

TUCSON EDUCATIONAL POLICY COMMITTEE (TEPC)**Agenda Wednesday, August 7, 2019****4:30-6:00pm Rm. 3230****AGENDA ITEMS****Announcements:**

1. Educational Leadership Committee (Elliott)
2. Subcommittee updates: TCMS, TCCS, TEVs, Evaluation, Electives
3. Call to Audience (Cohen)

Presentations:

1. Presentation of curriculum concerns from Basic Science Departments (Wilson/Vanderah)

Voting Items:

1. Pediatric Emergency Medicine – New Course Approval (Bradshaw) (Attachment)
2. Emergency Medicine Course Updates – EMD 840 and EMD 845 (Bradshaw) (Attachment)
3. Pathways in Health and Medicine Block Change Form (Cagno) (Attachment)
4. New Course: Pathways in Health and Medicine (Elliott)
5. Student Progress Committee (SPC), and Honor Code Policy & Procedures (Elliott) (Attachments)

FUTURE AGENDA ITEMS

Items(s)/Timeframe	Time Frame	Assigned to
Nominate/Elect New Vice Chair	Aug. 21	
Honors/Pass/Fail Grading Metrics in Pre-Clerkship	Aug. 21	Moynahan/Givens
Enrichment Elective (Attachment) (have this go first)	Aug. 21	Shrey Goel
Proposed CQI Project Plan re: questions survey (quality/utility of required sessions)	Aug. 21	
Required Session Feedback Survey via ExamSoft in Foundations CQI Plan	Aug. 21	Ganchorre/Givens
Mental Health Services, Counseling CQI	Future	Givens/?
Level 3 Report	Future	Givens/Cho
GQ 2018 Summary follow-up to address low performing areas	Future	Givens
Block/Longitudinal Directors' Survey on New Curriculum (Attachment)	Future	Cho
Faculty Assessment of Student Performance form – Electives	Future	Cho/Warneke
OB-GYN Clerkship Review	Future	Cho
Grading and Progression Policy: Reintegration Requirements for LOAs	Future	Lebensohn
Nervous System Pilot follow-up on outcome data	Feb. 2020	Vanderah

TEPC

**Meeting Attendance and Minutes from:
Wed., July 17, 2019 4:30-6:00pm, Rm 3230**

Meeting Minutes

MEETING ATTENDEES

Voting Members		Resource Members	
Bryan Little (2022)	X	Ah Ra Cho	X
Colleen Cagno		Alex Lopez	X
David Bear		Athena Ganchorre	
Dawn Coletta	X	Carlos Gonzales	X
Indu Partha	X	Emily Leyva	X
Jenny Plitt	X	George Fantry	X
Jim Warneke	X	JD Thomas	X
Joe Morales (2022, alternate)		Jerie Schulz	X
Jordana Smith	X	Kadian Mcintosh	X
Julie Armin	X	Karen Spear Ellinwood	
Josh Yell (2021)		Kevin Moynahan	X
Lindsey Lepoidevin (2020)		Kris Slaney	X
Maddy Banergee (2021)		Kristie Bowen	
Maria Czuzak	X	Raquel Givens	X
Marion Henry	X	Sean Elliott	
Muhammad Khan		Sonia de Leon	X
Patricia Lebensohn	X	Tanisha Price-Johnson	
Zoe Cohen	X	Winifred Blumenkron	
		Jessica Le Duc	X

Announcements:

1. New Members Introductions – Introductions were made for the new TEPC members, who include: Jenny Plitt, Jim Warneke, David Bear, Julie Armin, Marion Henry, and Muhammad Khan.
2. Educational Leadership Committee – Gearing up for orientation for next week. Dr. Moynahan announced that Dr. Abecassis has been appointed the new Dean of the College of Medicine – Tucson, and will start in October. Chair Cohen read a letter she received from the COM deans regarding the proposal to change teaching hours for the Block Directors. It stated that “the current model is a fair balance of appropriate compensation, and the expectation that all faculty members of COM-T contribute to our missions, including the education of medical students and residents.”
3. Clerkship Overlap Update – The overlap ended on July 5th. A celebratory event will take place on August 15th to thank everyone for their efforts.
4. Call to Audience – nothing at this time.

Voting Items:

1. Minutes from June 5, 2019. A vote was taken, and the minutes were approved.

2. Nominate and Elect New Vice Chair

Chair Cohen presented an attachment concerning the job description for the TEPC vice-chair position. Dr. Moynahan added that the position counts for service and education. Any voting TEPC member interested in the position can contact Chair Cohen or Jerie Schulz. A vote will be taken at a future meeting.

3. 2019-2020 & 2020-2021 Academic Calendars with Financial Aid Revisions Proposal

Jessica Le Duc from Financial Aid presented proposed academic calendar changes to 2019-2020 and 2020-2021 to be in compliance with the Department of Education and issues surrounding payment periods and disbursements for students. These changes adjust where fall and spring semesters end to make them more substantially equal, but do not affect students. The changes will start with the Spring 2020; taking off the last part of the second year semester to be within an allowable two-week difference.

Discussion: The lottery for rotations will stay on the traditional schedule, but will align dates in UAccess to meet Financial Aid needs. The AAMC has petitioned the Department of Education requesting regulatory relief, but has not yet received a response. Student Affairs will notify students when disbursements will take place, and any student who experiences a hardship can apply for a Temporary Loan.

A vote was taken, and the proposal was approved.

4. Transition to Residency Bootcamp Elective Proposal

Dr. Partha presented the Transition to Residency Bootcamp proposal to be a two-week, credit bearing elective offered to 4th year medical students March 2-13, 2020, at the end of their medical school career. The credit-bearing elective features specialty specific course material in Internal Medicine, Family Medicine, Emergency Medicine, Pediatrics, and General Surgery. Eventually, it is hoped the elective will become a required four-week elective.

Discussion: Dr. Lebensohn noted that OB/GYN is included in Family Medicine and Emergency Medicine. She asked Dr. Partha for space in the elective to include her on-line elective called Prevention & Wellness.

A vote was taken, and the proposal was approved.

5. TEPC Processes and Procedures Document Update

Dr. Cho presented updates she made to the document to align it with current information, including:

- correcting term limits (from five to three years)
- adding election of one alternate student representative from each class
- removing references to College of Medicine-Phoenix (COM-P)
- changing language of Office of Medical Student Education to Curricular Affairs, and Office of Student Development to Student Affairs
- updating resource members

A vote was taken, and the document changes were approved.



SYLLABUS
EMD * * *
Pediatric Emergency Medicine

Description of Course

The purpose of this elective is to provide the student with an experience in acute care pediatrics. The student will improve their assessment skills in caring for the acutely ill or injured child. An approach to common pediatric emergencies will be taught. Students will perform the initial evaluation of patients, necessary workup and provide appropriate therapy after consultation with the Emergency Department faculty and residents. Students will gain experience while working alongside senior residents performing procedures such as phlebotomy and IV, lumbar punctures, splinting, and laceration repair. When not working clinically, students will attend the Emergency Department's teaching conferences.

