

Lewis Katz School of Medicine at Temple University

Honor Code (Revised 2016)

The students for the degree of doctor of medicine and faculty members of the Lewis Katz School of Medicine [LKSOM] subscribe to the high ethical and moral standards of conduct appropriate for health care professionals as set forth in this Honor Code. These standards are based upon the principles of honesty, integrity, and civility. Those who accept admission to the Temple community pledge both personal and collective responsibility for maintaining these standards at all times and places and pledge to help others do likewise.

This Code is intended to promote relationships of trust and respect among students, faculty, staff, and patients; to foster an environment which promotes such relationships and, when necessary, to enforce these ethical standards and regulate breaches through the judicial duties of the Honor Board. It is not intended to dictate the lifestyle of an individual. This Code supplements the Temple University *Student Conduct Code* (http://policies.temple.edu/list_docs.asp#C, policy no. 03.70.12). Alleged violations of the Temple University *Student Conduct Code* that do not violate this Honor Code will be adjudicated under the University's Student Conduct Code. Alleged violations that might violate either Code shall be adjudicated by either the university or LKSOM at the discretion of the Dean or his or her designee.

I. JURISDICTION

The Honor Code applies to both the academic and non-academic activities of all candidates for the M.D. degree and to both on-campus and off-campus conduct. Every student seeking the M.D. degree who accepts admission to the LKSOM is responsible for knowing the content of and upholding the rules and regulations of the Medical School and this Honor Code. Copies of the Honor Code are made available to incoming first-year M.D. students. Copies of amendments to the Honor Code are distributed to all M.D. students and faculty and are published on the website of the School of Medicine. Ignorance of the Honor Code and the rules and regulations of LKSOM does not constitute a defense in any proceeding against a student.

II. RESPONSIBILITY FOR THE HONOR CODE

The Honor Board will write to all prospective medical students, informing them that LKSOM is governed by an Honor Code and that their matriculation is conditioned upon a promise to abide by that Code. The Honor Board Chairpersons will provide that communication to the Office of the Senior Associate Dean for Admissions by October 10th of each academic year so that it may be enclosed with the applicant's letter of acceptance. A copy of the Honor Code, the Honor Board Bylaws and the Schedule of Violations will be mailed to any candidate who wishes to review them prior to matriculation.

Every student who is a candidate for the M.D. degree must comply with the Honor Code. Students who are candidates for the M.D. degree and the Ph.D. degree are expected to comply

with the Honor Code during the periods when they are taking courses or engaged in rotations that are intended to lead to the M.D. degree. Compliance with the Honor Code includes (a) reporting violations of which the candidate has personal knowledge, (b) providing information and evidence, including documents and testimony at any investigation of or hearing on an alleged violation and (c) otherwise cooperating fully in the implementation and enforcement of the Code.

III. HONOR BOARD

The Honor Board is a representative body composed of students who are candidates for the M.D. degree and of faculty members of the School of Medicine, whose primary function is to educate the Temple community about the Honor Code. In the event of an allegation of an Honor Code infraction, the Honor Board investigates the allegation and acts as the official judicial body of the Honor Code in accordance with the Honor Board bylaws below.

IV. CONFIDENTIALITY

The effectiveness of the Honor Code depends upon the confidentiality of any allegations of violations, the information collected in any investigation and the proceedings and results of any hearing. A breach of confidentiality can be a violation of the Honor Code.

V. AMENDMENTS AND REVISIONS

A. Any amendment to the Honor Code, the Bylaws of the Honor Board or the Schedule of Violations, requires the approval of:

- a) A majority vote at a meeting of the Honor Board
- b) A majority vote at a meeting of the student body
- c) A majority vote at a meeting of the Medical School Faculty Senate
- d) The Dean.

B. In addition, any amendment requires the review or approval of the President or his or her designee.

Notwithstanding paragraph V (A), *supra.*, amendments to the Honor Code, the Bylaws of the Honor Board or the Schedule of Violations that are solely for the purpose of clarification require only the approval of a majority vote at a meeting of the Honor Board.

