IUSM Student Promotions Committee
Conflict of Interest and Confidentiality Statement

Background
LCME 9.9 Student Advancement and Appeal Process: A medical school ensures that the medical education program has a single standard for the advancement and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.

Fair and formal process for taking any action that may affect the status of a medical student: The use of policies and procedures by any institutional body (e.g., student promotions committee) with responsibility for making decisions about the academic progress, continued enrollment, and/or graduation of a medical student that ensure: 1) that the student will be assessed by individuals who have not previously formed an opinion of the student’s abilities, professionalism, and/or suitability to become a physician and 2) that the student has received timely notice of the proceedings, information about the purpose of the proceedings, and any evidence to be presented at the proceedings; his or her right to participate in and provide information or otherwise respond to participants in the proceedings; and any opportunity to appeal any adverse decision resulting from the proceedings.

Position Statement
When making decisions related to the advancement, graduation, withdrawal, or dismissal of medical students, a potential conflict of interest may arise whenever a member of the Student Promotions Committee, ex-officio member of the committee, or other faculty/staff who participate in meetings, may be influenced by factors other than the student’s academic performance and/or academic or personal misconduct.

If a member or decision maker is aware of any personal, professional or other circumstance that may create or give rise to an actual or potential conflict of interest, he/she should disclose this information to the Student Promotions Committee. Examples of actual or potential conflicts of interest include but are not limited to:

- Committee member or decision maker is related by blood, adoption, marriage, domestic partnership to the student.
- Committee member or decision maker has a personal or professional relationship with the student or a family member.
- Committee member or decision maker perceives the student to have special status, such as relationship to a prominent IUSM faculty member, a donor, or public figure.
- Any situation where the committee member or decision maker may personal benefit.

If a conflict of interest is identified, a decision will be made by the Chair of the Student Promotions Committee or Ex-Officio Officers whether the member or other decision maker needs to recuse herself/himself.

Committee members must maintain strict confidentiality in all aspects of the student promotion process, including the student’s personal and academic information, information shared during committee meetings, and any committee decisions. Committee members should not discuss details about the committee's decisions with any student or with others not affiliated with the committee, except as otherwise provided by law or university policy.

Implementation
By my signature below, I attest that I have read the Student Promotions Committee Statement on Conflict of Interest and Confidentiality and agree to uphold it.

__________________________  ____________________________
Name (printed)                Signature and Date