

DOCTOR OF MEDICINE HONOR CODE

This code is an alternate version of the Virginia Tech Graduate Honor System Constitution specific to students in the Doctor of Medicine program at Virginia Tech Carilion School of Medicine.

Definitions

Referrer- the individual (faculty, staff or student) making the accusation of an honor code violation.

Referred student(s)- the student(s) against whom an honor code violation has been filed.

Honor Board Faculty Advisor- a faculty member appointed by the dean who serves as an advisor to the Honor Board chair and the Honor Board.

Honor Board student members- three students from each class, elected by their peers, to serve on the Honor Board.

Honor Board faculty members- three faculty members appointed by the dean to serve on the Honor Board

Honor Board Chair- a student who is elected by their class to serve on the Honor Board and who has been recommended by the Honor Board to serve as its chair. The Honor Board Chair is selected by the Honor Board Advisor on the recommendation of the Honor Board.

Facilitated discussion- a discussion about the reported violation attended by the referrer(s) of the case, the referred student(s), and one VTCSOM Honor Code Facilitator. For details of eligibility for a facilitated discussion and the possible outcomes of a facilitated discussion, see Article IV.

Appellate officer- the individual appointed by the dean to serve in an advisory capacity in the event of an appeal of an honor code sanction.

Honor Code evidence gathering- a confidential evidence gathering of the alleged violation by the appointed GHS Associate Chair who interviews all individuals whom they believe may possess facts directly bearing upon the incident. They shall also examine any documents or records that they deem pertinent. They shall interview the referred student(s). For details of the process and possible outcomes, see Article V.

Honor Code hearing- the hearing wherein the panel hears the evidence gathered by the GHS associate chair, hears the testimony of the referrer(s), referred student(s), and witnesses, determines guilt or innocence, and recommends the penalty when the referred student(s) is determined to be guilty of the charge. For details of the process, see Article VI.

Honor Board hearing panel- the panel designated to hear and determine sanctions related to allegations of honor code violations. The Honor Board Hearing Panel is appointed when evidence gathering points to the need for a formal hearing. For details as to the make-up of an individual hearing panel, see Article VI; Section 1.

GHS chair- the chair of the Graduate School Honor System who serves as a consultant to the School of Medicine Honor Board Chair.

GHS Judicial Panel Member- a member of the GHS community who is selected by the GHS Chair to serve in an advisor capacity during a VTCSOM Honor Code Hearing.

Honor Code Facilitator- Three members of the VTCSOM faculty who are appointed by the dean and are not members of the Honor Board. Each time there is an Honor Code Facilitated Discussion, one of the facilitators will preside over the meeting between the referrer, and the referred student(s).

GHS Associate Chair- the individual assigned to conduct the evidence-gathering portion of the process. This is a student who has completed training and can be a VT graduate student, a student at the Virginia-Maryland Regional College of Veterinary Medicine, or at student at VTCSOM.

Educational Assignment- the least restrictive sanction (see Article VIII; Section 1; number 1).

Probation- the sanction that results in the student(s) being placed on probation (see Article VIII; Section 1; number 2).

Suspension- the sanction that results in the student(s) being suspended from school (see Article VIII; Section 1; number 3).

Dismissal- the sanction that results in the student(s) being dismissed from school (see Article VIII; Section 1; number 4).

Article I: Purpose and Description

Section 1 – Doctor of Medicine Honor Code

The Doctor of Medicine (MD) Honor Code for Virginia Tech Carilion School of Medicine (VTCSOM) students is an alternate version of the Graduate Honor System (GHS) Constitution and applies only to students in the MD program at VTCSOM. Parts of the code will be managed by the Graduate Honor System (GHS) while other parts will be managed internally. The MD Honor Code establishes a standard of **academic integrity**. As such, this code demands a firm adherence to a set of values. In particular, the code is founded on the concept of honesty with respect to the intellectual efforts of oneself and others. Compliance with the MD Honor Code requires that all MD students exercise honesty and ethical behavior in all their academic pursuits at VTCSOM, whether these undertakings pertain to study, course work, research, or clinical rotations. It is recognized that MD students have very diverse cultural backgrounds. In light of this, the term ethical behavior is defined as conforming to accepted professional standards of conduct, such as codes of ethics used by professional societies in the United States to regulate the manner in which their professions are practiced. The knowledge and practice of ethical behavior shall be the full responsibility of the student. MD students may, however, consult with their professors, department heads, Academic Affairs, Student Affairs, or the Office of the Dean for further information on what is expected of them. More specifically, all students, while being affiliated with VTCSOM, shall abide by the standards established by VTCSOM, as these are described in this Code. MD students, in accepting admission, indicate their willingness to subscribe to, and be governed by the MD Honor Code and acknowledge the right of the University or School of Medicine to establish policies and procedures, and to take disciplinary action (including probation, suspension, or expulsion) when such action is warranted. Ignorance shall be no excuse for actions which violate the integrity of the academic community.

The fundamental beliefs underlying and reflected in the MD Honor Code are:

1. to trust in a person is a positive force in making a person worthy of trust;
2. to study, perform research, and practice medicine in an environment free from the inconveniences and injustices caused by any form of intellectual dishonesty which is a right of every student; and
3. to live by an honor system, which places a positive emphasis on honesty as a means of protecting this right, is consistent with, and a contribution to, the University's quest for truth.

Section 2 - Implementation

The VTCSOM Honor Board is established to implement the MD Honor Code. Its functions shall be:

1. To promote honesty and ethical behavior in all academic pursuits, including, but not limited to, study, course work, research, and clinical rotations.
2. To disseminate information concerning the MD Honor Code to all new students, faculty, and other relevant parties.
3. To investigate suspected violations of the MD Honor Code in an impartial, thorough, and unbiased manner.
4. To hear cases involving potential academic infractions of the MD Honor Code brought before the VTCSOM Honor Board.
5. To assure that the rights of all involved parties are protected and assure due process in all proceedings.

Section 3 - Violations

All forms of academic work including, but not limited to, course work, examinations, research, and that which is produced during clinical rotations performed by any MD student shall be subject to the stipulations of the MD Honor Code. Violations of the VTCSOM Honor Code are categorized as Cheating, Plagiarism, Falsification, and Academic Sabotage. Violations are defined as follows:

Cheating: Cheating is defined as the giving or receiving of any unauthorized aid, assistance, or unfair advantage in any form of academic work. Cheating applies to the products of all forms of academic work. These products include, but are not limited to, in-class tests, take-home tests, lab assignments, problem sets, group work, term papers, clinical tests, objective structured clinical examinations (OSCE), oral examinations, research projects, theses, dissertations, preliminary and qualifying examinations given for the fulfillment of the degree, or any other work assigned by an instructor, professor, or department that pertains to school of medicine work or degrees. Any student giving or receiving unauthorized information concerning academic work shall be responsible for an MD Honor Code violation. Submitting work that counts towards the student's grade or degree which is not the sole product of that student's individual effort shall be considered cheating, unless, for example, the professor explicitly allows group work, use of out-of-class materials, or other forms of collective or cooperative efforts. In general, all academic work shall be done in accordance with the requirements specified by the instructor or professor. In the absence of specific allowances or instructions by the professor, students shall assume that all work must be done individually.

