

**RESOLUTION TO ADOPT A NEW HONOR CODE FOR DOCTOR OF VETERINARY
MEDICINE STUDENTS AT THE VIRGINIA-MARYLAND REGIONAL COLLEGE OF
VETERINARY MEDICINE**

Documents included:

1. Resolution to Adopt a New Honor Code for Doctor of Veterinary Medicine Students at the Virginia-Maryland Regional College of Veterinary Medicine
2. Presentation – slides
3. New Honor Code for Doctor of Veterinary Medicine Students at the Virginia-Maryland Regional College of Veterinary Medicine
4. Old Honor Code for Doctor of Veterinary Medicine Students at the Virginia-Maryland Regional College of Veterinary Medicine

**RESOLUTION TO ADOPT A NEW HONOR CODE FOR DOCTOR OF VETERINARY
MEDICINE STUDENTS AT THE VIRGINIA-MARYLAND REGIONAL COLLEGE OF
VETERINARY MEDICINE**

WHEREAS, the doctor of veterinary medicine (DVM) students in the Virginia-Maryland Regional College of Veterinary Medicine (VMRCVM) have a Code of Student Conduct that applies specifically to the student body; and

WHEREAS, the Code of Student Conduct for DVM students was written in 1980 at the time of the opening of the VMRCVM and has been in use by students in the college since this time; and

WHEREAS, the Code of Student Conduct for DVM students is now unsuitable and ineffective as a student governed honor system for DVM students; and

WHEREAS, alignment of the DVM honor code with the university's Graduate Honor System would be beneficial for DVM students; and

WHEREAS, retirement of the current DVM Code of Student Conduct required a petition to be presented to the chair of the Student Board with signatures of not fewer than 10% of the students operating under the code (445 students), and 50 such signatures were obtained; and

WHEREAS, the petition to retire the DVM Code of Student Conduct was then, as required, presented to the entire student body for consideration, and a majority of DVM students in the college voted to retire the current code and to support a new Doctor of Veterinary Medicine Honor Code presented at the same time; and

WHEREAS, if approved, the proposed Doctor of Veterinary Medicine Honor Code maintains the integrity of the DVM Code of Student Conduct while paralleling the Graduate Student Honor Code and including cooperation between the two honor systems during investigations of infractions;

NOW, THEREFORE, BE IT RESOLVED, that the current DVM Code of Student Conduct be retired and the Doctor of Veterinary Medicine Honor Code, incorporated herein by reference, be adopted as the honor code governing the academic conduct of DVM students in the VMRCVM.

RECOMMENDATION:

That the resolution to adopt a new honor code for doctor of veterinary medicine students at the VMRCVM be approved.

June 1, 2015



Honor Code for Doctor of Veterinary Medicine (DVM) Students at the Virginia-Maryland Regional College of Veterinary Medicine

Board of Visitors
June 1, 2015

Dr. Jennie Hodgson
Associate Dean, CVM

BACKGROUND

- Students enrolled in the Doctor of Veterinary Medicine (DVM) program are considered “professional” students, whose program is distinct from the undergraduate and graduate student programs at Virginia Tech.
- As a result, a need was identified for a code of conduct, that applied specifically to students in the DVM program, and which identified a set of moral standards of conduct essential for a student undergoing professional training in a program in which the public places their trust.

BACKGROUND

- The “Code of Student Conduct” for DVM students has been in place since the inception of the Virginia-Maryland Regional College of Veterinary Medicine at Virginia Tech in 1980
- However, this code is now considered inadequate for effective DVM student governance of an honor system, and a code that was more closely aligned with the Graduate Honor System (GHS) would be beneficial for this administrative structure
- Therefore, the DVM students voted to retire the “Code of Student Conduct” and adopt a new “Doctor of Veterinary Medicine Honor Code” that parallels the constitution of the GHS

HIGHLIGHTS OF NEW CODE

- The proposed new DVM Honor Code incorporates many features of the GHS previously missing in the Code of Student Conduct:
 - ✓ Training of DVM student Honor Board Members by personnel in the GHS,
 - ✓ Use of facilitated discussions to investigate, and potentially resolve, issues brought to the DVM Student Honor Board,
 - ✓ Reciprocity during Investigations; GHS Investigators used for our investigations and DVM Investigators used in GHS investigations,
 - ✓ Participation of GHS personnel on DVM Honor Board Hearing Panels in an advisory capacity.

PROPOSAL

- The current DVM “Code of Student Conduct” be retired and the “Doctor of Veterinary Medicine Honor Code” be adopted as the honor code governing the academic conduct of DVM students in the Virginia-Maryland College of Veterinary Medicine.
- The college recommends the new code be immediately adopted and applied to all DVM students thereafter.
- Appendix 1: “Code of Student Conduct” for DVM Students
- Appendix 2: “DVM Honor Code”

QUESTIONS?



Doctor of Veterinary Medicine Honor Code

This code is an alternate version of the Graduate Honor System Constitution specific to students in the Doctor of Veterinary Medicine Program.

Article I: Purpose and Description

Section 1 – Doctor of Veterinary Medicine Honor Code

The Doctor of Veterinary Medicine (DVM) Honor Code for DVM Students is an alternate version of the Graduate Honor System (GHS) Constitution and applies only to students in the DVM program in the Virginia Maryland Regional College of Veterinary Medicine (VMRCVM). Parts of the code will be managed by the GHS while other parts will be managed internally. The DVM 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 DVM Honor Code requires that *all* DVM students exercise honesty and ethical behavior in all their academic pursuits in the VMRCVM, whether these undertakings pertain to study, course work, research, or clinical rotations.

It is recognized that DVM 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. DVM students may, however, consult with their professors, department heads, Academic Affairs, or the Office of the Dean for further information on what is expected of them.

More specifically, all students, while being affiliated with the VMRCVM, shall abide by the standards established by VMRCVM, as these are described in this Code. DVM students, in accepting admission, indicate their willingness to subscribe to, and be governed by the DVM Honor Code and acknowledge the right of the University to establish policies and procedures, and to take disciplinary action (including 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 DVM 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 veterinary medicine in an environment that is free from the inconveniences and injustices caused by any form of intellectual dishonesty 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 DVM Honor Board (DVMHB) is established to implement the DVM Honor Code, and 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 DVM Honor Code to all new students, faculty, and other interested parties.
3. To investigate suspected violations of the DVM Honor Code in an impartial, thorough, and unbiased manner.
4. To try cases involving potential academic infractions of the DVM Honor Code brought before the DVM 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 DVM student shall be subject to the stipulations of the DVM Honor Code. Violations of the DVM Honor Code are categorized as follows: 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, 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 veterinary medicine work or degrees.

Any student giving or receiving unauthorized information concerning academic work shall be guilty of a DVM 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.