Instructor and Contact Information

Course Director:
Dr. Hans Bradshaw
520-621-5300
hbradshaw@aemrc.arizona.edu

Course Coordinator:
Justin Rade
520-621-5300
justinrade@aemrc.arizona.edu

Course Objectives

This elective is designed to provide students with an intensive patient care experience, serving in an intern-like capacity in the pediatric emergency department. During this course students will:

- Hone ability to apply skills to the solution of complex problems in pediatric emergency medicine
- Have an opportunity to explore interest in pediatric emergency medicine and create a foundation for future success
- Develop a sense of professionalism while working closely with residents, faculty, and families

Expected Learning Outcome

Upon completion of this course students will be able to:

- Obtain an accurate history and physical examination focused on key problems
- Manage the acutely ill/injured child from initial evaluation to discharge
- Develop an evaluation and treatment plan
- Educate patients/caretakers and insure comprehension of their outpatient treatment plan

Absence and Class Participation Policy

Completion of all clinical shifts in this rotation is mandatory. There are a limited number of “open” shifts that will serve as back-up shifts if an emergency arises. If a student is unexpectedly unable to work one of their shifts they must email the coordinator to schedule a make-up shift. If a student is unable to work a shift, it is their responsibility to find another comparable shift to work within the rotation. Like shifts may be traded with other students pending the coordinators approval. It is the student’s responsibility to make sure the master schedule accurately reflects ones individual schedule.

The UA’s policy concerning Class Attendance, Participation, and Administrative Drops is available at <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>.

The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable: <http://policy.arizona.edu/human-resources/religious-accommodation-policy>.

Required Lecture Videos

Before attending your first day of orientation, it is strongly recommended that students view all lecture videos. The information provided in these videos is crucial to ones success in this course.

Grading Scale and Policies

Grades are calculated based on student:

- Attendance
- Performance during clinical shifts
- Final exam score

The standard College of Medicine-Tucson form for Faculty Assessment of Student Performance in Patient Care Elective Courses will be used with the grades of Honors, High Pass, Pass, and Fail.

Classroom Behavior/Attendance Policy

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, making phone calls, web surfing, etc.)

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See <http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students>.

Accessibility and Accommodations

At the University of Arizona we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the Disability Resource Center (520-621-3268, <https://drc.arizona.edu/>) to establish reasonable accommodations.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://new.library.arizona.edu/research/citing/plagiarism>.

UA Nondiscrimination and Anti-harassment Policy

The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Subject to Change Statement

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.



**SYLLABUS
EMD 840
Advanced Resuscitation
and
Emergency Management**

Description of Course

This elective is designed to provide students with an intensive patient care experience, serving in an intern-like capacity in an emergency department. Students will become familiar with common emergent problems, gain skills and understanding in providing care for patients who enter the emergency medical system, and hone their ability to apply these skills to the solution of complex problems in emergency care. Subinterns will participate in patient care in a responsible role supervised by resident or attending faculty. Subinterns will provide care for assigned patients in the emergency department, performing history and physical examinations, creating an assessment and management plan, writing orders (under direct supervision of a resident and attending), and determining disposition of the patient. Along with the residents, subinterns will attend and participate in conferences as assigned.

Instructor and Contact Information

Course Director:
Dr. Hans Bradshaw
520-621-5300
hbradshaw@aemrc.arizona.edu

Course Coordinator:
Justin Rade
520-621-5300
justinrade@aemrc.arizona.edu

Course Objectives

This elective is designed to provide students with an intensive patient care experience, serving in an intern-like capacity in an emergency department. During this course, students will:

- Become familiar with common emergent problems.
- Hone bedside history and physical examination skills.
- Be directly involved in patient care in the ED. Students will serve as the patient's primary provider, performing appropriate procedures, documenting the patient's ED course in Cerner, and discussing the patient with physicians and consultants from other services.

Expected Learning Outcomes

Upon completion of this course, students will be able to:

- Perform basic emergency medicine procedures.
- Interpret diagnostic tests germane to the acute care setting.
- Develop a sense of professionalism while working closely with residents, faculty, and staff.
- Respond to the patient's concerns and needs and establish a trusting relationship while informing, educating, and enlisting the patient to participate in his or her health care decision.
- Present clinical information, both in the verbal and written format, in a concise and coherent manner.

Absence and Class Participation Policy

Completion of all clinical shifts in this rotation is mandatory. There are a limited number of "open" shifts that will serve as back-up shifts if an emergency arises. If a student is unexpectedly unable to work one of their shifts they must email the coordinator to schedule a make-up shift. If a student is unable to work a shift, it is their responsibility to find another comparable shift to work within the rotation. Like shifts may be traded with other students pending the coordinators approval. It is the student's responsibility to make sure the master schedule accurately reflects ones individual schedule.

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Grading Scale and Policies

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- Performance during clinical shifts
- Final exam score

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**SYLLABUS
EMD 845
Integrated Emergency Medicine
&
Critical Care**

Description of Course

Students will be given an overview of the principles and concepts of the specialty of Emergency Medicine, with emphasis on the common presenting complaints and procedures in the undifferentiated patient. Additionally, students will experience how treatment in the Emergency Department affects the patient's subsequent hospitalization. Critical care concepts, such as ventilation management, hemodynamic monitoring and pressor management, critical care pharmacology and social and behavioral concepts affecting patient management at this level will be addressed. When not working clinically, students will attend the Emergency Department's teaching conferences.

Instructor and Contact Information

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Course Objectives

This elective is designed to provide students with an intensive patient care experience in the emergency department as well as the intensive care unit. During this course students will:

- Experience EM medicine from the perspective of critical care management, to patient resuscitation to staffing critically ill patients with residents and faculty
- Experience the complexities and challenges faced in the ICU
- Develop the skills to evaluate an undifferentiated patient
- Interpret the results of common diagnostic procedures and tests
- Develop a sense of professionalism while working closely with residents and faculty

Expected Learning Outcomes

Upon completion of this course, students will be able to:

- Recognize immediate life-threatening illnesses
- Obtain an accurate history and physical examination focused on key problems
- Present critically ill patients on rounds in an efficient and clear manner
- Educate patients and insure comprehension of their outpatient treatment plan

Absence and Class Participation Policy

Completion of all clinical shifts in this rotation is mandatory. There are a limited number of “open” shifts that will serve as back-up shifts if an emergency arises. If a student is unexpectedly unable to work one of their shifts they must email the coordinator to schedule a make-up shift. If a student is unable to work a shift, it is their responsibility to find another comparable shift to work within the rotation. Like shifts may be traded with other students pending the coordinators approval. It is the student’s responsibility to make sure the master schedule accurately reflects ones individual schedule.

