chair and faculty/staff members of the Honor Council shall serve for the duration of their appointments. The student members of the Honor Council shall serve for one year.

A student is ineligible to continue as a member of the Honor Council if he/she is placed on academic or disciplinary probation, or if for any other reason his/her continued membership on the Honor Council may not be in the best interest of UMKC School of Medicine as determined by the Dean of UMKC School of Medicine.

III. Procedures for Reports of Alleged Violations and Investigations

A. Reports of Alleged Violations

1. An alleged violation of the Standards may be reported by anyone to the Primary Administrative Officer ("PAO") as soon as possible after discovery of the alleged violation. Reports may be made in person, or by webform or email.
2. The PAO shall review the report of the alleged violation and shall determine whether it needs to be referred to the UMKC Office of Student Conduct and Civility or the UMKC Office of Equity and Title IX, or should be handled by pursuant to these Procedures.
 - a. A student will not be subject to discipline for the same violation by multiple entities.
 - b. The PAO, Office of Student Conduct and Civility, and Office of Equity and Title IX may share information about possible violations to determine how the alleged violation will be handled.
3. Reports and the names of reporters shall be maintained confidential except to carry out any investigation, hearing, or judicial proceeding.

B. Preliminary Procedures for Investigations

1. The PAO shall investigate any reported alleged violation of the Standards. The Respondent shall be required to meet with the PAO to discuss the alleged violation. The PAO shall inform the Respondent of the meeting place, date, and time, details of the reported alleged violation(s), and the right of the Respondent to have an adviser, who may be an attorney or anyone selected by the Respondent, to attend and participate in this meeting. The Respondent also has the right to bring witnesses and evidence to this meeting.
2. After meeting with Respondent, the PAO shall conduct an investigation. Such investigation may include reviewing past reports of alleged violations of the Standards by Respondent, interviewing witnesses, including the reporter of the alleged violation, and collecting other relevant evidence.
3. Upon completion of the investigation, the PAO shall notify the Respondent that the investigation has been completed and that Respondent will receive a Notice of Hearing when the date for the hearing has been scheduled.

IV. Temporary Action for Respondent

- A. The Dean of UMKC School of Medicine or his/her Designee may at any time temporarily suspend or place conditions on the attendance or participation of Respondent, pending completion of the Procedures, when the Dean/Designee finds and believes from available information that the presence of the Respondent would seriously disrupt the educational environment, or constitute a danger to the health, safety, or welfare of members of Respondent or the School community.
- B. The Dean/Designee will give Respondent notice of such temporary action and the detailed reason for it and that Respondent may submit a written response requesting reconsideration or modification of the temporary action within five (5) business days of delivery of the notice.
- C. The time for submitting the written response may be extended upon written request of Respondent at the discretion of Dean/Designee for good cause.
- D. After due consideration of the response and all relevant circumstances, the Dean/Designee will sustain, remove, or modify the temporary action and notify Respondent of that decision, which will be final.