Some uses of permanently returned, graded material ("koofers") are cheating violations of the DVM Honor Code. By permanently returning graded materials, a faculty member or instructor demonstrates the intent that these materials should be accessible to all students. Such materials may be used for study purposes, such as preparing for tests or other assignments, and other uses explicitly allowed by the professor or course instructor. Once test questions have been handed out, koofers may not be used. Other specific examples of the illegal use of koofers include, but are not limited to, using koofers during closed-book exams, handing in any type of copy (e.g., a photocopy or a transcribed copy) of someone else's work (partial or complete) from a previous term, and copying a current answer key or one that was handed out in a previous term. Students may not copy and hand in as their own work answers taken from any kind of koofer. When in doubt of what may or may not be used, students should consult with the course instructor. In the absence of specific instructions concerning koofers from the instructor, students shall assume that all submitted work must be the product of their own efforts.

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 term papers or other out-of-class assignments (koofers), as well as published sources. A more detailed discussion of plagiarism may be found in <http://www.lib.vt.edu/instruct/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.

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's 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 DVM Honor Board shall consist of one or two DVM Honor Board Faculty Advisor(s), an Honor Board Chair, a minimum of twelve (12) Honor Board student members with at least three (3) representatives from each class, and two (2) Honor Board faculty members. The Associate Dean of Professional Programs (or designee) of the VMRCVM shall be responsible for the continued operation of the System. Appointment of DVM Honor Board personnel shall be made in accordance with Article II.

Article II: General Administration

Section 1 - Appointment of the DVM Honor Board Faculty Advisor(s)

One or two member(s) of faculty of the VMRCVM shall be recommended by the Honor Board Members to serve as the DVM Honor Board Faculty Advisor(s). The advisor(s) recommendation will be presented to the Associate Dean of Professional Programs who will appoint the new advisor(s). The Advisor(s) shall serve in an advisory capacity to the Honor Board Chair and at least one Advisor shall be present (or represented) at all hearings of the DVM Honor Board. The Advisor(s) will have a three-year term with the limit of two consecutive terms.

Section 2 - Duties and Functions of the DVM Honor Board Faculty Advisor(s)

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

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

Section 3 - Appointment of the DVM 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 in residence 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 DVM Honor Board Faculty Advisor(s) to serve subsequent terms, up to two (2) years, upon the recommendation of the DVM Honor Board.
3. The Honor Board shall be convened by the DVM Honor Board Faculty Advisor(s) 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 DVM Honor Board Faculty Advisor(s). The nomination process shall be: (1) to invite nominations (2) review nominations, and (3) to recommend to the DVM Honor Board Faculty Advisor(s) 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 DVM Honor Board Faculty Advisor(s) shall appoint the Honor Board Chair.
5. In the absence of a timely appointment, the DVM Honor Board Faculty Advisor(s) can appoint the nominee as an interim Honor Board Chair until the conclusion of the appointment process.

Section 4 - Duties and Functions of the DVM Honor Board Chair

The DVM Honor Board Chair shall perform the following duties and functions:

1. The DVM Honor Board Chair shall receive reports of suspected violations and determine, in consultation with the DVM Honor Board Faculty Advisor(s), if the accused student(s) is eligible for a Facilitated Discussion. Cases are deemed not eligible for Facilitated Discussion if the accused is on Honor Board probation.
2. The DVM Honor Board Chair shall work with the GHS Chief Justice to refer cases to the GHS Investigative Board.
3. The DVM Honor Board Chair will orient the GHS Investigators to the DVM Honor Code.
4. The DVM Honor Board Chair shall, in conjunction with the DVM Honor Board Faculty Advisor(s), decide if the violation will go to a Hearing Panel, based on the Investigators' report.
5. The DVM Honor Board Chair shall preside at all DVM Honor Board hearings. The DVM Honor Board Chair may request a member of the DVM Honor Board to preside in his or her place.
6. The DVM Honor Board Chair shall assure justice, fairness, and due process.
7. The DVM Honor Board Chair shall secure nominations and select student and faculty members for the Facilitated Discussion Process, and DVM Honor Board, subject to approval by the DVM Honor Board Faculty Advisor(s).
8. The DVM Honor Board Chair will assist the Faculty Advisor(s) with orientation of entering DVM students to the values and obligations of the DVM Honor Code.
9. The DVM Honor Board Chair shall keep the VMRCVM community apprised of relevant activities of the DVM Honor Code.
10. The DVM Honor Board Chair shall consult with the DVM Honor Board Faculty Advisor(s) in the appointment of the DVM Honor Code Facilitators.
11. The DVM Honor Board Chair, in conjunction with the Faculty Advisor(s), shall select the DVM Honor Board members to hear the cases at the DVM 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 from the floor.
2. There shall be two DVM Honor Board Student Members elected from the first year DVM class within one month of the beginning of the first semester of the first year. Elections for reappointment or new representatives will be conducted at the end of the second semester in conjunction with other class officer re-elections.
3. In the event of a vacancy in Board membership, such as with the appointment of a new Honor Board Chair, the class from which the vacancy occurs shall fill the vacancy for the unexpired term by electing a student from that class. During the second semester of the third year two additional students will be elected to act as alternate Honor Board members during the fourth year.
4. DVM Honor Board Faculty Members shall be selected by the DVM Honor Board Chair upon consultation with the DVM Honor Board Members and shall be approved by the DVM Honor Board Faculty Advisor(s). 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. DVM Honor Board Student Members will be trained by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s) as to the proper function of the DVM Honor Code.
2. DVM Honor Board Student Members will advise classmates as to the proper function of the DVM Honor Code as necessary.
3. DVM Honor Board Student Members should volunteer to participate as GHS Investigators.
4. DVM Honor Board Student Members will vote as to the suitability of a proposed reason for the accused student(s), referrer(s) or DVM Honor Board Hearing Panel to postpone the date of a DVM Honor Board Hearing.
5. One (1) DVM Honor Board Student Member from each class shall sit on the DVM Honor Board Hearing Panel in the case of a DVM Honor Board Hearing.
6. One (1) DVM Honor Board Faculty Member shall sit on the DVM Honor Board Hearing Panel in the case of a DVM Honor Board Hearing.

Section 7 - Appointment of Investigators

In instances where investigation is warranted, GHS Investigators will be responsible for investigating the case. GHS investigator appointment is described in the GHS constitution (<http://ghs.graduateschool.vt.edu/constitution>).

Section 8 - Duties of Investigators

Investigators shall perform the following duties:

1. Investigators shall gather evidence and conduct interviews with the referrer and the accused student(s).
2. Investigators shall prepare a report summarizing the evidence and deliver it to the DVM Honor Board Faculty Advisor(s) 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, Investigators shall present the evidence before the DVM Honor Board Hearing Panel.

