Procedures for Reporting Violations and Investigating Violations

1. If an individual believes that a violation of the Honor Code has occurred, that individual must report the violation as soon as possible to any member of the Honor Council. Failure to report the violation will itself constitute a violation of the Honor Code.

2. Once an allegation has been made, the individual making that allegation must draft, sign, and submit to the Honor Council Secretary a brief statement for Honor Council documentation.

3. Upon notification of a possible violation of the Honor Code, the following will occur:

4. The Council Secretary will inform the Honor Council Chair that a violation has been reported and an investigation has been initiated.

5. The Council Secretary will then choose two investigators from available alternate Council members whose responsibility it will be to gather information about the case.

6. The Chair shall subsequently inform the Council faculty members and the Executive Associate Dean of Medical Education and Student Affairs that an investigation is being conducted, but the name of the student and details of the incident will remain known only to the Chair, the Secretary, the investigators, and any individuals the Chair deem necessary.

7. The student named in the allegation will be informed of the investigation prior to its onset. Should the student be a member of the first or second year medical school class, he or she will be informed by the Chair of the Honor Council. If the student under investigation is a member of the third or fourth year class, one of the faculty members of the Honor Council will inform the student.

8. After information concerning the case has been gathered, this information shall be submitted to the Chair of the Honor Council, who along with the two investigators, will judge whether sufficient evidence exists to warrant a formal hearing. Among the Chair and two investigators, the decision to continue with a formal hearing or cease the investigation will rest upon the concurrent views of at least two of the three participants.

9. If a hearing is deemed warranted, the student will be notified by the Secretary of the Honor Council in writing of the date, time, and place of the Hearing; the nature of the violation with which the student is charged; the evidence of the investigation, including the name of the individual making the initial allegation. Upon notification of the hearing, the student will be provided with a list of available advisors with whom to consult, at the student’s discretion.

10. The hearing will take place within a reasonable time (no more than 21 days) after the accusation is reported to the Honor Council. (In rare instances, a different time period may be determined by the Honor Council based upon the specific circumstances of the case).

11. The student will be permitted to continue academic endeavors until a final decision is made. The student and advisor may review and gather evidence prior to the hearing.
12. For each hearing, the Honor Council will consist of seven members: five student members [the Chair (or Vice-Chair) and four student members consisting of one member from each class] and two faculty members. If members decide they cannot serve for any reason, including conflict of interest, or if representation from each class is not possible, then an alternate member will sit on the Honor Council. The alternate members who serve as investigators will present pertinent information but will not be allowed to vote in the proceedings or to be present during deliberations.

13. It will be the responsibility of the Secretary to inform the Honor Council members of the alleged violation (date, person involved, and nature of the accusation).

14. The Chair (or Vice-Chair) will preside over the hearing and participate in discussion and deliberation of the case but will not have a vote.

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