V. Hearing Procedures

A. Setting of Hearing Date and Notice of Hearing

1. The PAO shall schedule a date for the hearing.
 - a. The PAO may work with the Respondent and any other individuals required for the hearing to identify a date for the hearing.
 - b. Any request to reschedule the hearing shall be made in writing to the PAO who is authorized to reschedule the hearing if the request is timely and made for good cause.
2. At least twenty (20) business days before the hearing, or sooner if the agreed-upon date for the hearing is less than twenty (20) business days, the PAO shall send a Notice of Hearing to Respondent, Respondent's adviser (if identified), Chair of the Honor Council, and any attorneys designated for PAO and Honor Council which shall include:
 - a. Detailed description of the alleged violation of the Standards and of any other applicable policies or laws that have been alleged to have been violated;
 - b. Description of the procedures for the hearing, which may be provided with a link to these Procedures, including the right to have an adviser, who may be an attorney, attend and participate in the hearing;
 - c. The potential sanctions that may be imposed;
 - d. Statement that the Respondent is permitted to inspect, copy, and review all information or evidence obtained as part of the investigation that directly relates to the alleged violation;
 - e. Statement that the Parties and their witnesses must be truthful when making any statements or providing any information or evidence throughout the hearing, and documentary evidence must be genuine and accurate;
 - f. Statement that nothing in the hearing procedures is intended to alter any rights that the Respondent may have under applicable Federal or Missouri laws or the US Constitution;
 - g. Names of the members of the Honor Council and the designated Chair;
 - h. That an objection to any member of the Honor Council can be made to the Vice Dean for the UMKC School of Medicine within five (5) business days after receipt of the Notice of Hearing;
 - i. Time, date, and location of the hearing;
 - j. That if the Respondent fails to appear at the hearing, the hearing will be conducted without the Respondent; and
 - k. That the Parties may request a virtual hearing with technology enabling participants simultaneously to see and hear each other, and/or necessary accommodations.
3. The Notice of Hearing shall be in writing and delivered to the Respondent in person, emailed to the Respondent's UMKC-issued email if the Respondent has consented electronically or in writing to receive all notifications by email, or mailed to the Respondent's address as indicated in official UMKC records.

B. Pre-Hearing Disclosures and Procedures

1. At least ten (10) business days before the hearing, the PAO shall provide the Respondent, the Respondent's adviser (if identified), any attorneys designated for the PAO and Honor Council, and the Chair of the Honor Council with:
 - a. The investigative report that summarizes the relevant evidence related to the alleged violation, either in electronic form or hard copy;
 - b. List of proposed witnesses to be called at the hearing;
 - c. Copies of all proposed documentary, photographic, video, and audio evidence, and
 - d. How the Respondent can access all of the evidence collected during the investigation directly related to the alleged violation.

2. At least five (5) business days before the hearing, the Respondent shall provide the PAO and Chair of the Honor Council, and any attorneys designated for the PAO and Honor Council, with:
 - a. A written response to the investigative report;
 - b. List of proposed witnesses to be called at the hearing; and
 - c. Copies of all proposed documentary, photographic, video, and audio evidence.
3. If the PAO identifies any rebuttal witnesses or evidence to be called or submitted after receipt of the Respondent's information, the PAO shall provide notice of such witnesses or evidence to the Respondent, the Respondent's adviser, any attorneys designated for the PAO and Honor Council, and Chair of the Honor Council within at least two (2) business days before the hearing.
4. The PAO, Chair of the Honor Council, and Respondent may agree that certain witnesses do not need to be physically present if their testimony can be adequately summarized in the investigative report or during the hearing by other witnesses.

C. Rights of Respondent

1. Be present at the hearing, which may be waived by either written notification to the Chair of the Honor Council or by failure to appear at the hearing.
2. Have an adviser who maybe, but is not required to be, an attorney present at the hearing and who may actively participate and assist the Respondent during the hearing.
 - a. Prior to the hearing, the adviser may communicate with the Chair of the Honor Council, including raising questions or objections, or making requests regarding the hearing procedures.
 - b. At the hearing, the adviser may request clarification of a procedural matter or object to a procedure by addressing the Chair of the Honor Council.
 - c. The adviser may make presentations and speak on behalf of the Respondent and may consult with Respondent during the hearing or outside of the hearing during breaks.
 - d. The adviser may examine and cross examine witnesses.
3. To testify at the hearing.
4. Hear and examine evidence presented to the Honor Council.
5. Question and cross-examine witnesses testifying at the hearing.
6. Present evidence by witnesses or affidavits.
7. Make a statement in mitigation or explanation of the alleged misconduct.

D. Rights of PAO

1. Be present at the hearing.
2. Have an attorney from the Office of the General Counsel who may actively participate and assist the Chair of the Honor Council.
3. State the facts of the investigative report.
4. Hear and examine evidence presented to the Honor Council.
5. Question and cross-examine witnesses testifying at the hearing.
6. Present evidence by witnesses or affidavits.
7. Receive written findings and the sanction imposed by the Honor Council.

