

Iowa State University

**College of
Veterinary Medicine**

Honor Code

(December, 2009)

Article I – PURPOSE

The purpose of this Honor Code shall be to promote ethical standards of personal and professional conduct among veterinary students at Iowa State University (referred to in this document as “ISU”).

Article II – APPLICATION AND JURISDICTION

- a. This code shall apply to all students in the ISU College of Veterinary Medicine (referred to in this document as “CVM”) at all times from the time of admission to graduation. It applies whether or not the student is a member of the Student Chapter of the American veterinary Medical Association (referred to in this document as “SCAVMA”).
- b. Any violations of this Honor Code by a CVM student will be handled by the Interclass Honor Code Board (referred to in this document as “Board”) or the ISU Office of Judicial Affairs (referred to in this document as “OJA”). The Board shall operate under the procedures of the Honor Code. OJA shall operate under the procedures of the ISU Student Disciplinary Regulations (referred to in this document as “SDR”) except that appeals from the final decision of the OJA Administrator or ISU Dean of Students shall be to the CVM Associate Dean for Academic and Affairs pursuant to Article IX of this Honor Code.
- c. Upon receipt of a report alleging a possible violation of the Honor Code, a joint determination shall be made by the Board Chair and the Administrative Coordinator (and when necessary the OJA Administrator) whether the reported violation is major or minor and then determine the appropriate judicial body to adjudicate the case using the following criteria;
 1. The Board is the proper jurisdiction for any conduct that is determined after investigation to be a minor violation of this Honor Code and has implications of academic and/or professional misconduct.
 2. The OJA is the proper jurisdiction for any conduct that is determined after investigation to be a violation of local, state, and/or federal laws and/or constitutes a major violation of the SDR or this Honor Code. OJA also has jurisdiction for any case referred to it by the Board.
 3. A major violation is a case in which in which the sanction that may be imposed is more severe than those that may be imposed in a minor violation and includes suspension and expulsion. A minor violation is a case in which it is determined that the sanction to be sought will not include possible suspension or expulsion. A major case determination may also be based on repetition of misconduct or previous sanctions that have been imposed by the Board or OJA.
- d. If the determination is that there is sufficient evidence of a violation and the matter is to be handled under the SDR by OJA or the Administrative Coordinator, a Report of Misconduct shall be filed pursuant to SDR Section 5.1 and the matter shall proceed under the procedures contained in the SDR.
- e. If the determination is that there is sufficient evidence of a violation and the matter is to be handled by the Board, the matter shall proceed under the procedures contained in this Honor Code.

Article III – STANDARDS OF CONDUCT

Section 1 - Academic Misconduct

No student shall advance or attempt to advance his or her academic status unfairly. This includes, but is not limited to:

- a. Receiving, giving, or taking unauthorized assistance during an examination.
- b. Any attempt to obtain knowledge of or answers to specific examination questions from students or instructors before or during an examination. (This does not include studying or use of study guides.)
- c. Any absenting oneself from a class to avoid taking a scheduled examination.
- d. Any attempt to lower another student's academic status by unjustifiable means.
- e. Any plagiarism in preparing papers and reports.
- f. Any intentional disturbance or distraction during an examination that interferes with the efforts of others.
- g. Any other unfair attempt to advance one's own or another's academic status.

Section 2 - Professional Misconduct

No student shall conduct his/herself in a manner which reflects unfavorably upon the College of Veterinary Medicine and the veterinary profession in accordance with the Iowa State University Student Disciplinary Regulations, The Code of the I.V.M.A., The Code of the A.V.M.A., The Code of the State of Iowa, and Rules, Policies and Procedures of the Veterinary Teaching Hospital and VM IV Clinical Rotations.

