

Honor System & Policy Regarding Academic and Professionalism Standards

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SECTION 1. HONOR CODE & SYSTEM

- 1.1. HONOR CODE:
As a member of the Marshall University Joan C. Edwards School of Medicine community, I pledge to conduct myself academically, professionally, and personally with honor, integrity, and respect. I will abide by these virtues as they pertain to all aspects of medical education and patient care. I acknowledge that as a future member of a health care team, I am entrusted with great personal responsibility for both others and myself. I pledge to uphold these standards and always strive to foster an academic and professional environment built upon the mutual respect and integrity of all members. I will hold my peers accountable for the same.
- 1.2 The Honor System at the Marshall University Joan C. Edwards School of Medicine is a model for how students, faculty, and staff are to conduct themselves academically and professionally. It is the aim of this system to foster an environment of trust and respect while ensuring that all members of the Joan C. Edwards School of Medicine community acknowledge this responsibility and agree to uphold it with respect. Upon enrollment, or as a currently matriculating student, individuals will sign the Honor Code statement, signifying their understanding and agreement.
- 1.3 Maintenance and oversight of this code is the responsibility of the Academic and Professional Standards Committee. It is the responsibility of this committee, comprised of both students and faculty, to conduct investigations and hearings regarding reported violations of the code, and, when necessary, to determine the nature of penalties for violations.
- 1.4 The office of Medical Education and Student Affairs will educate the Joan C. Edwards School of Medicine community regarding the Honor Code & System.
- 1.5 Should a student witness a violation of the Honor Code, it is their duty to consult the Deans of Academic and Student Affairs who shall hold a joint investigation.

SECTION 2. ACADEMIC AND PROFESSIONALISM STANDARDS COMMITTEE (APSC) MEMBERSHIP

- 2.1 It is the responsibility of the Curriculum Committee to set the overall academic and professionalism progress standards and policy statements for the Marshall University Joan C. Edwards School of Medicine (MUJCESOM). The APSC reviews student performance and makes decisions related to academic deficiencies, promotions and unprofessional behaviors. It reviews the academic and professional progress of all students and decides appropriate action for students earning one or more academic and/or professional deficiencies. Deficiencies are cumulative and are not category dependent.

The Committee develops guidelines for the evaluation of all aspects of student progress and success and/or failure. Included topics are examinations, cheating, promotion and dismissal, professionalism, incomplete courses and regulations relating to departure from scheduled work. The Committee shall review the progress of all students and determine appropriate action.

- 2.2 The Committee consists of basic science and clinical faculty and one student from each class. Faculty members are appointed by the Chair and the Office of Medical Education

and approved by the Dean of the School of Medicine (henceforth referred to as the Dean). Students will be given the opportunity to make a formal application for membership.

- 2.1.a Terms for faculty are three years with members eligible for reappointment. Terms are not limited. Terms for student are for three and half years. Any student member who falls under review by the APSC will have their membership status evaluated.
 - 2.2.b The Chair shall be appointed by the Office of Medical Education upon consultation with the Dean. The Chair's position does not expire and is not limited.
 - 2.2.c Excessive absenteeism (more than fifty percent in one academic year) may result in forfeiture of membership. In the case of a sabbatical or other extended leave, the Chair may grant the member an excused leave and move the member to inactive status.
 - 2.2.d The Office of Medical Education will provide member(s) who are ex-officio, non-voting members of the Committee.
 - 2.2.e A quorum shall consist of at least five of the active, voting membership. Members on excused leave shall be considered inactive and thus do not contribute to meeting the quorum.
 - 2.2.f Students on the committee will not be permitted to participate if there are criminal proceedings that are being discussed that pertain to another student.
- 2.3 The meetings are closed, except for invitees.
- 2.4 All deliberations are confidential.

SECTION 3. ACADEMIC STANDING

- 3.1 Good Academic Standing - Students are considered in good academic standing if they maintain at least a 2.0 grade point average each semester (Legacy curriculum) or have passed all their courses (New Curriculum), are making satisfactory academic progress, and are not in the process of appealing a dismissal for academic or professional reasons.
- 3.1.a Any student who, after all appeals have been exhausted, is dismissed for failure to make satisfactory academic progress or due to academic or professional deficiencies will have "Not in Good Standing" noted on his/her Official Transcript.
- 3.2 Academic Probation – Academic probation is the result of unsatisfactory academic achievement. Students are automatically placed on academic probation when a deficiency (single or cumulative multiple) is earned. A single deficiency is defined as the failure of a block, course, or clerkship.
- 3.2.a Students in their first and second year who are placed under Academic Probation will be required to meet with the Student Affairs Dean and the Office of Academic Support to review the concern(s) and develop a remediation plan.