E. Rights of Honor Council

1. Hear together cases involving more than one Respondent which arise out of the same alleged violation; however, separate findings and determinations shall be made for each Respondent.
2. Permit a stipulation of facts by the PAO and Respondent.
3. Permit the incorporation by reference to any documentation, produced and desired in the Record of the Case by PAO or Respondent, provided the other Party has had an opportunity to review and respond to the documentation.
4. Question witnesses and challenge evidence introduced by either Party.
5. Hear from PAO about dispositions made in similar cases.
6. Call additional witnesses or require additional investigation by the PAO.

7. Dismiss the hearing at any time.
8. Permit or require amendment to the Notice of Hearing to include new or additional matters which may come to the attention of the Honor Council before final determination of the case; provided, however, that in such event the Honor Council shall grant to Respondent or PAO such time as the Honor Council may determine is reasonable under the circumstances to answer or explain such additional matters.
9. Dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair of the Honor Council.
10. Suspend summarily Respondent from UMKC SOM who, during the hearing, obstructs or interferes with the course of the hearing or persistently fails to abide by the rulings of the Chair of the Honor Council on any procedural question or request of the Chair for order.
11. Have an attorney from the Office of the General Counsel who may assist the Honor Council.

F. Conduct of Hearing

1. All Parties shall have the opportunity to present the facts and arguments in full.
2. The Chair of the Honor Council shall preside at the hearing, call the hearing to order, call the roll of the Honor Council, ascertain the presence or absence of the Respondent, verify the receipt of Notices related to the hearing by the Respondent, report any continuances requested and granted, establish the presence of any advisers, explain any special procedures to be employed during the hearing, and permit the Respondent to make suggestions regarding, or objections to, any hearing procedures.
3. The Chair of the Honor Council shall determine the relevancy and admissibility of any evidence offered and shall respond to any procedural questions.
4. The Chair of the Honor Council shall not require, allow, or use any evidence that constitutes, or seek disclosure of, information that is protected under a legally recognized privilege unless the person holding the privilege has waived that privilege.
5. The Chair of the Honor Council may dismiss any person who interferes with or obstructs the hearing or fails to abide by any ruling of the Chair of the Honor Council.
6. Rules of common courtesy and decency shall be observed.
7. The Chair of the Honor Council may exclude any witness, document, or information that is irrelevant, immaterial, cumulative, or more prejudicial than informative.
8. Incidents or behaviors of Respondent that show a pattern of related violations, or character evidence of Respondent may be considered only if deemed relevant by the Chair of the Honor Council.
9. The Honor Council shall consider the trustworthiness of all oral and written statements, and no oral or written statement shall be considered if the source of the statement has not been disclosed.
10. The PAO shall make opening remarks outlining the general nature of the alleged misconduct.
11. The Respondent may make a statement after the opening remarks or at the conclusion of the presentation by the PAO.
12. The PAO may state the facts of the investigation and call witnesses and introduce evidence supporting the alleged misconduct.
13. The Honor Council may question the PAO and witnesses at any time.
14. The Respondent and the Respondent's adviser may cross-examine witnesses after they have been questioned by the PAO.
15. Upon conclusion of the evidence presented by the PAO, the Respondent may present evidence through witnesses and written documents or other materials.

16. The PAO and Honor Council may question the Respondent and the Respondent's witnesses at any time.

a. The Respondent has the right to remain silent, and such silence shall not be considered as evidence supporting a finding of misconduct.

17. After conclusion of the evidence has been presented by the Respondent, the Chair of the Honor Council may allow either Party to offer rebuttal of the other Party's presentation.

G. Record of Hearing

1. There shall be an audio, video, digital, or stenographic record of the hearing maintained.

2. The "Record of the Case" shall include the notices, hearing record, exhibits from the hearing, and report of the Honor Council.