Section 9 - Appointment of DVM Honor Code Facilitators

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

Section 10 - Duties DVM Honor Code Facilitators

1. DVM Honor Code Facilitators shall facilitate a discussion meeting between the referrer, and the accused student(s).
2. The DVM Honor Code Facilitators shall ensure that all applicable GHS guidelines are observed and followed (<http://ghs.graduateschool.vt.edu/process/fd>).
3. The DVM Honor Code Facilitators shall ensure that the rights of the accused and referrer are upheld.
4. The DVM Honor Code Facilitators shall, upon examination of the facts of the case, have the authority to refer cases to the DVM Honor Board Chair so that they may be assigned an Investigator.
5. The DVM Honor Code Facilitators shall prepare a full report for the DVM Honor Code Chair which summarizes the outcome of the facilitated discussion and shall brief the Honor Board Chair on all the details of the case at hand.
6. The DVM Honor Code Facilitators shall aid the GHS Facilitators in conducting training session for new DVM Honor Code Facilitators.

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

1. Investigators are recruited from experienced panelists of the GHS and may include trained DVM students.
2. The GHS Chief Justice will provide the DVM Honor Board Chair the report from the GHS Investigators.
3. The DVM Honor Board Chair in conjunction with the DVM Honor Board Faculty Advisor will determine if there is sufficient evidence to proceed to a DVM Hearing.

Article III: Reporting potential DVM Honor Code Violations

Section 1 – Reporting of Violations

It is the obligation of all members (students, faculty and staff) of the VMRCVM community to report alleged violations of the DVM Honor Code. *Reporting the observance of a DVM Honor Code violation shall not be optional; it shall be mandatory.* The referrer shall notify via email the DVM Honor Board Chair or DVM Honor Board Faculty Advisor(s) of their intention to submit a suspected violation. The official report should be submitted in a sealed envelope to the Honor Board Chair or the DVM Honor Board Faculty Advisor(s) on forms provided for that purpose, which are available in the VMRCVM intranet under “Student Information” and “VMRCVM Honor Code”. The report form also may be obtained at the Office of Academic Affairs.

Alleged violations of the DVM 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 DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s). 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 DVM studies at any of VMRCVM's affiliated campuses (Marion DuPont Scott Equine Medical Center in Leesburg, VA and Avrum Gudelsky Veterinary Center in College Park, MD) shall be subject to all provisions of this Code.
2. Unless otherwise designated by the DVM Honor Board Chair, with the approval of the Associate Dean of Professional Programs, all hearings shall be conducted at the VMRCVM.

Article IV: Facilitated Discussion

Section 1 – Composition

1. The Facilitated Discussion shall be attended by the referrer(s) of the case, the accused student(s), and one DVM 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 accused and the referrer are protected and assure due process.
2. It shall facilitate a discussion between the referrer and accused student(s).
3. It shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a DVM Hearing Panel.
4. It shall create a record of a DVM Honor Code violation if all parties conclude that a violation did occur. This record shall be kept in the DVM 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 accused student(s) is(are) not on DVM Honor Code Probation at the time the report of the suspected violation is received by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s);
2. The violation is one for which a reasonable person, who is familiar with the form and functions of the DVM Honor Code, would not assign a penalty of more than the sanctions outlined in Article VIII, Section 1, Item 1, Part a-d of this Code.

Section 4 – Operation

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

3. If either the referrer(s) or the accused student(s) does not agree to participate in the Facilitated Discussion, the case will be sent for GHS investigation and a possible DVM Honor Board hearing.
4. During the Facilitated Discussion, the referrer(s) of the alleged violation and the accused student(s) will attempt to reach a resolution to the case, with the assistance of the DVM Honor Code Facilitator. The question which the accused student(s) and the referrer(s) must answer is "Is the student guilty of the alleged violation?" A determination of guilt shall require both the referrer(s) and the accused student(s) to agree that the student is guilty of the alleged violation. A determination of not guilty shall require both the referrer and the accused student to agree that the student is not guilty of the alleged violation. In the absence of such an agreement, the case shall be sent for an investigation and a possible hearing.
5. If the referrer(s) and accused student(s) agree that the student is guilty of the alleged violation, the referrer(s) and accused 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-d of this Code.
6. The referrer(s) and accused 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 investigation and a possible DVM Honor Board hearing.
7. The DVM Honor Code Facilitator shall make an audio recording of the facilitated discussion and provide a written summary of the outcome of the Facilitated Discussion. The recording, the summary, the original report of the alleged violation, and any relevant evidence shall be held in the DVM Honor Board's confidential file. The DVM Honor Board Chair shall inform the Associate Dean of Professional Programs (or designee), in writing, of the outcome of all Facilitated Discussions.
8. For cases in which the referrer(s) or the accused student(s) withdraws from the Facilitated Discussion, no record shall be kept that either the referrer(s) or accused 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 DVM Honor Board proceedings.

Section 5 – Withdrawal from the Decision of the Facilitated Discussion

1. The accused student(s) or referrer(s) may withdraw from a decision reached during a Facilitated Discussion for any reason.
2. If the accused student(s) or referrer(s) wishes to withdraw from the Facilitated Discussion decision, the DVM 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 accused student (s) or referrer(s) withdraws from the Facilitated Discussion decision, the case shall be immediately sent for an investigation 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 DVM Honor Board proceedings.

Article V: DVM Honor Code Investigations

Section 1 – Eligibility for Investigations

Investigations may be instigated if:

1. Either the accused student(s) or referrer(s) declines or withdraws from facilitated discussion.

2. The accused student(s) is on DVM Honor Code probation at the time the report of a suspected honor code violation is received by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s).
3. If the suspected violation is one for which a reasonable person, who is familiar with the form and functions of the DVM Honor Code, would assign a penalty of more than the sanctions outlined in Article VIII section 1, item 1 part a)-d).

Section 2 – Operation

1. If a decision is made to investigate a suspected violation, the DVM Honor Board Chair will ask the GHS Chief justice to appoint one (1) GHS Investigators to investigate the matter.
2. The GHS Investigator shall promptly conduct a confidential investigation 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 accused student(s).
3. The Investigator shall complete their investigation as promptly as possible, having due regard for the right of the accused student(s) to assemble and present any relevant evidence.
4. The GHS Honor Code Investigator shall make an audio recording of each interview. The Investigator shall present a report to the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) for review. The case shall include all details of the case in hand.
5. If the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) determine that there is insufficient evidence that a violation has occurred, they shall declare the matter closed and shall so notify the accused student(s).
6. If the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) determine that there is sufficient evidence that a violation has occurred, they shall (1) immediately notify the accused student(s) in writing of the investigators' conclusion and provide the accused student(s) with a copy of the investigative report, and (2) call a meeting of the DVM Honor Board Hearing Panel, such meeting to take place not more than ten (10) school days after her/his receipt of the investigators' report, having due regard for the right of the accused student(s) to prepare for the hearing.
7. The accused student(s) or any member of the DVM 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 DVM Honor Board Members, excluding the student investigators.