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Required Lecture Videos

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Grading Scale and Policies

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- Attendance
- Performance during clinical shifts
- ICU workbook
- NBME Shelf Exam score

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University of Arizona College of Medicine
Course Change Request Form
Academic Year 2019/2020

This form is part of the “Policy Regarding Changes to Individual Courses in Years 1 and 2” and is due at the latest **two months prior** to the start of the block for each academic year.

Block/Course directors must present their Block/Change Request Form to TCMS and TEPC.

Please submit the form electronically to the Assistant Director, Preclinical Education for appropriate approval and routing. Please include planning calendars for past and present academic years when submitting this form.

Fall 2019 Deadline for Form Submission	Spring 2020 Deadline for Form Submission
Clinical Reasoning Course: <ul style="list-style-type: none"> • Fall Year 1 (Class of 2023) May 31, 2019 • Fall Year 2 (Class of 2022) May 31, 2019 	Clinical Reasoning Course <ul style="list-style-type: none"> • Spring Year 1 (Class of 2023) November 1, 2019
Foundations: May 31, 2019	Life Cycle: June 14, 2019
MSS: July 2, 2019	Immunity and Infection: July 26, 2019
Nervous System: August 16, 2019	Advanced Topics: September 27, 2019
CPR: November 1, 2019	Pathways in Health & Medicine: November 1, 2019 (Spring)
DMH: February 1, 2019	
Pathways in Health & Medicine: May 31, 2019 (Fall – Class of 2023 & Fall – Class of 2022)	

Course: Pathways in Health and Medicine (PHM) Fall Semester 2019

Course Director: Dr. Colleen Cagno

Date Submitted: 5/30/2019

I do not anticipate any major changes to my course.
 (Please check here and do not complete remainder of form)

1. Please describe any anticipated personnel changes in your course (i.e. lecturers leaving or starting, lecture eliminated, lecturer change only, CRC facilitator leaving or starting, change in key faculty etc.).

<p>Foundations:</p> <ul style="list-style-type: none">- Cultural Competency session – we are recruiting a fourth faculty to join Cagno, Gonzales and Murrain, as Lebensohn is out of town- Arizona Population Health – this is a new session that will be taught by Moore- Introduction to Ethical Thinking – confirmed availability of MS4 Huber, & MS3 Costanza who both co-facilitated with Cagno and Lebensohn- Addressing Healthcare Disparities in LGBT Populations and Safe Zone – Lebensohn recruiting new students from MedPride interest group <p>MSS</p> <ul style="list-style-type: none">- Health Advocacy Introduction and Cases – Moore once again teaching with Cagno, Gonzales, Ryan and Teeple- New panel session on Limb Loss / Amputation in Veteran – recruited community orthotist, two VA patients, medical provider from VA to participate in this panel presentation and hands-on demonstration of prosthetics. <p>Nervous System</p> <ul style="list-style-type: none">- Psychiatric Illness in US Population – once again will be taught by Morenz, working to recruit a live patient to replace TedTalk patient presentation- Implicit Bias in Patient Care – Wolsiefer leaving UA. Dr. Murrain and her team will lead the training based on the Cook-Ross Model supported by Cagno, Lebensohn and Stone.- Physician Impairment – Moher is retiring, session will be led by Cagno and we have confirmed two physician (one resident and one community physician) will again be participating. <p>Life Cycle</p> <ul style="list-style-type: none">- Bedrick who taught Neonatal Ethics retiring, so are folding into EOL session with participating of Hospice and Palliative care physicians from FM and Peds. <p>I&I</p> <ul style="list-style-type: none">- Principles of ID Epidemiology – last year’s new presenter (who replaced Stritch) had a travel delay so Stritch’s podcast from 2017 was shown. Ellingson is confirmed for this year. <p>AT</p> <ul style="list-style-type: none">- Veteran’s Health – Gonzales will recruit new MS students to participate. MS4 Dawn Bowling is taking lead on planning this session.- Considering adding a Cancer Survivorship mini-presentation and patient presentation with help of Dr. Leila Ali-Akbarian and UA alumnus Dr. Liz Almli.

2. Please describe any content changes to the course (i.e. lectures added or deleted, changes in learning objectives to the block, CRC cases (new, modified, or deleted), Team-Based Learning, Lab, or small group activity changes, modifications, or deletions).

<p>Foundations:</p> <ul style="list-style-type: none"> - New session on Arizona Population Health – taught by Moore <p>MSS</p> <ul style="list-style-type: none"> - Introduction to Narrative Medicine session, led by Melamed, will expand from 60 to 90min. and now include an in-class Reflective Writing assignment based on prompt around theme of touch. Students will post Reflective Writing and then staff will de-identify and circulate to assigned readers to review and comment. - New panel session on Amputation in Veteran – recruiting orthotist, two patients, Medical Provider, confirmed, involve patient case presentation and hand-on of adaptive equipment <p>Nervous System</p> <ul style="list-style-type: none"> - Psychiatric Illness in US Population – Once again will be taught by Morenz, working to recruit a live patient to replace TedTalk patient presentation on schizophrenia. - Detecting Substance Use Disorders – to solidify what is already in practice responsibility for the organization of this session is by the NS block <p>Life Cycle</p> <ul style="list-style-type: none"> - Bedrick, who taught Neonatal Ethics retiring, neonatal considerations will be included in EOL panel. <p>AT</p> <ul style="list-style-type: none"> - Veteran’s Health session – will be modified to role model or demonstrate via video, medical interview of Veteran
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3. Please describe any structural changes to the course (i.e. any changes to the overall allocation of time dedicated to the various teaching strategies in the course). Please provide a justification for these changes.

<p>MS1:</p> <p>In 2018:</p> <ul style="list-style-type: none"> - In MSS and NS, the majority of the PHM sessions occurred on the 1st day of the block. <p>In 2019,</p> <ul style="list-style-type: none"> - No major structural changes for PHM in Foundations, - PHM in MSS will remain a full day but also have 3 additional hours mid-block. - PHM in NS will be a half day on the 1st day of the block, another ½ day mid-block and a few additional hours near the end of the block. - No major structural changes to sessions in Life Cycle, I&I and AT <p>Hours / block Total hours per block</p> <table border="1"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr> <td>FD</td> <td>15</td> <td>15</td> </tr> <tr> <td>MSS</td> <td>7.5</td> <td>11.5</td> </tr> <tr> <td>NS</td> <td>11.5</td> <td>9.5</td> </tr> <tr> <td>LC</td> <td>8.5</td> <td>8.5</td> </tr> <tr> <td>II</td> <td>5.5</td> <td>5.5</td> </tr> <tr> <td>AT</td> <td>2</td> <td>2</td> </tr> </tbody> </table>		2018	2019	FD	15	15	MSS	7.5	11.5	NS	11.5	9.5	LC	8.5	8.5	II	5.5	5.5	AT	2	2
	2018	2019																			
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NS	11.5	9.5																			
LC	8.5	8.5																			
II	5.5	5.5																			
AT	2	2																			

4. Please describe any changes in the course's method of student performance assessment (i.e. additional examinations or fewer examinations). Please include the rationale for such changes.