Examples of prohibited conduct would include, but not be limited to:

- a. Any conduct expressly prohibited by Chapter 4.2 of the SDR.
- b. Performing duties of a veterinarian prior to graduation. (As detailed in the State of Iowa Veterinary Practice Act, Iowa Code Section 169.4).
- c. The misuse and/or abuse of alcohol, which impairs the ability of students to participate in the educational program of the College of Veterinary Medicine. Impairment may include, but is not limited to any of the following situations:
 1. Disruption of the educational environment
 2. Interfering with the safety of themselves, patients or others in the College of Veterinary Medicine
 3. Any negative impact on the quality of patient care
 4. Any negative impact on performance of assigned duties and responsibilities, laboratory tests, or interaction with clients, peers or veterinarians during clinical rotations.
- d. Illegal possession, distribution or use of drugs and controlled substances.
- e. Harassment based on gender, race, religion, ancestry, national origin, affectional orientation, age, or disability.
- f. Illegal acquisition of computer programs or misuse of computers in violation of the ISU Code of Computer Ethics and Acceptable Use Policy.

- g. Lack of professional responsibility when working with peers, faculty members, clients, and employers. Professional responsibility includes, but is not limited to: Admission to the practice of veterinary medicine, professional ethics, disciplinary standards and procedures, and professional negligence and liability (e.g. failure to inform an employer of non-attendance of a preceptorship).
- h. Being disrespectful to animals and/or cadavers.
- i. A student with an unexcused absence from a clinical rotation or who is consistently late for their clinical rotations.
- j. Failing to perform expected duties during a clinical rotation.

Section 3 - Honor Code Proceedings Misconduct

No student shall participate in misconduct related to Honor Code proceedings. Examples of Honor Code Proceedings Misconduct include, but are not limited to:

- a. Giving or encouraging false testimony in an Honor Code proceeding,
- b. Unjustly attempting to affect the decision resulting from those proceedings in any way,
- c. Discussion of the case with a Board member other than the Board Chair outside the hearing room during an honor code proceeding,
- d. Failing to report an observed violation of this Honor Code to the Board Chair, the Administrative Coordinator or to the Board
- e. Failing to maintain the confidentiality of the proceeding as required by Article X Section 1.
- f. Failing to cooperate in an Honor Code investigation or participate as a witness in a proceeding after being called to testify by the presiding officer of an Honor Code Hearing.

Section 4 - Property Related Misconduct

No student shall take, destroy or tamper with Student, Staff, Faculty or Iowa State University property, unless otherwise approved by the rightful owner of the property. This includes, but is not limited to:

- a. mailbox contents
- b. locker contents
- c. notes and books
- d. microscopes

Article IV – ORGANIZATION

Section 1 - The Interclass Honor Code Board

- a. Purpose: The Interclass Honor Code Board shall be the body to hear reports of alleged violations of the Standards of Conduct that have been determined to be within its jurisdiction under Article II of this Honor Code
- b. Members: The Board shall consist of two members from each class elected by the representative class, a Board Chair elected by the student body, and a secretary appointed by the Board from its current members. No class SCAVMA representative is eligible for membership during his or her term as

SCAVMA class representative, nor is anyone previously found responsible for a violation of the Standards of Conduct eligible for membership.