H. Report of the Honor Council

1. The Honor Council shall carefully review all the materials and promptly render its report with its findings and final decision.

a. The standard of proof is "preponderance of the evidence," defined as determining whether evidence shows it is more likely than not that a violation occurred.

b. The burden of proof and the burden of gathering sufficient evidence sufficient to reach a determination regarding responsibility rests on the PAO.

2. The report shall detail the following:

a. Identification of the allegations constituting a violation of the Standards and the determination of the Honor Council;

b. A description of the procedural steps taken;

c. Findings of fact supporting the determination and any information the Honor Council excluded from consideration and why;

d. Conclusions regarding the application of the Standards to the facts; e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility; and

f. Any sanctions to be imposed on the Respondent.

3. Sanctions

a. The Honor Council shall determine the sanction to be imposed, if any, based upon its deliberations.

b. One of the following sanctions is to be recommended by means of simple majority vote of the Honor Council members.

c. Where there are multiple violations, there can be separate sanctions for each violation or one sanction for all violations.

d. Requirements for education and/or training, or referral to a UMKC School of Medicine Committee or other resource may be imposed on a Respondent irrespective of whether a violation of the Standards of Professional Conduct has been substantiated. Any such requirements do not constitute a sanction.

e. The sanctions that may be imposed are as follows:

(i) **No Sanction.** Given when the Respondent is not found in violation of any of the Standards of Professional Conduct.

(ii) **Warning.** A written reprimand that the Respondent has violated one or more Standards of Professional Conduct. A copy is to be placed in the Respondent's file. There is no prohibition on a Respondent receiving more than one (1) warning; however, that fact that a Respondent has received one or more warnings may be taken into account if there are any subsequent violations of the Standards. A warning is not a reportable action.

(iii) **Probation.** A written reprimand to the Respondent for one or more violations of the Standards of Professional Conduct that includes a designated period of time, the probability of more severe sanctions if the Respondent violates any other Standards of Professional Conduct during the probationary period, and subject to any appropriate terms or conditions, such as loss of privileges, restitution, and discretionary assignments. A disciplinary probation is a reportable action.

(iv) **Suspension.** An involuntary separation of the Respondent from UMKC School of Medicine for a specified period of time or until special conditions have been met, with a statement whether suspension should relate back to the date of the violation, begin at the time imposed, or begin at a date specified in the future. At the conclusion of the period of suspension, the Respondent is automatically returned to student status. Conditions for readmission may be specified. A disciplinary suspension is a reportable action.

(v) **Dismissal.** An involuntary separation from UMKC School of Medicine for an indefinite period of time. The order of dismissal may specify a date before which the faculty will not consider a petition for readmission from the Respondent. A disciplinary dismissal is a reportable action.

(vi) **Expulsion.** Permanent separation of the student from UMKC School of Medicine. A disciplinary expulsion is a reportable action.

f. The above sanctions only apply to the status of the Respondent at UMKC School of Medicine. Any of the above actions that are reportable will be included on a Respondent's MSPE. Additionally, this information will be reported by UMKC SOM as needed on any future licensure certifications and verifications for the Respondent, and/or any official requests for information made from other UMKC entities. Respondents may also have an obligation to report sanctions on licensure or other applications.

g. The report of the Honor Council shall be provided to the Coordinating Committee.

VI. Decision of the Coordinating Committee

- A. The Coordinating Committee, composed of members as detailed in the *Bylaws of the Coordinating Committee*, shall review the report of the Honor Council.
- B. Each member of the Coordinating Council shall have a vote; however, the Chair of the Coordinating Council shall only vote in the event of a tie vote.
- C. After deliberation and careful consideration, the Coordinating Committee shall approve, by simple majority vote, one of the following actions: 1) to sustain the report and decision of the Honor Council; 2) to amend the report and decision of the Honor Council; 3) to remand the Honor Council's report and decision for further consideration by the Honor Council; or 4) to reverse the Honor Council's decision.
- D. The Chair of the Coordinating Committee shall notify Respondent, Respondent's adviser, PAO, Chair of the Honor Council, and any designated attorneys for PAO and Honor Council of the decision of the Coordinating Committee, and shall include the procedures and permissible bases for Respondent to seek review or appeal.