Plagiarism: Plagiarism is a specific form of cheating, and is defined as the copying of the language, structure, idea, and/or thoughts of another and claiming or attempting to imply that it is one's own original work. It also includes the omitting of quotation marks when references are copied directly, improper paraphrasing, or inadequate referencing of sources. Sources used in preparing assignments for classes, theses, dissertations, manuscripts for publication, and other academic work should be documented in the text and in a reference list, or as directed by the instructor or professor. Sources requiring referencing include, but are not limited to, information received from other persons that would not normally be considered common knowledge, computer programs designed or written by another person, experimental data collected by someone else, graded permanently-returned materials such as class assignments, as well as published sources. A more detailed discussion of plagiarism may be found in <https://guides.lib.vt.edu/RLCL1004/plagiarism>.

Falsification: Students who falsify, orally, in writing, or via electronic media, any circumstance relevant to their academic work shall be guilty of a violation of this Code. Included are such actions as forgery of official signatures, tampering with official records or documents, fraudulently adding or deleting information on academic documents, fraudulently changing an examination or testing period or due date of an assignment, and the unauthorized accessing of someone else's computer account or files. Violations also include willfully giving an improper grade or neglecting to properly grade submitted material, improperly influencing the results of course evaluations, and knowingly including false data or results in any paper or report submitted for a grade, as a degree requirement, or for publication. Also included in falsification are improperly accessing patient medical records, fraudulently entering information into patient medical records, and improperly sharing patient medical information.

Academic Sabotage: Academic sabotage is purposeful vandalism directed against any academic endeavor or equipment. It includes, but is not limited to, the destruction or theft of written material, laboratory or field experiments, equipment used in teaching or research, or computer files or programs. Unauthorized tampering with computer programs or systems shall constitute a violation. Academic sabotage includes deliberately crashing or attempting to crash a computer system or the use of files intended to cause or actually causing computer systems to behave atypically, thereby impeding another person or group's efforts. In particular, knowingly infecting any system with a virus, worm, time bomb, trap door, Trojan horse, or any other kind of invasive program shall be considered a serious violation. Note that violations under this category may also lead to University judicial action or to criminal suits charged by the University.

Section 4 - Composition

The VTCSOM Honor Board shall consist of one VTCSOM Honor Board Faculty Advisor, an Honor Board Chair, a minimum of sixteen (16) Honor Board student members with at least four (4) representatives from each class (includes the Honor Board Chair), and three (3) Honor Board faculty members. The Senior Dean for Student Affairs (or designee) of VTCSOM shall be responsible for the continued operation of the System. Appointment of VTCSOM Honor Board personnel shall be made in accordance with Article II.

Article II: General Administration

Section 1 - Appointment of the VTCSOM Honor Board Faculty Advisor

One member of the VTCSOM faculty will be appointed by the Dean to serve as the VTCSOM Honor Board Faculty Advisor. The Advisor shall serve in an advisory capacity to the Honor Board Chair and the Advisor shall be present (or represented) at all hearings of the VTCSOM Honor Board. The Advisor will have a three-year term with the limit of two consecutive terms.

Section 2 - Duties and Functions of the VTCSOM Honor Board Faculty Advisor

The following duties and functions shall be performed by the VTCSOM Honor Board Faculty Advisor (or their designee):

1. The Advisor shall assume responsibility for the instruction and training of student and faculty members of the VTCSOM Honor Board in the operation, function, and responsibility of the MD Honor Code.
2. The Advisor, with assistance from the Honor Board Chair, shall orient entering MD students and new faculty to the values and obligations of the VTCSOM Honor Board.
3. The Advisor shall provide counsel to the Honor Board Chair and associate chairs in the preparation of cases.
4. The Advisor shall counsel faculty or students referring cases as well as those students charged with offenses. The advisor may appoint additional members of faculty to assist with counseling the referred and/or Honor Board.
5. The Advisor shall, in conjunction with the Honor Board Chair, decide based on the associate chairs' report if the violation will go to a Hearing Panel.
6. The Advisor (or their designee) shall attend all hearings.
7. The Advisor, in consultation with the Honor Board Chair, shall be responsible for appointing the members for each hearing panel.

Section 3 - Appointment of the VTCSOM Honor Board Chair

1. Nominations for the position of Honor Board Chair shall be accepted from the Honor Board. Candidates for the position of Honor Board Chair must be a member of the Honor Board, in good standing, and must have been enrolled for at least two (2) semesters immediately preceding nomination.
2. The term of office shall be one (1) year, but if available and willing, the current Honor Board Chair may be re-appointed by the MD Honor Board Faculty Advisor to serve subsequent terms, up to two (2) years, upon the recommendation of the VTCSOM Honor Board.
3. The Honor Board shall be convened by the VTCSOM Honor Board Faculty Advisor for the purpose of selecting a new Honor Board Chair upon the resignation of the current Chair, upon completion of term of office, or upon termination of office. All members shall have equal voting privileges. The function of the meeting shall be to nominate a candidate for appointment by the VTCSOM Honor Board Faculty Advisor. The nomination process shall be: (1) to invite nominations; (2) review nominations; and (3) to recommend to the VTCSOM Honor Board

Faculty Advisor from among these applicants a nominee for the position of Honor Board Chair. The recommendation of this committee shall be by majority vote.

4. The VTCSOM Honor Board Faculty Advisor shall appoint the Honor Board Chair.

5. In the absence of a timely appointment, the VTCSOM Honor Board Faculty Advisor can appoint the nominee as an interim Honor Board Chair until the conclusion of the appointment process.

Section 4 - Duties and Functions of the VTCSOM Honor Board Chair. The VTCSOM Honor Board Chair shall perform the following duties and functions:

1. The VTCSOM Honor Board Chair shall receive reports of suspected violations and determine, based on Article IV; Section 3 and in consultation with the VTCSOM Honor Board Faculty Advisor, if the referred student(s) is eligible for a Facilitated Discussion.

3. The VTCSOM Honor Board Chair will orient the GHS associate chairs to the MD Honor Code.

4. The VTCSOM Honor Board Chair shall, in conjunction with the VTCSOM Honor Board Faculty Advisor, decide if the violation will go to a Hearing Panel, based on the associate chair's report.

5. The VTCSOM Honor Board Chair shall preside at all VTCSOM Honor Board hearings. The VTCSOM Honor Board Chair may request a member of the VTCSOM Honor Board to preside in their place.

