



## Colorado State University

# Doctor of Veterinary Medicine Code of Honor

### **ARTICLE I— FOUNDATION OF THE CODE**

#### ***Section 1***

An Honor Code was adopted in 1907 by the first class to enter the veterinary college, and has remained in effect since that time.

#### ***Section 2***

The name of the present Honor Code shall be the Colorado State University Doctor of Veterinary Medicine (DVM) Code of Honor, referred to as the Honor Code throughout this document.

#### ***Section 3***

The Honor Code has been adopted in order to: instill self-respect; foster scholarship and achievement; promote professional accountability; build habits of honesty and integrity to last a lifetime; inspire mutual fellowship and respect; confer prestige upon those who abide by the Honor Code, and promote personal development through enforcement of self-reliance. Ultimately, the Honor Code exists to guide DVM students to attain personal success and develop habits that will allow them to exceed the expectations bestowed upon them by the program and the veterinary profession. If students experience challenges in relation to the above principles as they progress in the program, it is the goal of the Honor Board to promote accountability for their actions while formulating recommendations to help them overcome personal or interpersonal issues.

#### ***Section 4***

The Honor Code applies to all DVM students within the College of Veterinary Medicine and Biomedical Sciences. Members of the Honor Board will integrate the following into their considerations and recommendations as appropriate:

CSU University Policies outlined in the [General Catalog](#)

[DVM Program Grading Policies and Procedures and Professional and Scholastic Standards](#)

DVM Program [Pillars of Professionalism](#)

Violation of the standards of honor is considered an infraction of the Honor Code. It is the responsibility of each student to understand, adhere to, and uphold the Honor Code. Students should not only avoid violating the standards of honor, but should consider the appearance of their actions to avoid any misperceptions by peers or faculty members. Ignorance of the Honor Code will not be accepted as an excuse for infraction.

## **ARTICLE II— STANDARDS OF HONOR**

### ***Section 1– Academic Violations***

1. A student shall not give or receive aid in examinations or communicate with another student during the period when an examination is administered by revealing the content, format, and/or level of difficulty of such examinations, unless specified otherwise by the instructor.
2. Each student shall be responsible for determining whether it is permissible to obtain any manner of assistance in the completion of their assigned work.
3. Each student shall not begin an examination without turning it in at the end of the examination period, unless otherwise specified in the instructions or within a Student Disability Center accommodations memo.
4. Each student shall not duplicate in any manner any examination, assignment, and/or electronic material provided by the instructor without the instructor's consent. Likewise, sharing of electronic links to assignments or examinations to other students, including non-DVM students, is forbidden unless specifically permitted by the instructor.
5. Students shall not study old tests, assignments, and/or papers from previous classes without the instructor's consent, and without such resources being made available to all students in the class.
6. Witnesses of suspected Honor Code violations are highly recommended to contact an Honor Board Representative for advisement. It may be a violation of the Honor Code to fail to report a suspected infraction.

### ***Section 2– Professional Standards Violations***

These violations tend to reflect poorly on the veterinary profession as a whole and are enforced in order to promote professionalism within the DVM program. Additionally, it is the responsibility of each student in the DVM program to understand and adhere to the [Social Media Guidelines](#) of the College of Veterinary Medicine and Biomedical Sciences. It is also the responsibility of each student to know and adhere to the DVM program [attendance policy](#). The Honor Board will use its best discretion in managing such infractions on a case by case basis.

1. It is the responsibility of each student to conduct themselves in a manner that reflects well upon the student, the college, and the profession.
2. Students shall not engage in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegal conduct involving moral turpitude while involved in veterinary-related activities sanctioned by Colorado State University.
3. Professional conduct shall be maintained at all times while engaged in the educational process to prevent an individual's conduct from disrupting another professional's training. Following unsuccessful resolution of a conflict via reasonable avenues by an individual, the Honor Board may investigate the case in accordance with the procedures outlined by the Honor Code.

### ***Section 3– Confidentiality Violations***

After a formal complaint is presented to the Honor Board, all individuals involved in the case must maintain confidentiality for the parties involved (refer to Article IV for more information regarding the progression towards Special Sessions).

1. It is a strict violation of the Honor Code for any accused or accusing person(s) to harass, slander, or threaten in any manner a student, faculty member, or witness involved in a complaint to the Honor Board.
2. It is a violation of this Honor Code for the accused, witnesses, accusers, Honor Board members, or any other involved parties to violate the confidentiality of a Special Session.

3. Retaliation will not be tolerated and is a violation of the Honor Code. [Retaliation is defined by the CSU policy library](#) as: Any materially adverse action taken against a Reporter because they have participated or may participate in a protected activity such as making a complaint or report; serving as a witness; assisting in an investigation, grievance procedure, hearing, or related activity concerning an unlawful practice or violation of University policy; or opposing a discriminatory practice. For there to be retaliation, there must be a causal connection between the protected activity and the materially adverse action.