Article VI: DVM Honor Code Hearing

Section 1 - Composition

1. The DVM Honor Board Hearing Panel shall consist of at least one (1) DVM Honor Board student member from each class except the class from which the accused is part, an additional DVM Honor Board student member from one of the alternate students classes, one (1) DVM Honor Board faculty member, one (1) GHS Judicial Panel member, the DVM Honor Board Chair, and one (1) DVM Honor Board Faculty Advisor.
2. DVM Honor Board Student and Faculty Members will be selected by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s) to participate on each DVM Honor Board Hearing Panel.
3. Both DVM Honor Board Student and Faculty Members of the DVM Honor Board Hearing Panel shall have full voting rights.
4. The DVM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the panel moderator.

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

Section 2 - Functions of the DVM Honor Board Hearing Panel

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

1. It shall hear evidence gathered by the GHS Investigators.
2. It shall hear testimony of the referrer(s), accused student(s), and witnesses.
3. It shall assure that the rights of the accused student(s) and the referrer(s) are protected and assure due process.
4. It shall determine guilt or innocence.
5. It shall recommend the penalty when the accused student(s) is determined to be guilty of the charge.

Section 3 - Operation

1. For each case, a hearing shall be conducted by the DVM Honor Board Hearing Panel.
2. The number of voting faculty shall not exceed the number of voting students present. The DVM 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 DVM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the moderator of the hearing. In addition, the DVM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an Advisory capacity to the DVM Honor Board Chair and the DVM 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 DVM Honor Board Chair, DVM Honor Board Faculty Advisor, and the DVM Honor Board Hearing Panel.
3. All DVM Honor Code Hearings shall adhere to the basic tenets of due process of an academic honor violation as outlined in Graduate Honor System (<http://ghs.graduateschool.vt.edu/constitution>).
4. 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.
5. All evidence regarding cases should be submitted to the Investigators during the investigation and interviewing process. If additional information is submitted after the case is sent forward, the DVM Honor Board Hearing Panel will decide the relevancy of that information.
6. The accused must be adjudged guilty before any consideration is given to the penalty, unless the accused pleads guilty, in which case the deliberations shall focus solely on the penalty.
7. In evaluating evidence and testimony regarding guilt or innocence, each member of the DVM Honor Board Hearing Panel shall consider whether or not there exists substantive evidence of guilt. The verdict of guilt or innocence shall be determined solely on the basis of 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 guilt or innocence for each charge against the student the DVM Honor Board Chair shall poll the members of the Panel on the question: "Is the student guilty of the alleged violation?" An affirmative vote represents "guilty," while a negative vote represents "not guilty." A determination of

guilt shall require a majority vote. In the absence of such a vote, the Panel shall be deemed to have found the student "not guilty." An abstention shall not be counted as a vote. In the unlikely event that a majority of the DVM Honor Board Hearing Panel members do not vote, then 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 accused 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.
11. A taped recording of the DVM Honor Code Hearing will be made except during deliberations by the DVM Honor Board Hearing Panel regarding guilt or innocence, or during determination of a penalty.
12. An audio recording of the proceedings, the recommendations of the DVM Honor Board Hearing Panel, together with all submitted evidence and votes recorded, shall be held in the DVM Honor Board's confidential file. The DVM Honor Board Chair shall inform the Associate Dean of Professional Programs (or designee), in writing, of the findings and recommendations of the DVM Honor Board Hearing Panel.

Article VII: VMRCVM Action

Section 1 - Review and Decision

1. The recommendations (verdict, and penalty if required) of the DVM Honor Board Hearing Panel shall be submitted in writing by the DVM Honor Board Chair to the Associate Dean of Professional Programs (or designee) for review and decision.
2. No penalty shall be announced until an official decision has been rendered by the Associate Dean of Professional Programs (or designee).
3. The official decision of the Associate Dean of Professional Programs (or designee) shall be transmitted in writing to the accused student(s), the referrer(s), and (if applicable) the course instructor. The accused student(s) shall also be notified of the right to appeal the decision.
4. When the DVM Honor Board Hearing Panel's recommendation is not accepted by the Associate Dean of Professional Programs (or designee), the Panel shall be notified of the final decision of the Associate Dean of Professional Programs (or designee) in consultation with the VMRCVM Dean.

Section 2 - Appeals

1. The accused may appeal the official decision to the Associate Dean of Professional Programs of the Veterinary School on grounds of (1) failure of the DVM 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 Associate Dean of Professional Programs of the Veterinary School must be notified of an intention to appeal within five (5) University business days after the accused receives written notification of the verdict and penalty.
3. In the event of an appeal, the Associate Dean of Professional Programs of the VMRCVM (or designee) shall convene an Appeals Board. The Board shall consist of the VMRCVM Standards Committee. When convened, the Board shall serve in an advisory capacity and the Associate Dean of Professional Programs of the VMRCVM shall preside.
4. The accused may present the argument of the defense before the Appeals Board. The case of the DVM Honor Board shall be presented by one (1) DVM Honor Board Student Member and one (1) DVM Honor Board Faculty Member, both selected by the DVM

Honor Board Chair and the DVM Honor Board Faculty Advisor, who were members of the DVM Honor Board Hearing Panel that considered the case. The DVM Honor Board Chair and the DVM Honor Board Faculty Advisor shall be present at the appeal hearing.

5. The appeals hearing is not a retrial and must be focused solely upon one or more of the following: (1) failure of the DVM 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.
6. The decision of the appeals committee is limited to grounds of the appeal. Judgments are made according to the following guidelines:
 - a. *Failure of the DVM Honor Board to Follow Proper Procedures*
Determine whether or not the DVM 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 DVM 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.
7. The final determination of an appeal shall be the sole responsibility of the Associate Dean of Professional Programs (or designee) of VMRCVM. The accused student(s), DVM Honor Board Chair, and DVM Honor Board Faculty Advisor shall be notified in writing of the disposition of the appeal.

Article VIII: Actions of the DVM Honor Board

Section 1 - Penalties

Where guilt is determined, the DVM Honor Board Hearing Panel or DVM Honor Code Facilitated Discussion shall also be responsible for determining an appropriate sanction. There are three major penalty levels (1-3) with increasing severity. These penalties are (1) DVM Honor Board Probation, (2) Suspension, and (3) Permanent Dismissal. For each charge of a DVM Honor Code violation for which a student is found (or pleads) guilty, one of these three penalties must be given.

For cases resolved through Facilitated Discussion, only penalty 1 (DVM Honor Board Probation), subparts a-d may be applied.

For those cases where suspension or dismissal is not warranted, the subparts of penalty 1 (DVM Honor Board Probation) provide a further gradation in the penalty action. Whereas penalties 2, and 3 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-h of penalty 1 shall be optional. The very minimum penalty given shall be penalty 1, parts a-c.