- c. Term of membership: The term of membership shall be four years (see exception in subsection d.) as long as the student is in good academic standing with the school. New VM1 members shall be elected during the first two weeks of the Fall semester. A new class representative will be elected from the Board Chair's class by the second week of the fall semester to replace the Board member who was named Board Chair. If a member becomes ineligible at the end of any semester, a new representative shall be elected to fill the position in the first two weeks of the next academic semester.
- d. Board Chair: A member of the Board shall be elected by the student body at the end of the school year (or at any other time the position may become vacant) to serve as Chair for a one year term. Only persons that have served previously on the Board are eligible. After serving the year as Chair, the student shall no longer be a member of the Board but, if the student is still enrolled in the CVM, the student will remain available for consultation on issues coming before the Board. The Board Chair is not a voting member of the Board, except in the case of a tie.
- e. Vice-Chair: A Vice-Chair shall be elected at the first orientation meeting of the newly constituted Board and normally will serve as the sergeant-of-arms at all Board meetings. The Vice-Chair shall assume the chair when the Board Chair is absent. The term of office shall be one year.
- f. Board Secretary: The Board secretary will be appointed by the Board Members from among the Board Members at the first orientation meeting of the newly constituted Board. The duty of the secretary shall be to keep accurate records of the Board proceedings. The Board secretary is a voting member of the Board. The term of office shall be one year.
- g. Advisors to the Board: Qualified members of the CVM faculty or staff who are knowledgeable in the law, the Honor Code, and the CVM environment are eligible to be advisors. There shall be two advisors to the Board. One advisor will be selected by the Board, the second will be selected by the faculty in accordance with the procedures of the governance document of the CVM. They will act in an advisory capacity to the Board, but will not be voting members. The Honor Board selected advisor will be chosen at the final meeting of the spring semester. The faculty selected Honor Board advisor will be nominated at an April Faculty meeting and voted upon before the start of the fall semester. Term of an advisor will be 2 years with the term beginning the first day of classes in the fall semester. Should either advisor need to be replaced before the end of their term, the Board will select a replacement to serve the remainder of the term.
- h. Administrative Coordinator: In addition to the two advisors selected pursuant to the previous section, the Associate Dean of Academic and Student Affairs shall designate a CVM employee to serve as the Administrative Coordinator for the Honor Code. The Administrative Coordinator will not be a voting member. The duties and responsibilities of the Administrative Coordinator include:
 - 1. Receiving reports of violations of the Honor Code;
 - 2. Investigating allegations of violations of Honor Code;
 - 3. Determining in conjunction with the Board Chair and, when necessary the OJA Administrator whether a reported violation should be handled by the Board under the Honor Code or by OJA under the SDR;
 - 4. Coordinating with OJA the administration of any proceedings under the SDR;
 - 5. Maintaining records regarding disciplinary actions and Honor Code violations.
- i. The first meeting of a newly constituted Board shall include orientation of new members with regard to the principles and application of the Honor Code.

- j. Conflict of Interest. A Board Member or advisor shall immediately remove himself or herself from further participation in any Board investigation or proceeding whenever the Board Member has a conflict of interest. Potential situations creating an improper conflict of interest for a Board Member may include, but are not limited to, the following examples:
 - 1. Observing a student violating the Honor Code and filing a report under Article V Section 1;
 - 2. Is a student reported to be in violation of the Honor Code by another student, faculty or staff member;
 - 3. Having a personal relationship with one of the students involved in a matter that is being considered by the Board; or
 - 4. Other situations in which the Board Member's impartiality might reasonable be questioned by participants.
- k. Challenging Board Members for Bias or Conflict of Interest. The accused student may request removal of a Board Member for reasons of bias or conflict of interest. Such a challenge shall be made at the earliest opportunity after the basis for the challenge is discovered and no later that 5:00 p.m. on the business day prior to a hearing. If the Board member does not voluntarily remove himself or herself based on the challenge the Board shall decide if reasonable grounds exist for removing the Board Member from participation in the case.
- l. Voting: The Board Member presiding at a meeting of the Board shall vote only to break a tie vote. All other Board Members will have a single vote.
- m. Removal of Members: Any Board Member found responsible for a violation of the Standards of Conduct automatically loses his or her Board membership and shall be removed from the Board. Also, any Board Member may be removed if at least three-fourths of his or her constituency votes in favor of the Board Member's removal at a scheduled election.