## **ARTICLE III— ORGANIZATION**

An Honor Board is hereby established to investigate all alleged infractions of Article II of this Honor Code occurring within the DVM program.

### ***Section 1– The Honor Board***

- 1.** Members of the Honor Board- The Honor Board shall be made up of two Honor Board Representatives from each of the four DVM classes; the current SAVMA president; a representative of the University of Alaska Fairbanks (UAF) cohorts; a Faculty Advisor; and an ex officio advisory representative from the Dean’s Office. A description of each Board member’s qualifications and the leadership positions within the Honor Board are described below.
  - a.** Class Representative: During the fall of the first year of the DVM program, two students enrolled in the DVM program will be elected by their classmates to serve as that Honor Board Representatives for that class for the remainder of the program. If any member is unable to fulfill their obligations for any reason, a special class election shall be held to replace that representative for the remaining term of their position. Honor Board Class Representatives will serve as liaisons to their class community to ensure bidirectional communication with the Honor Board.
  - b.** Chairperson: The Chairperson position is held by a student entering their third year of the DVM program, and thus their third year on the Honor Board. They are responsible for ensuring that timely Honor Board meetings occur throughout the academic year, communicating with Honor Board members regarding pertinent issues and possible investigations, communicating with students involved in a formal complaint, organizing a vote among Honor Board members when necessary, scheduling a Special Session when required, and chairing the Special Session proceedings in accordance with Article IV. They are also responsible for communicating the purpose of the Honor Code to all incoming members of the DVM student body and explaining the students’ responsibilities to uphold the Honor Code.
  - c.** The UAF Representative position is held by a student entering their third year of the DVM program. This student is expected to maintain communication with the UAF Director of Academic and Student Affairs. An election will be held during the fall of the third year of the DVM program to elect a UAF representative to serve on the Honor Board for the remainder of the program.
  - d.** Immediate Past Chairperson: The Immediate Past Chairperson is the student who was the Chairperson the previous year, and will carry out all duties expected of the Chairperson if the current Chairperson is unavailable. As a representative of the fourth year class, they are a voting member of the Honor Board.
  - e.** The Secretary position is held by a student entering their second year of the program, and thus their second year on the Honor Board. Their responsibilities include taking minutes during Honor Board meetings, creating Complete Special Session Records, disseminating documents to the appropriate parties, updating the Honor Board Canvas page, and working with the Chairperson to schedule meetings.
  - f.** SAVMA President: The SAVMA President will be an active, voting member on the Honor Board during Special Sessions. They are encouraged to attend the spring and fall Honor Board meetings to promote understanding of the investigation and Special Session processes.
  - g.** Faculty Advisor: A member of the faculty will serve as Faculty Advisor. The Faculty Advisor will participate in the Special Sessions but will not be an active voting member.

This advisor helps maintain long term continuity by providing advisement on Honor Board policies and procedures. The Faculty Advisor is selected to serve a three-year term and may serve more than one term.

- h.** Representative from the Dean's Office: The Associate Dean for Veterinary Academic and Student Affairs, or a designated representative, will serve as a liaison to the Honor Board. Their role is to ensure CSU policies are consistently followed, and to facilitate involvement of other entities as appropriate (Article IV Section 1). They are invited to attend Honor Board meetings, Special Sessions, and any other formal events at the discretion of the Chairperson and Faculty Advisor. Furthermore, if there is a deadlock in a Special Session final vote, the Representative from the Dean's Office will serve as the deciding vote.