Over half of the sessions have board-style questions based on the LO's.

Our goal is to have board-style questions for all sessions included in the session notes as an assignment. We will work with the block directors to determine if these questions will be used for homework or as optional assignments.

Students attendance is required at all PHM sessions. Unexcused absences from required PHM sessions will result in a 10% deduction in professionalism grade for the block.

5. Any other anticipated changes or comments regarding your course?

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For administrative use only:

Disposition of request:

Approved by Kevin Moynahan, MD, Deputy Dean, Education

Date: _____

AND/OR

Approved by Sean Elliott, MD, Interim Associate Dean Curricular Affairs,

Date: _____

Sonia de Leon notified

Forward to TEPC

Forward to Lynda Lehtinen (Tagging)

Forward to Raquel Givens (LCME)

Forward to Karen Spear-Ellinwood (FID)

Forward to Athena Ganchorre (Curriculum)

Forward to Ah Ra Cho (Evaluation & Assessment)

Forward to JD Thomas (Evaluation & Assessment)

Forward to Assistant Director, Clerkship Education (TCCS)

PROCEDURES FOR STUDENT PROGRESS COMMITTEE


College of Medicine - Tucson

Adopted June 30, 2013

DRAFT 04/2019



Definitions

- I. Under these procedures, the following terms will have the meanings set forth below:
 - A. “Advisor” means a faculty member, staff member, or other individual selected by a student to support the student during a meeting or a hearing conducted by the Student Progress Committee. Unless the Advisor is an Attorney, the Advisor may not speak for or on behalf of the student unless the SPC Chair asks the Advisor to address the Committee. Attorneys are only permitted to serve as Advisors at SPC hearings, not meetings.
 - B. “Academic Dismissal” means dismissal from the College of Medicine – Tucson for failure to meet academic or programmatic criteria outlined in the Grading and Progression Policy, including failure to satisfactorily progress and failure to meet professionalism requirements.
 - C. “Attorney” means an individual licensed to practice law in the State of Arizona.
 - D. “College” or “COM – T” means the University of Arizona College of Medicine – Tucson.
 - E. “Conduct Dismissal” means dismissal from the College of Medicine – Tucson for lack of professionalism, Honor Code violations, lack of academic integrity, or other violations of the Arizona Board of Regents Student Code of Conduct (ABOR Policy 5-308). If a student is suspended or expelled by the University of Arizona Dean of Students Office the Conduct Dismissal from the College is automatic and the student is not entitled to a hearing before the Student Progress Committee or Honor Code Committee.
 - F. “Dismissal” or “Dismiss” means terminating the student’s enrollment at the College. Once dismissed, a student must reapply for admission through the standard admission procedures. Dismissal occurs at the written direction of the Deputy Dean of Education or a designee.
 - G. “E-Vote” means a vote of the eligible members of the Committee conducted via email. The Chair may instruct an E-vote on issues that require Committee approval

but do not warrant discussion. A Quorum of responses is required.

- H. “Graduation Requirements” means those requirements established by the College’s Tucson Educational Policy Committee (TEPC), as described in the Grading and Progression Policies.
 - I. “Notice” or “Notify” means a written communication emailed to the recipient using the recipient’s official University email address. Recipients may identify an alternate email address to the SPC Chair. All time limits are calculated using calendar days, including weekends and holidays. A Notice is deemed received the day after the email date stamp. All notices will include a link to the SPC Procedures on the College’s website.
 - J. “Preponderance of the evidence” means the Committee members find the position of one party more likely and/or more credible than the position of the other party; it is the standard by which SPC makes decisions following a hearing.
 - K. “Quorum” means one-half of the eligible voting members of the Committee. A voting member is not eligible if the member recuses him or herself from the vote due to a conflict or leave of absence. To conduct business under these procedures, a quorum must be present at the beginning of a presented issue and must remain present throughout the vote on that issue.
- II. Functions of the Student Progress Committee
- A. The SPC will review and monitor the academic progress of any student presented to the Committee by a student affairs dean.
 - B. The SPC may review the performance or professional conduct of any student who is brought to the Committee’s attention by any College faculty member or administrator. In response, the SPC may require or recommend the actions listed in II.D.
 - C. A student may request to meet with the SPC to discuss their own academic progress or professional conduct by communicating directly with the Chair of the SPC in writing.
 - D. If a student fails to progress in accordance with the requirements established by the Grading and Progression Policy, the SPC will consider the circumstances and may take any of the following actions (this list is not exhaustive):
 - 1. Require the student to adhere to a specific academic timeline;
 - 2. Require the student to satisfy specific benchmarks within a timeframe;
 - 3. Require the student to submit written reports to or meet with SPC at a future date;

4. Require the student to work with Student Development, Student Affairs, the Professionalism Support Team, or other College resources;
 5. Recommend to the Associate Dean of Curricular Affairs that the student be placed on Academic Probation or removed from one or more extracurricular activities;
 6. Grant the student an extension of time or other exception to policy;
 7. Require the student to repeat an academic year;
 8. Refer the student to the Honor Code Committee;
 9. Recommend to the Deputy Dean of Education that the student be dismissed from the College for academic reasons.
- E. The SPC will consider requests for non-medical leaves of absence and determine any conditions upon which students will be permitted to take or return from such leaves.
- F. The SPC will review the status of students who are either admitted to the College as a result of transfer from another school of medicine or who are readmitted to the COM following withdrawal to determine the student's placement in the curriculum and timing of admission.

III. Membership Guidelines of the Student Progress Committee

- A. The membership of the Student Progress Committee is specified in Article VI.L of the Bylaws of the Faculty of The University of Arizona College of Medicine – Tucson Campus
- B. Typically each faculty member is elected for a three year term. If a faculty member is elected to fill a vacancy on the committee, that member shall complete the term of the member whose resignation left the vacancy. Student members are directly elected by their class in their first semester of medical school and serve for four years.
- C. Attendance at meetings is critical to the function of the Student Progress Committee and members are expected to give notification prior to missing a meeting. Members who miss two meetings within six consecutive months will be asked by the Chair to increase their participation, reconsider their membership, and/or resign from the Committee. The Chair of the committee reserves the right to request a replacement.
- D. It is the responsibility of each member of the Student Progress Committee to participate in carrying out the mission of the Committee. Such participation includes regular attendance at Committee meetings, contribution to Committee proceedings and thoughtful consideration of matters before the committee.
- E. Members may resign from the Committee by sending notice in writing (including email) to the Committee chair. In the case of a faculty-member vacancy, the

vacancy will be filled as specified in the Bylaws of the Faculty of the University of Arizona College of Medicine – Tucson Campus. A student member placed on Academic Probation is not permitted to serve on the Student Progress Committee, or permitted to return to the Committee at the end of their probationary period. In the case of a student vacancy, the Student Progress Committee Chair will notify the Student Government so that a replacement can be appointed promptly.