Article V – REPORTING OF VIOLATIONS

Section 1 - Duty of Students

Any student in the ISU College of Veterinary Medicine upon observing a violation of the Standards of Conduct has the duty and responsibility to report the violation and shall either:

- a. Report the alleged violation to a faculty member, the Administrative Coordinator and/or a Board Representative who shall then publicly announce a violation has occurred and if it does not cease a report will be filed with the Board.
- b. Report the alleged violation in a signed written statement to the Board Chair or Administrative Coordinator within five (5) business days after the discovery of the alleged violation. This report should contain the name of the person observed to be in violation of the Standards of Conduct, the time and place of the alleged violation, the nature of the alleged violation and the nature of the evidence available to prove that a violation occurred.

Section 2 - Faculty and Staff Members

Any member of the faculty or staff of the ISU College of Veterinary Medicine may, if he/she so chooses:

- a. Publicly announce a violation has occurred and if it does not cease a report will be filed with the Interclass Honor Code Board.
- b. Report the alleged violation in a signed written statement to the Board Chair or the Administrative Coordinator within five (5) business days after the discovery of the alleged violation. This report should contain the name of the person observed to be in violation of the Standards of Conduct, the time and

place of the alleged violation, the nature of the alleged violation and the nature of the evidence available to prove that a violation occurred.

Article VI - OPTIONS OF THE INTERCLASS HONOR CODE BOARD

Section 1

Upon receiving a report of an alleged violation of the Standards of Conduct, the Board Chair and the Administrative Coordinator shall meet to determine what additional investigation is necessary, who shall conduct the investigation and whether the reported violation should be handled by the Board under the Honor Code or by OJA under the SDR. OJA may be consulted as necessary in making this determination. Depending on the nature of the case, the determination can be to:

- a. Continue the investigation of the circumstances surrounding the alleged violation for a period of time not to exceed ten (10) business days. Upon completion of the investigation the Board Chair and Administrative Coordinator will meet to decide whether the matter will be handled by the Board under the Honor Code or by OJA under the SDR.
- b. If the decision is that there is insufficient evidence of a violation of the Honor Code or the SDR, the matter shall be closed and no further disciplinary action shall be taken.
- c. If the decision is that there is sufficient evidence of a major violation or the repetition of minor violations and the matter is to be handled by OJA, a Report of Misconduct shall be filed with OJA by the Administrative Coordinator pursuant to SDR Section 5.1 and the matter shall proceed under the procedures contained in the SDR.
- d. If the decision is that there is sufficient evidence of a minor violation and the matter is to be handled by the Board, the matter shall proceed under the procedures contained in this Honor Code. Prior to initiating proceedings against an accused student the Board, based on the information available, may determine that the matter should be transferred to OJA and provide a Report of Misconduct to OJA pursuant to SDR 5.1.

Section 2 - Procedures before the Interclass Honor Board

- a. To initiate proceedings before the Board, the accused student shall be provided a written notice of the alleged violation containing:
 1. Information that a report has been filed and the alleged violation (initial statement need only reflect class or department status).
 2. The right to submit to the Interclass Honor Code Board in writing and/or in person a statement of explanation concerning the alleged violation.
 3. The right to request a hearing of the Interclass Honor Code Board.
 4. The opportunity to waive a hearing and enter into an Agreed Resolution of the case pursuant to Article VI Section 6.
- b. Hold a formal meeting in which case the Board Chair and one other Board Member shall meet separately within three (3) business days with the accused student and reporting person and inform them in writing of:
 1. The violation report filed. (Accused student only)
 2. The right of jointly accused students to request separate hearings anytime before the hearing.
 3. The right of the Board to require separate hearings anytime before the hearing.
 4. The time and place of the hearing. The hearing shall take place no less than seven (7) business days after the accused student has been notified pursuant to Article VI Section 2. A one-time extension of up to five (5) business days may be granted if so requested by the accused student.