### ***Section 2– Honor Board Elections***

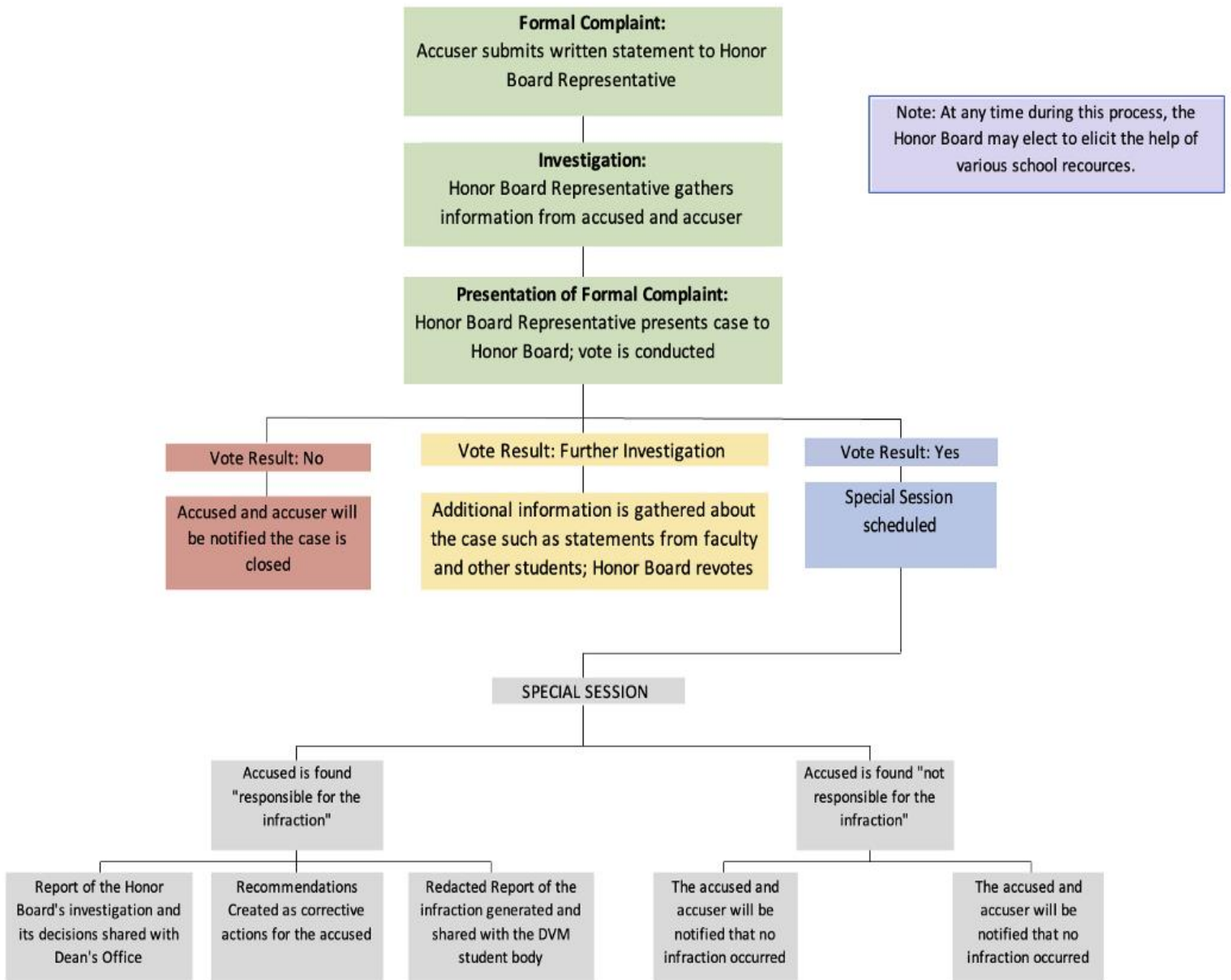
- 1.** Honor Board Class Representative: A representative position is a four-year position. Elections to fill the vacant first-year positions will be coordinated by the current Honor Board Representatives and will be held in the middle of the fall semester, after class elections for the Executive Board have taken place. Preferably, this election will take place after the first round of major exams have occurred for first-year students.
  - a.** The Honor Board Representatives for the second-year students will serve as interim representatives for the first-year class until the elections are complete.
  - b.** Elections for the first-year representative positions shall be conducted electronically. Students may nominate themselves or be nominated by others. The two candidates with the highest vote totals from the DVM first-year student body will become the two first-year Honor Board Representatives. If running unopposed, the candidate's name shall appear on the ballot alone.
  - c.** At the fall Honor Board meeting, the new first-year Honor Board Representatives will be introduced to the other Honor Board members.
- 2.** Secretary and Chairperson: Elections for the Honor Board positions of Secretary and Chairperson will be conducted at the end of the spring semester. If more than one person is interested in these positions the positions can be split or an internal election will be held, and all members of the Honor Board will vote. If only one person is interested in a position, no vote is necessary.
- 3.** UAF Representative elections will be conducted electronically in the fall semester of third year. UAF students may nominate themselves or be nominated by others. The Associate Dean of the DVM program may be contacted as a resource for facilitating recruitment from the UAF cohort. Should no third year UAF students be nominated, students may nominate any UAF student.
- 4.** Faculty Advisor: Elections for the Faculty Advisor position will occur every three years. Before the position is vacated due to term limit or extenuating circumstances, the Honor Board will notify the Dean's Office that the position is available for faculty members. The Dean's Office will notify the faculty of the position and ask that interested candidates submit their name and a short paragraph stating their interest in the position. The Dean's Office will forward this list to the Honor Board which will convene and vote on the candidates. The results of this poll will be forwarded to the Dean's Office and Department Head for their evaluation and endorsement before the elected faculty member is appointed. There is no limit to how many terms a faculty member can serve as the Faculty Advisor for the Honor Board.