- 3.2.b Once placed on academic probation, students must successfully correct deficiencies in those courses in which an "F" was recorded and satisfy all additional provisions set forth by the APSC or be immediately dismissed.
- 3.2.c Students on academic probation who do not earn at least a "C" or "P" in all classes are subject to immediate dismissal from the School of Medicine.
- 3.2.d Academic probation status may be removed once all the provisions have been met. Academic probation status may also be continued as a condition set forth by the APSC, Second Level Appeals Committee or the Dean.
- 3.3 Administrative Probation - The APSC may place students who do not meet academic and/or professional responsibilities or standards as defined by the School of Medicine or Marshall University on Administrative Probation.
 - 3.3.a Students on administrative probation must successfully satisfy all provisions as set forth by the APSC, Second Level Appeals Committee, or Dean or be immediately dismissed.
 - 3.3.b Students may be placed on administrative probation for any or all remaining time during their medical education with subsequent violations resulting in immediate dismissal.
 - 3.3.c Administrative probation status may be removed once all the provisions as set forth by the APSC, Second Level Appeals Committee, or Dean have been met. Administrative probation may also be continued if stipulated by the APSC, Second Level Appeals Committee or Dean.
- 3.4 Students on academic or administrative probation are not eligible for personal leave.
- 3.5 Students on academic or administrative probation must petition the Office of Medical Education with medical leave requests. The Office of Medical Education will consult with the Office of Student Affairs and the APSC Chair before placing the student on medical leave.

SECTION 4. PROFESSIONAL STANDING

- 4.1 Students represent the Marshall University Joan C. Edwards School of Medicine and are expected to uphold the standards of physicianhood. Medical students are expected to attempt to do that which is right in all of their dealings with fellow students, faculty, other health care professions, and patients. They are expected to promote the highest possible standard of behavior and moral conduct by adhering to the components of Professional Standards as defined by the Curriculum Committee under the Professionalism Institutional Competency, as follows—

Competency Sub-domain(s)	Abbreviation
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Ethical, responsible, reliable and dependable in all aspects of their professional lives and a commitment to patients, society and the profession	PB1
Honest and show integrity in all interactions with patients, families, staff, colleagues and others with whom students interact in their professional life	PB2
Professional in dress, grooming, manner of speech and personal interactions with colleagues, staff, faculty, patients, patient’s families and caregivers	PB3
Respectful for the privacy and dignity of patients and their families	PB4
Compassionate in treatment of patients	PB5
Knowledgeable of key principles required for delivery of culturally competent care	PB6
Professional in maturity by appropriately managing conflicts, coping with personal and professional stress and showing flexibility in potentially ambiguous situations	PB7

4.2 Violations of standards of professionalism may include, but are not limited to:

- 4.2.a Abuse of Power including but not limited to bias, sexual harassment and breach of confidentiality
- 4.2.b Arrogance including but not limited to displays of superiority and self-importance and failure to accept and utilize constructive feedback
- 4.2.c Conflicts of Interest/Greed including but not limited to putting one’s own needs above those of one’s patient and/or the health care team, allowing outside agencies/interests to have undue influence over provision of care and violations of the Vendor Relations Policy
- 4.2.d Misrepresentation including but not limited to lying, cheating and commission of fraud
- 4.2.e Impairment and failure to report any condition/situation which might compromise one’s ability to care for a patient and participate on the health care team
- 4.2.f Lack of conscientiousness including but not limited to failure to arrive on time and prepared for class and/or clinical duties.

- 4.3 Students are considered in good professional standing if they are rated as Meeting or Exceeding Expectations by their faculty and course/clerkship directors.
- 4.4 Students will be provided with feedback regarding their professional standing three times a semester in their first and second years, at the midpoint of and following each required clerkship and following each elective in their third and fourth years.
- 4.5 Students rated as “Not Meeting Expectations” must meet with the course/clerkship director for remedial action. Student will be referred to the Assistant Dean of Academic Affairs if they continue to demonstrate suboptimal performance on the professionalism domains.
- 4.6 Failure to meet with required faculty or the Assistant Dean of Academic Affairs will result in referral to the APSC for institutional action.
- 4.8 Students who are rated as “Not Meeting Expectations” multiple times and who do not show active efforts to utilize feedback to improve performance will be referred to the APSC for institutional action.

SECTION 5. ACADEMIC DISHONESTY

- 5.1 Academic exercise is defined as: An assignment, either graded or not graded, that is given in an academic course or one that must be completed toward the completion of degree or certification requirements. An assignment includes, but is not limited to, the following academic exercises: exam, quiz, homework assignment, log, paper, oral presentation, lab assignment, data gathering exercise and analysis, practicum and creative work of any kind.
- 5.2 Academic Dishonesty, which includes but is not limited to the following actions, is prohibited and is considered a violation of Academic and Professionalism Standards:
 - 5.2.a The unauthorized use or distribution of any materials, notes, sources of information, study aids, technologies or tools during an academic exercise;
 - 5.2.b The unauthorized assistance of a person other than the Course Director or his/her designated person during an academic exercise;
 - 5.2.c The unauthorized viewing of another person’s work during an academic exercise;
 - 5.2.d The unauthorized securing of all or part of assignments or examinations, in advance of submission by the Course Director or his/her appropriate designee;
 - 5.2.e The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or university record;
 - 5.2.f The submission as one’s own work of any material or idea wholly or in part created by another. This work is, but not limited to, oral, written and graphical material and both published and unpublished work. It is the student’s responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of

the original source. Students are responsible for both intentional and unintentional acts of plagiarism;