1. DVM Honor Board Probation (parts a-c are mandatory, parts d-h optional)

- a. The accused shall not be suspended from the University, but shall be placed on DVM 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 University or DVM Honor Code violation, the appropriate parties shall be notified of the previous history of the accused. In the event of resignation and re-enrollment within a period of one (1) year, the accused shall be reinstated on DVM Honor Board Probation (penalty 1, part a only) subsequent to re-enrollment.
- b. The accused shall also automatically receive a zero on the assignment on which the violation occurred. If the violation occurred in an exam the maximum score will be 74% of the points allocated to the assessment. In cases other than those involving course work (or other similar work where a zero is applicable), action shall be taken to negate any advantages obtained by the violation.
- c. A record of the action shall be kept in the accused's folder (*not* the official transcript) in Academic Affairs until graduation from the University or termination of enrollment.
- d. The accused shall be required to attend a meeting or meetings with the Honor Board Chair and the Associate Dean of Professional Programs for the purpose of achieving a better understanding on the student's part of the requirements and purpose of the DVM Honor Code. Failure to participate in this meeting(s) shall constitute grounds for the *automatic* invocation of part "f" below.
- e. The accused may be sanctioned to perform an appropriate number of hours (not to exceed 50) of public service and/or restitution congruent with the nature of the offense. Failure to perform this service as specified by the DVM Honor Board shall constitute grounds for the *automatic* invocation of part "f" below.
- f. The notation "placed on DVM Honor Board Probation" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

2. Suspension (all parts mandatory)

- a. Suspension is immediate and the student shall not be allowed to complete the current semester. In addition, the accused 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 semester in which the student is currently enrolled. The penalty shall automatically include a grade of "F for violation of the DVM 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 an "F*", and it shall be a permanent notation.
- c. The notation "suspended for violation of the DVM Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.
- d. Upon the accused's re-enrollment at Virginia Tech at the end of the period of suspension, the student shall be placed on DVM Honor Board Probation (penalty 1, part a only) until graduation or termination of enrollment.

3. Permanent Dismissal (all parts mandatory)

- a. The accused shall be permanently dismissed from the University without being allowed to complete the current semester.

- b. All credits shall be lost for work done during the semester in which the 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 "F for violation of the DVM 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 an "F*", and it shall be a permanent notation.
- c. The accused may never re-enroll in the DVM program at the VMRCVM.
- d. The notation "permanently dismissed for violation of the DVM Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

Section 2 - Acquittal

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

Article IX: Rights and Obligations of the Accused

Section 1 - Rights of the Accused

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

1. Students shall be considered innocent until judged guilty.
1. Students shall have the right to be secure in person and property.
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 CVM 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 DVM Honor Board Hearing, the student's representative shall only be allowed to address the DVM Honor Board Hearing Panel; they may not question witnesses. Lawyers retained by accused students shall not be permitted at the DVM Honor Board Hearing or at Facilitated Discussions. A member of the student's immediate family or significant others may attend the DVM 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 DVM 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 Investigators, prior to the scheduling of the DVM Honor Board Hearing Panel.
7. Students shall have the right to suggest corrections and/or additions to the report prepared by the Investigator, prior to the scheduling of the DVM Honor Board Hearing Panel. All suggestions will be considered at the discretion of the DVM Honor Board Chair, and DVM Honor Board Faculty Advisor(s) and the Investigators for the case.
8. Students may at any time during Facilitated Discussion or at a DVM Honor Board Hearing, privately seek counsel with their VMRCVM community representative. Statements made at this time shall be confidential.
9. Students may have any DVM Honor Board or GHS function that they are entitled to attend stopped at any time for a point of clarification.

10. Students may leave any DVM Honor Board function 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 DVM Honor Board Hearing Panel," and any other pertinent information sufficiently in advance of the DVM 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 investigation prior to the DVM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the DVM 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 DVM 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 DVM Honor Board Hearing. However, students shall only be allowed to reschedule the DVM Honor Board Hearing one time (1). Except under extenuating circumstances, DVM Honor Board Hearing shall not be rescheduled unless the DVM Honor Board Chair or the DVM Honor Board Faculty Advisor(s) 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 DVM 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 DVM Honor Board Hearing Panel.
15. Students may ask that a panel member be excused from the DVM Honor Board Hearing if they can give reasonable cause why that panel member may be biased or have some other conflict of interest. The DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) shall make a final ruling on any such request.
16. Students shall have the right to an appeal as specified under Article VII, Section 2.

Section 2 - Obligations of the Accused

Students accused of DVM Honor Code violations shall have the responsibility of cooperating with DVM 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 DVM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar's website at <http://www.registrar.vt.edu/records/ferpa.php>.

Article X: Rights and Obligations of the Referrer

Section 1 - Rights of the Referrer

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

1. The referrer shall have the right to choose one person (any member of the DVM community, such as a DVM student, a VMRCVM faculty or staff member) to assist them in preparation of the case. This person is not allowed to be present at the DVM Honor Board Hearing or during Facilitated Discussion.
2. The referrer shall have the right to terminate Facilitated Discussion at any time, without reason.
3. The referrer shall have the right to review the report prepared by the Investigator, prior to the scheduling of a DVM Honor Board Hearing.
4. The referrer shall have the right to suggest corrections and/or additions to the report prepared by the Investigator, prior to the scheduling of a DVM Honor Board Hearing.

The referrer shall have the right to receive a copy of the evidence collected during the investigation, the "Order of Events for the DVM Honor Board Hearing" and any other pertinent information.

5. The referrer shall have the right to receive written notification of the final disposition of the case.
6. The referrer shall have the right to be secure in person and property.
7. Professors referring charges of violations may opt to grade or refrain from grading any assignment under investigation by the DVM 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 accused student pending the decision of the DVM 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 DVM Honor Code violation against another shall accept the following obligations:

1. The referrer shall cooperate with the DVM Honor Board Chair, the DVM Honor Board Faculty Advisor, the GHS Investigator, and any other personnel of the DVM Honor Board or GHS.
2. The referrer shall be expected to appear at the DVM 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 may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar's website at <http://www.registrar.vt.edu/records/ferpa.php>.

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

1. Parties indirectly involved in DVM Honor Board cases include but are not limited to persons who witness alleged violations, witness discussions between referrers and accused students, and serve as members of the DVM community that help referrers and accused students prepare their case.
2. Parties indirectly involved in DVM Honor Board cases shall have the responsibility of maintaining confidentiality in all matters. Parties indirectly involved in DVM Honor Board Cases should be aware that the confidentiality of DVM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar's website at <http://www.registrar.vt.edu/records/ferpa.php>.

Article XII: General

Section 1 - Violations Involving Graduate 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 Associate Dean of Professional Programs who shall convene a committee to review and investigate the charge and make recommendations. The committee composition shall be determined by the Associate Dean of Professional Programs. The DVM 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 DVM Honor Board Members

Recognizing that it is strongest when it fosters and reflects the support of all DVM students and faculty at the College, the DVM Honor Board shall seek to be as broadly representative of the DVM student and faculty bodies at VMRCVM as possible. To this end, all qualified DVM students and faculty shall be encouraged to participate in the DVM Honor Board. No otherwise qualified DVM 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 two students from each class year are required to participate in the VMRCVM Honor Board.

