


# Student Disciplinary Due Process Procedures 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 the 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 general procedures of the disciplinary process so that students understand how the process will proceed, what the process includes, what rights they have, and how the process ends.

## 2. PURPOSE

The purpose of this policy is to inform students of the disciplinary process and the steps taken if one is alleged to have violated the Professional Code of Conduct.

## 3. APPLICABILITY

All KHSC-KansasCOM students.

## 4. DEFINITIONS

N/A

## 5. PROCEDURES

### Student Disciplinary Procedures

Complaints involving alleged misconduct by students will be handled according to the following procedures except in those cases where different procedures are prescribed by another KHSC-KansasCOM policy (e.g., allegations of sexual harassment, research misconduct- See the KHSC-KansasCOM Student Handbook and Academic Catalog for how those issues are handled).

KHSC has established a dual-dimensional approach to adjudicating student misconduct, poor academic performance and/or disciplinary issues. The following steps are to be followed in any case where a student is alleged to have violated the Professional Code of Conduct as enumerated in the Student Handbook and Academic Catalog:

1. All reports of code violations shall be reported to Student Affairs and Services and/or to the Associate Dean of Student Affairs and Services. Reports must be filed in writing and must be signed by the reporting party, which can be a member of the KHSC-KansasCOM faculty/staff, in addition to a KHSC-KansasCOM student. KHSC-KansasCOM will make efforts to protect the identity of the reporting party, to the extent possible. However, it is not possible to ensure 100% confidentiality in all cases.
2. Student Affairs and Services will review the report and determine if the charge is of a nature to merit an investigation of the allegation(s).
3. If the allegation in the report is of a nature to merit an investigation, the Office of Student Affairs and Services, along with the Associate Dean of Student Affairs and

Services will gather, analyze and investigate the information (this will be done as quickly as possible, but sometimes the nature of such investigations takes longer than expected to gather evidence and speak with potential witnesses).

4. After all information is gathered, the Associate Dean of Student Affairs and Services will apply a preponderance-of-the-evidence standard in making a judgment about the validity of the report and how best the alleged misconduct should be adjudicated. The dual-dimensional nature of KHSC-KansasCOM's disciplinary system allows for cases to be heard by the Student Promotions and Performance Committee (SPPC) or administrators within the Office of Student Affairs and Services.
5. The Associate Dean of Student Affairs and Services will make the final decision, using the preponderance-of-the-evidence standard, as to how the case will be heard and will make a referral to the specific adjudicating body for disposition of the case. All evidence, the severity of the alleged violation, and what body provides the highest level of educational standing will be reviewed as part of this decision. The student will also be notified in writing to appear before the appropriate body to have their case heard.
6. The accused student has the right to respond to any complaint and provide information and evidence on their own behalf. The respondent also has the right to provide witness testimony as part of their defense.
7. In cases where the information does not merit referral to the SPPC, the case will be investigated, documented, and resolved and/or dismissed by Student Affairs and Services staff designated by the Associate Dean for Student Affairs and Services.
8. Once the case has been formally adjudicated, the Associate Dean for Student Affairs and Services will then communicate, in writing, the outcome to the individual(s) involved. KHSC-KansasCOM reserves the right to address inappropriate and unprofessional behavior outlined in the Professional Code of Conduct and SPPC Policy.

**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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