## **ARTICLE IV— PROCEEDINGS**

The Honor Board shall adhere to the following procedures.

### ***Section 1– Investigation***

The following procedures govern the manner in which a complaint is handled by the Honor Board, the accuser, and the accused. This process is summarized in the figure below. No alleged infraction or consideration to investigate shall be voted on by the Honor Board if fewer than six voting members are available. The Immediate Past Chairperson shall chair any formal meetings of the Honor Board in the absence of the Chairperson, and the Secretary shall chair the Honor Board in the absence of both the Immediate Past Chairperson and Chairperson.



1. **Formal Complaint-** Students, faculty, and administrators are encouraged to directly contact individuals who they believe are violating the Honor Code in order to limit misunderstandings. If this option is not available or does not resolve the issue, any student(s), faculty member(s), or administrator(s) who observes a possible Honor Code violation shall contact an Honor Board Representative privately. Conferring with an Honor Board Representative does not necessitate a formal, written complaint; however, the Honor Board Representative will not be able to investigate the situation or talk to the accused unless a written complaint is submitted. The person bringing forth the complaint can approach any Honor Board Representative, and therefore is not restricted to the representative of the class most relevant to the suspected violation. The accuser may be directed by the Honor Board Representative to submit a written statement describing the situation. The statement must list the article(s) which may have been violated. If the student relates a suspected Honor Code violation to a faculty member, staff member, or administrator, that individual shall advise the student to contact an Honor Board Representative, without asking the student to divulge any names. If the student is asked to do so, then they are bound by Honor Board policy to refuse.
2. The Honor Board Representative will notify the Chairperson and Faculty Advisor of a potential violation. At this time, the Honor Board Representative(s) will communicate with both the accused and accuser to gather facts surrounding the potential violation. Disclosure of the identity of the accuser shall not be provided to the accused at this time.
3. **Presentation of a Formal Complaint-** The Honor Board Representative, in coordination with the Chairperson and Faculty Advisor, will present the facts of the potential violation to the Honor Board. Under time and logistical constraints, this communication may take place via email. Further meetings, discussions, and clarifications of events may occur at the discretion of the Honor Board.
  - a. In all cases where the Honor Board conducts an investigation, examination shall be limited to the consideration of matters which are relevant, and from sources that are assessed to be legitimate. However, the Honor Board is not bound by formal rules of evidence. The Honor Board may receive documentary material, and sworn or unsworn statements, in written and/or oral form. In each case where the Honor Board conducts an investigation, all persons involved shall be advised of the confidential nature of all information and names, and that it is a violation of the Honor Code to discuss Honor Board matters with individuals unassociated with the case. It is anticipated that the accuser and accused will not discuss the case, please see article II section 3 on retaliation.
4. Once sufficient information has been relayed to the Honor Board, the Chairperson conducts a vote. By majority vote, the Honor Board will vote “No” to not proceed with the case, “Yes” to proceed with the case, or “Further Investigation” if it feels insufficient information is available to decide whether further action is warranted.
  - a. If a “No” vote is decided, the accused and accuser will be notified of the Honor Board’s decision at that time. No further action is required, but the Honor Board may recommend resources like mediation.
  - b. If a “Yes” vote is decided, a Special Session will be scheduled in accordance with Section 2. At this time, the accuser may choose to be identified to the accused, or they may waive that right. Subsequently, the accused may opt out of learning the identity.
  - c. If a “Further Investigation” vote is decided, members of the Honor Board will gather additional information as appropriate. This may include, but is not limited to: statements from faculty and/or students, outside materials, and documentation from

academic or non-academic sources. Additional details of the complaint may be provided to the accused. Once satisfied with the information available, the Honor Board will re-vote in accordance with the procedures outlined in Section 1, Paragraph 4.