6. The VTCSOM Honor Board Chair shall assure justice, fairness, and due process.

7. The VTCSOM Honor Board Chair shall select the faculty member for the Facilitated Discussion process subject to approval by the VTCSOM Honor Board Faculty Advisor.

8. The VTCSOM Honor Board Chair will assist the VTCSOM Honor Board Faculty Advisor with orientation of entering VTCSOM students to the values and obligations of the MD Honor Code.

9. The VTCSOM Honor Board Chair shall keep the VTCSOM community apprised of relevant activities of the MD Honor Code.

10. The VTCSOM Honor Board Chair shall consult with the VTCSOM Honor Board Faculty Advisor in the appointment of the MD Honor Code Facilitators.

11. The VTCSOM Honor Board Chair, in conjunction with the VTCSOM Honor Board Faculty Advisor, shall select the VTCSOM Honor Board members to hear the cases at the VTCSOM Honor Board Hearing Panel.

Section 5 – Appointment of Honor Board Student and Faculty Members

1. Unless otherwise determined by members of a class, procedures for election of the members of the student board shall be by simple majority from candidates nominated or volunteering.

2. There shall be four (4) VTCSOM Honor Board Student Members elected from the first year VTCSOM class within one month of the beginning of the first semester of the first year. Elections

for reappointment or new representatives will be conducted in conjunction with other class officer re-elections.

3. In the event of a vacancy in Board membership, the class from which the vacancy occurs shall fill the vacancy for the unexpired term by electing a student from that class.

4. VTCSOM Honor Board Faculty Members (total of three) shall be appointed by the dean in consultation with the VTCSOM Honor Board Faculty Advisor. The term of office shall be three (3) years from the time of the appointment. If available and willing, faculty may be reappointed to serve subsequent terms, up to six (6) consecutive years.

Section 6 – Duties of Honor Board Student and Faculty Members

1. VTCSOM Honor Board Members (student and faculty) will be trained by the VTCSOM Honor Board Chair and VTCSOM Honor Board Faculty Advisor as to the proper function of the MD Honor Code.

2. VTCSOM Honor Board Student Members will advise classmates as to the proper function of the MD Honor Code as necessary.

3. VTCSOM Honor Board Student Members should volunteer to participate as associate chairs.

4. VTCSOM Honor Board Student Members will vote as to the suitability of a proposed reason for the referred student(s), referrer(s) or VTCSOM Honor Board Hearing Panel to postpone the date of a VTCSOM Honor Board Hearing.

5. At least one (1) VTCSOM Honor Board Student Member from each class (other than the class of the referred student(s)) shall sit on the VTCSOM Honor Board Hearing Panel in the case of a VTCSOM Honor Board Hearing.

6. One (1) VTCSOM Honor Board Faculty Member shall sit on the VTCSOM Honor Board Hearing Panel in the case of a VTCSOM Honor Board Hearing.

Section 7 - Appointment of associate chairs

In instances where evidence gathering is warranted, an MD associate chair or a GHS associate chairs will be responsible for investigating the case. GHS associate chair appointment is described in the GHS constitution (<http://ghs.graduateschool.vt.edu/constitution>).

Section 8 - Duties of associate chairs

Associate chairs shall perform the following duties:

1. Associate chairs shall gather evidence and conduct interviews with the referrer and the referred student(s).

2. Associate chairs shall prepare a report summarizing the evidence and deliver it to the VTCSOM Honor Board Faculty Advisor and Honor Board Chair for review. The case report shall include all details of the case in hand.

3. In the event of a hearing, associate chairs shall present the evidence before the VTCSOM Honor Board Hearing Panel.

Section 9 - Appointment of VTCSOM Honor Code Facilitators

1. Facilitators will be appointed by the dean from the VTCSOM faculty community and should not be a member of the VTCSOM Honor Board.
2. Facilitators shall serve a three (3) year term, but may be re-appointed to serve a second term, if available and willing.
3. The appointment of new Facilitators shall be made as necessary to meet the needs of the MD Honor Code.
4. VTCSOM Honor Code Facilitators will be trained by GHS Facilitators before appointment as Discussion Facilitators.
5. The VTCSOM Honor Board Faculty Advisor, in consultation with the Honor Board Chair, shall appoint one or more VTCSOM Honor Code Facilitators.

Section 10 - Duties VTCSOM Honor Code Facilitators

1. VTCSOM Honor Code Facilitators shall facilitate a discussion meeting between the referrer, and the referred student(s).
2. The VTCSOM Honor Code Facilitators shall ensure that the rights of the referred and referrer are upheld.
3. The VTCSOM Honor Code Facilitators shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a hearing panel.
4. The VTCSOM Honor Code Facilitators shall assist in conducting a training session for new VTCSOM Honor Code Facilitators.

Section 11 – Communication between the Graduate Honor System and VTCSOM Honor Board

1. Associate chairs are recruited from experienced panelists of the GHS and may include trained VTCSOM students.
2. The VTCSOM Honor Board Chair in conjunction with the VTCSOM Honor Board Faculty Advisor will determine if there is sufficient evidence to proceed to a VTCSOM Hearing. The GHS Chair will assist the VTCSOM Honor Board Chair in deciding upon steps in the process.

Article III: Reporting Potential MD Honor Code Violations

Section 1 – Reporting of Violations

It is the obligation of all members (students, faculty, and staff) of the VTCSOM community to report alleged violations of the MD Honor Code. Reporting the observance of an MD Honor Code violation shall not be optional; it shall be mandatory. The referrer shall notify via email the VTCSOM Honor Board Chair or VTCSOM Honor Board Faculty Advisor of their intention to submit a suspected violation. The official report should be submitted in a sealed envelope to the VTCSOM Honor Board Chair or the VTCSOM

Honor Board Faculty Advisor on forms provided for that purpose, which is available in the VTCSOM internet under “Student Life” and “VTCSOM Honor Code.” The report form also may be obtained at the Office of Student Affairs. Alleged violations of the VTCSOM Honor Code must be reported within ten (10) University business days after the date of discovery. Only under very special circumstances shall exceptions to this policy be granted, and then only at the discretion of the VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor. A possible reason for exception could include, but is not limited to, unavoidable delays in obtaining the evidence.

Section 2 - Violations at Extended Campuses

1. Students engaged in MD studies at any of VTCSOM’s affiliated campuses (Virginia Tech main campus, VTCRI, Salem Veterans Affairs Medical Center, Carilion New River Valley Medical Center, Carilion Franklin Memorial Hospital) shall be subject to all provisions of this Code.
2. Unless otherwise designated by the VTCSOM Honor Board Chair and with the approval of the Senior Dean for Student Affairs, all hearings shall be conducted at VTCSOM.

Article IV: MD Honor Code Facilitated Discussion

Section 1 – Composition

The Facilitated Discussion shall be attended by the referrer(s) of the case, the referred student(s), and one VTCSOM Honor Code Facilitator (as outlined in Article II, Sections 9 and 10).