IV. Procedures Regarding Student Appearance at Student Progress Committee Meetings

- A. When the SPC Chair is informed of academic, progression, professionalism or other issues regarding a student, the Chair will determine if the student is required to appear in person at the next SPC meeting. The Chair will provide written notice to the student of the time and location of the meeting no less than seven calendar days before the meeting. The notification will describe the concern and any decision before the Committee.
- B. If a student fails to attend a SPC meeting at which the student was directed to be present, the Committee may proceed in the student's absence, unless the student timely provides the SPC Chair good cause for not appearing and the Chair grants an exception in advance of the meeting. The Committee may consider a student's failure to attend a meeting for which a good cause exception was not granted when making any decision regarding the student.
- C. Meeting Process.
 1. A student may be assisted at a meeting by one advisor. If a student intends to bring an advisor to a meeting, the student will notify the SPC Chair of the advisor's name prior to the meeting. No other individuals will be permitted to accompany the student to a meeting unless requested to attend by the SPC.
 2. At the meeting, the Committee may receive information from a dean, faculty member, or other administrator about the subject matter of the meeting. The Committee will hear directly from the student. The Committee may request that further information be submitted to the Chair following the meeting. The Committee may ask questions of all individuals who appear at a meeting before determining what appropriate action it will take.
 3. Following the meeting, the Chair of the SPC will prepare a letter to the student regarding the course of action prescribed and will notify the student in writing of its action no later than 14 days following the meeting. The Associate Dean, Student Affairs and Associate Dean, Curricular Affairs will be copied on all such letters. Other College administrators may be copied as indicated by the required or recommended actions.

4. A student is not entitled to appeal a decision of the SPC under this section.

V. Student Progress Committee Procedures Regarding Dismissal

- A. The Deputy Dean, Education may dismiss a student on the recommendation of the SPC, the Associate Dean of Curricular Affairs, or the Associate Dean of Student Affairs.
- B. Academic Dismissals
 1. The SPC, the Associate Dean of Curricular Affairs, or the Associate Dean of Student Affairs may recommend that the Deputy Dean, Education dismiss a student for failure to progress through the curriculum, failure to meet academic requirements, or failure to adhere to the Grading and Progression Policy.
 2. If the Deputy Dean, Education agrees with the recommendation, the Deputy Dean will issue the Notice informing a student of an Academic Dismissal. The Notice will include the basis for the Academic Dismissal, the date by which the student may appeal to the Student Appeals Committee, and the date by which the dismissal will be effective if the student does not timely appeal.
 3. If the student chooses to appeal the dismissal, the student must submit a written statement to the Chair of the Student Appeals outlining the student's position on why the student should not be dismissed. The student is responsible for providing the Student Appeals Committee with any supporting documentation the student believes support the appeal, including the student's transcript, correspondence with faculty and administrators, and communications from the Student Progress Committee.
 4. The Student Appeals Committee will meet, review the student's appeal packet, and discuss the student's appeal.
 5. If the Student Appeals Committee believes additional information is required before a decision is made, the Committee may seek that information and share it with the student. The student will have two days to respond to any additional information.
 6. Within 5 days of meeting to review the appeal, the Student Appeals Committee will inform the student of its decision. The decision will be copied to the Deputy Dean of Education, the Associate Dean of Curricular Affairs, the Associate Dean of Student Affairs, and the Chair of the Student Progress Committee.
 7. The decision of the Student Appeals Committee is final and is not subject to further review. If the dismissal is upheld, the dismissal will be effective on the date of the decision letter.

C. Conduct Dismissals

1. Students may be recommended for a Conduct Dismissal by the Student Progress Committee or the Honor Code Committee. The Deputy Dean of Education will issue the final decision regarding the recommended Conduct Dismissal.
 - a. Incidents concerning academic integrity, cheating, or violations of the Honor Code Policy will be referred to and addressed by to the Honor Code Committee for a hearing and recommendation. See the Honor Code Policy and Committee Procedures for further procedures.
 - b. Incidents concerning lack of professionalism, violation of ABOR policy that is not otherwise addressed by the University of Arizona Dean of Students Office, and/or violation of clinical site policies (including HIPAA) will be referred to the Student Progress Committee for a hearing and recommendation.
 - c. If a student is suspended or expelled from the University of Arizona under the procedures of the main campus Dean of Students Office, the student will receive Notice from the Deputy Dean of Education confirming dismissal from the College of Medicine. The student is not entitled to a hearing or appeal within the College.
2. Conduct Dismissal Pre-Hearing Procedures:
 - a. If the Student Progress Committee is considering a student for a Conduct Dismissal, the student will receive a notice that includes: (1) the date, place, and time of the hearing; (2) a statement of the issue before the Committee; (3) the student's right to have an Advisor present; (4) the names of the members of the SPC who will be hearing the matter; (5) the name of the administrator who will present on behalf of the College; (6) the date on which documents must be provided to the Committee for review; and (7) a link to these Procedures on the COM website.
 - b. A student is entitled to no less than 14 days' notice of the hearing date. The notice period may be shortened at the student's request.
 - c. A student may challenge the participation of any member of the SPC on the grounds of personal bias or conflict by submitting a written statement to the Chair no less than seven days before the hearing. The SPC Chair will make a determination regarding that member's participation. The decision is final.
 - d. By the date identified in the hearing notice letter, the student and the


College must provide the SPC Chair with any documents or other materials to be considered by the Committee during the hearing process. These materials may include a written statement from the student, letters of support, or other relevant documents. The SPC Chair may exclude any document the Chair determines is irrelevant or repetitious.

- e. By the date identified in the hearing notice letter, the student and the College must provide the SPC Chair with the names of any person who will appear as a witness at a hearing and a short description of the information the witness will provide to the Committee. The student and the College are each limited to three total witnesses. The SPC Chair may exclude irrelevant or repetitive witnesses or request that witnesses who will provide only general character statements about the student provide a written statement in lieu of appearing.
- f. At least one day prior to the hearing, the SPC Chair will provide the student and the administrator representing the College with all documents the Committee will consider in making its determination. These documents may include the documents submitted by the student or the College, the student's entire academic record as provided by the Registrar, and written statements from unavailable witnesses.
- g. If the student intends to have an Advisor present, the student must inform the SPC Chair of the name of the Advisor no less than seven days before the hearing. If the Advisor is an attorney, the administrator representing the College may also be represented by an attorney selected by the University's Office of the General Counsel.
- h. A representative of the University's Office of the General Counsel may attend the hearing and advise the SPC on procedural matters.
- i. If the student does not appear for the hearing, the Student Progress Committee will make a recommendation to the Deputy Dean of Education based on the available information.
- j. Any matter referred for a hearing may be resolved by agreement with the student who is the subject of the complaint, including a voluntary withdrawal from the College.