5. The option to have up to two advisors during the hearing for the accused student or a person who reported the violation. The accused student and reporting person have the right to advisors of their choosing. Advisors may be members of the external community, the University community or the CVM community. A list of consenting individuals from the CVM community will be maintained by the Board and is available upon request.
 6. The hearing procedure.
 7. The right to call witnesses and the procedure used to call witnesses.
 8. The right of appeal. The accused student has the right to appeal the decision of the Board and shall be presented with a written copy of Article IX of the Honor Code, "Rights of Appeal".
 9. Any other information deemed relevant and necessary by the Board Chair.
- c. A copy of this initial report embodying points one through nine above shall be signed by the accused student upon presentation by the Board Chair, and shall be retained for the permanent record.

Section 3

In the event of a hearing:

- a. The Board Chair shall serve as the presiding officer of the hearing. If the Board Chair or any member of the Board determines the objectivity of the Board Chair may be reasonably compromised due to a conflict of interest, a personal relationship with the accused student or reporting person, the Board Chair shall step down and another Board Member will be chosen by the Board to preside over the hearing.
- b. The presiding officer will set a time and place for the hearing and will notify all Board Members, the accused student, the reporting person, witnesses, and the advisors.
- c. All persons notified will be required to appear.
- d. A preliminary statement of either "responsible" or "not responsible" shall be obtained by the presiding officer from the accused student prior to the actual hearing. If the statement is "responsible", no witnesses will be called and the Board will meet to receive this statement of responsibility and decide a sanction. Refusal of the accused student to provide a statement concerning responsibility will be interpreted as a statement of "not responsible".

Section 4 - Admissible Evidence

- a. Evidence to be submitted for consideration by the Board may include:
 1. Documentary evidence.
 2. Testimonial evidence
 3. Circumstantial evidence.
- b. Formal rules of evidence do not apply.
- c. A list of all witnesses and any documentary evidence must be presented to the presiding officer at least 24 hours before the hearing begins. The presiding officer will distribute the list of witnesses and documentary evidence to the accused student and the reporting person(s).

Section 5 - Hearing Agenda

- a. A quorum of Board Members (five voting members, including the Board secretary), the reporting person, the accused student, and the advisors for all persons shall be in the hearing room during the procedure. Other persons whose presence is deemed necessary or advisable shall be admitted at the discretion of the presiding officer.

- b. The alleged violation will be read by the presiding officer.
- c. The presiding officer will ask the accused student for a statement of “responsible” or “not responsible” for each violation.
- d. The accused student shall respond to the request by the presiding officer. However, if no response is entered, the proceedings will continue as if a statement of "not responsible" had been entered for each violation.
- e. Any documentary evidence shall be presented to the Board for their examination. Any evidence gathered within 24 hours prior to the hearing and not previously brought to the presiding officer can be brought forward at this time. The use of new evidence will be at the discretion of the presiding officer. A motion for recess will be entertained at this time.
- f. Witnesses
 - 1. The presiding officer will call each witness. (The first witness will be the reporting person, who shall present his or her testimony).
 - 2. The order of subsequent witnesses shall be determined by the presiding officer.
 - 3. Each witness shall be questioned in the following manner:
 - i. The reporting person shall be given the opportunity to question the witness.
 - ii. The accused student shall be given the opportunity to question the witness.
 - iii. The Board Members shall be given the opportunity to question the witness.
 - iv. The presiding officer shall direct any further questioning of the witness, and then dismiss the witness (subject to recall).
- g. The reporting person may make a statement to the Board. (No new evidence will be presented at this time.)
- h. The accused student may make a statement to the Board. (No new evidence will be presented at this time.)
- i. The Board will meet privately and discuss the evidence presented before them and will then proceed to vote upon the responsibility of the accused student after all Board members agree that all necessary discussion has occurred. The decision of the Board shall be based on whether the accused student is responsible or not responsible for committing the violation using a standard of preponderance of the evidence.
- j. If the decision is responsible, the Board shall determine the sanction.
- k. After a decision has been reached, this decision shall be read immediately and be presented in writing, within two (2) business days, to both the accused student and the reporting person by the presiding officer.
- l. Records
 - 1. A summary of the proceedings compiled by the Board secretary and approved by the Board Chair and the Board advisors shall be presented to the Dean of the College within five (5) business days after the case has been decided.
 - 2. A complete record shall be submitted to the Dean of the College (see Article XI) upon its completion.