Section 2 – Functions of the Facilitated Discussion

The Facilitated Discussion shall fulfill the following functions:

1. It shall assure that the rights of the referred and the referrer are protected and assure due process.
2. It shall facilitate a discussion between the referrer and referred student(s).
3. It shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a VTCSOM Hearing Panel.
4. It shall create a record of a VTCSOM Honor Code violation if all parties conclude that a violation did occur. This record shall be kept in the VTCSOM Honor Board’s confidential case files.

Section 3 – Eligibility for the Facilitated Discussion

A suspected Honor Code violation will be eligible for a Facilitated Discussion if ALL of the following criteria are met:

1. The referred student(s) does (do) not have an active VTCSOM Honor Code Sanction at the time the report of the suspected violation is received by the VTCSOM Honor Board Chair and VTCSOM Honor Board Faculty Advisor;

2. The violation is one for which a reasonable person, who is familiar with the form and functions of the MD Honor Code, would not assign a penalty of more than the sanctions outlined in Article VIII, Section 1, Item 1, Part a-e of this Code.

3. The violation falls within the category of cheating or plagiarism (accusations of falsification and academic sabotage do not qualify for a facilitated discussion).

Section 4 – Operation

1. The VTCSOM Honor Board Chair, after determining a case eligible for a Facilitated Discussion, will notify the referrer(s) and the referred student(s) of this determination.

2. The referrer(s) and referred student(s) will then have no more than ten (10) University business days to notify the VTCSOM Honor Board Chair of their desire to participate in a Facilitated Discussion; otherwise, the case will be sent for evidence gathering and a possible VTCSOM Honor Board hearing. Exceptions to the ten-day period will only be made under extenuating circumstances, as determined by the VTCSOM Honor Board Chair or VTCSOM Honor Board Faculty Advisor.

3. If either the referrer(s) or the referred student(s) does not agree to participate in the Facilitated Discussion, the case will be sent for evidence gathering and a possible VTCSOM Honor Board hearing.

4. During the Facilitated Discussion, the referrer(s) of the alleged violation and the referred student(s) will attempt to reach a resolution to the case, with the assistance of the VTCSOM Honor Code Facilitator. The question which the referred student(s) and the referrer(s) must answer is “Did the student commit a violation of the honor code?” A determination of a violation shall require both the referrer(s) and the referred student(s) to agree that the student is responsible for violating the honor code. A determination of no violation shall require both the referrer and the referred student to agree that the student did not violate the honor code. In the absence of such an agreement, the case shall be sent for an evidence gathering and a possible hearing.

5. If the referrer(s) and referred student(s) agree that the student committed a violation of the Honor Code, the referrer(s) and referred student(s) may then decide upon an appropriate penalty. Sanctions for the Facilitated Discussion will be limited to those sanctions outlined in Article VIII, Section 1, Item 1, Parts a-e of this Code.

6. The referrer(s) and referred student(s) must both come to an agreement on the appropriate penalty. In the absence of such an agreement, the case shall be sent for an evidence gathering and a possible VTCSOM Honor Board hearing.

7. The VTCSOM Honor Code Facilitator shall provide a written summary of the outcome of the Facilitated Discussion. The summary, the original report of the alleged violation, and any relevant evidence shall be held in the VTCSOM Honor Board’s confidential file. The VTCSOM Honor Board Chair shall inform the Senior Dean of Student Affairs (or designee), in writing, of the outcome of all Facilitated Discussions.

8. For cases in which the referrer(s) or the referred student(s) withdraws from the Facilitated Discussion, no record shall be kept that either the referrer(s) or referred student(s) participated in a Facilitated Discussion and the fact that they did participate in such a proceeding shall not be deemed relevant in any future VTCSOM Honor Board proceedings.

Section 5 – Withdrawal from the Decision of the Facilitated Discussion

1. The referred student(s) or referrer(s) may withdraw from a decision reached during a Facilitated Discussion for any reason.
2. If the referred student(s) or referrer(s) wishes to withdraw from the Facilitated Discussion decision, the VTCSOM Honor Board Chair must be notified of the desire to withdraw from the decision within two (2) calendar days of the conclusion of the Facilitated Discussion.
3. If the referred student (s) or referrer(s) withdraws from the Facilitated Discussion decision, the case shall be immediately sent for an evidence gathering and a possible hearing.
4. In these instances no record shall be kept that the Facilitated Discussion occurred and the fact that they did participate in such a proceeding shall not be deemed relevant in any future VTCSOM Honor Board proceedings.

Article V: MD Honor Code Preliminary Review Panel evidence gathering

Section 1 – Eligibility for Evidence gathering

Evidence gatherings may be instigated if:

1. Either the referred student(s) or referrer(s) declines or withdraws from facilitated discussion.
2. The referred student(s) has an active MD Honor Code sanction at the time the report of a suspected honor code violation is received by the VTCSOM Honor Board Chair and VTCSOM Honor Board Faculty Advisor.
3. If the suspected violation is one for which a reasonable person, who is familiar with the form and functions of the MD Honor Code, would assign a penalty of more than the sanctions outlined in Article VIII Section 1, Item 1, Part a-e and/or the violation falls within the category of cheating or plagiarism.
4. If a facilitated discussion leads to an inability to agree on whether or not the referred student(s) is responsible for the alleged violation or the referred student(s) is found responsible for the violation but there is not agreement that the penalty is a limited penalty by the sanctions outlined in Article VIII Section 1, Item 1, Part a-e.

Section 2 – Operation

1. If a decision is made to investigate a suspected violation, the VTCSOM Honor Board Chair will appoint one (1) MD Honor Code associate chair or one (1) GHS associate chair to investigate the matter.
2. The associate chair shall promptly conduct a confidential evidence gathering of the alleged violation by interviewing all individuals whom they believe may possess facts directly bearing

upon the incident. They shall also examine any documents or records that they deem pertinent. They shall interview the referred student(s).

3. The associate chair shall complete their evidence gathering as promptly as possible, having due regard for the right of the referred student(s) to assemble and present any relevant evidence.

4. The associate chair shall make an audio recording of each interview. The associate chair shall present a report to the VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor for review. The case shall include all details of the case in hand.

5. If the VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor determine that there is insufficient evidence that a violation has occurred, they shall declare the matter closed and shall so notify the referred student(s).

6. If the VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor determine that there is sufficient evidence for the honor board to proceed to a hearing, they shall (1) immediately notify the referred student(s) in writing of the associate chairs' conclusion and provide the referred student(s) with a copy of the investigative report, and (2) call a meeting of the VTCSOM Honor Board Hearing Panel, such meeting to take place not more than ten (10) school days after her/his receipt of the associate chairs' report, having due regard for the right of the referred student(s) to prepare for the hearing.