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

DVM students volunteering or appointed to serve on the DVM Honor Board must receive clearance of their personal disciplinary records and their academic records through the Associate Dean of Professional Programs. Such clearances shall be conducted consistent with the University's regulations on the confidentiality of records and shall assure a minimum academic quality credit average of 2.50 and no previous or current disciplinary action for each appointee.

Section 4 - Confidentiality

All details pertaining to a suspected DVM Honor Board violation shall be kept confidential by the referrer(s), the accused student(s), the DVM Honor Board Chair and Faculty Advisor(s), the DVM Honor Board, other members of the DVM community involved in the case including faculty, staff and students, and family members of the accused. Failure to maintain confidentiality will be considered an infraction of the Professional Standards for DVM Students as outlined in the DVM Student Handbook.

The accused student has the right to review the Facilitated Discussion Report, the Investigative Report, to receive written notice of the charges, the "Order of Events for DVM Honor Board Hearing Panel," and any other pertinent information. Likewise, the accused student shall have the right to examine all evidence collected during the investigation prior to the DVM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the DVM Honor Board Hearing. The accused does not have the right to access to DVM Student Honor Board Hearing Panel deliberations about: 1) guilt or innocence or, 2) the appropriate penalty.

All investigations, hearings, reviews, and other associated activities of the DVM Honor Board shall conform to the University's "Confidentiality of Student Records" as outlined on the University Registrar's website at <http://www.registrar.vt.edu/records/ferpa.php>.

Section 5 - Substitution of DVM Honor Board Personnel

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

Section 6 - University Policies

Where appropriate, the DVM Honor Board shall abide by all applicable policies, statements, and principles as contained in the *University Policies for Student Life* and the current DVM 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 DVM offices are open.

Article XIII: Amendments

The GHS must be notified of any amendment(s) made to the DVM Honor Code and a new copy of the Code provided to the GHS Chief Justice within five (5) business days for their records.

Proposed amendments to the DVM Honor Code may be initiated through one of the following channels: (1) by a majority vote of the DVM Student Body, (2) by a majority vote of the Standards Committee, or (3) by direct submission to the Honor Board Chair or the Associate Dean of Professional Programs. Also, at the discretion of the Honor Board Chair and the DVM Honor Board Faculty Advisor(s), amendments may be initiated through the DVM Honor Board. Upon receiving such proposals, the Associate Dean of Professional Programs shall convene the DVM Honor Code Revision Committee. With the approval of two-thirds of this committee, proposed amendments shall be forwarded for approval by the CVM Standards Committee and thereafter through the proper channels of the College governance structure. Substantive changes, however, will proceed through University governance. Any substantive changes in proposed amendments as they proceed through subsequent levels of approval shall be resubmitted to the DVM Honor Code Revision Committee for its approval.

The DVM Honor Code Revision Committee shall consist of the Honor Board Chair, the Associate Dean of Professional Programs, the DVM Honor Board Faculty Advisor(s), a minimum of three (3) members of the DVM Honor Board (minimum of two (2) DVM students and one (1) faculty), and up to two (2) other representatives from the DVM student body to be nominated by the DVM Honor Board.

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

STUDENT HONOR CODE

The Honor System is a way of life to be zealously guarded. It is an educational asset to be conserved and strengthened. It is an opportunity for students to learn to govern themselves in the principles and practices of honor and personal integrity so fundamental in successful relationships among the individuals of a profession and in the scholarly education of its members.

Realizing this need for the development and the expression of moral standards of conduct, so essential to the professionally trained, in whom the public places their confidence, it is expected that the students of the Virginia-Maryland Regional College of Veterinary Medicine will avail themselves of the inspiration afforded by this Honor Code, and submit to guidance by the precepts herein enumerated. It is hoped that the habits and insights gained will enhance enduringly the performance of honorable, constructive, and satisfying service both personally and professionally.

It should be made known to all those who read "THE CODE OF STUDENT CONDUCT OF THE VIRGINIA MARYLAND REGIONAL COLLEGE OF VETERINARY MEDICINE" that the contents of this document are written with specific intentions in mind; to provide a means to achieve the four purposes of the code, to promote timeliness, and to assure accurate, just, and fair proceedings.

Without the complete understanding and cooperation of the VMRCVM community, we have but words on paper, but if there is in fact a meeting of the minds as to our desires of, how to accomplish the four purposes initially stated, we then will have a true honor system.

Code of Student Conduct Virginia-Maryland Regional College of Veterinary Medicine

Name, Purpose and Application

Name. This Code shall be known as the Code of Student Conduct of the Virginia-Maryland Regional College of Veterinary Medicine (VMRCVM).

Purposes. The purposes of the Code are to:

- Promote ethical and professional standards of personal conduct among students enrolled in the VMRCVM.
- Instill in those students the qualities necessary to maintain the integrity of the profession of veterinary medicine, including the sense of responsibility for one's own actions.
- Promote effective and equivalent opportunities for the study of veterinary medicine, and promote cooperation and mutual respect between students and faculty at the VMRCVM.
- Provide a means for corrective action ensuring that the above three purposes are fulfilled.

Application

- This code shall apply to all students enrolled in the professional curriculum at the VMRCVM. Students enrolled in the VMRCVM shall adhere to the principles of this Code when taking courses in other colleges of the university.
- This code shall operate independently of the VPI&SU Honor System.

Rules of Conduct

- *Aid in examination.* Students shall neither give nor receive aid from any unauthorized source during the course of an examination or in preparation for an examination. Students who have completed an examination are to discuss neither the subject of the exam nor any aspect of the exam, which may include but is not limited to length, difficulty, or material covered or not covered, until all students have finished the examination. The use of old exams shall be permitted only when approved by the instructor administering the exam.
- *Misrepresentation or plagiarism.* Students shall in no way misrepresent their work fraudulently, or plagiarize, or unfairly advance their academic status, or be party to another student's failure to maintain academic integrity. Each student is responsible for the content of the work they submit for academic credit, including papers, examinations, laboratory reports, homework assignments, etc. These are assumed to be the work of that individual unless group effort of some sort is specifically allowed by the faculty member assigning such work.
- *Property damage.* A student shall not intentionally damage or deface any item of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities.
- *Theft.* Students shall not appropriate for their own use the property of another student or the VMRCVM, VPI&SU, UMCP, or any other individual associated with the above universities.
- *Animal abuse.* Students shall not intentionally or negligently abuse any animal. All animals shall be treated or handled according to State and Federal guidelines.
- *Improper conduct.* Students shall not engage in any conduct that brings discredit on the VMRCVM or on the profession of veterinary medicine. Students shall conduct themselves in a manner consistent with codes and laws applicable to licensing and good standing in the veterinary profession and the principles of veterinary medical ethics as found in the AVMA Directory.
- *Act as accessory.* A student shall not intentionally aid or abet another student in the performance of any of the foregoing acts or omissions.
- *Failure to report violation.* Failure to report a violation of this Code is in itself a violation.
- It shall also be a violation of the Code for any student, whether or not a member of the Student Code Board, to fail to maintain the confidentiality of its proceedings as provided in Section VILB below.