- m. The presiding officer may recess the proceedings whenever deemed necessary. A motion for recess may be submitted by the accused student, the reporting person, or the Board Members.
- n. An accused student may change his or her statement in response to the allegations from "not responsible" to "responsible" at the termination of questioning of any particular witness or at any time during the hearing.
- o. All procedural decisions of the presiding officer may be changed by a majority vote of the Interclass Honor Code Board members at the hearing.

Section 6. *Agreed Resolution.*

At any time, if the CVM administrator and the accused student reach agreement upon a reasonable sanction for conduct, the accused student may enter into an Agreed Resolution which shall be binding upon approval of the Board. Discussions regarding Agreed Resolutions shall not be introduced against the accused as evidence of responsibility in the disciplinary hearing held under Article VI.

Article VII - DECISION OF THE BOARD

A simple majority of the Board Members present (the presiding officer votes only to break a tie) is needed to determine "responsible" or "not-responsible", determine sanctions, or for any other decision of the Board.. All decisions of the Board shall be based on a standard of preponderance of the evidence.

Article VIII – SANCTIONS

Section 1. *Purpose of Sanctions.*

In keeping with the purpose of this code, which is to promote ethical standards of conduct, it is inherent that the Board maintains any sanctions as one of a disciplinary measure only. It is recognized that academic sanction may be imposed only by the instructor. It is the objective of the Board, whenever possible, to impose a sanction that will aid in educating the violator to operate within the standards established by the Honor Code.

Section 2. *Honor Board Sanctions.*

The sanctions that may be applied to the violator by the Board include:

- a. **Disciplinary Reprimand.** An official warning by the Board that the student's conduct is in violation of the Standards of Conduct, contained within the Honor Code.
- b. **Disciplinary Probation.** A more severe sanction than a Disciplinary Reprimand; it provides a period of review during which the student must demonstrate the ability to comply with the Honor Code. A student who subsequently violates the Honor Code during a probationary period can expect a more severe sanction should the violator be found responsible for the subsequent violation. During any period of Disciplinary Probation the Board may impose reasonable conditions on the student that may involve education, limitations on activities within the CVM or ISU, limitations on access to CVM or ISU facilities, and other conditions deemed appropriate for the case at hand.
- c. **Limitation on Activity.** Disqualification from CVM student body activities and/or activities in association with SCAVMA for a period of time to be determined by the Board. This sanction could also include disqualification from holding an office in the class and/or SCAVMA for a period of time to be determined by the Board.

- d. Honor Code Probation. Restrictions on rules related to taking examinations to insure the honesty and integrity of the academic examination and evaluation process. Such restrictions could include the suspension of the privilege to take non-proctored examinations for a period of time to be determined by the Board.

Section 3. Student Disciplinary Regulations Sanctions.

Additional sanctions may be imposed by OJA under the SDR if CVM students violate the Standards of Conduct contained in this Honor Code and/or the SDR. These SDR sanctions include:

