

CODE OF HONOR

OF THE PROFESSIONAL STUDENTS OF THE COLLEGE OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES AT COLORADO STATE UNIVERSITY

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 Code of Honor of the Professional Students of the College of Veterinary Medicine and Biomedical Sciences at Colorado State University.

Section 3

The Code has been adopted in order to: instill self-respect; foster real scholarship and achievement; strengthen the weak and sustain the strong; build habits of honesty and morality to last a lifetime; inspire mutual fellowship and respect; confer prestige upon those who abide by the Code, and promote personal development through enforcement of self-reliance.

Section 4

The Code applies to all PVM students enrolled in VM courses. The Code of Honor will work in conjunction with CSU policies outlined by the Division of Student Affairs Student Rights and Responsibilities handbook; however, as members of the profession of veterinary medicine PVM students will be held to higher standards. These standards are consistent with moral and ethical obligations of practicing veterinarians.

ARTICLE II – STANDARDS OF HONOR

Section 1

Violation of any of the following standards of honor is considered an infraction of the Honor Code. It is the responsibility of each student to understand this Code. Ignorance of its content will not be accepted as an excuse for any infraction. PVM students are also bound by “Student’s Responsibilities”, which can be found in the CSU Division of Student Affairs Students Rights and Responsibilities handbook.

1. A student shall not give or receive aid in examinations or communicate with another student during an examination with regard to the subject matter of such examinations.
2. Each student shall be responsible for determining whether it is permissible to obtain any manner of assistance in the performance of any work assigned.
3. Each student shall not begin a test without turning it in at the end of the examination period.
4. Each student 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.
5. Each student shall not duplicate in any manner any examination without the instructor's consent.
6. It is a violation of this Honor Code to fail to report to the class representative a suspected infraction.

7. It is a violation of this Honor Code for a student to study old test or papers from previous classes without the professor's consent, and without such papers being made available to all students in the class.
8. It is a strict violation of this Honor Code for any accused person(s) to harass, slander or threaten in any manner a student, faculty member or other witness involved in a special session.
9. 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.

Section 2

Lack of adherence to these following standards may be considered a violation of the spirit of the Honor Code. The Honor Board will use its best discretion in dealing with such infractions.

- 1) It is the responsibility of each student to conduct him or herself in a manner that reflects well upon the student, the college, and the profession.
- 2) Not only shall students avoid violating standards of honor, but also they should avoid the very appearance of violating the standards so as not to compromise themselves or any classmates.
- 3). Professional conduct shall be maintained at all times while engaged in the educational process, in the event an individual's conduct is disruptive to another's professional training, and following unsuccessful progress from all reasonable avenues for rectification by the individual, the Honor Board may investigate the case in accordance with the Honor Code.

Section 3

It is the responsibility of each student in the Professional Veterinary Medical Program to know, and adhere to, the attendance policy established by each instructor.

ARTICLE III – ORGANIZATION

Section 1

An Honor Board is hereby established to investigate all alleged infractions of Article II of this Code occurring within the professional curriculum of the College and to make disciplinary decisions.

1. The Board shall include the following members: chairperson, immediate past chairperson, secretary, two representatives from the senior class (who do not have the same vacation block), two representatives from the freshman class one representative from each of the remaining classes within the professional program, SCAVMA president, and one faculty advisor. In addition, a representative from the Dean's office will be appointed by the Dean to the Honor Board. The purpose of the liaison will be to provide guidance to the Board and help maintain consistency with CSU policies. The representative will also be responsible for delivering a final decision in the case of a deadlock during a special session.
2. A candidate for the office of chairperson shall be a veterinary student in the second year of the professional curriculum at the time of election and shall serve in the post the following academic year. A candidate for the office of secretary shall be a veterinary student in the first year of the professional curriculum at the time of election and shall serve in the post the following academic year.