3. Conduct Dismissal Hearing Process

- a. These proceedings are confidential. Hearings before the SPC will be closed to everyone except the student, the College

representative, the SPC voting members, the SPC support staff, the Associate Dean of Student Affairs (or designee), the student's House Dean, approved Advisors, and counsel to the Committee. SPC Resource members or non-voting SPC members will not attend hearings. Witnesses will wait outside and be present only for their statement to the Committee.

- b. The rules of court, administrative law procedures, and open meeting laws do not apply to Student Process Committee Hearings. Immaterial deviations from these Procedures will not render a decision moot.
- c. All students and hearing participants will be reminded that it is a violation of the Arizona Board of Regents Student Code of Conduct to provide false information to the University, including the Student Progress Committee.
- d. The Chair will set reasonable and equal time limits on the student and administrator presenting on behalf of the College. At any time the Chair may restrict the presentation of information that is irrelevant or overly repetitious.
-  e. The audio of the hearing will be recorded but transcribed only upon request.
- f. The Chair will ask the administrator representing the College to present the basis for the Conduct Dismissal. At this time the administrator may make a statement, reference documents, or call witnesses. At the end of any witness statement, the student may ask questions of that witness. At the end of the administrator's presentation, the student may ask questions of the administrator.
- g. The Chair will then ask the student to present the basis for allowing the student to remain enrolled at the College. At this time, the student may make a statement, reference documents, or call witnesses. At the end of any witness statement, the administrator may ask questions of that witness. At the end of the student's presentation, the administrator may ask questions of the student.
- h. At any time, SPC members may ask questions of the student, the administrator presenting for the College, the Associate Dean of Student Affairs, the student's House Dean, or any witnesses.
- i. At the conclusion, the SPC Chair will ask the student and the College administrator for any summary remarks.

4. Deliberations and Decision by Student Progress Committee
 - a. The student, the administrator representing the College, and any advisors will be excused and the audio recording will stop. The SPC will then discuss the information provided and presented and decide whether to recommend that the Deputy Dean of Education dismiss the student or whether other action is more appropriate.
 - b. Any decision under this section requires that a quorum of the SPC voting-members be present. Decisions require a majority of that quorum.
 - c. The SPC will issue a written decision within one week of the date of the hearing. The decision will be based only on information presented at the hearing and must include a summary of the information the decision is based on, the conclusions of the Committee, and a statement that the decision is supported by a “preponderance of the evidence.”
 - d. The SPC Chair will sign the decision on behalf of the SPC and will provide a copy of the decision to the student, the Deputy Dean of Education, the Associate Dean of Student Affairs, the Associate Dean of Curricular Affairs, and the attorneys representing the parties (if any).

5. Conduct Dismissal Decision by Deputy Dean
 - a. After receiving the recommendation of the Student Progress Committee, the Deputy Dean of Education will decide whether to accept or modify the recommendation of the Student Progress Committee.
 - b. The Deputy Dean of Education will give the student Notice of the decision within one week of receiving the recommendation of the Student Progress Committee.
 - c. If the Deputy Dean of Education decides to accept the recommendation of the Student Progress Committee a Notice will be sent. The Notice to the student will include the basis for the dismissal, the date by which the student may appeal to the Student Appeals Committee, and the date by which the dismissal will be effective if the student does not timely appeal.
 - d. If the student chooses to appeal the dismissal, the student must

submit a written statement to the Chair of the Student Appeals outlining the student's position on why the student should not be dismissed.

- e. The Student Progress Committee is responsible for providing the Student Appeals Committee with a copy of all supporting documentation considered during the hearing, a copy of the recommendation to the Deputy Dean of Education, and the audio recording of the hearing.
- f. The Student Appeals Committee will meet, review the appeal materials, and discuss the student's appeal.
- g. Within 5 days of meeting to review the appeal, the Student Appeals Committee will inform the student of its decision. The decision will be copied to the Deputy Dean of Education, the Associate Dean of Curricular Affairs, the Associate Dean of Student Affairs, and the Chair of the Student Progress Committee.
- h. The decision of the Student Appeals Committee is final and is not subject to further review. If the dismissal is upheld, the dismissal will be effective on the date of the Student Appeals Committee decision letter.

VI. Grade Appeals

A student may appeal a final grade for a course, block, elective or clerkship (hereafter "course") if the student believes that the grade does not adequately represent his or her performance in the course.

- A. Within two weeks of receipt of a final grade, the student will confer with the course director, stating the basis upon which the student believes the grade should have been higher. The director will review the grading process with the student and determine if the grade was appropriate, change the grade, or offer an alternative resolution.
- B. If the student and director are unable to agree during this meeting that the grade should be changed, the student may appeal the grade in writing to the Dean of Curricular Affairs, stating the basis for changing the grade. The Dean of Curricular Affairs will meet with the director and the student separately within one week of receipt of the appeal and review any documentation the student or director provides.
- C. Within one week after conferring with the director and the student, the Dean of Curricular Affairs may make a decision or may select at least two other course directors or faculty who have not been involved in the student's initial assessment to advise the Dean of Curricular Affairs in determining whether the student's grade should be changed or recommend an alternative resolution.

- D. After such meeting or if no meeting is necessary, the Dean of Curricular Affairs will write a decision advising both the student and the director whether the grade should stand, change, or offer an alternative resolution. The Dean of Curricular Affairs will also provide a copy of the decision to the Associate Dean of Student Affairs and the Deputy Dean of Education.
- E. The decision of the Dean, Curricular Affairs is final and no further grade appeal is permitted.
- F. Specific comments or feedback from classmates, faculty, residents, or others are not subject to appeal.



**HONOR CODE POLICY AND PROCEDURES FOR
THE HONOR CODE COMMITTEE
UNIVERSITY OF ARIZONA COLLEGE OF MEDICINE –
TUCSON**

Principle

Society entrusts the physician with vital responsibilities, including maintaining his or her patients' health and preventing, diagnosing and treating disease. In accepting this trust, the medical profession expects its members to act honorably in all endeavors. Practicing physicians, faculty members in academic medical centers, house officers and medical students must adhere to the highest standards of personal and professional conduct. This Honor Code is intended to promote an atmosphere of confidence and trust among students. The governing philosophy and premise of this Honor Code is that students striving to enter the medical profession are required to adhere to professional and ethical standards.