C. Proposals for amendment to the Honor Code, the Bylaws of the Honor Board or the Schedule of Violations may be made by the Honor Board, the Medical School Faculty Senate, the Dean, or the President.

VI. ANNUAL REPORT

The Honor Board will prepare an Annual Report to the School of Medicine. That Annual Report

will summarize all activities and projects undertaken by the Board during the preceding year. It will also list any cases brought to the Board and their dispositions. This list shall include a summary (omitting names) of charges, verdicts, any sanctions recommended by the Honor Board, and any sanctions levied by the Senior Associate Dean for Education. The Senior Associate Dean will forward the Annual Report to the University Code Administrator.

Bylaws of the Honor Board

I. COMPOSITION OF THE HONOR BOARD

The Honor Board is composed of the following members:

- A. 20 Student members (5 members from each class)
- B. 4 non-voting Faculty advisors, two each from the clinical and basic science faculties
- C. 4 voting Faculty members, including one Lead Faculty Member

II. SELECTION AND RESPONSIBILITIES OF HONOR BOARD MEMBERS

A. All Honor Board Members

The Honor Board shall have the following responsibilities:

- **Administrative Role** – Board members shall promote compliance with the Honor Code through, among other actions, orientation of incoming students; communication with faculty members, administrators, and students through statements, reports, polls, and announcements; and any other activities that will enhance the spirit of the Honor Code at the School of Medicine.
- **Judicial Role** – Board members shall be involved in any formal matter brought to the Board's attention involving a possible violation of the Honor Code. These duties include advising and/or mediating a confrontation between two parties, taking part in an investigation or a hearing, determining a verdict, and recommending sanctions. The procedures to be followed in the event of an allegation of a violation are set forth in Sections VIII through XIII below.
- **Advisory Role** – Board members shall serve as resource persons to students and faculty members on all matters pertaining to the Honor Code.

B. Student Members of the Honor Board

- a) Election and Terms – In the fall term, the first year class shall elect five representatives to the Honor Board to serve one-year terms. Early in the spring term, the first year class shall elect five representatives to the Honor Board to serve three-year terms and the second and third year classes shall elect representatives to fill any vacancies on the Honor Board. Elections shall be held in accordance with this Section II (B)(1).
 - i. The Honor Board Chair shall establish a date for the Honor Board elections and a deadline for nominations.
 - ii. The Honor Board Chair will, at least three weeks prior to the date of the election, give notice to first-year medical students and, if there is one or more vacancies to be filled, to second- or third-year medical students by email and by announcement posted on the student bulletin board located by the student mail

- boxes. Such notice shall include a description of the responsibilities of Honor Board members, the date of the election, the number of positions on the Honor Board to be elected by each class, and the date and person to whom nominations may be made. Nominations shall be due at least seven days before the date of the election. Students may be nominated by one or more student colleagues or may nominate themselves. The Associate Dean for Student Affairs shall receive the nominations.
- iii. Several days prior to the date of the election, the Honor Board shall prepare and distribute by email to first-year medical students and, if there is one or more vacancies to be filled, second- or third-year medical students, a ballot containing the name and photograph of every candidate for whom that student may vote. Each first-year medical student may vote for up to five (5) candidates. Each second- or third-year medical student may vote for a number of candidates equal to the number of vacancies, if any, from that student's class.
 - iv. Votes will be tabulated by students other than those who are candidates. The five (5) candidates from the first-year class and the number of candidates representing the number of any vacancies from the second- and third-year classes who receive the greatest number of votes will be the Board representatives. Every candidate will be notified directly of the results. In the event of a tie, both candidates will serve on the Board as full members.
 - v. If a Board member should be alleged to have violated the Honor Code, (s)he will not be able to participate in any Board meetings while the charge is pending. If the member is found to have violated the Honor Code, his/her office will be declared vacant as of the day of the final determination.
- b) Election of Student Officers – At the final Honor Board meeting of the academic year, which will be held after the elections, members will either nominate themselves or will be nominated for the positions of Chairperson(s) and Treasurer. The Board will vote by closed ballot. All officers will assume their new positions at the conclusion of the meeting. The position of Secretary will be filled at the second meeting of the following year, permitting the newly elected first-year representatives to run for this office.
- c) Responsibilities of Student Officers
- i. The responsibilities of the Chairperson(s) or the Chairperson's designee(s) are:
 - To call and preside over all meetings of the Honor Board.
 - To carry out all written and verbal correspondence of the Honor Board, or to delegate such duty to another member of the Board.
 - To appoint Investigating Committees, Hearing Boards, and their chairpersons.
 - ii. The responsibilities of the Secretary are:
 - iii. To record minutes at all meeting of the Honor Board.
 - To prepare two copies of each set of minutes: One copy is to be placed in the Honor Board files; the other copy is to be posted for public viewing (with any confidential information redacted).
 - iv. The responsibilities of the Treasurer are:
 - To create a budget for all activities planned by the Board for the academic year and to prepare all documents needed to secure such funds.
 - To serve as a liaison between the Board and all funding sources (e.g., Student