5. Alternative Pathways- The Honor Board is only equipped to handle cases that directly violate the Honor Code. If a case is found to partially or fully fall outside of the Honor Board purview, other resources may be contacted for support (Refer to Article IV, Section 1, 6 below). If another entity is contacted, the Honor Board will notify all parties immediately.
6. At any time during the process, the Honor Board may deem that other resources are better equipped, or needed in conjunction, to address the concerns brought forth. The Honor Board has the discretion to refer cases or seek recommendations from various administrative representatives within the university. These resources may include, but are not limited to, the Office of Diversity, Equity, and Inclusion; the DVM Committee on Scholastic and Professional Standards; CSU or DVM Counseling Services; CSU Student Resolution Center; CSU Student Disability Center; Women and Gender Advocacy Center; Larimer Humane Society; Fort Collins Police; and CSU Student Legal Services. All parties involved in the case may contact these resources as well.
7. The Honor Board must abide by CSU policies and may be required to report certain complaints to administrative representatives within the university, such as complaints of sexual harassment or certain illegal activities.
8. For cases that are particularly egregious or unusual in nature, or fall outside of the Honor Board purview, the Honor Board reserves the ability to direct the case findings to the DVM Committee on Scholastic and Professional Standards. Examples of such cases include (but are not limited to): repeated offenses of academic dishonesty; disregard for the Honor Board proceedings or failure to complete recommendations; misconduct that violates the veterinary oath; dishonest or illegal practices; suspected animal abuse or neglect; situations in which the safety of another student is threatened or impaired; and any sufficiently concerning cause to lead the Honor Board to question the student's continuation within the CSU DVM Program.
9. If there is immediate concern for the harm to self or others, the Honor Board should engage the CSU Office of Student Support and Safety Assessment through the [Tell Someone](#) mechanism and/or the Fort Collins Police Department, then inform the Associate Dean for Veterinary Academic and Student Affairs. Should a case be redirected, both the accuser and accused student will be notified at the earliest convenience. The Honor Board will release all the documentation and findings to said group. By signing the DVM Code of Honor, students will be subjected to the policies, review, and decisions imparted by the entity receiving the case.

### ***Section 2– Preparation for a Special Session***

1. Special Sessions shall not be scheduled within 24 hours prior to an exam to be taken by the accused and all other parties involved in the Special Session, including Honor Board Representatives, so as not to interfere with studying or test performance. All Special Sessions shall be held at the earliest possible time, preferably within five days of the Honor Board voting to go to Special Session. If a violation is reported near an extended break, there may be an extension of this timeline to allow for parties to be properly notified and written statements to be collected. However, if the accused requests, they have the right to reschedule the Special Session up to one week from the time of the originally scheduled Special Session to obtain necessary evidence.
  - a. The maximum time allotted for a Special Session is three hours. If a Special



Session is nearing the three hour time limit, it will be up to the discretion of present Honor Board members to continue with the Special Session or to reconvene at a later date. Should the Honor Board decide to reconvene at a later date, the conclusion of the Special Session must be scheduled within a week of the initial Special Session.

2. The Chairperson and/or Secretary shall contact the members of the Honor Board via email to inform them of the meeting time and place.
3. The accused in the alleged incident shall be contacted by confidential email or a letter written by the Chairperson. A designated Honor Board Representative, responsible for assisting the accused student throughout the entire process, will reach out to the accused student within 24 hours to confirm receipt of the email or letter, give any clarification necessary, answer further questions, provide information about support options available, and offer any other support available within the confines of the Honor Code. The designated Honor Board Representative may abstain from voting during a Special Session.
  - a. Based on the circumstances of a case, the Honor Board may deem it necessary to summarize the evidence presented by the accuser and share this information with the accused prior to the Special Session. A separate summary document of the evidence presented by the accuser during the formal complaint will be generated by the Chairperson and reviewed by the Honor Board Members prior to sharing it with the accused. The goal of this document should be to help the accused better prepare for the Special Session.
  - b. A tentative date and time will be suggested on the written letter. The accused will be held responsible for contacting the Honor Board Chairperson at least 24 hours prior to that time if their attendance is not possible at the originally scheduled time. The accused will be notified in the letter of their right to request an additional week to gather evidence if needed. If the Chairperson is not contacted, the tentative date and time will be set as the time of the Special Session.
  - c. All Honor Board Representatives will be available for any questions or concerns that students may have throughout the duration of the case.
4. Students involved in a Special Session will be instructed to review the most current revision of the Special Session procedures. They will be reminded of their obligation to keep the matter confidential and their responsibility to refrain from discussing the case with any other party, except for personal advisors or legal counsel. The confidentiality of these conversations should be emphasized.
5. The accused will be asked to provide a written statement responding to the allegation(s) and any pertinent supporting documents. This information will be given to the Chairperson prior to the Special Session and entered as documentation during the Special Session.
6. The accused and accuser shall have the right to summon case witnesses on their behalf by providing the Honor Board Chairperson the individuals' names and contact information at least 72 hours prior to the Special Session. Supporting documents relevant to the facts of the case may also be provided by the accused or the accuser to the Honor Board 72 hours prior to the Special Session. The accused and accuser shall not contact their witnesses directly; instead, the Chairperson will contact these witnesses for them. Case witnesses are asked to recall and present the facts they remember regarding the alleged infraction via written or prerecorded video testament. The notification of a witness shall consist of a phone call and/or confidential email by the Chairperson that describes the specific incident (if appropriate), notifies them of the time of the Special Session, and explains their role as a witness. Witnesses will also be
7. reminded not to discuss the case with any other party. Both the accused and accuser will

be provided with a witness list 48 hours prior to the Special Session.

