

 Tulane University	Disciplinary Action and Due Process Policy LCME Element 9.9	Effective Date:	September 2018
		Current Date:	
		Contact:	Office of Admissions
Approved By: Student Professionalism and Promotion Committee		Date Approved:	September 2018

1) GENERAL POLICY STATEMENT

The School of Medicine maintains a code of professional conduct, which recognizes and addresses multiple responsibilities to patients, colleagues, communities, families, and self. By accepting admission to the School of Medicine, a student accepts its regulations (i.e., School of Medicine Student Code of Professional Conduct, Code of Unified Graduate Student Conduct, etc.) and acknowledges the right of the University and/or the School of Medicine to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive. Perceived breaches of the code of student conduct and unprofessional behavior will be addressed and discussed privately among parties in the School of Medicine. If private resolution is not possible, cases will be brought before the Honor Board, the Committee on Student Professionalism and Promotion, or, as a last resort, the Executive Faculty of the School of Medicine for final resolution.

Scope: Applies to all students enrolled in the School of Medicine.

b) Responsible Department/Party/Parties:

- i. **Policy Owner:** Office of Admissions and Student Affairs
- ii. **Procedure:** Office of Admissions and Student Affairs
- iii. **Supervision:** Dean’s Office

2) DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

- a) **Tulane Ideals of Medical Professional Conduct:** Patient welfare; relationships with colleagues, faculty, and staff as an essential part of professional conduct; integrating personal growth with professional development and a commitment to medicine; and responsible citizenship.
- b) **Unprofessional Behavior:** Behavior that violates the ideals of medical professional conduct, including, but not limited to: acting improperly towards patients, supervisors and/or peers; disrespect for faculty, patients, supervisors and/or peers; dishonest, unethical and/or illegal behavior; failure to meet clinical responsibilities; and failure to correct deficiencies in academic performance in a responsible and timely fashion.

- c) **Breaches of Honor Code:** Include, but are not limited to, cheating, stealing, impairing another student's ability to learn, or acting in a deceitful manner.
- d) **Honor Board:** a representative group of School of Medicine faculty and students: the President and Vice President of the Medical Student Body, the president of each class, four (4) representatives of the Sophomore, Junior, and Senior classes, and two (2) representatives of the Freshman class. Said representatives are to be elected at a general election conducted by each of the respective classes. The Honor Board shall act as a jury to render a decision as to the innocence or guilt of the accused, and in the event of the latter shall make recommendations for a penalty to be acted on by the Dean of the School of Medicine. The Honor Board shall have sole and final authority to judge the innocence or guilt of the accused. The Honor Board also recognizes Tulane University's "Code of Student Conduct" and may defer authority as set forth in Article IV of the by-laws, section 3

3) POLICY GUIDELINES

1. Any breach that falls under the purview of the Honor Board should be referred to the Honor Board directly. This procedure is outlined in the April 1999 revision of the Honor Code, available on the Student Affairs website. Such breaches include cheating, stealing, impairing another student's ability to learn, or acting in a deceitful manner.
2. Breaches in behavior outside of those considered by the Honor Board should be referred to the Senior Associate Dean for Student Affairs, who will investigate the complaint by speaking directly with the parties involved and reviewing evidence. The Senior Associate Dean will also notify the student(s) in writing describing the unprofessional conduct allegations. Students have the right to provide evidence on their behalf and/or witnesses for review by the Senior Associate Dean.
3. If the Senior Associate Dean believes there is a breach of professional behavior, feedback will be provided to the student or students involved. The extent and gravity of the student's unprofessional behavior and potential actions that could be taken will be reviewed. The Senior Associate Dean will document the potential breach in professional activity, as well as the result of the subsequent conversation. This documentation will be kept on record with the Senior Associate Dean, but will not be made part of the student's file.
4. If the problem recurs, the issue will be brought to the Committee on Student Professionalism and Promotion for discussion. The student(s) involved will be notified in writing via return-receipt mail and email within two weeks of the Committee on Student Professionalism and Promotion meeting. The accused will (1) be advised of the nature of the complaint, the date, time, and location of the committee meeting and (2) provided with a copy of this procedure. Students will be allowed to provide evidence and/or witnesses on their behalf at the meeting. If a breach is confirmed, a written statement will be placed in the student's file for possible inclusion in the Medical Student Performance Evaluation. Recommendations made by the Committee on Student Professionalism and Promotion require a majority of those voting members present.
5. As a last resort, with repetitive behavior that is deemed severe, the matter will be brought before the Committee on Student Professionalism and Promotion. The same procedure of notification and procedure will be followed as listed above. The committee will make recommendations to the Executive Faculty for action including, but not limited to, dismissal or restriction of privileges. The student has the right to appear in person before the Committee on

Student Professionalism and Promotion and the Executive Faculty. When appearing before the Executive Faculty, a legal representative may be present but may not participate.

6. When the Committee on Student Professionalism and Promotion is involved, the student will be allowed to appear before the committee and provide evidence and/or witnesses on her or his behalf. When appearing before the Committee on Student Professionalism and Promotion, a legal representative may be present but may not participate.
7. Appeals to decisions made by the Executive Faculty should be addressed in writing directly to the Dean of the School of Medicine. The Dean recuses him/herself in deliberations regarding adverse actions and the Dean is the final level of appeal.

The Senior Associate Dean for Student Affairs may make exceptions to this procedure based on the severity of the unprofessional activity. That is, the Senior Associate Dean has the option to refer matters directly to the Committee on Student Affairs in lieu of proceeding through the Honor Board.

4) REVIEW/REVISION/IMPLEMENTATION

- a) **Review Cycle:** This policy shall be reviewed by the Office of Admissions and Student Affairs at least annually from the effective date.
- b) **Office of Record:** After authorization, the Dean's Office (Office of Admissions and Student Affairs) shall be the office of record for this policy.

5) RELATED POLICIES

- **Tulane University Unified Code of Graduate Student Academic Conduct:** addresses academic conduct
- **Tulane University Code of Student Conduct:** addresses complaints that are non-academic in nature
- **Tulane University Grade Grievance Procedure:** addresses grades and other complaints that are academic in nature, and does not apply to cases brought under the Unified Code of Academic Conduct or the Code of Student Conduct
- **School of Medicine Honor Code**
- **School of Medicine Constitution**

6) GOVERNING LAW OR REGULATIONS

Not applicable

7) ATTACHMENTS

- Tulane University Unified Code of Graduate Student Academic Conduct
- Tulane University Code of Student Conduct
- Tulane University Grade Grievance Procedure
- School of Medicine Student Handbook