Council and Dean's Office).

- To report the financial status to the Board on a periodic basis.

C. Faculty Members of the Honor Board

a) Faculty Advisors

- i. **Selection** – The Board will include four voting Faculty Advisors, two each from the clinical and general science faculties. The Board will provide a list of suitable candidates for the position of Faculty Advisor to the Dean, who will appoint each Faculty Advisor for a term of four years, including one Lead Faculty Advisor. Separate lists will be made for clinical and non-clinical faculty. The lists of nominees will be retained by the Board to be used in the event of a resignation.
- ii. **Responsibilities** – Faculty Advisors will participate in all activities of the Board, serve on Investigating Committees and participate in hearings. Each member will have one vote. The Lead Faculty Member will serve as a resource to student leaders, advising them on protocol to ensure fairness and consistency.

III. ATTENDANCE

The Honor Board will meet once each month during the academic year to conduct general business. Additional meetings may be called by the Honor Board as needed. Members are required to attend all meetings. If a member is unable to attend, that member must notify the Board and/or the Chairperson(s) before the meeting. Three unexcused absences by Board members may be considered reason for dismissal. Arrangements for dismissal shall be coordinated by the Chairperson(s). Attendance records of student members may be published at class elections for Honor Board representatives.

IV. SUMMER ADJUSTMENTS TO THE HONOR BOARD

- A. Prior to the end of the spring semester, the new Chairperson(s) of the Honor Board will be elected by the Board members to serve for the following academic year. The new Chairperson(s) will coordinate the activities for the summer.
- B. During the summer, the Board will consist of fifteen students, as only three classes will be represented.

V. CONFIDENTIALITY

- A. The reports, records, and proceedings of the Honor Board shall be held in strict confidence by all members of the student body, the faculty and the administration. An alleged breach of this confidentiality will be considered a violation of the Honor System. A breach of confidentiality committed by a member of the faculty or administration may be referred to the Dean.
- B. Any discussion about possible Honor Code violations shall be kept in confidence by Honor Board members who have knowledge of an alleged incident.
- C. Discussion of past Board proceedings within members shall be limited to revealing only the charge, verdict, and final sanctions. No discussion of other details should occur, nor should there be any discussion of a current proceeding until a final resolution of the case

has been made.

- D. Confidentiality with respect to the hearing records shall be maintained in accordance with the protocol described in "Post-Hearing Procedures" of this document.

VI. VIOLATIONS

A. Definitions

Violations of the Honor Code are set forth in the Appendix and include violations of the University Student Conduct Code.