- a. While there is no limit to the number of case witnesses, both the accused and accuser should provide names and contact information of individuals they feel best support their case. Along with submitting the names and contact information of each witness, the accused and accuser are expected to provide a short summary of how each witness supports their case. Following submission of witnesses, the Honor Board Chairperson or the designated Honor Board Representatives will seek to identify overlap in case witness's summaries and will work with the accused and accuser to eliminate witnesses so only the most pertinent remain.
8. The accuser shall have the right to decide if they would like to be identified to the accused once it has been determined that the case is proceeding to a Special Session, unless they choose to waive that right and remain anonymous. The waiving of that right shall be accomplished by a written statement or confidential email given to the Honor Board prior to the start of the Special Session. If the accuser chooses to be identified to the accused, the accused subsequently may choose if they would like to know the identity of the accuser. The accused may contact the Chairperson, who may release that information to them. The accused shall also be informed that they have the right to obtain legal counsel and may bring this legal counsel to the Special Session. However, it should be explained that this legal counsel is only there to advise the accused and not to speak for them. The accused must notify the Honor Board within 48 hours of the Special Session, or at the earliest possible time, if they decide to bring legal counsel. If the accused chooses to bring legal counsel, the Chairperson must notify the CSU Office of General Counsel. The Special Session may be delayed in order to give the Office of the General Counsel time to appoint legal counsel on behalf of the university.
9. The accused may choose to bring one personal advisor to the Special Session. The personal advisor is there to advise the accused and cannot speak for the accused.
10. In the event that the student accused of a possible infraction refuses to comply with this policy or meet with the Honor Board, the Honor Board will still hold the Special Session to review and evaluate the case. Such cases may be transferred to the DVM Committee on Scholastic and Professional Standards for consideration.

### ***Section 3– Special Session Procedures***

1. The students involved shall be asked to wait in separate locations until the Honor Board is ready to meet with them.
2. The accused shall be brought in first and asked if he/she wants to hear the testimony of the accuser and witnesses. If the accused chooses not to do so, then he/she shall sign a written waiver.
3. The accuser and accused will each have a reasonable opportunity to deliver oral presentations and ask questions following each party's presentation. Presentations may be limited as the Honor Board sees fit. The accuser shall give the first oral presentation and at the end of the presentation, the accused and the Honor Board will be allowed to ask questions. Witnesses will be brought in one at a time to present their testimony. If the witnesses are not present, written or prerecorded testimony will be allowed. Witnesses will not hear the testimony of any other witness, the accused, or the accuser. The accused will present next and will then be open to questions from the accuser and the Honor Board. The same process will be applied to the testimony by the accused and witnesses for the accused. The Honor Board will use this process to develop questions and clarify information that will be used to come to a final decision.
4. The students shall be given reasonable opportunity to present written and/or oral evidence on their behalf, including evidence in extenuation or mitigation. The accused may choose

to have legal counsel and/or a personal advisor present during the Special Session and may confer with them for advice, in accordance with aforementioned policies. Neither the legal counsel nor the personal advisor can speak for the accused. The Honor Board may continue to question the accused student without the presence of the accusing party in order to clarify and facilitate better communication.

