

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

Adopted June 30, 2013

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 Conduct¹ and Academic Integrity², 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.

¹ <http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct>

² http://deanofstudents.arizona.edu/policiesandcodes/codeofacademicintegrity#prohibited_conduct,

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. Students will observe this Honor Code whether or not faculty members establish special rules of academic integrity or conduct for particular classes or whether or not faculty make special efforts to prevent cheating in their individual courses. 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

Faculty members will notify students of any special rules of academic integrity or conduct established for a particular course (*e.g.*, whether or not a faculty member permits collaboration, use of the same paper in more than one class, etc.), and will make every reasonable effort to encourage compliance with the Honor Code. 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, as set forth below.

Student Rights

When responding to charges of an Honor Code violation, students have the right to see and/or hear the evidence against them; to a fair consideration of the charges; and to be assisted by an advisor or licensed attorney of their choosing at their own expense at a formal hearing of the Honor Code Committee. If accompanied by an advisor, the advisor may not speak for the student at an Honor Code Committee proceeding, but may advise the student during the proceeding. Records of any proceedings before the Honor Code Committee are confidential to the extent required or permitted by law. Except as otherwise permitted by law or University policy, neither faculty nor other students participating in proceedings under this Honor Code will disclose personally identifiable information regarding either the student charged with a violation of this Honor Code or other students participating in the proceedings outlined below to anyone other than those individuals directly involved in the proceedings or who have a legitimate educational interest in the information. Under the provisions of the *Family Educational Rights and Privacy Act of 1974*, neither students nor faculty who report misconduct under this Honor Code are entitled to information related to the consideration or disposition of any matter pending before or decided by either the Honor Code Committee, the Student Progress Committee (SPC) or the Student Appeals Committee, unless the student who is the subject of those proceedings agrees in writing to the release of such information.

PROCEDURES FOR ADMINISTERING THE HONOR CODE

1. Honor Code Committee.

a. The College of Medicine will establish an Honor Code Committee, which will be responsible for investigating, conducting meetings and hearings regarding allegations of Honor Code violations, and making recommendations for disciplinary or remedial action to the SPC. The Honor Code Committee also will be responsible for conducting a periodic review of this Honor Code and, when necessary, to recommend changes to these Procedures to the faculty and the student body of the College of Medicine.

b. In accordance with the COM's Bylaws, the Honor Code Committee will be 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, Student Affairs may attend the Honor Code Committee's formal 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.

c. Each class also will elect one of its members as an alternate member of the Honor Code Committee and the College of Medicine faculty will elect one member from a basic science department and one member from a clinical department to serve as alternate members of the Committee. An alternate may participate in Committee hearings and deliberations but will sit as a voting member of the Committee only when a regular Committee member from his or her class or faculty category is unable to be present or is disqualified from participation. A quorum of one-half of the voting membership of the Committee, including at least one faculty member, is required to conduct any meeting prescribed by this Honor Code.

d. If a member of the Honor Code Committee believes he or she will be unable to review a matter objectively or participate in a meeting or hearing required under these Procedures, then the member may recuse himself or herself from the matter under consideration and will explain the reasons for such recusal to the Chair of the Honor Code Committee. Similarly, if a Committee member directly participated in a matter that is the subject of review before the Committee, that Committee member will be disqualified from serving as a Committee member in the matter that is the subject of review. If a Committee member recuses himself or herself from a matter, then a quorum for the meeting or hearing will be a one-half majority of the membership remaining.

e. Terms for both student members and faculty members will be set in accordance with the COM Bylaws.

f. 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, and a Secretary from among its members. Each will serve for a term of three years, except for seniors, whose term will not extend beyond graduation. The Chair will preside at formal Committee hearings. A court reporter will create a verbatim record of Committee hearings,

which will be maintained in the Office of the Associate Dean, Student Affairs at the conclusion of all such proceedings under this Honor Code.

g. No student who has been found guilty of a violation of this Honor Code will serve on the Honor Code Committee.

2. Preliminary Meeting.

a. If a student or faculty member has reason to believe that a student's behavior constitutes a violation of this Honor Code or ABOR Policy 5-308, he or she will prepare a written statement and deliver it to the Chair of the Honor Code Committee expeditiously. The Chair will meet with one faculty member on the Committee and the Associate Dean, Student Affairs no later than ten (10) working 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.

b. If the consensus of the Chair, the faculty member and the Associate Dean, 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 formal hearing, as set forth in paragraph 3 below.

c. If the consensus of the Chair, the faculty member and the Associate Dean, 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 (hereafter "student") and the person providing the written statement that the matter is closed and will not proceed further. All records related to the matter will be maintained in the Office of Student Affairs in accordance with University records retention schedules.