B. Faculty Responsibilities:

- a) When a violation of departmental policy or rules takes place, the faculty retains the right to handle such incidents under the grading system rather than through the Honor Board. For example, flagrant cheating on an examination or the falsification of a patient's records may be addressed through failure of an exam or failure of the course. Issues of unethical behavior in the community may be addressed both through the Honor Code and under the grading system. To promote consistency, sanctions applied in any case are ultimately determined and imposed by the Senior Associate Dean for Education (see X. Post-Hearing Procedures, below), with appeals going to the Student Learning Environment and Appeals Committee (see XI. Appeals, below).
- b) Students are responsible for knowing appropriate behavior with respect to test taking, the use of study aids, class attendance and the like, by obtaining such information from the relevant Academic Department.
- c) Each year, the Honor Board shall send a letter to all faculty members. This letter shall state that all faculty members should be in possession of a copy of the Honor Code, and that copies are available in the Office of Student Affairs.

VII. ENFORCEMENT OF THE HONOR CODE

When a member of the community has witnessed a possible violation or has knowledge of one, that member must either confront the alleged violator or submit a written complaint to the Honor Board. Although confrontation or submission of a complaint should be initiated promptly, such action may be taken at any time after a possible violation has occurred.

A. Confrontation

- a) Purpose – A confrontation between the Accuser and the Accused, with or without the mediation of an Honor Board member, provides an opportunity for the Accuser to explain the charge to the Accused and for the Accused to offer an explanation of his/her actions.
- b) Mediation – If the Accuser finds it difficult to confront the offender, alone, (s)he may contact an Honor Board member to arrange a meeting between the two parties to mediate the confrontation.
- c) Results:
 - i. If, as a result of the confrontation, the Accuser is satisfied that no violation occurred, or that the violation was inadvertent, minor, and will not be repeated, the complaint will be considered resolved and no record of the incident will be

- maintained.
- ii. If, however, the Accuser is not satisfied with the explanation, or if the Accused admits to a violation of the Honor Code, the Accuser must submit a written report and any evidence substantiating the charge to a member of the Honor Board. The report may either describe a situation that merits further investigation, or it may make specific charges against the Accused.

B. Direct Submission of a Written Complaint

A member of the LKSOM or university community may elect to bypass confrontation and proceed directly to the submission of a written complaint regarding a student. The Accuser submits a written complaint by submitting to a member of the Honor Board a written summary of the alleged violation of the Honor Code and any evidence substantiating the alleged violation. A complaint may either describe a situation that merits further investigation, or list specific charges against the Accused. At this time, the Accuser may remain anonymous.

The University may always take appropriate action with respect to any complaint in accordance with University policies.

VIII. INVESTIGATION PROCEDURES

A. Initiation of an Investigation

When a member of the Honor Board receives a written complaint of an alleged violation, that member must notify the Honor Board Chairperson(s) that a complaint has been filed. The Honor Board Chairperson(s) must then form an Investigating Committee, which will offer Faculty Advisors for the Accuser and the Accused. The Honor Board Chairperson(s) shall also advise the Office of the Dean, through the Associate Dean for Student Affairs, that a complaint has been filed. The Honor Board Chairperson(s) shall not, however, disclose to the Associate Dean the names of either the Accuser or the Accused.

B. Investigating Committee

- a) Composition – Each Investigating Committee shall consist of three (3) unbiased (as defined in Section IX.E.a below) members of the Honor Board, including two students, and one Faculty Member. One member should be the Honor Board member initially contacted by the Accuser. The Investigating Committee will select a student member to chair the investigation. The Chairperson of the Investigating Committee may, but need not be, the member initially contacted by the Accuser.
- b) Notice to the Accused – The Investigating Committee Chairperson shall notify the Accused that a complaint has been filed and shall provide him/her with a copy of that complaint.
- c) Role of the Investigating Committee – The Investigating Committee shall first determine whether the conduct alleged in the complaint, if true, would constitute a violation of the Honor Code. If the Investigating Committee so determines, the Investigating Committee shall interview the Accused, the Accuser, and such other witnesses (whether they are named by the Accused, Accuser, or other witnesses) as

the Committee shall deem appropriate, and any involved faculty members. The Investigating Committee shall also gather any physical evidence (e.g., test papers) that might be useful in the investigation.