5. In the event that a student confesses to an Honor Code infraction, the Honor Board shall discuss whether a Special Session is still needed or if the Honor Board wants to move forward to making recommendations. The Honor Board may consult the accuser on how they would like to proceed.
6. After presentations are complete and all materials are received, the Honor Board shall meet in closed session to decide all issues, with determination of responsibility for an alleged infraction requiring two-thirds majority vote by the members present. The decision of the Honor Board concerning an alleged infraction shall be: “responsible for the infraction” or “not responsible for the infraction.” Discussion and voting shall continue until a two-thirds majority decision is reached or until, in the Faculty Advisor's judgment, a deadlock has developed. The accused, accuser, and all witnesses will be asked to stay in separate rooms while deliberation takes place, unless time and circumstances are deemed unreasonable by the Honor Board. The Honor Board reserves the right to individually recall any of the parties to clarify details of the incident.
7. If the Honor Board determines an infraction has occurred, the Honor Board shall decide upon recommended corrective actions, in accordance with the type and extent of the violation. The Honor Board shall arrive at the recommendations by discussion and two thirds majority vote. A recommendation may include referral to various university support or counseling services or referral to a health professional that has the power and authority to direct the student to specific types of support or counseling. The Faculty Advisor can assist with recommendations commensurate with historical precedent, individual needs, etc.
8. In the event of a deadlock, the Representative from the Dean’s Office will cast a tie breaking vote.
9. The Honor Board shall meet with the accused and accuser individually to deliver their findings. The Chairperson shall state the Honor Board’s decision and any recommendations by the Honor Board. All parties shall be reminded of the confidentiality of the Special Session and its proceedings.
10. The Special Session shall be adjourned by the Chairperson.
11. If additional Honor Board meetings are required for further decisions or clarifications, only those members present at the Special Session shall be allowed to participate and vote on any additional decisions made by the Honor Board.
12. In cases where the Honor Board has determined that a violation of the Honor Code has occurred, a report shall be forwarded to the Dean’s Office. The report to the Dean’s Office shall include details of the Honor Board’s investigation and its decision. The accused and accuser shall have the right to request that the Honor Board Chairperson send them a copy of the Complete Special Session Report if they wish to use this to appeal to the Associate Dean. In all cases, the accused shall receive a copy of the Honor Board decision.
13. If a student is found responsible for an infraction, the Chairperson shall draft a Special Session Redacted Report; the report shall not contain any personally identifiable information, but will summarize the situation and clarify the infraction(s) as it relates to the Honor Code. Redacted Reports will be sent to the accused to be approved of having no identifiable information before being published. The Secretary will review and post the

Special Session Redacted Report on the Honor Board Canvas page, as well as update the Public Historical Record of Infractions also found on the Canvas page. An email summarizing the Honor Board findings from all Special Sessions conducted that semester will be sent to the student body at the conclusion of the semester (refer to Article V, Section 5 for a more detailed explanation of these documents).

***Section 4 – Appeal Process***

1. An appeal process is available for the accused and accuser.
2. The individual must submit a written appeal and provide a copy of the Complete Special Session Report to the Associate Dean for Veterinary Academic and Student Affairs.
3. The appeal must be able to introduce new evidence or information, or demonstrate that the decision was based on matters that were inappropriate or irrelevant to the Honor Code and applicable professional standards and that consideration of these matters was the deciding factor.
4. The appeal must be submitted to the Associate Dean within ten business days of the date on the decision letter sent to the Associate Dean by the Honor Board. The Associate Dean shall provide a written determination to the person appealing and the Honor Board Chairperson within ten days of the date on the appeal letter, in the absence of extenuating circumstances.

## **ARTICLE V— PROMULGATION**

### ***Section 1- Access to the Honor Code***

DVM students will have access to current copies of the Honor Code via the [DVM Student Sharepoint site](#) and through the Honor Board Canvas site. Additional hard copies of the Honor Code will be provided to students as needed.

### ***Section 2- Presenting the Honor Code***

1. First-Year Students- A series of Honor Board information meetings will occur during the first semester to properly introduce new DVM students to the Honor Code.
  - a. The Honor Code will be presented during the first-year DVM student orientation by the Chairperson and any available Honor Board Representatives.
  - b. First-year students will sign the Honor Code by the end of the first week of classes.
  - c. During the first or second week of classes, the current second-year Honor Board Representatives will introduce themselves as the interim representatives for the first-year class until elections are held. Questions about the Honor Code and how to become an Honor Board Representative can be addressed at this time.
2. At the beginning of each year, the representatives will reintroduce themselves to their class with a brief summary of what the Honor Board process is. Third and Fourth years can do this during their class reorientation, and Third years can announce the opening Alaska representative position.

### ***Section 3- Honor Board Meetings***

1. The Honor Board will formally meet once a semester to specifically discuss the group's goals for the semester and review current policies. The fall meeting should take place after the first-year Honor Board Representatives are elected. Additional meetings may be conducted throughout the semester as the need arises.
2. Before the summer semester, electronic and telephone contact information for each Honor Board Representative will be established to facilitate the Honor Board meeting remotely if necessary.
3. The Honor Board will solicit feedback at least once a semester from the student body to maintain an open channel of communication. These sessions shall include example cases to present to the attendees and an opportunity for students to voice their concerns about Honor Code related situations.