3. The Honor Board elections for the positions of chairperson and secretary shall be held in the spring semester. All officers shall be elected by written or electronic ballot. Nominations shall be taken for the two offices from the respective classes. A two-thirds majority vote shall be required for election. When three or more candidates are on the ballot and none receives a two-thirds majority then a runoff election shall be held within one week between the two candidates receiving the most votes and a simple majority vote shall be required for election. If running unopposed, the candidate's name shall appear on the ballot alone.
4. The Honor Board class representatives shall be nominated and elected within each class by written or electronic ballot. Election of Honor Board class representatives shall occur in the fall for freshmen and spring semester for other classes, concurrent with class officer elections.
5. All student members shall serve in their elected positions for one academic year. Terms shall begin the first day of the fall semester and continue until the last day of the following summer semester.
6. There shall be no limit to the number of times a student is elected to the Honor Board.
7. A roster of Board members shall be given to the faculty advisor following the completion of all elections.
8. The faculty advisor shall be selected in the following manner:
 - a. The Board shall generate a list of not fewer than five prospective candidates.
 - b. The list shall be forwarded to the Dean of the College for evaluation and endorsement.
 - c. Upon return of the list, the remaining eligible candidates shall be notified that they are prospective advisors and their permission to be considered for election shall be obtained.
 - d. The Board shall provide additional names to the Dean if fewer than three eligible candidates remain.
 - e. The potential candidates shall then be added to the SCAVMA ballot during that organization's general spring election.
 - f. Election to the advisor's position shall be decided by plurality vote of the PVM students. The runner-up shall be named as alternate faculty advisor, to fill the position of faculty advisor in any circumstances in which the latter is unavailable to meet with the Board.
 - g. The faculty advisor and the alternate faculty advisor shall serve three-year terms, beginning the first day of the fall semester following their election, and continuing until the last day of the summer semester three years later. The faculty advisor and alternate may be elected to serve additional terms, but not consecutively.
 - h. Its membership shall include any incoming or outgoing Honor Board members available to meet during the summer session. Additional vacancies shall be filled through selection of students by the outgoing Honor Board.
 - i. The interim term of office shall be from the first day of the summer session until the first day of the fall session.
 - j. If neither the incoming or outgoing chairpersons nor secretaries are available during the summer, these positions shall be filled by an internal election of the interim board.

k. A roster of the interim Board shall be given to the faculty advisory before the beginning of the summer session.

9. The chairperson shall insure that an interim summer Honor Board of eight voting members is established before the beginning of the summer session.

10. If any member were unable to fulfill his/her obligation of office for any reason, a special election shall be held to replace the member for the remaining term of office. In the event that the faculty advisor is unable to complete his/her term, the alternate will fill that position and a new alternate shall be elected for the remaining term of office.

Section 2

The Board shall adhere to the following procedures in all its investigations.

1. No alleged infraction shall be investigated by the Board if fewer than six voting members are present. The immediate past chairperson shall chair the Board in the absence of the chairperson, and the secretary shall chair the Board in the absence of the immediate past chairperson.

2. In all cases where the Board conducts an investigation, its examination shall be limited to consideration of matters which are relevant, and from sources that are, in its judgment, competent. However, the Board is not bound by formal rules of evidence. The Board may receive documentary material, and sworn or unsworn statements, which may be written and/or oral. Written and oral statements shall be required of the student(s)/faculty member(s) making the allegation.

3. In each case where the Board conducts an investigation, all persons involved shall be advised of the confidential nature of all information and names, and that the Honor Board matters are never to be discussed in public. However, the Board must also abide by CSU policies and may be required to report certain complaints to administrative representatives within the university. For example, complaints of sexual harassment and certain illegal activities must be reported to the proper authority. In addition, the Board has the discretion to refer cases or seek recommendations from various administrative representatives within the university.

4. Any student(s)/ faculty member(s) who observe a possible Honor Code violation shall contact the class representative privately. The person bringing forth the complaint can approach any class representative, and therefore is not restricted to the representative of the class in which the suspected violation occurred. The complainant shall be directed by the representative to submit a written statement describing the situation. If the student relates a suspected Honor Code violation to a faculty member, the faculty member shall advise the student to contact the class representative. The faculty member shall not ask the student to divulge any names. If the student is asked to do so, then he/she is bound by Honor Board policy to refuse.

5. The class representative shall meet with the chairperson and faculty advisor, with or without the written statement, to determine if the subject of the complaint constitutes a possible violation and warrants further investigation.

6. If further investigation is required, any documents (such as copies of exams or statements from faculty) shall be compiled by the faculty advisor and class representative. The chairperson, class representative and advisor may meet with any person who they feel will provide useful information to the investigation, including accusers and the accused student(s). During this phase, any faculty member who may

be approached for information shall not ask the class representative to divulge any names. If the class representative is asked to do so, he/she is bound by Honor Board policy to refuse.

7. If the representative, chairperson and faculty advisor determine that the accumulated information clearly defines the circumstances as not constituting an Honor Code violation, the investigation is completed. The student making the allegation shall be contacted by the class representative and given the relevant information.

8. If the representative, chairperson and faculty advisor determine that the accumulated information defines circumstances indicative of a possible Honor Code violation, the Board shall convene to vote on whether a special session is required. A majority vote is required to proceed with a special session.

9. Special sessions shall not be scheduled within 24 hours prior to an exam to be taken by the accused, 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 Board voting to go to special session. If a violation is reported near an extended break, there may be an extension of this timeline. This will allow time for parties to be properly notified and written statements to be collected. However, if the accused requests, he/she has the right to have up to one week from the time of the originally scheduled special session to obtain necessary evidence.