- d) Scope of the Investigation – The scope of the investigation shall be limited to the charges in the complaint. If, during the course of its investigation, the Investigating Committee discovers other behavior which (a) may constitute a violation of the Honor Code, (b) is related to the charges in the complaint, and (c) is not referred to in or otherwise related to the complaint, the Investigating Committee may investigate this behavior. If the behavior is not related to the charges in the complaint, the Investigating Committee may not investigate the behavior. The newly discovered behavior must be handled as a separate violation.
- e) Witnesses – All witnesses interviewed by the Investigating Committee, including the Accuser, will be informed that the matter must remain confidential and will be instructed to restrict their comments to the scope of the written complaint. The evidence shall be summarized in writing. If a hearing is scheduled, the Accused shall have the opportunity to review this material prior to the hearing.

C. Hearing Determination

- a) No Hearing – If the Investigating Committee determines that an Honor Code infraction did not occur, it shall promptly notify the Accused and Accuser of its determination. The Committee shall deliver all investigation materials to the Associate Dean for Student Affairs in a closed file. All documents must refer to the Accused and the Accuser by Temple student identification numbers.
- b) Progression to a Hearing If:
 - i. The Accused admits to conduct that the Investigating Committee determines to be a violation of the Honor Code, or
 - ii. The Investigating Committee determines, by majority vote, that there is sufficient evidence that a violation of the Honor Code occurred; The Chairperson of the Investigating Committee will notify the Chairperson(s) of the Honor Board and the Accuser and the Accused of its determination and the Investigating Committee will retain all investigation materials.

D. Pre-Hearing Proceedings

- a) Appointment of the Hearing Board – Promptly after receiving notification of a determination by an Investigating Committee either that the Accused has admitted to conduct that is a violation of the Honor Code or that there is sufficient evidence that a violation of the Honor Code has occurred, the Chairperson(s) of the Honor Board shall appoint a Hearing Board consisting of five members of the Honor Board, four student members and one Faculty Member, each of whom shall be unbiased as defined in Section IX.E.a. Faculty Advisors, members of the Investigating Committee, and persons with prior knowledge of an incident subject to the hearing are ineligible to serve as members of a Hearing Board.
- b) Hearing Board Chairperson – The Honor Board Chairperson(s) will ask for a volunteer among the Hearing Board members to chair the hearing. If there are no volunteers or if there is more than one volunteer, the Honor Board Chairperson(s) shall appoint the

- Chairperson of the Hearing Board. The Chairperson shall preside at all proceedings of the Hearing Board and shall remain a voting member of the Hearing Board.
- c) Notice of Hearing – Promptly after the appointment of a Hearing Board, the Chairperson of the Investigating Committee shall provide the Chairperson of the Hearing Board with a summary of the charges to be heard, a summary of the evidence, and the names of the witnesses, including the Accuser. At least ten days prior to the hearing, the Chairperson of the Hearing Board shall give notice of the date, time and place of the hearing to the members of the Hearing Board, the Accuser, the Accused, the Faculty Advisors to the Accuser and the Accused, and the Chairperson of the Investigating Committee. At the time of this notice, the Chairperson of the Hearing Board shall provide the Accused with the information provided to him/her by the Chairperson of the Investigating Committee and with the names of the members of the Hearing Board. Promptly after receipt of this notice, the Chairperson of the Investigating Committee shall notify any witnesses of the date, time and place of the hearing.
 - d) Right to Challenge Composition of the Hearing Board – Not less than five days before the date scheduled for the hearing, the Accused may challenge one or more members of the Hearing Board on the grounds that that member is not able to objectively determine one or more of the issues presented in the Complaint. The Accused shall deliver any such challenge, together with the reasons for the challenge, to the Chairperson of the Honor Board, who shall resolve such challenge as promptly as practicable. If the Chairperson of the Honor Board sustains the challenge, that Chairperson shall appoint one or more substitute members of the Hearing Board. The Accused shall have no right to challenge any of the substitute members.
 - e) List of Witnesses to be Called by Accused – Not less than five days before the date scheduled for the hearing, the Accused shall deliver to the Chairperson of the Hearing Board and the Chairperson of the Investigating Committee, a list of any persons, not listed as witnesses by the Investigating Committee, whom the Accused intends to call as witnesses at the hearing. The Investigating Committee shall have the right to interview such persons prior to the hearing.