7. The referred student(s) or any member of the VTCSOM Honor Board Hearing Panel may petition to change the time of the hearing to a later date provided there is just cause. Just cause shall be determined by a majority vote of the VTCSOM Honor Board Members.

Article VI: MD Honor Code Hearing

Section 1 - Composition

1. The VTCSOM Honor Board Hearing Panel shall consist of at least one (1) VTCSOM Honor Board student member from each class except the class from which the referred student(s) is part, one (1) VTCSOM Honor Board faculty member, one (1) GHS Judicial Panel member, the VTCSOM Honor Board Chair, and the VTCSOM Honor Board Faculty Advisor.

2. VTCSOM Honor Board Student and Faculty Members will be selected by the VTCSOM Honor Board Chair and VTCSOM Honor Board Faculty Advisor to participate on the VTCSOM Honor Board Hearing Panel.

3. Both VTCSOM Honor Board Student and Faculty Members of the VTCSOM Honor Board Hearing Panel shall have full voting rights.

4. The VTCSOM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the panel moderator.

5. The VTCSOM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an advisory capacity to the VTCSOM Honor Board Chair and the VTCSOM Honor Board Hearing Panel.

6. The GHS Judicial Panel Member shall be a non-voting member and shall serve in an advisory capacity to the VTCSOM Honor Board Chair, VTCSOM Honor Board Faculty Advisor, and the VTCSOM Honor Board Hearing Panel.

Section 2 - Functions of the VTCSOM Honor Board Hearing Panel

The VTCSOM Honor Board Hearing Panel shall perform the following functions:

1. It shall hear evidence gathered by the GHS associate chairs.
2. It shall hear testimony of the referrer(s), referred student(s), and witnesses.
3. It shall assure that the rights of the referred student(s) and the referrer(s) are protected and assure due process.
4. It shall determine whether a violation has occurred.
5. It shall recommend the penalty when the referred student(s) is determined have violated the honor code.

Section 3 - Operation

1. For each case, a hearing shall be conducted by the VTCSOM Honor Board Hearing Panel.
2. The number of voting faculty shall not exceed the number of voting students present. The VTCSOM Honor Board Student and Faculty Members shall be selected as outlined in Section 1. Each student and faculty member shall have full voting privileges, while the VTCSOM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the moderator of the hearing. In addition, the VTCSOM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an advisory capacity to the VTCSOM Honor Board Chair and the VTCSOM Honor Board Hearing Panel. The GHS Judicial Panel Member shall also be a non-voting member and shall serve in an advisory capacity to the VTCSOM Honor Board Chair, VTCSOM Honor Board Faculty Advisor, and the VTCSOM Honor Board Hearing Panel.
3. All persons involved with the hearing have the right to be treated with respect. Persons displaying disrespect for another person at the hearing or contempt for the proceedings shall be dismissed, and the hearing shall be concluded in their absence.
4. All evidence regarding cases should be submitted to the associate chairs during the evidence gathering and interviewing process. If additional information is submitted after the case is sent forward, the VTCSOM Honor Board Hearing Panel will decide the relevancy of that information.
5. All VTCSOM Honor Code Hearings shall adhere to the basic tenets of due process. Members of the hearing panel will receive the initial allegation, any supporting evidence, the evidence gathering report submitted by the associate chair, and any other information provided by the referred student(s). Prior to the hearing, members of the hearing panel should not seek out any additional information. Neither the referred student(s) nor the referrer should attempt to communicate with a member of the hearing panel about the allegation prior to the hearing. Further tenets of due process can be found in Articles IX and X.

6. The referred must be found to have violated the honor code before any consideration is given to the penalty, unless the referred pleads guilty, in which case the deliberations shall focus solely on the penalty.

7. In evaluating evidence and testimony regarding the alleged violation, each member of the VTCSOM Honor Board Hearing Panel shall consider whether or not there exists substantive evidence of a violation. The decision whether a violation has occurred shall be based solely on the facts regarding the charge, i.e., based on evidence collected and testimony presented at the hearing.

8. At the conclusion of the deliberations on whether a violation has occurred for each charge against the student, the VTCSOM Honor Board Chair shall poll the members of the Panel on the question: "Has the student violated the honor code?" An affirmative vote represents "a violation," while a negative vote represents "no violation." A determination of a violation shall require a majority vote. In the absence of such a vote, the Panel shall be deemed to have found that no violation has occurred. An abstention shall not be counted as a vote. In the unlikely event that a majority of the VTCSOM Honor Board Hearing Panel members do not vote, the current panel shall be dismissed and a new panel shall be convened to re-hear the case.

9. In determining the appropriate sanction, such factors as the referred student's past history of violations and severity of the violation may be considered.

10. Recommendations of penalty shall be by majority vote. An abstention shall not be counted as a vote. In the event of a tie vote, the current panel shall be dismissed and a new panel convened to re-hear the case.

11. An audio recording of the VTCSOM Honor Code Hearing will be made except during deliberations by the VTCSOM Honor Board Hearing Panel regarding whether or not the referred student has violated the Honor Code, or during determination of a penalty.

12. An audio recording of the proceedings, the recommendations of the VTCSOM Honor Board Hearing Panel, together with all submitted evidence and votes recorded, shall be held in the VTCSOM Honor Board's confidential file. The VTCSOM Honor Board Chair shall inform the Senior Dean of Student Affairs (or designee), in writing, of the findings and recommendations of the VTCSOM Honor Board Hearing Panel.

Article VII: VTCSOM Action

Section 1 - Review and Decision

1. The decision (verdict and penalty if required) of the VTCSOM Honor Board Hearing Panel shall be submitted in writing by the VTCSOM Honor Board Chair to the Senior Dean for Student Affairs (or designee) in order to expedite a review by the Medical Student Performance and Promotion Committee (MSPPC).

2. The Senior Dean for Student Affairs informs the referred student(s) of the Honor Panel's decision (verdict and penalty) verbally and in writing along with their right to appeal. The Senior Dean for Student Affairs directs the referred student(s) to the policy detailing the process and timeline for submission of an appeal.

