

Undergraduate Medical Education (UME) Policy

Title: Administration of Code of Professional Conduct for Students			
<i>Origination Date:</i> 6/01/2012	<i>Revision History:</i> 12/10/2025; 5/08/2019	<i>Last amended/reaffirmed:</i> 12/10/2025	<i>Review frequency:</i> 4 years
Purpose:	As established by the Long School of Medicine's (LSOM) <i>Code of Professional Conduct</i> , medical students are expected to maintain the highest standards of professional and ethical conduct. This policy establishes the Student Progression and Promotions Committee (SPPC) as the authority to issue sanctions based on violations of the LSOM Code of Professional Conduct and outlines what these sanctions may entail.		
Definitions:	Student Progression and Promotions Committee (SPPC) – the standing committee of the Long School of Medicine (LSOM) charged with review of the academic progress and professional development of each student during all components of the medical education program leading to the M.D. degree.		
Policy:	<ul style="list-style-type: none"> • UT San Antonio (IHOP Policy 14.1.1 Procedures and Regulations Governing Student Conduct and Discipline) and UT System (<i>BOR Rule 50101: Student Conduct and Discipline</i>) have policies regarding the expectation and requirement of all students to obey federal, state and local laws. Per <i>HOP Policy 14.1.1</i>, "in addition to conventional academic tests and measurement criteria for assessment, students will be evaluated on issues relating to their professional conduct/judgment according to the defined standards of the school, program, and profession for which they are in training". • The LSOM <i>Code of Professional Conduct</i> establishes the expected general standards of professional conduct, behavior, and judgment of medical students. • Students must abide by all LSOM and clinical affiliate rules and regulations, including those concerning academic and clinical ethics. Actions that violate the LSOM Code of Professional Conduct include: <ul style="list-style-type: none"> ○ academic dishonesty in all its forms; ○ behavior that violates established institutional or school policies; ○ unprofessional or inappropriate use of social media; and ○ any other behaviors that violate the LSOM Code of Professional Conduct. • As established by the LSOM faculty bylaws and the Student Progression and Promotions Committee Authority and Oversight Policy, the SPPC has the authority to issue sanctions based on the severity of a substantiated violation of the Code of Professional Conduct. These actions include: <ul style="list-style-type: none"> ○ warning ○ creation of a monitoring plan ○ formal letter of reprimand in the academic file ○ restitution or reimbursement for damage to or misappropriation of institutional property ○ suspension of rights and privileges deriving in whole or in part from LSOM, including participation in extracurricular activities ○ suspension of eligibility for any student office or honor ○ cancellation of credit for academic work done ○ withholding of grades, official transcript, or degree ○ revocation of degree and withdrawal of diploma ○ adverse action in accordance with the Adverse Action Policy • Module, course, and/or clerkship directors may develop additional written expectations of professional conduct specific to the course or clinical setting in alignment with this policy and other relevant policies. 		
Process:	<ul style="list-style-type: none"> • A report of professional misconduct is investigated in accordance with established LSOM, university, and UT System policies and procedures. • A potential violation of the Code of Professional Conduct will be reported to the associate dean for student affairs who will meet with the complainant to review pertinent information. 		

- If the report is not in writing, the associate dean for student affairs will prepare a statement and obtain verification from the complainant. The associate dean for student affairs will be responsible for ensuring that no retaliation is made against the complainant.
- The associate dean for student affairs will interview the respondent, allowing the student the opportunity to respond and to review the available information. The associate dean for student affairs may interview others as necessary. All personnel and students must cooperate with the investigation. The investigation will take no more than twenty (20) business days.
- At the conclusion of the investigation, the associate dean for student affairs will prepare a written report detailing the events, the investigative process, and the results of the investigation. The report will include the student's academic record, which would include any previous reports to the SPPC. The associate dean for student affairs will present the written report to the SPPC for determination of sanctions, if any. The student will be notified of the SPPC review and actions by the associate dean for student affairs in writing within five (5) business days.

Approval Body: Long School of Medicine Student Progression and Promotions Committee

CERTIFIED BY

Brian Parker MD MS Digitally signed by Brian Parker MD MS
Date: 2025.12.18 16:29:03 -06'00'

Student Progression and Promotions Committee Chair
Name: Brian Parker, MD
Title: Associate Professor, Emergency Medicine

_____ **Date**

ACCEPTED AND AGREED TO:

Deborah Conway Digitally signed by Deborah Conway
Date: 2025.12.19 11:47:57 -06'00'

Responsible Officer
Name: Deborah Conway, MD
Title: Vice Dean for Undergraduate Medical Education

_____ **Date**



Responsible Executive
Name: Robert Hromas, MD, FACP
Title: Dean, Long School of Medicine

1-7-26

_____ **Date**

Related policies, regulations, and accreditation elements:

- [LCME Element 3.5 Learning Environment/Professionalism](#)
- [LCME Element 10.3 Policies Regarding Student Selection/Progress and their Dissemination](#)
- [Long School of Medicine Code of Professional Conduct](#)
- [HOP Policy 14.1.1 Procedures and Regulations Governing Student Conduct and Discipline](#)
- [UT System Board of Regents Rule 50101: Student Conduct and Discipline](#)
- [Student Progression and Promotions Committee Authority and Oversight Policy](#)
- [Standards of Conduct for Teacher-Learner Relationship and the Learning Environment Policy](#)
- [Appeal Process for an Academic Grievance Policy](#)