- a. Disciplinary Reprimand: An official warning followed by the written notice to the student or student organization that his/her/its conduct is in violation of University rules and regulations.
- b. Conduct Probation/Conditions: A more severe sanction than a disciplinary reprimand. It is a period of review during which the student must demonstrate the ability to comply with University rules, regulations, and other requirements stipulated for the probation period. While under conduct probation, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a University committee or council. The OJA Administrator may impose reasonable conditions upon probation which may include limitations on activity or access to University facilities for a period of five months or less.
- c. Education: A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.
- d. Deferred Suspension: A suspension, but which is deferred subject to a definite or indefinite period of observation and review. If a student is found responsible for further violation of the Student Conduct Code or an order of a judiciary body, suspension may be recommended to the Dean of Students Office. While under deferred suspension, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a University committee or council. The OJA Administrator may impose reasonable conditions upon deferral, which may include limitations on activity or access to University facilities for a period of the deferred suspension.
- e. Restitution: A requirement to pay the cost of property damage to the CVM, another student or student organization incurred during the conduct violation or make other appropriate restitution;
- f. Long-Term Limitation on Activity or Access: A requirement that the student be limited in or excluded from participation in an extracurricular activity, club or organization for a period of more than five months. Access to University facilities and premises may be limited or denied.
- g. Revocation of admission: If a student violates the SDR after admission but before attendance at the University, admission may be revoked prior to attending, or during the first term after admission, and fees will be refunded;
- h. Defined length suspension: The student is dropped from the University for a specific length of time. This suspension may not be less than one semester nor more than two years. Reinstatement may be contingent upon meeting the written requirements of the All-University Judiciary at the time the sanction was imposed. A hold will be placed on reentry until reinstatement is granted under CVM procedure.
- i. Indefinite suspension: The student is dropped from the University indefinitely. Reinstatement may be contingent upon meeting the written requirements of the All University Judiciary specified at the time the sanction was imposed. Normally, a student who is suspended indefinitely may not be reinstated for a minimum of two years. A hold will be placed on reentry until reinstatement is granted under CVM procedure.
- j. Expulsion: The student is permanently deprived of his/her opportunity to continue at the University in any status.

Article IX – RIGHTS OF APPEAL

Section 1. Right to Appeal.

The respondent may appeal a decision of the Board or OJA, on the grounds of interference with due process or inappropriate application of the Honor Code or SDR to the facts of the case at hand. All appeals will be heard on the factual record developed during the proceedings before the Board or OJA. The Appellate Officer has the discretion whether or not to schedule a meeting with the accused student or listen to oral arguments concerning the appeal.

Section 2. Appeal Officer.

An appeal from the decision of the Board or OJA must be brought to the following bodies in the following order:

- a. College of Veterinary Medicine Associate Dean for Academic and Student Affairs. The CVM Associate Dean for Academic and Student Affairs shall review any decision of the Board or OJA upon the timely Appeal by the Accused Student. Appeal to the CVM Associate Dean for Academic and Student Affairs shall be made in writing within five (5) business days after the Board or OJA decision has been presented to the accused student. The appeal must contain the basis for the appeal and provide a statement of reasons and argument justifying the relief sought by the appeal.
- b. Dean of the College of Veterinary Medicine. A decision of the CVM Associate Dean for Academic and Student Affairs must be appealed to the Dean within five (5) business days of the decision. The decision of the Dean shall be the final decision of the University unless the President exercises discretionary authority to review the decision.
- c. President of the University. A student may request the President of the University to review the decision of the Dean. The President has discretionary authority to grant or deny the request. When the President decides to review the decision of the Dean, the President's decision becomes the final decision of the University. A request to review the decision of the Dean must be made in writing with reasons explained and filed in the President's Office within ten (10) business days of the decision by the Dean.
- d. Board of Regents. The Board of Regents, State of Iowa may review the final decision of the University under the rules and procedure of that agency.

Section 3 Decision of the Appellate Officer.

After reviewing the record presented on Appeal and the statement of the accused student, the Appellate Officer may decide to:

1. **Affirm** the decision of the Interclass Honor Board if the Appellate Officer finds no procedural error or error in the application of the Honor Code by the Board.
2. **Remand** the case for a rehearing by the Board if the Appellate Officer finds a procedural error occurred during the proceeding of the Board.
3. **Reverse** the decision of the Board if the Appellate Officer finds that there is not substantial evidence to support the decision of the Board.
4. **Reduce** the sanction imposed by the Board if the Appellate Officer finds that a different sanction is warranted by the circumstances of the case.