IX. HEARING PROCEDURES

A. Role of the Hearing Board

The Hearing Board shall hear all testimony and receive all evidence and shall determine whether the Accused has violated the Honor Code and, if the Hearing Board determines that the Accused has violated the Honor Code, recommend sanctions to be imposed by the Senior Associate Dean for Education. In conducting the hearing, the Hearing Board shall not be bound by the rules of evidence but may accept any evidence that it finds will assist it in making its determination. The Hearing Board shall produce a verbatim record of the hearing by means of a stenographer or an audio or video recording.

B. Role of the Investigating Committee Chair

The Investigating Committee Chair or a Committee designee must attend the hearing and present the investigating Committee's findings. At the discretion of the Hearing Board Chair, other members of the Investigating Committee may attend the hearing, but only as observers or resources to the presenter and may not address the Hearing Board unless recognized by the

Hearing Board Chair.

C. Advisors

The Accused and the Accuser will each be appointed an Honor Board Faculty Advisor. The Accused may also be accompanied to the hearing by an advisor of his/her choice at their expense. Finally, the Hearing Board may consult an advisor about procedural questions. Faculty Advisors are permitted at the interview of the Accused/Accuser during the investigation with the respective Accused/Accuser's consent, and may attend the hearing with the respective Accused/Accuser's consent. However, Advisors will not be recognized by the Hearing Board during a hearing and may not advocate on behalf of the Accused.

D. Hearing Witnesses

- a) If the Accused or the Accuser wishes to submit character witnesses, testimony may be received in written form.
- b) Evidence in the form of oral testimony by witnesses should serve to inform the Hearing Board about specific details of the alleged violation.
- c) During the course of a hearing, witnesses may be sequestered as necessary. The Hearing Board may require witnesses to remain available for the duration of the Hearing or be excused at the conclusion of their testimony.

E. Order of Events During a Hearing

- a) The Hearing Board Chair shall begin the hearing by naming the Accused and the Accuser, briefly describing the procedure for the hearing, and confirming that no member of the Hearing Board is biased or otherwise disqualified from serving on the Board due to prior knowledge of the case, a conflict of interest, or personal relationship with the Accused or the Accuser. In the event any Hearing Board member is disqualified for bias, the Hearing shall continue with the remaining four (4) members of the Hearing Board. In the event that more than one (1) member of the Hearing Board is recused for bias, then the Chairperson(s) of the Honor Board shall reconstitute a new Hearing Board and reschedule the Hearing. All reasonable effort should be undertaken to assure the absence of bias when the Hearing Board appointments are initially made.
- b) The Investigating Committee Chair shall present a statement of the charges and a summary of the evidence.
- c) The Accused, if s(he) wishes, may make a brief opening statement into the record.
- d) The Investigating Committee Chair may begin by offering testimony of witnesses. Testimony should be relevant to the charge and evidence.
- e) When the Investigating Committee Chair has finished questioning a witness offered by the Investigating Committee, the Hearing Board Chair may recognize any Hearing Board member who may have questions for the witness. Once the Hearing Board has finished, the Accused may question the witness. This cycle of questioning - Investigating Committee Chair, Hearing Board, Accused - is repeated until all questions for the witness have been exhausted. The Hearing Board may also direct questions to the Investigating Committee Chair. Note, all questions must be directed toward a specific witness.