Student Code Board

Composition and Term. The Student Code Board (Student Board) shall consist of two members elected from each class, plus 2 alternates from the senior class, and a chair and a secretary giving a total of 10 voting members. The senior alternates will serve at those times that one of the senior representatives is unavailable. The secretary and chair are selected by the previous year's board as outlined below. The Student Board will appoint two members of the faculty of the VMRCVM to act as nonvoting consultants to the Student Board. Student Board members, officers, and consultants shall serve for the period of two academic years, but are eligible for reelection or reappointment.

Election of Board Members. Elections for reappointment will be conducted at the end of the second year. Members of the Student Board from the first-year class shall be elected within one month after their initial enrollment.

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 from the floor.

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

Recognizing that the code is strongest when it reflects the support of all the VMRCVM students, all students are encouraged to participate in the management of this code.

Appointment of Consultants. Faculty consultants to the Student Board for the next academic year shall be named by the members of the Student Board promptly after their own election.

Officers. The officers of the Student Board shall consist of a Chair and a Secretary. These shall be named from among members of the Student Board before the elections. The new officers serve in the year following their selection as officers.

The Chair shall call and preside at all meetings of the Student Board, and shall perform such other duties as may be specified herein or as may be designated by the Student Board.

The Secretary shall keep the minutes and other records of the Student Board, shall perform the duties of Chair in the event of absence, and shall perform such other duties as may be specified herein or as may be designated by the Student Board.

Responsibilities. The members of the Student Board shall be responsible for the enforcement of this Code and for discharge of the specific duties of the Student Board specified herein. The faculty consultants shall act as confidential observers at Student Board meetings and hearings, shall advise on matters of Code application, and shall act as liaison between the Student Board and the faculty. They may speak at but not vote in proceedings of the Student Board. Additionally, the faculty consultants shall be responsible for conveying an understanding and appreciation of the Student Code among the faculty, and especially among the new faculty.

Faculty Review Board

Composition and Term. The faculty Review Board (Faculty Board) shall consist of the Curriculum Board of the VMRCVM.

Responsibilities. The responsibilities of the Faculty Board shall be to review findings and penalties determined by the Student Board and to hear appeals from findings or penalties determined by the Student Board, all as provided in Article VI below.

Enforcement Procedures

Complaint. Any member of the VMRCVM student body, faculty, or staff who has reason to believe that a student has committed a violation of this Code shall send a written report to a representative of the Student Board within twenty school days of the initial discovery of the alleged offense. This representative shall immediately transmit the report of alleged violation to the Chair of the Student Board. Any violation discovered during the summer must be reported within twenty school days of the beginning of the fall session. Within five school days of the Chair's receipt of the report of alleged violation, the Chair will provide the accused student with a written summary of the reported violation and a copy of Appendix I of this code (Student's Rights to Procedural Due Process).

Investigation. Upon receipt of a report of alleged violation, the Chair of the Student Board shall appoint two students of the Student Board and one faculty advisor to investigate the matter. The two students shall be from different classes and not from the same class as the accused. The chair of the student board shall not be one of the two investigators.

- The investigators shall promptly conduct a confidential investigation of the alleged violation by interviewing all individuals whom they believe may possess facts bearing upon the incident. They shall also examine any documents or records that they deem pertinent. They shall interview the accused.
- The investigators shall complete their investigation as promptly as possible, having due regard for the right of the accused student to assemble and present any relevant evidence.
- If the investigators determine that there is insufficient evidence that a violation has occurred, they shall so report in writing to the Chair of the Board. In such event, the Chair shall declare the matter closed and shall so notify the accused student.
- If the investigators determine that there is sufficient evidence that a violation has occurred, they shall so report in writing to the Chair of the Student Board, specifying the particular provision or provisions of the Code which they believe have been violated and summarizing the evidence upon which their conclusion is based. Thereupon, the Chair shall (1) immediately notify the accused student in writing of the investigators' conclusion and provide the student with a copy of the investigative report, and (2) call a meeting of the Student Board for the purpose of hearing the matter, such meeting to take place not more than ten school days after her/his receipt of the investigators' report, having due regard for the right of the accused student to prepare for the hearing.

- The accused or any member of the Board 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 Board members present, excluding the student investigators.

Hearing. The following provisions shall govern a hearing of the Student Board called to determine if a violation of the Code has occurred:

- A quorum of the Student Board for the hearing shall consist of at least one of the two investigators and at least six of the eight remaining members of the Board. The Secretary shall make a written record of the hearing and cause the hearing to be tape-recorded. The presence of a witness shall be limited to the presentation and discussion of their testimony. Unless otherwise requested by the accused student, the hearing shall remain closed to the public. The accused student may have presented at the hearing members of immediate family or significant others, without having to request a public hearing. Any such individual(s) present at the hearing 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 being heard before the Honor Board.
- Should the accused student request a public hearing, it is not the duty of the Honor Board to in any way promote or advertise the hearing. Additionally, it is never the responsibility of the members of the Board to disclose any information regarding the hearing or the case involved, except in those instances where such information is requested by law enforcement officials, as outlined in Section VII.C. of the Code.
- The investigator(s) shall present the evidence developed during the course of their investigation, and shall respond to questions concerning the evidence put to them by other members of the Student Board or by the accused student or the student's advisor. The investigators may call any witnesses, and they are responsible for having the witnesses available during the hearing. The individual originally reporting the alleged violation must also present the facts forming the basis for this allegation and shall respond to questions by members of the Student Board or by the accused student.
- The accused student may then present any evidence or statement the student believes relevant to the inquiry. The accused may call any witnesses, and is responsible for having the witnesses available during the hearing. The accused will be given the opportunity to respond to any questions by members of the Student Board, including the investigator(s).
- Both the investigators and the accused shall be responsible for having the witnesses available during the hearing, but either party may petition the Board to recess during the hearing in order to obtain additional witnesses or evidence. The Board, excluding the investigators, shall vote as to just cause for recess.
- Following presentation of the evidence, the members of the Student Board shall retire to reach a decision, out of the presence of the accused and the investigators, on whether the accused student is guilty of a violation. The Student Board shall make its decision based solely on the evidence presented at the hearing. A decision of guilty shall require the concurrence in a written ballot of at least 2/3 of a quorum of the Student Board members, not including the investigators.