3. The Senior Dean for Student Affairs informs the chair of the MSPPC who sets up a meeting of the committee. If the penalty involves interruption in the progress of the referred student (suspension or dismissal), the MSPPC must affirm the decision.
4. If the MSPPC does not affirm the VTCSOM Honor Board Hearing Panel's determination, notification of such shall be transmitted in writing to the referred student(s), the referrer(s), the Senior Dean for Student Affairs and (if applicable) the course instructor. When the VTCSOM Honor Board Hearing Panel's determination is not accepted by the MSPPC, the VTCSOM Honor Board shall be notified of this decision of the MSPPC by the Senior Dean for Student Affairs and a new hearing with a newly constituted hearing panel will occur.
5. No penalty shall take effect until an official decision has been rendered by the MSPPC

Section 2 - Appeals

1. The referred student(s) may appeal the official decision of the hearing panel to the VTCSOM Dean on grounds of (1) failure of the VTCSOM Honor Board to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of the penalty. The imposition of the penalty shall be deferred until the termination of the appeals process.
2. The VTCSOM Dean must be notified of an intention to appeal within five (5) University business days after the referred receives notification of the hearing panel's determination.
3. In the event of an appeal, the VTCSOM Dean shall consult with the appellate officer.
4. The VTCSOM dean and the appellate officer, in the process of reviewing the appeal, may seek further information or clarification from the referred student.
5. The position of the MD Honor Board may be sought and shall be presented by one (1) VTCSOM Honor Board Student Member and one (1) VTCSOM Honor Board Faculty Member, both selected by the VTCSOM Honor Board Chair. The VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor may also be consulted during the process of the appeal.
6. The appeals process is not a new comprehensive hearing and must be focused solely upon one or more of the following: (1) failure of the VTCSOM Honor Board to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of penalty. The hearing shall be limited to the consideration of the specific information pertaining to one or more of the above. The burden shall be placed on the appealing student(s) to demonstrate why the original finding or sanction should be changed.
7. The decision of the dean is limited to grounds of the appeal. Judgments are made according to the following guidelines:
 - a. Failure of the VTCSOM Honor Board to Follow Proper Procedures. Determine whether or not the VTCSOM Honor Board followed proper procedures. If proper procedures were followed, then the official decision is enforced. If proper procedures were not followed, then the student is acquitted and the case is closed.
 - b. Introduction of New Evidence. Determine whether or not the new evidence is relevant to the official decision. In the event that the information is determined to be

relevant, the appeals board would request a new hearing with no members from a previous VTCSOM Honor Board Hearing Panel. If information is determined to be irrelevant, then the official decision is upheld.

c. Severity of Penalty Determine if the penalty is too severe for the violations of which the student was found guilty. The finding of guilt is not appealable and the case will not be retried. In the event that the penalty is found to be too severe, a lower penalty may be given from those specified under Article VIII of this Code.

8.. The final determination of an appeal shall be the sole responsibility of the VTCSOM Dean. The referred student(s), VTCSOM Honor Board Chair, VTCSOM Honor Board Faculty Advisor, and MSPPC chair shall be notified in writing of the disposition of the appeal.

Article VIII: Actions of the VTCSOM Honor Board

Section 1 - Penalties

Where a violation of the honor code is determined, the VTCSOM Honor Board Hearing Panel or VTCSOM Honor Code Facilitated Discussion shall also be responsible for determining an appropriate sanction. There are four major penalty levels (1-4) with increasing severity. These penalties are: (1) VTCSOM Honor Board Educational Assignment, (2) VTCSOM Honor Board Probation, (3) Suspension, and (4) Permanent Dismissal (these are described in detail below). For each charge of a VTCSOM Honor Code violation for which a student is found (or pleads) guilty, one of these four penalties must be given. For cases resolved through Facilitated Discussion, only penalty 1 (VTCSOM Honor Board Educational Assignment), subparts a-e may be applied. For those cases where probation, suspension, or dismissal is not warranted, the subparts of penalty 1 (VTCSOM Honor Board Educational Assignment) provide a further gradation in the penalty action. Whereas penalties 2, 3, and 4 must be given as a whole (i.e., no parts may be given without the others), penalty 1 may be given in part or in full. However, if penalty 1 is selected, parts a-c must always be given. Only parts d-e of penalty 1 shall be optional. The very minimum penalty given shall be penalty 1, parts a-c.

1. VTCSOM Honor Board Educational Assignment (parts a-c are mandatory, parts d-e optional)

a. The referred student shall not be suspended from the University. The sanction is a warning and is intended to serve as a deterrent against future misconduct. In the event of any other VTCSOM professional conduct or MD Honor Code violation, the appropriate parties shall be notified of the previous history of the referred student.

b. The referred student shall also automatically receive an “unsatisfactory” on the assignment on which the violation occurred. In cases other than those involving course work, action shall be taken to negate any advantages obtained by the violation.

c. A record of the action shall be kept in the referred student's folder (not the official transcript) in Academic Affairs until graduation from the University or termination of enrollment. Neither the Honor Board decision nor the penalty will appear in the Medical Student Performance Evaluation (MSPE).

d. The referred student shall be required to attend a meeting or meetings with the VTCSOM Honor Board Chair and the Senior Dean for Student Affairs for the purpose of

achieving a better understanding on the student's actions relative to the MD Honor Code. Failure to participate in the meetings(s) shall be considered unprofessional behavior and subject to further sanctions.

e. The referred student shall be required fulfill an additional requirement (as determined by the Honor Board chair and faculty advisor) which might include:

- write a reflection essay on academic integrity, prevention of misconduct, and/or what they have learned about academic integrity, or other topic
- view a video on an appropriate topic

Failure to perform this service as specified by the VTCSOM Honor Board shall be considered unprofessional behavior and subject to further sanctions.

2. VTCSOM Honor Board Probation (all parts mandatory)

a. The referred student shall not be suspended from VTCSOM, but shall be placed on VTCSOM Honor Board Probation until graduation or termination of enrollment. The sentence of Probation is a warning and is intended to serve as a deterrent against future misconduct. In the event of any other VTCSOM professional conduct or MD Honor Code violation, the appropriate parties shall be notified of the previous history of the referred student(s). In the event of resignation and re-enrollment within a period of one (1) year, the referred student(s) shall be reinstated on VTCSOM Honor Board Probation (penalty 2, part a only) subsequent to re-enrollment.

b. The referred student shall also automatically receive an "unsatisfactory" on the assignment on which the violation occurred. In cases other than those involving course work, action shall be taken to negate any advantages obtained by the violation.

c. A record of the action shall be kept in the referred student's folder (not the official transcript) in Academic Affairs until graduation from the University or termination of enrollment.

d. A description of the VTCSOM Honor Board Probation shall appear on the student's Medical Student Performance Evaluation.

e. The referred student shall be required to attend a meeting or meetings with the VTCSOM Honor Board Chair and the Senior Dean for Student Affairs for the purpose of achieving a better understanding on the student's actions relative to the MD Honor Code. Failure to participate in the meetings(s) shall be considered unprofessional behavior and subject to further sanctions.

f. The referred student shall be required fulfill an additional requirement (as determined by the Honor Board chair and faculty advisor) which might include:

- write a reflection essay on academic integrity, prevention of misconduct, and/or what they have learned about academic integrity, or other topic
- view a video on an appropriate topic

Failure to perform this service as specified by the VTCSOM Honor Board shall be considered unprofessional behavior and subject to further sanctions.