Every medical student is expected to act with integrity. The guiding principle of academic integrity is that a student's work must be the student's own. This Honor Code also requires that all medical students at the COM act honorably and honestly in all phases of their medical education. This Honor Code recognizes that students at the College of Medicine (COM) will be members of the medical profession and that they also are required to conduct themselves in accordance with the standards and rules applicable to physicians. (See A.R.S. § 32-1401, *et seq.*) This Honor Code supplements the standards of conduct established in the University's Student Code of Conduct and Academic Integrity, which are stated in the Arizona Board of Regents Policy Manual 5-308 (ABOR Policy 5-308), *et seq.*; however, the procedures set forth in this Honor Code will be the exclusive means by which misconduct will be reported and considered within the COM, and how sanctions will be imposed by the COM.

Prohibited Conduct

Conduct prohibited by this Honor Code consists of all forms of academic dishonesty, including, but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism as defined in ABOR Policy 5-308(F); modifying any academic work to obtain additional credit in the same class unless approved in advance by the faculty member; failure to observe rules of academic integrity established by a faculty member for a particular course; engaging in unprofessional conduct or misconduct related to patient care; and attempting to commit an act prohibited by this Honor Code or ABOR Policy 5-308. Any attempt to commit an act prohibited by these rules will be subject to sanctions to the same extent as completed acts. It also is a violation of this Honor Code to intentionally falsely accuse a student of an Honor Code violation, to fail to cooperate with an Honor Code Committee investigation or hearing or a Student Progress Committee (SPC) proceeding or hearing, or to make any intentional misrepresentations in the Honor Code process.

Student Responsibility

Students engaging in academic dishonesty or unprofessional conduct diminish their

education and bring discredit to the academic community and to the medical profession. If a student has reason to believe that another student has violated this Honor Code or ABOR Policy 5-308, he or she has an obligation to report the incident to the Chair of the COM's Honor Code Committee, as set forth below.

Faculty Responsibility

If a faculty member has reason to believe that a student has violated this Honor Code or ABOR Policy 5-308, he or she has an obligation to report the incident to the Chair of the COM's Honor Code Committee,

Dissemination of this Honor Code and Procedures of the Honor Code Committee.

This *Honor Code Policy* will be sent to all accepted applicants to the College of Medicine and published on the College website. The Policy will be disseminated during Orientation and Transition to Clerkships. Copies of this Honor Code also will be provided to new College of Medicine faculty members at the time of hire.



HONOR CODE COMMITTEE PROCEDURES

I. Definitions:

- a. "Advisor" means a faculty member, staff member, or other individual selected by a student to support the student during a hearing conducted by the Honor Code Committee. Unless the Advisor is an Attorney, the Advisor may not speak for or on behalf of the student unless the Chair asks the Advisor to address the Committee.
- b. "Attorney" means an individual licensed to practice law in the State of Arizona.
- c. "College" or "COM – T" means the University of Arizona College of Medicine – Tucson.
- d. "Conduct Dismissal" means dismissal from the College of Medicine – Tucson for lack of professionalism, Honor Code violations, lack of academic integrity, or other violations of the Arizona Board of Regents Student Code of Conduct (ABOR Policy 5-308). If a student is suspended or expelled by the University of Arizona Dean of Students Office the Conduct Dismissal from the College is automatic and the student is not entitled to a hearing before the Student Progress Committee or Honor Code Committee.
- e. "Dismissal" means terminating the student's enrollment at the College. Once dismissed, a student must reapply for admission through the standard admission procedures. Dismissal occurs at the written direction of the Deputy Dean of

Education or a designee.

- f. “Notice” or “Notify” means a written communication emailed to the recipient using the recipient’s official University email address. Recipients may identify an alternate email address to the Chair. All time limits are calculated using calendar days, including weekends and holidays. A Notice is deemed received the day after the email date stamp.
- g. “Quorum” means one-half of the eligible voting members of the Committee. A voting member is not eligible if the member recuses him or herself from the vote due to a conflict or leave of absence. To conduct business under these procedures, a quorum must be present at the beginning of a presented issue and must remain present throughout the vote on that issue.

II. Functions and Membership Requirements of the Honor Code Committee

- a. The Honor Code Committee is responsible for investigating allegations of academic dishonesty and violations of the Honor Code Policy. If the Honor Code Committee determines that it is more likely than not that a student violated the Honor Code Policy, the Committee may impose the following (this list is not exhaustive):
 - i. Issue a written warning;
 - ii. Require that the violation be reflected in the student’s summative letter.
 - iii. A grade of “fail” on a particular examination or assignment;
 - iv. A grade of “fail” in a course (block) or clerkship;
 - v. Recommend to the Deputy Dean of Education that the student be issued a Conduct Dismissal from the College of Medicine;
 - vi. Require the student to complete additional assignments, work with a mentor, or meeting with the Professionalism Committee.
- b. The Honor Code Committee is not required to impose progressive discipline or consider lesser action before recommending more serious action.
- c. The Honor Code Committee is responsible for conducting a periodic review of the Honor Code Policy and, when necessary, recommending changes to the Policy or Honor Code Committee Procedures.
- d. The Honor Code Committee is composed of three medical student representatives from each class, and two members of the College of Medicine faculty, one from a basic science department and one from a clinical science department. The Associate Dean of Student Affairs may attend the Honor Code Committee’s hearings as an advisor to the Committee if requested, but does not vote. Each class will elect its student representatives. The College of Medicine faculty will elect the faculty representatives.
 - i. Students on Academic Probation or who were found in violation of the Honor Code Policy at any time are not eligible to serve on the Honor Code Committee.

- e. A quorum of one-half of the eligible voting membership of the Committee, including at least one faculty member, is required to conduct any meeting or hearing of the Honor Code Committee.
- f. If a member of the Honor Code Committee is unable to review a matter objectively then the member may be recused from the matter under consideration and will not be counted as an eligible voting member for purposes of calculating quorum.
- g. The Honor Code Committee will select a Chair who must previously have served as a member of the Honor Code Committee and who is either a third-year or fourth-year student. The Chair will preside at formal Committee hearings.

III. Preliminary Meeting

- a. If a student, faculty member, or staff member has reason to believe that a student's behavior constitutes a violation of this Honor Code or ABOR Policy 5-308, that person will promptly prepare a written statement and deliver it to the Chair of the Honor Code Committee.
- b. The Chair will meet with one faculty member on the Committee and the Associate Dean of Student Affairs no later than seven days after receipt of the written statement, unless those individuals are unavailable, in which case, the meeting will occur on the next available work day when all parties are able to meet.
- c. If the consensus of the Chair, the faculty member and the Associate Dean of Student Affairs is that the allegation, if true, would constitute prohibited conduct under this Honor Code or ABOR Policy 5-308, then the matter will be referred to the Honor Code Committee for a hearing. The deliberations in this meeting are confidential.
- d. If the consensus of the Chair, the faculty member and the Associate Dean of Student Affairs is that the allegation, as presented, would not constitute prohibited conduct under the Honor Code or ABOR Policy 5-308, then the matter will not proceed further. The Chair of the Committee will notify the student who is the subject of the charge and the person providing the written statement that the matter is closed and will not proceed further.
- e. Any matter referred for a hearing may be resolved by agreement with the student who is the subject of the complaint.