3. Honor Code Committee Hearings.

a. If the matter is referred to the Honor Code Committee for a formal hearing, then the Chair of the Honor Code Committee will notify the student who is the subject of concern and the individual who submitted the written statement of the date and time of the Honor Code Committee hearing, which will be set no later than fifteen (15) days from the date on which it was determined that a formal meeting should occur, unless the Honor Code Committee is unable to establish a quorum of its members within that time. In that case, the matter will be heard on the next business day on which a quorum may be gathered.

b. The student may be assisted throughout the hearing by a non-attorney advisor or may engage the services of a licensed attorney at the student's own expense. Unless the advisor is a licensed attorney engaged by the student to represent him or her at a hearing permitted under these Procedures, the advisor may only provide assistance to the student during a hearing, but may not speak on his or her behalf. If the student is represented by an attorney, then the individual(s) alleging that the student violated the Honor Code or ABOR Policy 5-308 will also be represented by an attorney selected by the University's Office of the General

Counsel.

c. Formal hearings will be closed to all individuals except the Honor Code Committee, including alternates, the Associate and/or Assistant Dean of Student Affairs, the Deputy Dean, Education, the individuals(s) who made the allegations, the student, witnesses to the alleged offense, and counsel for the parties.

d. The Honor Code Committee will receive evidence from the student, the individual(s) with knowledge of the alleged Honor Code violation, and any other individuals the Honor Code Committee believes would provide relevant information regarding the matter in order to make a determination whether, based upon all the evidence presented, the student violated this Honor Code or ABOR Policy 5-308.

e. The Committee, upon request of the student, will preclude witnesses from attending the formal hearing in whole or in part, except when such witnesses are providing information to the Committee. A court reporter will make a verbatim record of the proceedings, but will not attend or record the deliberations of the Honor Code Committee. The Honor Code Committee may be assisted by a member of the University's Office of the General Counsel throughout its investigation and through the conclusion of the proceedings.

f. If, after receiving all the information presented to the Committee, two-thirds of the members of the Honor Code Committee attending such hearing find the student guilty of a violation of this Honor Code or ABOR Policy 5-308 by a preponderance of the evidence presented or if the student admits to violating either the Honor Code or ABOR Policy 5-308, then the Honor Code Committee will, within ten (10) working days following the hearing, prepare written findings of fact and conclusions and make a recommendation for appropriate remedial or disciplinary action to the SPC.

g. 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. In addition, the Honor Code Committee will consider mitigating and aggravating factors in accordance with the provisions of ABOR Policy 5-308(H)³. Recommended remedial action or discipline may include, but is not limited to: a warning; a grade of "fail" on a particular examination or assignment; a grade of "fail" in a course (block) or clerkship; suspension from the College of Medicine for a specified period; or dismissal from the College of Medicine. The Honor Code Committee may not recommend that a student submit to therapy, medical or mental health treatment or monitored rehabilitation.

h. The Secretary of the Honor Code Committee will order a transcript of the hearing, which will be forwarded to the SPC upon receipt by the COM.

i. If the Honor Code Committee concludes, based on a preponderance of the

³ http://www.abor.asu.edu/1_the_regents/policymanual/chap5/chapter_v.htm#5-308

evidence, that the student did not violate the Honor Code of ABOR Policy 5-308, then the matter will proceed no further. All information obtained during the Honor Code Committee hearing will be maintained by the Office of Student Affairs.

j. All statements and information obtained during an investigation or hearing will be confidential and the results of the proceedings will be revealed to no one, including any witnesses who may have appeared before the Honor Code Committee, whatever the ultimate disposition of the matter may be. At the request of the student, and if applicable, the finding of “not guilty” will be reported to such persons and places as the student may designate.

k. Any matter referred for formal hearing may be resolved by agreement with the student who is the subject of the complaint; however, any agreement with the student to impose remedial or disciplinary action will be forwarded to the SPC for review.

4. Action by the Student Progress Committee. Upon receipt of a report and recommendation from the Honor Code Committee, the Student Progress Committee (SPC) will conduct further proceedings in accordance with the *Procedures for Student Progress, Academic Integrity, and Managing Grade Appeals at the University of Arizona College of Medicine.*

5. Appeal to Student Appeals Committee.

If the Student Progress Committee imposes disciplinary or remedial action as a result of a finding that the student violated this Honor Code of ABOR Policy 5-308 or if the student admits to such misconduct, then the student may appeal that decision and action to the Student Appeals Committee, in accordance with the *Procedures for Student Progress, Academic Integrity, and Managing Grade Appeals at the University of Arizona College of Medicine.*

6. Records.

The records of any formal hearings under this Honor Code will remain confidential, except to members of the Honor Code Committee who participated in the hearings, the student, the Student Progress Committee (SPC), the Student Appeals Committee, if the student appeals a determination of the SPC, the Associate Dean, Student Affairs of the College of Medicine, the Deputy Dean, Education (UA Tucson), the Vice Dean of Academic Affairs (UA Phoenix), and legal counsel for the College of Medicine.

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

This *Honor Code Policy and Procedures of the Honor Code Committee* will be published in the College of Medicine catalog and will be sent to all accepted applicants to the College of Medicine. Each accepted applicant will, prior to matriculation, be required to sign a statement that he or she has read this Honor Code and agrees to abide by it. Each year, either a member of the Honor Code Committee or designee from the College of Medicine will, within the first two (2) weeks of the start of classes, explain this Honor Code to entering medical students. Copies of this Honor Code also will be provided to new College of Medicine faculty members at the time of hire.

8. Amendments.

a. The Honor Code Committee also will conduct a periodic review of the Code, and make recommendations to change the Code to the Student Affairs Committee for consideration and implementation, if required.