VII. Grounds for Review or Appeal

- A. The grounds for review or appeal are limited to the following:
 - 1. A material deviation from established procedures that affected the outcome of the matter.
 - 2. To consider new evidence that was not reasonably available at the time the decision was made that could affect the outcome of the matter.
 - 3. An Honor Council member or members demonstrated a conflict of interest or bias against Respondent that affected the outcome of the matter.
 - 4. The sanction falls outside that typically imposed for this violation, or the cumulative conduct record of Respondent.
- B. A review or appeal is not intended to be a full rehearing of the matter and is therefore deferential to the original findings.
- C. In most cases, reviews and appeals are confined to a review of the written documentation, Record of the case, and relevant documents regarding the grounds for the review or appeal.
- D. A review or appeal granted based on new evidence should normally be remanded to the Honor Council for reconsideration.
- E. The Chancellor will render a written decision within ten (10) business days after receiving any reply, or after the deadline to reply has passed without a submission being made.
- F. If the Chancellor is unable to render a decision within ten (10) business days, the Chancellor will notify the Parties of the delay.
- G. The decision of the Chancellor on a review or appeal is final, and further appeals or grievances are not permitted.

VIII. Petition for Review

- A. ***If the sanction is not for suspension or dismissal from the SOM***, Respondent may petition, in writing, the Chancellor, with a copy to the Chair of the Honor Council, for a review of the decision of the Honor Council within ten (10) business days after notification of the final decision of the Coordinating Council.
- B. The Petition for Review must state the grounds in detail for the review.
- C. The Chair of the Honor Council may provide a written response to the Petition for Review within ten (10) business days of receipt of the Petition for Review.
- D. Upon request, the Chancellor, for good cause, may extend the time for filing, or responding to, the Petition for Review.
- E. The Chancellor may review or refuse to review the final decision of the Coordinating Council. If the Chancellor refuses to review the decision, the final decision of the Coordinating Council becomes effective.
- F. If the review is granted, the Chancellor may affirm, reverse, or modify the final decision of the Coordinating Council, or remand it back for further proceedings.
- G. The action of the Chancellor is final unless it is to remand the matter back for further proceedings.

IX. Right of Appeal

- A. ***If the sanction is for suspension, dismissal, or expulsion from the SOM***, Respondent may appeal the final decision of the Coordinating Committee by filing a written Notice of Appeal to the Chancellor, with a copy to the Chair of the Honor Council, within ten (10) business days after receipt of the final decision of the Coordinating Committee. The Notice of Appeal may include a written memorandum explaining the details of the grounds for the appeal.
- B. The Chair of the Honor Council may submit in writing a reply to the Notice of Appeal and any memorandum within ten (10) business days after receipt of the Notice of Appeal.
- C. Upon written request, the Chancellor may extend the time for the Notice of Appeal to be submitted or the reply, for good cause.
- D. The Chancellor shall review the Record of the Case and the appeal documents, and may affirm, reverse, or modify the final decision of the Coordinating Council, or remand the matter back for further proceedings.
- E. The Chancellor shall notify the Parties in writing of the decision on the appeal.
- F. The action of the Chancellor is final unless the matter is remanded back for further proceedings.

Amendments to the Standards of Professional Conduct and/or Honor Council Procedures for Violations of the Standards of Professional Conduct

Amendments to the Standards of Professional Conduct and/or Honor Council Procedures for Violations of the Standards of Professional Conduct may be proposed by petition of any twenty-five members of the student body, the Honor Council on its own motion, or the UMKC SOM Faculty. Any proposed amendments must be approved by the Honor Council, the Coordinating Committee, the Dean of UMKC School of Medicine, the UMKC Chancellor, the Office of the General Counsel, and the University of Missouri Board of Curators.