IV. Pre-Hearing Procedures

- a. If the Chair refers the matter to the Honor Code Committee for a hearing, the Chair of the Honor Code Committee will notify the student who is the subject of concern. The Notice will include: (1) the date, place, and time of the hearing; (2) a statement of the issue before the Committee; (3) the student's right to have an Advisor present; (4) the names of the members of the Committee who will hear the matter; (5) the name of the student, faculty member, or staff member who identified the concern; (6) the date on which documents must be provided to the Committee for review; and (7) a link to these Procedures on the COM website.

- b. A student is entitled to no less than 14 days' notice of the hearing date. The notice period may be shorten at the student's request.
- c. A student may challenge the participation of any member of the Committee on the grounds of personal bias or conflict by submitting a written statement to the Chair no less than seven days before the hearing. The Chair will make a determination regarding that member's participation. The decision is final.
- d. By the date identified in the hearing notice letter, the student must provide the Chair with any documents or other materials to be considered by the Committee during the hearing process. These materials may include a written statement from the student, letters of support, or other relevant documents. The Chair may exclude any document the Chair determines is irrelevant or repetitious.
- e. By the date identified in the hearing notice letter, the student must provide the Chair with the names of any person who will appear as a witness at a hearing and a short description of the information the witness will provide to the Committee. The Chair may exclude irrelevant or repetitive witnesses or request that witnesses who will provide only general character statements about the student provide a written statement in lieu of appearing.
- f. At least one day prior to the hearing, the Chair will provide voting Committee members and the student with all documents the Committee will consider in making its determination. These documents will include the documents submitted by the student, documents from the student's educational record, or written statements from unavailable witnesses.
- g. At least one day prior to the hearing the Chair will provide voting Committee members and the student with a list of all witnesses who will appear at the hearing along with a brief statement of what the information the witness is expected to provide.
- h. If the student intends to have an Advisor present, the student must inform the Chair of the name of the Advisor no less than seven days before the hearing. If the Advisor is an attorney, the administrator representing the College may also be represented by an attorney selected by the University's Office of the General Counsel.
- i. A representative of the University's Office of the General Counsel may attend the hearing and advise the SPC on procedural matters.
- j. If the student does not appear for the hearing, the Honor Code Committee will make a decision based on the available information.

V. Hearing Procedures

- a. Hearings are closed to all individuals except the Honor Code Committee, the Associate Dean of Student Affairs, the student's House Dean, the student, witnesses

to the alleged offense, advisors or counsel for the parties, and Committee support staff. Witnesses may be excluded from the hearing except when providing information.

- b. The Honor Code Committee will receive information from the student, the individual(s) with knowledge of the alleged violation, and any other individuals the Committee believes would provide relevant information regarding the matter in order to make a determination whether it is more likely than not that the student violated this Honor Code or ABOR Policy 5-308.
- c. The rules of court, administrative law procedures, and open meeting laws do not apply to Honor Code Committee Hearings. Immaterial deviations from these Procedures will not render a decision moot.
- d. All students and hearing participants will be reminded that it is a violation of the Arizona Board of Regents Student Code of Conduct to provide false information to the University, including the Honor Code Committee.
- e. The Chair will set reasonable and equal time limits on the student, administrators, and witnesses to the offense. At any time the Chair may restrict the presentation of information that is irrelevant or overly repetitious.
- f. The audio of the hearing will be recorded but transcribed only upon request.
- g. The Chair will ask each witness to the offense to make a statement explaining the conduct in question. At the end of any witness statement, the student may ask questions of that witness.
- h. The Chair will then ask the student to present an explanation of the conduct in question. At this time, the student may make a statement, reference documents, or call witnesses in the student's support.
- i. At any time, Committee members may ask questions of the student, the witnesses, the Associate Dean of Student Affairs, or the student's House Dean.

VI. Deliberations and Decision by the Honor Code Committee

- a. The student and any advisors will be excused prior to deliberations. The Committee will then discuss the information provided and presented and decide whether it is more likely than not that the student violated the Honor Code Policy or ABOR Policy 5-308.
- b. Any decision under this section requires that a quorum of the voting members be present. Decisions require a majority of that quorum.
- c. If the Committee finds the student in violation of the Honor Code Policy or ABOR Policy 5-308, the Committee will determine the appropriate disciplinary response.

- d. When recommending remedial action or discipline, the Honor Code Committee may consider the seriousness of the violation, the student's state of mind, the harm done to the University, to patients or to other students, if any, and whether the student has previously been found to have engaged in conduct prohibited by the Honor Code or ABOR Policy 5-308.
- e. The Committee will issue a written decision within one week of the date of the hearing. The decision will be based only on information presented at the hearing and must include a summary of the information the decision is based on, the conclusions of the Committee, and a statement that the decision is supported by a "preponderance of the evidence."
- f. The Chair will sign the decision on behalf of the Committee and will provide a copy of the decision to the student, the Deputy Dean of Education, the Associate Dean of Student Affairs, and the attorneys representing the parties (if any).

VII. Conduct Dismissal Decision by Deputy Dean

- a. If the Honor Code Committee recommends that the student be dismissed from the College, the Deputy Dean of Education will decide whether to accept or modify the recommendation.
- b. The Deputy Dean of Education will give the student Notice of the decision within one week of receiving the recommendation of the Honor Code Committee.
- c. If the Deputy Dean of Education decides to accept the recommendation of the Honor Code Committee. The Notice to the student will include the basis for the dismissal, the date by which the student may appeal to the Student Appeals Committee, and the date by which the dismissal will be effective if the student does not timely appeal.
- d. If the student chooses to appeal the dismissal, the student must submit a written statement to the Chair of the Student Appeals Committee outlining the student's position on why the student should not be dismissed.
- e. The Honor Code Committee is responsible for providing the Student Appeals Committee with a copy of all supporting documentation considered during the hearing, a copy of the recommendation to the Deputy Dean of Education, and the audio recording of the hearing.
- f. The Student Appeals Committee will meet, review the appeal materials, and discuss the student's appeal.
- g. Within 5 days of meeting to review the appeal, the Student Appeals Committee will inform the student of its decision. The decision will be copied to the Deputy Dean of Education, the Associate Dean of Curricular Affairs, the Associate Dean of Student Affairs, and the Chair of the Honor Code Committee.

- h. The decision of the Student Appeals Committee is final and is not subject to further review. If the dismissal is upheld, the dismissal will be effective on the date of the Student Appeals Committee decision letter.