- f) The Accused may then present his or her defense or other testimony or evidence. The Accused shall not be compelled to testify and the decision not to testify will not be used against the Accused. Following this presentation, the Accused may offer testimony of supporting witnesses to the Honor Board. Again, testimony must be relevant to the current charge and evidence.
- g) When the Accused has finished questioning a witness offered by the Accused, the Hearing Board Chair may recognize any Hearing Board member if they have any questions for the witness. Once the Hearing Board has finished, the Investigating Committee Chair may ask any questions of the witness. This cycle of questioning - Accused, Hearing Board, Investigating Committee Chair - is repeated until completed.
- h) Witnesses who have already testified may be recalled if the need arises. Once testimony of witnesses is completed, concluding statements will be made – first by the Investigating Committee Chair, then by the Accused.
- i) The Hearing Board Chair shall conclude the Hearing and dismiss everyone but Hearing Board members.
- j) Exceptions or alterations to the above listed order of events may be deemed acceptable upon mutual agreement by the Hearing Board and Investigating Committee Chair, after consultation with the Accused.

X. POST-HEARING PROCEDURES

A. Determination of Verdict

At the conclusion of the hearing, in a closed session, the Hearing Board must deliberate and determine whether a violation of the Honor Code has occurred. At the conclusion of this deliberation, the Hearing Board must come to a conclusion and vote by secret ballot on each of the charges. Each charge will be voted upon separately.

- a) Violation – If at least four (4) of the five (5) votes are that a violation has occurred, the Accused will be declared responsible for a violation of the Honor Code as presented in the charges. In the event of less than five (5) Hearing Board members vote as a result of recusal due to bias, then at least three (3) of the four (4) votes shall be required to find a violation. The Board will then determine sanctions to be recommended to the Senior Associate Dean for Education and produce a summary of the hearing which summary shall include the names of all persons present at the hearing and pertinent information that supports its findings and recommendations.
- b) No Violation – If only three (3) or fewer members of the Board vote that a violation occurred, the current charges will be dropped. A finding of no violation may not be appealed or reheard.

B. Sanctions

No specific guidelines exist for the recommendation of sanctions, except that the degree of the sanction should be appropriate to the seriousness of the offense. Sanctions may include one or more of the following: A written reprimand, failure of course or rotation, non-academic probation, failure of year, reference to the offense(s) in the Medical Student Performance Evaluation, suspension, or expulsion.

C. Notice to the Accused, the Chairperson of the Investigating Committee and the Chairperson of the Honor Board

Promptly after the Hearing Board makes its determination and produces any summary of the hearing, the Chairperson of the Hearing Board shall provide a copy of its findings and of any recommendations for sanctions and a copy of any summary of the hearing to the Accused, the Chairperson of the Investigating Committee, the Honor Board Chairperson(s) and the Associate Dean for Student Affairs. The Chairperson shall also provide a copy of the verbatim record of the hearing to the Associate Dean for Student Affairs for retention and for possible use by any Appeals Committee and the Dean.

D. Record Retention

After the Hearing Board has made its findings and any recommendations or summary, the Hearing Board Chair shall collect any personal notes of the members of the Hearing Board members and shall destroy them. The Chair of the Investigating Committee and the Honor Board Chairperson(s) shall retain a copy of the findings and recommendations and of the summary of the decision finding no violation of the Honor Code for seven days and shall then deliver them to the Associate Dean for Student Affairs. The Chair of the Investigating Committee shall retain a copy of the findings and recommendations and of the summary of the decision finding a violation of the Honor Code until seven days after a final decision by the Senior Associate Dean for Education and shall then deliver them to the Associate Dean for Student Affairs. The Chairperson(s) of the Honor Board shall retain a copy of the findings and recommendations and of the summary of the decision finding a violation of the Honor Code until completion of the Annual Report and shall then deliver them to the Associate Dean for Student Affairs. The Associate Dean for Student Affairs shall retain in closed and confidential files one copy of all records of the Hearing Board's proceedings submitted to him/her and shall destroy all other copies.

- a) The Associate Dean for Student Affairs shall retain all records of those found in violation for six (6) years. These files shall be labeled with the Temple student identification number of the Accused and the termination dates of the files. Files for students that were suspended or expelled shall be maintained permanently.
- b) The Associate Dean for Student Affairs shall retain all disciplinary records of those not found in violation until the student leaves the School of Medicine. These files shall be labeled with the Temple student identification number of the Accused and the termination dates of the files.