10. The chairperson and/or secretary shall contact Board members privately to inform them of the meeting time and place.

11. The accused student(s) in the alleged incident shall be contacted by a letter written by the chairperson and discreetly delivered in person by an Honor Board member prior to the special session. The chairperson shall contact any witness(es) privately once the time of the special session is confirmed.

a. The student(s) shall be informed of his/her status as either the accused in a possible violation, or as one who may have evidence or information relevant to the investigation. The accused shall be informed that he/ she has been accused of a possible violation(s) of the Code of Honor and be given a synopsis of the specific incident in question. He/she will also be instructed to review the most current revision of the special session procedures as well as be reminded of their duties to keep the matter confidential and especially not to discuss the case with any other party, except for personal advisors or legal counsel who are not affiliated with Colorado State University's College of Veterinary Medicine and Biomedical Sciences. In the letter, the accused will be asked to provide a written statement responding to the allegation(s) and any pertinent supporting documentation. This information will be given to the chairperson prior to the special session and entered as documentation during the special session. The accused and accuser(s) shall be informed of their right to summon witnesses on their behalf by contacting the Honor Board Chairperson. The chairperson will contact these witnesses. The notification of a witness shall consist of a phone call by the Honor Board Chairperson, which describes the specific incident, notifies them of the time of the session and their duty to attend and reminds them not to discuss the case with any other party. This will be followed by a written letter delivered by an Honor Board member to remind them of the time of the session. The accused and accuser(s) shall not contact the witness(es) directly. Both the

accused and accuser(s) will be informed of the witness(es) prior to the special session. The accused shall have the right to know the identity of the accuser(s) unless he/she chooses to waive that right. The waiving of that right shall be accomplished by a written statement given to the Honor Board prior to the conducting of the special session. If the accused chooses to know the identity of the accuser(s), he/she may contact the Honor Board Chairperson, who will release that information to them. The accused shall also be informed that he/she has the right to obtain counsel and may bring this counsel to the special session. However, it shall be explained that this counsel is only there to advise and not to speak for the accused. The accused must notify the 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 General Counsel's Office. The special session may be delayed in order to give the General Counsel's Office time to appoint legal counsel on behalf of the University. A tentative date and time will be suggested on the written letter. The accused will be held responsible for contacting the Honor Board Chairperson 24 hours prior to this 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 Honor Board Chairperson is not contacted the tentative date and time will be the time of the special session.

- b. In the event that the student accused of a possible infraction refuses to comply with this policy or meet with the Board, the Board will still hold the special session to review and evaluate the case.
- c. The students involved shall be asked to wait in separate locations until the Honor Board is ready to meet with them.
- d. The accused shall be brought in first and asked if he/she wants to hear the testimony of the accuser(s) and witness(es). If the accused chooses not to do so, then he/she shall sign a written waiver.

12. Special Session Procedures

- a. 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 Board sees fit. The accuser shall give the first oral presentation and at the end of the presentation, the accused and the Board will be allowed to ask questions. Witnesses for the accuser will present next and then will be open to questions from the accuser, accused or the Board. The same process will be applied to the testimony by the accused and then the witnesses for the accused. The Board will use this process to develop questions and clarify information that will be used to come to a final decision.
- b. The student(s) shall be given reasonable opportunity to present written and/or oral evidence on his/her behalf, including evidence in extenuation or mitigation. The accused may choose to have counsel present during this session and confer with them for advice. The counsel may not speak for the accused. The Board may continue to question the accused student without the presence of the accusing party in order to clarify and facilitate better communication.
- c. The Board shall then 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.

d. If the Board determines an infraction has occurred, the Board shall decide upon the disciplinary action, in accordance with the type and extent of the violation. The Board shall arrive at the decision by discussion and two-thirds majority vote. A decision may include recommending that a PVM student attend various support or counseling services that are available to the university-wide community. If necessary, a student may be required to meet with a health professional that has the power and authority to direct the student to specific types of support or counseling.

f. In the event of a deadlock, the Dean's office representative will reevaluate the case and render a final decision.

g. The Board shall meet with the accused student(s) and accuser(s) individually. The chairperson shall state the decision and any recommendation by the Board. All parties shall be reminded of the confidentiality of all Honor Board meetings.

h. The special session shall be adjourned by the chairperson.

i. If additional Honor Board meetings are required for decision or clarification, only those members present at the Special Session shall be allowed to participate and vote on any further decisions made by the Board.

13. In cases where the Honor Board has determined that violation of the Honor Code has occurred, a report shall be forwarded to the Dean. The report to the Dean shall include details of the Board's investigation and its decision. The report shall be signed by all voting Board members involved in the case. The accused and accuser shall have the right to request a copy of the minutes of the special session from the Honor Board Chairperson if they wish to use this to appeal to the Dean. In all cases, the accused shall receive a copy of the Board's decision.

