


# Student Disciplinary Due Process Assurances Policy

	<b>Policy Sponsor:</b> Student Affairs and Services		
	<b>Policy Type:</b> Academic		
	<b>Approval Date:</b> 9/23/2020	<b>Effective Date:</b> 9/23/2020	<b>Revision Date:</b> N/A

## 1. POLICY STATEMENT

Kansas Health Science Center (KHSC)-Kansas College of Osteopathic Medicine (KansasCOM) students are required to comply with the highest standards of behavior and Professional Code of Conduct found in the Student Handbook and Academic Catalog. In the event a student is alleged to have violated the Professional Code of Conduct, just and fair practices dictate that KHSC-KansasCOM shall provide students with the basic assurances of the disciplinary process system.

## 2. PURPOSE

The purpose of this policy is to inform students of the disciplinary process system and the various components of that system, so they are aware of the basic assurances afforded them in the disciplinary process.

## 3. APPLICABILITY

All KHSC-KansasCOM students.

## 4. DEFINITIONS

N/A

## 5. PROCEDURES

The following procedures are provided to all students in the handling of all alleged violations of the Professional Code of Conduct:

### 5.1 Disciplinary Notification

Any student charged with an alleged violation of the Professional Code of Conduct will be provided written notice via their KHSC-KansasCOM issued email address. This includes the alleged Professional Code(s) of Conduct that have been violated as well as an overview of the process.

### 5.2 Hearing

Every student alleged to have violated the Professional Code of Conduct has a right to a hearing. The KHSC-KansasCOM disciplinary system is a dual-dimensional system that allows the student the right to a formal hearing through the Student Promotions and Performance Committee (SPPC) or a hearing through the Office of Student Affairs and Services. Which group hears the student's case is decided by the Associate Dean for Student Affairs and Services.

### 5.3 Appeal

All students who are charged and found responsible for a violation of the Professional Code of Conduct have the right to appeal the decision of the SPPC and any decision made by staff members within Student Affairs. A student can appeal for any reason. The student must submit an appeal in writing to the Dean/Chief Academic Officer (the student can notify KHSC-KansasCOM of their intent to appeal by either emailing the Associate Dean for Student Affairs and Services or by submitting their appeal in writing to the Dean of KHSC-KansasCOM). That written appeal should be submitted for review within five

business days of receipt of the initial decision. Appeals must clearly outline the sanction(s) the student is appealing along with any compelling argument as to why the decision should be overturned. For example, if part of the process was perceived as being “unfair,” the student must be very specific and include this in the appeal. Disagreement with KHSC-KansasCOM policy is not considered a compelling argument for appeal. The appeal is considered by the Dean/Chief Academic Officer with the autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the sanction(s) either more or less severe. Students can expect a decision on their appeal within a reasonable period of time from the appeal submission date. Once the Dean/Chief Academic Officer has rendered a decision on an appeal, the decision is final with no additional options for appeal.

**6. RELATED DOCUMENTS**

- Student Handbook and Academic Catalog

**7. CONTACTS**

Associate Dean of Student Affairs and Services

<b>POLICY APPROVAL</b>		
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