3. Suspension (all parts mandatory)

a. Suspension is immediate and the referred student shall not be allowed to complete the current semester. In addition, the referred student shall be suspended for a period not to exceed one (1) full academic year following the current semester.

b. All credits shall be lost for work done during the block in which the referred student is currently enrolled. The penalty shall automatically include a grade of "U for violation of the MD Honor Code" for the course (or equivalent) in which the offense occurred. This grade shall appear on the student's grade report and permanent record (transcript) as a "U", and it shall be a permanent notation.

c. The notation "suspended for violation of the MD Honor Code" shall appear on the referred student's permanent record (transcript) under the semester in which the violation occurred and shall be described in the student's Medical Student Performance Evaluation.

d. Upon the referred student's re-enrollment at VTCSOM at the end of the period of suspension, the student shall be placed on VTCSOM Honor Board Probation (penalty 2, part a only) until graduation or termination of enrollment.

4. Permanent Dismissal (all parts mandatory)

a. The referred student shall be permanently dismissed from VTCSOM without being allowed to complete the current block or rotation.

b. All credits shall be lost for work done during the block in which the referred student is currently enrolled. In addition, if the offense did not occur during the semester in which the hearing is held, then a grade of "U for violation of the MD Honor Code" shall also be assigned for the course in which the offense was committed. This grade shall appear on the student's grade report and permanent record (transcript) as a "U", and it shall be a permanent notation.

c. The referred student may never re-enroll in the MD program at VTCSOM.

d. The notation "permanently dismissed for violation of the MD Honor Code" shall appear on the referred student's permanent record (transcript) under the semester in which the violation occurred.

Section 2 - Acquittal

In the event of acquittal by the VTCSOM Honor Board, all records of any description in conjunction with the hearing shall be completely destroyed, except the "charges" and the "Findings of the Board," which shall be filed in the VTCSOM Honor Board's confidential file.

Article IX: Rights and Obligations of the referred student

Section 1 - Rights of the referred student

A student accused of violating the MD Honor Code shall have certain procedural guarantees to ensure fair hearing of evidence. These rights under the MD Honor Code shall be as follows:

1. Students shall be considered innocent until found to be guilty.
2. Students shall have the right to refrain from speaking for or against themselves.
3. Students shall have the right to speak in their own behalf.
4. Students may choose a member of the VTCSOM community, such as a fellow student, faculty member, or staff member who is willing to assist them in preparing their defense. This person may attend a Facilitated Discussion if the referrer is a member of faculty or staff, but may only participate in an advisory capacity to the student. During a VTCSOM Honor Board Hearing, the student's representative shall only be allowed to address the VTCSOM Honor Board Hearing Panel; they may not question witnesses. Lawyers retained by referred student(s) shall not be permitted at the VTCSOM Honor Board Hearing or at Facilitated Discussions. A member of the student's immediate family or significant others may attend the VTCSOM Honor Board Hearing, but shall be there strictly in an observatory role. They will not participate in the procedure in any way and will also be advised of the strict confidentiality of the matter before the VTCSOM Honor Board Hearing Panel.
5. Students may terminate a Facilitated Discussion at any time, without reason.
6. Students shall have the right to review the report prepared by the associate chairs, prior to the scheduling of the VTCSOM Honor Board Hearing Panel.
7. Students shall have the right to suggest corrections and/or additions to the report prepared by the associate chair, prior to the scheduling of the VTCSOM Honor Board Hearing Panel. All suggestions will be considered at the discretion of the VTCSOM Honor Board Chair, and VTCSOM Honor Board Faculty Advisor and the associate chairs for the case.
8. Students may at any time during Facilitated Discussion or at a VTCSOM Honor Board Hearing, privately seek counsel with their VTCSOM community representative. Statements made at this time shall be confidential.
9. Students may have any VTCSOM Honor Board or GHS hearing that they are entitled to attend stopped at any time for a point of clarification.
10. Students may leave any VTCSOM Honor Board hearing at any time; however, it is in their best interest to remain until they are made aware of all the details.
11. Students shall have the right to receive written notice of the charges, the "Order of Events for VTCSOM Honor Board Hearing Panel," and any other pertinent information sufficiently in advance of the VTCSOM Honor Board Hearing Panel and in reasonable enough detail to allow them to prepare a case on their behalf. Likewise, students shall have the right to examine all evidence collected during the evidence gathering prior to the VTCSOM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the VTCSOM Honor Board Hearing.

12. Students shall have the right to be aware of all testimony.

13. Students shall have the right to face the referrer(s), when such opportunity exists, at the VTCSOM Honor Board Hearing and to present a defense against the charges, including presenting witnesses on their behalf. Consequently, students shall be consulted in the scheduling of the VTCSOM Honor Board Hearing. However, students shall only be allowed to reschedule the VTCSOM Honor Board Hearing one (1) time. Except under extenuating circumstances, VTCSOM Honor Board Hearing shall not be rescheduled unless the VTCSOM Honor Board Chair or the VTCSOM Honor Board Faculty Advisor is notified of the requested change prior to three (3) working days preceding the scheduled hearing date.

14. Failure of students to be present at the VTCSOM Honor Board Hearing, assuming reasonable effort has been made to ensure their presence, shall indicate that they are waiving their rights to face the referrer(s) and to appear before the VTCSOM Honor Board Hearing Panel.

15. Student(s) will be made aware of the composition of the hearing panel prior to the hearing and may ask that a panel member be excused from the VTCSOM Honor Board Hearing if they can give reasonable cause why that panel member may be biased or have some other conflict of interest. The VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor shall make a final ruling on any such request.

16. Referred student shall have the right to an appeal as specified under Article VII, Section 2.

Section 2 - Obligations of the referred student

Students accused of MD Honor Code violations shall have the responsibility of cooperating with VTCSOM Honor Board personnel. Furthermore, when a case involves other students, these students' rights to privacy should be observed. Students should be aware that the confidentiality of VTCSOM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on VTCSOM Office of Enrollment Management <https://medicine.vtc.vt.edu/student-life/enrollment-management/student-privacy-ferpa.html>.

Article X: Rights and Obligations of the Referrer

Section 1 - Rights of the Referrer

A person referring charges of a MD Honor Code violation against a VTCSOM student shall be accorded the following rights:

1. Discussion of the charges between the referrer and referred prior to the hearing shall be allowed, although the referrer shall have the right to decline to discuss the case with the referred. The referrer shall have the right, with the permission of the referred, to have one witness present when talking with the referred about the alleged violation.

2. The referrer shall have the right to choose one person (any member of the VTCSOM community, such as a VTCSOM student, a VTCSOM faculty or staff member) to assist them in preparation of the case. This person is not allowed to be present at the VTCSOM Honor Board Hearing or during Facilitated Discussion.