### ***Section 4- Documents***

1. All Honor Board documents generated during a Special Session shall be maintained electronically and are exclusively accessible by members of the Honor Board.
  - a. Complete Special Session Report- A detailed report of a Special Session will reside within the Honor Board official email account in the Special Session folder. These files shall contain an electronically-signed Secretary's report containing all specific details (names, dates, classes), as well as findings of fact, opinions, and decisions, as appropriate for each case. All written statements or other documents that contain individuals' names will be included in this file. Following graduation of a student found responsible for an Honor Code infraction, documents containing the student's name shall be held in the Honor Board files for three years before they are permanently destroyed. If more than one student has been alleged to be associated with an infraction, then the destruction of the document shall occur three years after the graduation of the last student allegedly associated in the incident.
  - b. Private Historical Record- A spreadsheet of past cases will be maintained within the Honor Board official email account. This Private Historical Record will include, where applicable: the date of the formal complaint, the standards of honor allegedly

- violated, the progression of the complaint to an investigation and/or Special Session, the findings of the Honor Board, the article and section of the Honor Code violated, the general recommendations/consequences of the Special Session, and the year of required termination of that case's Complete Special Session Record. It is the responsibility of the Chairperson and Secretary to review this list at the end of each spring semester in order to purge files that have been held for the required three years.
- c. The files within the Honor Board email account are intended to be exclusively accessed by Honor Board members only. The confidentiality of these documents must be maintained.
2. The dissemination of alleged infractions will be conducted throughout the semester on the Honor Board's Canvas webpage and at the conclusion of the semester with an emailed summary report.
    - a. Special Session Redacted Report- A report will be generated for each Special Session and will reside on the Honor Board's Canvas page; these reports will be accessible to all students in the DVM program. The Special Session Redacted Report will contain a summary of the situation, but will exclude any identifying details such as individuals' names, year in the program, classes involved, or any other information that could identify a given individual. These reports shall be maintained indefinitely by the Honor Board for use as a precedent and historical perspective for future Honor Boards and the DVM student body.
    - b. Public Historical Record- A list of prior cases will be maintained on the Honor Board's Canvas webpage. The Public Historical Record will include, where applicable: the calendar year of the formal complaint, the standards of honor allegedly violated, the progression of the complaint to an investigation and/or Special Session, the findings of the Honor Board, the article and section of the Honor Code violated, and the general recommendations/consequences proposed by the Honor Board. The record will exclude the names or identifying information of any individuals, the names of the courses associated with the incident, or any recommendations that may disclose the identity of the involved parties.
    - c. The files within the Honor Board Canvas webpage will provide only general case information and may be viewed by DVM students and Honor Board members at any time. It is imperative that these documents have all identifying details removed from them before they are posted on the website.
    - d. Semester Recap- At the end of the semester, the Chairperson and Secretary will review the Public Historical Record and Special Session Redacted Reports generated that semester in order to condense them into a summary report. The Honor Board will email this summary report to the DVM student body after the conclusion of each semester. The Honor Board shall present the above summary report, as well as any broader recommendations, to the Dean's Office at this time. It is encouraged that the Dean's Office send this summary report to the faculty.
  3. At the Honor Board's discretion, the Dean's Office representative may be allowed to access any of the files on the Honor Board's Canvas page or within the Honor Board email account.
    - a. Any document placed in or removed from an individual's permanent academic record regarding an Honor Code infraction is done so at the Associate Dean's discretion, and should be generated by the Associate Dean. No documents generated by the Honor Board shall be allowed in an individual's permanent academic record.

## **ARTICLE VI— AMENDMENTS**

### ***Section 1***

This Honor Code may be amended or revised upon a two-thirds majority vote of the Honor Board, or upon the signed petition or vote of two-thirds of the DVM students within the College of Veterinary Medicine and Biomedical Sciences. Prior to an amendment vote by the Honor Board, the proposed amendment to the Code of Honor will be made available for review by the DVM students and comments will be accepted. Following any amendment or revision, the Honor Board shall provide free copies of the Honor Code to all DVM students and faculty members. Notwithstanding the above, the Honor Board shall consider any proposed amendment or revision of the Honor Code submitted by any student.

### ***Section 2***

Amended: November 13, 1922

Amended: September 13, 1943

Amended: June 20, 1950

Amended: January 27, 1960

Amended: January 24, 1962

Amended: January 8, 1964

Amended: March 29, 1967

Revised: January 30, 1968

Revised: May 1, 1969

Revised: January 7, 1974

Revised: November 25, 1974

Revised: July 13, 1976

Revised: September 6, 1978

Revised: September 13, 1979

Revised and Amended: January 27, 1983

Revised and Amended: April 16, 1985

Revised and Amended: April 17, 1987

Revised and Amended: May 12, 1988

Revised: August 24, 1989

Revised: June 5, 1991

Revised: May 4, 1999

Revised: January 26, 2000

Revised and Amended: April 24, 2001

Revised: November 11, 2002

Revised: April 18, 2006

Revised: Spring 2007

Amended: Spring 2010

Revised and Amended: Spring 2013

Reviewed: Spring 2015

Reviewed: Spring 2017

Revised: Spring 2017

(Amended: Spring 2017)

Revised: Spring 2019

Revised: Spring 2021

Revised: Spring 2023