- The Chair shall promptly announce the decision of the Student Board as to the guilt or innocence of the accused. If the decision is that of innocent, the matter shall be at an end. If the decision is that of guilty, then the accused student or advisor shall be entitled to present evidence or other information believed pertinent to determining the severity of the penalty to be imposed by the Student Board.
- Thereupon, the Student Board shall retire to determine the penalty out of the presence of the accused and the investigators. According to the severity of the violation, the Student Board may:
 1. issue a warning (first offense only)
 2. recommend academic penalty, after consultation with course leader
 3. recommend a constructive penalty in the form of public service and/or restitution congruent with nature of offense. Evidence of compliance with penalty must be presented the Board by accused within specified period; if unsatisfactory Board may exercise option (4) or (5) below
 4. recommend that the student should be suspended from VMRCVM for a specified period of time
 5. recommend that the student should be expelled from the VMRCVM.

An affirmative vote (written ballot) of at least 2/3 of the Student Board members present shall be required for assessment of any penalty other than expulsion; a unanimous vote of those present shall be required for the penalty of expulsion. In the event that a unanimous vote is not achieved following motion for expulsion, a revote is allowed to assess a lesser penalty and still requires a 2/3 majority to carry.

- The Chair shall promptly announce to the accused student the decision of the Student Board as to the penalty to be assessed.

If the penalty is a warning, the warning shall be administered by the Student Board and a record of the proceedings shall be kept on file by the Secretary.

Review by Faculty Board

Jurisdiction. The Faculty Board shall have jurisdiction to review actions of the Board in the following circumstances:

- The Student Board shall have made an adverse finding against the accused student, and shall have imposed any penalty except a warning. In such event, the Chair of the Student Board shall cause all records of its proceedings to be forwarded to the Faculty Board within two school days after the Student Board chair has informed the student of the penalty.
- The Student Board shall have made an adverse determination against the accused student, and the student wishes to appeal. In such event, the student shall notify the Chair of the Student Board of their desire to appeal within five school days after the Student Board has acted. The Chair of the Student Board shall promptly forward the notice of appeal and the records of its proceedings to the Faculty Board.

Hearing. Within five school days after receiving the records of proceedings as aforesaid, the Faculty Board shall, with due notice to the Chair of the Student Board and the accused student, convene to hear the matter. The following procedures shall apply:

- The only persons entitled to appear before the Faculty Board is the Chair of the Student Board and the accused student and advisor.
- The Faculty Board shall hear the matter on the basis of the records of proceedings before the Student Board, and on any presentations concerning those proceedings that the Chair of the Student Board or the accused student or advisor wish to make. Except in the case of evidence determined by the Faculty Board to have been discovered after the Student Board hearing (see number [31 below), the Faculty Board shall make its determinations only on the basis of the evidence before the Student Board, as reflected in the record of proceedings before it.
- If the Faculty Board determines that some evidence exists discovered after the Student Board hearing, it shall return the matter to the Student Board, which shall reconvene within seven school days to determine the need for a new hearing.
- If the Faculty Board decides the weight of the evidence supports the finding by the Student Board of a violation or violations, then the finding shall be upheld. Otherwise, the matter shall be dismissed by the Faculty Board, in which event the matter shall be at an end.
- If the Faculty Board upholds the Student Board finding of a violation or violations, it shall review the penalty assessed by the Student Board. The Faculty Board shall either confirm the penalty assessed by the Student Board or shall at its discretion impose any reduced (not increased) penalty authorized by this Code.
- Actions of the Faculty Board shall be by 2/3 majority of a minimum quorum of Board members. The action of the Faculty Board on the matter shall be final.

Records and Confidentiality

Records. In the event the investigators, Student Board or Faculty Board dismiss an allegation of violation against an accused student, all records relating to the matter shall be promptly destroyed. In the event that a finding of violation is finally upheld, such records shall be retained on a confidential basis by such Boards. The names of violators will be promptly expunged from the record upon the graduation of those violators.

Confidentiality.

- The matter of any investigation is confidential and limited to the Student Code Board, up to the point where the code prescribes the involvement of others (e.g., the Faculty Board or the student body). Any information or correspondence involving a possible code violation received by any member of the VMRCVM community should be forwarded only to the chairman of the Student Code Board.
- Proceedings of the Boards, and identity of persons appearing before them, shall be kept confidential. In the event of a final adverse determination against an accused student, the Student Board shall publicly announce the occurrence and the nature of the VI violation and the penalty assessed. The accused student's name shall not be made public. Statistics of cases and dispositions of cases may be periodically made public.

Disclosure to Law Enforcement officials. Nothing herein shall prevent the members of the Boards from disclosing any information in their possession when required by state or federal law.

Miscellaneous

Distribution of Code. A copy of the Code will be distributed to all incoming VMRCVM students, any other students operating under the Code, and all VMRCVM faculty members at the beginning of each school year.

Notice to First-Year Students. It shall be the duty of the Chair of the Student Board or designate to summarize and explain the Code to the entering first-year students before the end of the second week of the fall semester.

White Cards. All incoming first-year students shall, prior to matriculation, return a form issued by the Student Honor Board that states that the student has reviewed and understands the conditions of the Student Code.

Old Exams. Each Class' Student Code board representatives shall be responsible for establishing and implementing a system for the proper usage (e.g., allowance of instructor) and equal accessibility to old exams. Note: use of "Koofers" is prohibited.

Amendments and Retirement

This code may be amended at any time by a majority vote of all students operating under the Code. This Code may be retired at any time by a majority vote of all students operating under the Code.

Procedure for Amendment or Retirement

Amendment. In any request for amendment to the Code, a petition must be presented to the Chair of the Student Board, with the signatures of not fewer than 10% of the students operating under the Code. The Chair shall then present the petition to the entire student body for consideration, and shall be responsible for the voting procedure. This petition shall be presented to the student body within two weeks after the Chair has received it. If the petition meets the approval of the student body, it shall be forwarded to the VMRCVM Faculty Board for consideration. If the petition meets the approval of the VMRCVM Faculty Board, it shall become an amendment.

Retirement. To retire the code, a petition must be presented to the Chair of the Student Board, with the signatures of not fewer than 25% of the students operating under the code. The chair shall then present the petition to the entire student body for consideration, and shall be responsible for the voting procedure. This petition shall be presented to the student body within two weeks after the chairman has received it. If the petition meets the approval of the student body, the code shall be retired without further procedure.

Student's Right to Procedural Due Process

No student shall be denied the right to procedural due process. Due process shall include:

- The student's right to a written statement of the charges against them.
- Considered that the accused is innocent until proven guilty.
- The opportunity for a hearing.

- Timely notice of the time, place, and nature of the hearing.
- The right to question witnesses.
- The right to confront accusers in a hearing.
- The right to testify and present evidence and witnesses in own behalf.
- The right to decline to testify against oneself.
- The right to an appeal.
- The right to access submitted evidence and hearing transcripts in which they are accused.
- The right to be informed promptly of the outcome of a completed Board hearing as well as any penalties assessed.
- The right to be accompanied by an advisor of choice at any of the procedures of the Student Code of Conduct Board. This adviser must be from within the University community.
- The right to consult privately with the advisor (as in I.) at any point during the proceedings.

Student Honor Code Flow Chart