E. Access to Records

Disciplinary records and hearing documents shall be maintained separately from other records of the student concerned. Access to them will be governed by current University policy on the disclosure of information of student, faculty, and employee records. Information from disciplinary records will not be made available to unauthorized persons within the University community, nor to any non-University personnel except as permitted by law.

XI. APPEALS

A. Time for Appeal

Any person found responsible for a violation of the Honor Code may appeal this finding within two weeks of receiving notification of the finding and recommendation for sanctions. Appeals based on new evidence must be made within two weeks after the Accused learned of or should have learned of the new evidence.

B. Written Requests

The Accused may submit, by letter, a written appeal of findings and recommendation for sanction to the Honor Board Chair, who will pass on the letter unread to the Student Learning Environment and Appeals Committee (SLEAC). The appeal letter must state clearly the grounds for appeal, any new evidence, the names of any new witnesses, and/or any other supporting information.

C. Appeal of Findings and Recommendation for Sanctions

- a) A student may base his/her appeal on one or more of the following reasons:
 - i. New evidence that may be sufficient to alter the finding of a violation or recommended sanction(s);
 - ii. Procedural errors that significantly prevented the Accused from having a full and fair hearing; or
 - iii. Insufficient evidence to reasonably support the finding of a violation or recommended sanction(s).
- b) SLEAC may review the entire record pertaining to the case, interview any member of the Hearing Board or Investigating Committee, and interview any previous or new witnesses as deemed necessary, including the Accused.
 - i. By majority vote, SLEAC will either uphold or revise the finding of a violation of the Hearing Committee and present its findings and any recommendations regarding sanctions to the Dean.

D. Review of Sanctions

- a) Based on the findings and recommendation of SLEAC, the Dean shall determine the sanctions, which determination shall not be subject to further review. The final sanctions may be less harsh than, identical to, or harsher than the original sanctions.
- b) The Dean will notify the Accused, the Associate Dean for Student Affairs and the Hearing Board Chair of the final decision regarding sanctions. The Associate Dean for Student Affairs will notify the Student Promotion Committee. The Hearing Board Chair will notify Honor Board Chairperson(s).
- c) SLEAC may consult previous Honor Board Annual Reports.

APPENDIX **VIOLATIONS**

The following are examples of violations of the Honor Code but are not all inclusive - the nature of a presumed activity shall be considered on a case by case basis by the Honor Board members involved with its evaluation:

- A. Receiving help from any unauthorized source in answering questions on any medical school evaluation or examination. Such unauthorized help includes: copying answers to any examination from other students, use of any note or text in a closed-book examination, use of references specifically not permitted by the course instructor in open- book examinations, discussion of examination questions with any other person during an examination, and obtaining or releasing copies of sequestered examination questions prior to the time they are to be released by the course instructor.
- B. Interference with the activities of other students preparing for or taking examinations. Such interference includes: tampering with materials being used on practical examinations, creating a disturbance in examinations (loud conversation, etc.), removing reference material from the library for periods of time longer than permitted by library regulations, removal of publicly posted class notes, diagrams, references, etc.
- C. Presentation of data that is known to be false concerning patients under the student's examination or evaluation.
- D. Falsification of attendance records, including signing in for a required activity for another student who is absent, allowing another student to falsely sign in on one's behalf, or signing in and then leaving before a required session is complete or not attending.
- E. Violation of the LKSOM Social Media Policy.
- F. Assistance of any kind to another student in violating this Honor Code.
- G. Giving false testimony or evidence in Board proceeding.
- H. Knowingly breaching confidentiality with regard to past or present Honor Board cases.

STUDENT CONDUCT CODE (TEMPLE UNIVERSITY)

In addition to the Honor Code expectations, any student or student organization found to have committed or to have attempted to commit any violation of the University *Student Conduct Code* is subject to disciplinary sanctions. The University *Student Conduct Code* can be found at http://policies.temple.edu/list_docs.asp#C, policy no. 03.70.12.