Article X – PUBLICITY

All hearings will be closed meetings, and all participants in these hearings shall be required to maintain absolute confidentiality. Failure to maintain confidentiality will be considered a violation of the Honor Code.

Article XI – RECORDS

Section 1

When a disciplinary sanction is given, the Dean of the College of Veterinary Medicine and the Board Chair shall each receive a copy of:

- a. The report filed, including the alleged violation and by whom.
- b. The statement of explanation concerning the alleged violation of the accused student.

Section 2

A complete record of all hearing procedures (includes both preliminary procedures and hearing procedures) and testimony shall be compiled by the Board secretary. (The use of an audio or video tape recorder is required.) The Dean of the College of Veterinary Medicine and the Chair of the Interclass Honor Code Board shall each receive a copy of this record within two weeks of the decision of the Board.

Section 3

The complete record of each case shall be kept by the Administrative Coordinator in a file accessible only through the Board Chair or Administrative Coordinator. This record shall be kept for a period of seven years and destroyed at the end of the school year by the current Administrative Coordinator. A confidential destruction method must be used. Acceptable methods for disposal include, but are not limited to, shredding or incineration of paper documents, and incineration of taped proceedings. If so desired, copies of the records may be made, omitting all names, and kept as precedent references past the seventh year. No one outside the Iowa State University College of Veterinary Medicine except the ISU Office of Judicial Affairs, the ISU Office of University Counsel, or the Office of the ISU President may have access to the case record unless authorized by the accused student.

Article XII – AMENDMENTS AND/OR REVISIONS

All proposed changes in the Honor Code must be presented in writing to the Interclass Honor Code Board for consideration and discussion. The Board will then bring their recommended changes before the Student Chapter of the A.V.M.A. at the next regular business meeting, which will be open to all veterinary students, including non-SCAVMA members. The Chair will inform the entire student body by way of e-mail, letters in student mailboxes or class announcement by class Board Members that this will be an agenda item at the upcoming SCAVMA meeting. The suggested changes or additions will be presented, discussed, and tabled until the next SCAVMA meeting. Additional copies should be put on reserve in the library and on the VETZONE for anyone to review during that time. Voting shall take place during the next SCAVMA meeting. Non-SCAVMA members will receive a written ballot.

Article XIII – EDUCATION ABOUT THE HONOR CODE

Section 1

The Board Chair, along with one other member of the Board, shall distribute copies of the Honor Code to the incoming freshman class within the first two weeks of class. At that time, the Honor Code will be explained to them, with Articles I, II, III, and V read verbatim, and paraphrase the important aspects of Articles IV, VI, X, and XI. Any questions concerning the Honor Code will be answered at this time. All freshmen will sign the class

roster during the periods to indicate that they were present and their pledge of compliance to the Honor Code principles. Any freshman not able to be present at this meeting will be required to attend a make-up meeting. The date, time and place of this meeting will be determined by the Honor Board Chair.

Section 2

The Board chair shall at any time, when so requested, read and/or explain the Honor Code to any student, staff or faculty member in the College of Veterinary Medicine.

Section 3

The Interclass Honor Code Board chair shall ensure that all new faculty and staff members become acquainted with the Honor Code. The Dean's office should be periodically contacted for a list of new faculty and staff members.

The Chair is also required to request the permission of the Dean to attend the first fall faculty and staff meetings to review the duties of the faculty and staff members as stated under the Honor Code.

ARTICLE XIV – DEFINITIONS

“Business Days” – For the purpose of these procedures, "business days" are those days the CVM is open for regular business during the fall, spring or summer terms. Weekends and University-wide holidays are excluded. When the day by which some action must be taken falls between terms, or within the weeks of Thanksgiving or Spring break, the action will normally be postponed to the first business day after the break or the beginning of the next term. However, the CVM may require, upon prior notification to the student, that extenuating circumstances warrant counting of days during such breaks.