3. The referrer shall have the right to terminate Facilitated Discussion at any time, without reason.
4. The referrer shall have the right to review the report prepared by the associate chair, prior to the scheduling of a VTCSOM Honor Board Hearing.
5. The referrer shall have the right to suggest corrections and/or additions to the report prepared by the associate chair, prior to the scheduling of a VTCSOM Honor Board Hearing. The referrer shall have the right to receive a copy of the evidence collected during the evidence gathering, the "Order of Events for the VTCSOM Honor Board Hearing" and any other pertinent information.
6. The referrer shall have the right to receive written notification of the final disposition of the case.
7. Faculty members referring charges of violations may opt to grade or refrain from grading any assignment under evidence gathering by the VTCSOM Honor Board. It is recommended that instructors, if they are able to do so, grade the assignment with the assumption that the student is innocent of the charge. However, an incomplete grade may be assigned to the referred student pending the decision of the VTCSOM Honor Board. The incomplete grade will be removed when the case is resolved.

Section 2 - Obligations of the Referrer

A person bringing charges of a MD Honor Code violation against another shall accept the following obligations:

1. The referrer shall cooperate with the VTCSOM Honor Board Chair, the VTCSOM Honor Board Faculty Advisor, the associate chair, and any other personnel of the VTCSOM Honor Board or GHS.
2. The referrer shall be expected to appear at the VTCSOM Honor Board Hearing.
3. The referrer shall have the responsibility of maintaining confidentiality in all matters pertaining to the case. However, referrers may discuss the case with their counsel (see Article X, Section 1, item 1). The referrer should be aware that the confidentiality of Honor Board proceedings maybe covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the VTCSOM Enrollment Management website at <https://medicine.vtc.vt.edu/student-life/enrollment-management/student-privacy-ferpa.html>.

Article XI: Obligations of Parties Indirectly Involved in VTCSOM Honor Board Cases

1. Parties indirectly involved in VTCSOM Honor Board cases include but are not limited to persons who witness alleged violations, witness discussions between referrers and referred students, and serve as members of the VTCSOM community that help referrers and referred students prepare their case.
2. Parties indirectly involved in VTCSOM Honor Board cases shall have the responsibility of maintaining confidentiality in all matters. Parties indirectly involved in VTCSOM Honor Board Cases should be aware that the confidentiality of VTCSOM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the VTCSOM Enrollment Management

website at <https://medicine.vtc.vt.edu/student-life/enrollment-management/student-privacy-ferpa.html>.

Article XII: General

Section 1 - Violations Involving MD Students Already Graduated

If the degree towards which the student was working at the time of the alleged violation has already been awarded, the case shall be referred to the VTCSOM Dean who shall convene a committee to review and investigate the charge and make recommendations. The committee composition shall be determined by the VTCSOM Dean. The VTCSOM Honor Board Chair shall be an *ex officio* member of this committee and shall have the same voting privileges as the other members of this committee.

Section 2 - Recruitment of VTCSOM Honor Board Members

Recognizing that it is strongest when it fosters and reflects the support of all VTCSOM students and faculty at the School, the VTCSOM Honor Board shall seek to be as broadly representative of the VTCSOM student and faculty bodies at VTCSOM as possible. To this end, all qualified VTCSOM students and faculty shall be encouraged to participate in the VTCSOM Honor Board. No otherwise qualified VTCSOM student or faculty may be excluded from membership on the basis of race, sex, handicap, age, veteran status, national origin, religion, political affiliation, or sexual orientation. At least four (4) students from each class year are required to participate in the VTCSOM Honor Board.

Section 3 - Clearance of VTCSOM Honor Board Student Members' Records

VTCSOM students volunteering or appointed to serve on the VTCSOM Honor Board must receive clearance of their personal disciplinary records and their academic records through the office of the Senior Dean for Student Affairs. Such clearances shall be conducted consistent with VTCSOM regulations on the confidentiality of records and shall assure the student is in good standing and no previous or current disciplinary action for each appointee.

Section 4 - Confidentiality

All details pertaining to a suspected VTCSOM Honor Board violation shall be kept confidential by the referrer(s), the referred student(s), the VTCSOM Honor Board Chair and Faculty Advisor, the VTCSOM Honor Board, other members of the VTCSOM community involved in the case including faculty, staff and students, and family members of the referred. Failure to maintain confidentiality will be considered an infraction of the Professional Attributes for VTCSOM as outlined in the VTCSOM Student Handbook. The referred student(s) has the right to review the Facilitated Discussion Report, the Investigative Report, to receive written notice of the charges, the "Order of Events for VTCSOM Honor Board Hearing Panel," and any other pertinent information. Likewise, the referred student(s) shall have the right to examine all evidence collected during the evidence gathering prior to the VTCSOM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the VTCSOM Honor Board Hearing. The Referred student(s) does not have the right to access to VTCSOM Student Honor Board Hearing Panel deliberations about: 1) guilt or innocence or, 2) the appropriate penalty. All evidence gatherings, hearings, reviews, and other associated activities of the VTCSOM Honor Board shall conform with the VTCSOM's "Confidentiality of Student Records."

Section 5 - Substitution of VTCSOM Honor Board Personnel

The VTCSOM Honor Board Chair or the VTCSOM Honor Board Faculty Advisor shall be authorized, when circumstances dictate, to appoint substitutes for any VTCSOM Honor Board personnel in any case before the VTCSOM Honor Board. However, faculty may not be substituted for VTCSOM students and vice versa.

Section 6 - University Policies

Where appropriate, the VTCSOM Honor Board shall abide by all applicable policies, statements, and principles as contained in the University Policies for Student Life and the current VTCSOM Student Handbook.

Section 7 – Definition of a “University business day”

A “University business day,” as referred to in this Code, shall be defined as any day on which the main Virginia Tech campus is open and the VTCSOM offices are open.

Article XIII: Amendments

Proposed amendments to the MD Honor Code may be initiated through one of the following channels:

- (1) by a majority vote of the VTCSOM Student Government, or
- (2) by a majority vote of the MSPPC, or
- (3) by direct submission from the VTCSOM Honor Board Chair, the VTCSOM Honor Board Faculty Advisor, or the Senior Dean for Student Affairs.

Also, at the discretion of the VTCSOM Honor Board Chair and the VTCSOM Honor Board Faculty Advisor, amendments may be initiated through the VTCSOM Honor Board.

Upon receiving such proposals, the Senior Dean for Student Affairs shall convene the MD Honor Code Revision committee. The VTCSOM Honor Code Revision Committee shall consist of the Honor Board Chair, the Senior Dean for Student Affairs, the chair of the MSPPC, the VTCSOM Honor Board Faculty Advisor, a minimum of three (3) members of the VTCSOM Honor Board (minimum of two (2) VTCSOM students and one (1) faculty), and up to two (2) other representatives from the VTCSOM student body to be nominated by the VTCSOM Honor Board.

With the approval of two-thirds of this committee, proposed amendments shall be forwarded for approval through the proper channels of the VTCSOM governance structure (MSPPC). Substantive changes, however, will proceed through University governance.

This Code is based on the Graduate Honor System Constitution and works closely with the GHS.