14. If a student is found responsible for an infraction, the chairperson shall draft a report that will be read before each assembled class by the respective class representative. The message may be delivered to the senior class via email or written letter at the chairperson's discretion. The report shall not contain any personally identifiable information, but should summarize the situation and clarify the infraction(s) as it (they) relate(s) to the Code of Honor.

15. An appeal process is available for the accused and accuser. The individual must submit a written appeal and a copy of the special session minutes to the Dean of the College of Veterinary Medicine and Biomedical Sciences. 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. The appeal must be submitted to the Dean within 10 business days of the date on the decision letter sent to the Dean by the Honor Board. The Dean shall provide a written determination to the person appealing and the Honor Board Chairperson within 10 days of the date on the appeal letter.

Section 3

Honor Board records shall be maintained with a two-file system.

1. One file shall contain a 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 bearing individuals' names shall 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. Where more than one student has been alleged to be associated with an infraction, the destruction of the document shall occur following the graduation of all students allegedly associated in the incident. A list of cases and the year of required termination of the file shall be maintained in the Honor Board filing system. 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.
2. The second file shall contain the secretary's report excluding specific details such as names and classes, or any other information that could identify a given individual. General documents such as the Board's summary statement to the student body may be held in this file. The file shall be maintained indefinitely by the Board for use as a precedent and historical perspective.
3. Both files shall be stored in the Dean's Office under adequate security. Files shall be signed out to only the chairperson, secretary, or faculty advisor, upon request. It is the chairperson's responsibility to insure that the Dean's Office is aware of the names of these Board members.
4. At the Board's discretion, the Dean may be allowed access to these files.
5. Any document placed in or removed from an individual's permanent academic record is done so at the Dean's discretion. No documents generated by the Honor Board shall be allowed in the individual's permanent academic record.

ARTICLE IV – PROMULGATION

Section 1

The chairperson, and any available members of the Board shall explain this code to the first-year class at the beginning of their fall semester, during orientation. Attendance shall be mandatory.

Section 2

The chairperson shall insure that copies of this Code are provided to each PVM student and each faculty member. The immediate past Chairperson, Faculty Advisor of the Honor Board, and Associate Dean for the PVM Programs shall remind the Senior class of the purpose and function of the Honor Code during their orientation program at the beginning of the senior year. The newly elected Chairperson, Faculty Advisor of the Honor Board, and the Associate Dean for the PVM Programs shall remind the sophomore and junior classes of the purpose and function of the Honor Code during the first week of fall classes. The class representatives shall do the same at the first week of the spring semester. To each assembled class the following pledge shall be read: The Honor Code has been established as a guide to nurture the highest professional ideals. As students of the esteemed profession of veterinary medicine, we recognize the need for responsibility and

integrity in our academic endeavors. We must all pledge, therefore, to uphold and enforce the standards of our Honor Code.

Section 3

The Honor Board shall meet at the beginning of the fall semester, after election of the first-year class representative, and at the beginning of the spring semester to discuss and act on suggested improvement or changes in Honor Board policy or activity.

Section 4

The chairperson shall present a summary report of the Board's activities to the faculty at the general college faculty meeting closest to the end of the spring semester. This summary report shall be posted for each PVM class through the end of the spring semester. Names of any individuals or specific classes shall not be included in this report.

Section 5

The outgoing Board shall meet with new members and the interim summer Board in the spring of each year before individuals leave for summer break, to discuss the interpretation, procedures and guidelines of the Honor Code.

ARTICLE V – AMENDMENTS

Section 1

1. This code may be amended or revised upon a two-thirds majority of the Honor Board, or upon the signed petition **or vote** of two-thirds of the professional veterinary medical 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 PVM students of the CVMBS and comments will be accepted. Following any amendment or revision, the Board shall provide free copies of the Honor Code to all PVM students and faculty members.

2. Notwithstanding the above, the Honor Board shall consider any proposed amendment or revision of the Code submitted by any student.

Section 2

Amended: November 13, 1922 Revised: January 30, 1968

Amended: September 13, 1943 Revised: May 1, 1969

Amended: June 20, 1950 Revised: January 7, 1974

Amended: January 27, 1960 Revised: November 25, 1974

Amended: January 24, 1962 Revised: July 13, 1976

Amended: January 8, 1964 Revised: September 6, 1978

Amended: March 29, 1967 Revised: September 13, 1979

Amended: January 27, 1983 Revised: January 27, 1983

Amended: April 16, 1985 Revised: April 16, 1985

Amended: April 17, 1987 Revised: April 17, 1987

Amended: May 12, 1988 Revised: May 12, 1988

Amended: April 24, 2001 Revised: August 24, 1989

Revised: June 5, 1991

Revised: May 4, 1999

Revised: January 26, 2000

Revised: April 24, 2001

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