- 5.2.g Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited;
- 5.2.h Helping or attempting to help someone commit an act of academic dishonesty.
- 5.3 Accusations of academic dishonesty or violation of Components of Professionalism should be reported directly to the Course Director or to the Deans of Academic or Student Affairs.
 - 5.3.a Upon receipt of the accusation, the Course Director and/or the Associate/Assistant Deans are charged with joint investigation. All reports will be held in confidence.
 - 5.3.b Should a Course Director or his/her designee observe a student in violation of this policy, the Course Director shall consult the Academic and Student Affairs Deans who shall hold a joint investigation.
- 5.4 Upon consultation with the Academic and Student Affairs Deans, the Course Director may impose, but is not limited to: a lower or failing project/paper/test grade, a lower final grade or failure of the course/clerkship.
- 5.5 Should additional action be warranted; a petition may be filed by the Course Director or Department Chair with the Academic and Student Affairs Deans. The petitioner may recommend additional sanctions. The Deans will review the petition and shall refer it to the APSC. The Deans may also jointly originate the petition. Upon review of the petition, the APSC may impose, but not be limited to, academic probation, academic suspension or dismissal from the School of Medicine.
- 5.6 In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional non-academic sanctions may be pursued through the APSC.
- 5.7 Sanctions for academic dishonesty or unprofessional behavior may be imposed even if a student withdraws from an individual course or the Medical School entirely.
- 5.8 The Office of Medical Education will maintain a file of academic dishonesty and violations of professionalism incidents. These will be reported in summary form (no student or faculty names will be included) to the Dean and his/her staff, the APSC, and the General Faculty at the end of each academic year. All reports are held in confidence.
- 5.9 Appeals regarding sanctions imposed by the APSC will be processed in accordance with the Policy Section 11.

SECTION 6. SATISFACTORY ACADEMIC AND PROFESSIONAL PROGRESS

- 6.1 Students are expected to make continuous and successful academic and professional progress toward graduation requirements. The concept of satisfactory progress mandates monitoring of a student's academic and professional performance through items including, but not limited to, grades recorded, the number of credits successfully completed, evaluations, National Board of Medical Examiners exams passage, incident forms, and timely passage of USMLE Steps 1 and 2.

- 6.2 The APSC reserves the right to review academic and professional progress of any student at any time. Failure to maintain satisfactory academic and/or professional progress will result in additional review and possible action by the APSC.
- 6.3 The APSC will define "satisfactory academic or professional progress" standards on an individual case basis. Failure to make "satisfactory academic or professional progress" as defined by the APSC will result in immediate dismissal and/or other action.
- 6.4 Students are expected to adhere to all standards of conduct policies and procedures as set forth by the School of Medicine and/or the Marshall University Board of Governors. These standards apply to each student's entire academic and professional record at the School of Medicine irrespective of leave status.

SECTION 7. CORRECTING ACADEMIC DEFICIENCIES

- 7.1 All grades of "F" or "I" must be corrected prior to being promoted.
- 7.2 For a single deficiency, students are automatically placed on academic probation and referred to Academic Support Services. The office academic support in conjunction with the Vice Dean of Medical Student Education and the Student Affairs Dean will then determine an academic plan for the student which will be submitted to the APSC for approval.
 - 7.2.a The student may also be required to complete any other action as deemed necessary and appropriate by the APSC. This may include, but not be limited to, evaluation from a learning specialist, participation in a skill development program(s) or medical evaluation/treatment.
 - 7.2.b Failure to complete the plan will result in automatic referral to the APSC.
 - 7.2.c Students will be taken off of Academic Probation upon successful remediation.
- 7.3 For multiple deficiencies, the APSC will determine an academic plan for the student which may include, but not be limited to, one or more of the following actions:
 - 7.3.a That the student be placed on academic probation and be required to register and repeat any or all courses/clerkships for the entire academic year. The actual grades earned will be recorded. Both the original and the second grades will remain on the student's permanent record, and will be used for calculation of grade point averages.
 - 7.3.b That the student be required to complete any other action as deemed necessary and appropriate by the APSC. This may include, but not be limited to, evaluation from a learning specialist, participation in a skill development program(s) or medical evaluation/treatment.
 - 7.3.c That the student be dismissed.
- 7.4 Should an attempt at correcting a deficiency be unsuccessful, the student may be dismissed in any year of the curriculum.

SECTION 8. CORRECTING PROFESSIONALISM DEFICIENCIES

- 8.1 Actions for students referred to the APSC for violations of the standards of academic honesty and professionalism may include, but not be limited to, placement on administrative probation, suspension, placement on academic probation or dismissal from the School of Medicine. Other non-academic sanctions may be assigned.
- 8.2 Students may be withdrawn from required or elective courses.
- 8.3 Sanctions for professional deficiencies may be imposed even if a student withdraws from an individual course or from the School of Medicine.