



# QUILLEN COLLEGE of MEDICINE

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EAST TENNESSEE STATE UNIVERSITY

**Policy Name/Number:** Student Honor System Policy – ADMIN-0621-16

**Policy Owner:** Vice President for Clinical Affairs and Dean of Medicine; Faculty Advisor to the Quillen Honor Council

**Committees, Departments, or Individuals Responsible for Implementation:** All faculty, students, and staff

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**A. Policy Statement:**

Medical students at the Quillen College of Medicine, as future physicians, are individuals of integrity. They will, in the future, hold the public trust and are therefore held to the highest standards of personal honor. They tell the truth and ensure that the full truth is known. They do not lie. They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat. They respect school and public property as well as the personal property of others. They do not steal.

The honor code is designed to enable medical students at the Quillen College of Medicine to maintain their own highest ethical standards. It is loosely based upon those developed at United States service academies. It works only if the students understand and commit to it. The code is simple, yet its spirit is broad and covers all facets of a medical student's medical education. The code, as the minimum standard of honor for a medical student, forms the link to the high standards demanded of physicians in the practice of medicine.

*The Honor Code: Medical Students at Quillen College of Medicine shall not lie, cheat, or steal.*

**B. Purpose of Policy:**

The honor code represents the minimum standard for medical students at the Quillen College of Medicine. Honor, personal integrity, and loyalty to the profession are fundamental characteristics essential to a successful physician. Medical students unable to conduct themselves in such a manner may not be fit to practice medicine and may jeopardize their privilege of becoming a member of the profession. The offenses of lying, cheating, and stealing are intolerable at the Quillen College of Medicine and may subject an offender to punishments up to and including dismissal.

### **C. Scope of Policy (applies to):**

The following apply to all medical students at the Quillen College of Medicine. Medical students are presumed to be honorable men and women of the highest personal integrity and accept responsibility for their personal development as future physicians with adequate skills, knowledge, and professional integrity. A medical student's honesty, loyalty to the profession and to the Quillen College of Medicine will compel him or her to report any violation of the honor code.

### **D. Policy Activities:**

#### **Lying**

To state an oral or written untruth with the intent to deceive. It is a lie to knowingly misrepresent a true situation or to deceive by withholding, omitting or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation. Such misrepresentation may be either by word or by deed.

#### **Cheating**

To derive an unfair advantage by one's actions. To knowingly use unauthorized assistance in work submitted as one's own efforts or to knowingly submit another's work or ideas, or the work of generative Artificial Intelligence (AI) and claiming as one's own, or by not giving proper reference to that work, i.e., plagiarism.

#### **Plagiarism**

Submission of another person's work as one's own. For example, the failure to provide proper documentation for all source material on reports, research papers, or any assignments submitted as original work constitutes plagiarism. Proper documentation shall be in the form of footnotes and an appropriate bibliography.

#### **Assistance**

Giving or receiving assistance is expressly allowed and encouraged on all homework, laboratory, and out-of-class assignments unless specifically prohibited by the instructor.

#### **Stealing**

Wrongfully taking, obtaining, or withholding personal, school, or public property or anything of value from the possession of the true owner with the intention of depriving the owner of its use or possession for any period of time. This includes fraudulently obtaining services without payment (e.g., the unauthorized use of school resources for personal use such as printers and supplies).

#### **Amplification**

The terms defined in this section and above shall be considered honor violations under the honor code of the Quillen College of Medicine. Specifically, the failure of a student to comply with any policy or regulation of the College of Medicine, is by definition, not in itself a violation of the honor code unless that act specifically violates a provision of the honor code. The failure of any student to properly report a known or suspected honor violation is in and of itself not a violation of the honor code. The responsibilities of persons witnessing or suspecting honor violations are discussed under 'Responsibilities upon learning of a possible honor offense'.

To be guilty of lying, cheating, or stealing, an accused must be shown to have had the necessary state of mind. For a lie to have occurred, one must have intended to deceive. To have cheated, one must have intended to use unauthorized assistance, to represent another's work as one's own, or to otherwise gain an unfair advantage. To have stolen, one must have intended to deprive the owner without permission either temporarily or permanently of the use or possession of the property. A student need not intend to commit an honor violation *per se*, but only complete an act of lying, cheating, or stealing with the state of mind described.

It is a violation of the honor code to attempt to lie, cheat or steal or to solicit or assist another to lie, cheat or steal. An

attempted offense is an act done with the intent to commit an offense under the honor code. The act must be more than mere preparation to commit an offense, but rather one must attempt to carry out or complete an act of lying, cheating, or stealing. The specific intent required is that of the attempted offense—the accused need not intend to violate the honor code.

Solicitation consists of any statement, oral or written, or any other act or conduct intended as a serious request or advice to lie, cheat, or steal. The solicited offense need not be attempted or committed. Aiding in the commission of an honor offense consists of assisting or encouraging the active perpetrator of an honor offense and sharing the intent of that offender. The intent required is the same as for the active offender. Mere presence at the scene of an offense does not constitute an offense. Failure to prevent the commission of an offense is not an honor violation unless the noninterference was designed to operate and did operate as an encouragement to, or protection of, the active offender.

### **Applicability**

The honor code contains guidelines that form the basis for a medical student's conduct in all places and under all conditions. Ideally, they would apply off campus as strictly as they do in the classroom. Notwithstanding such, the honor code as an instrument of monitoring, investigating, and prosecuting medical student conduct shall be strictly limited to the following situations:

1. Any and all conduct occurring wholly or in part on the campus of East Tennessee State University or on the property of the Mountain Home Veterans Affairs campus and/or the Quillen College of Medicine.
2. Any and all conduct occurring while participating in an academic setting or affiliated program away from the Quillen College of Medicine as a student or representative of the Quillen College of Medicine. Examples of this include clerkships, “away” rotations, preceptorships, etc.
3. Any and all conduct occurring while participating in any activity sponsored by East Tennessee State University or the Quillen College of Medicine, regardless of physical location.

Note: While specifically not covered by the student honor system, unscrupulous student activities wholly unrelated to the Quillen College of Medicine, e.g., a felony arrest and conviction, may subject a student to disciplinary action at the discretion of the Dean of the Quillen College of Medicine. Such situations will specifically not involve the student honor system or the honor council.

### **Responsibilities Upon Learning of a Possible Honor Offense**

All members of the Quillen College of Medicine staff, faculty, and medical student body have the responsibility of being familiar with the precepts, purpose, definitions, and procedures of the honor code. Any individual, upon witnessing or learning of what may be a violation of the honor code, has the following options:

1. Immediately report the suspected violation in accordance with the Procedural Appendix.
2. Discuss the incident with the suspected offender and report the suspected violation in accordance with the Procedural Appendix.
3. Discuss the incident with the suspected offender and, if it appears that no violation was committed, take no further action.

Prior to selecting a course of action, the person learning of a possible violation normally should gather relevant facts and discuss them with the suspected offender. The responsibility for the proper course of action rests with the individual learning of the possible violation. To maintain confidence in the fairness of our system, medical students, faculty, and staff must take one of the steps outlined above. Failure to do so, while not specifically a violation of the honor code, may result in disciplinary action at the discretion of the Dean of the Quillen College of Medicine. Any person who decides to report a possible honor offense should submit a written statement in accordance with the Procedural Appendix.

## Student Honor System Procedural Appendix

### **Student Acknowledgment and Publicity of the Honor System**

As a precondition for matriculation in the Quillen College of Medicine, each student shall sign the following pledge: "While registered in the Quillen College of Medicine, I pledge to abide by the Honor Code set forth in the Student Honor System." Each new student entering the Quillen College of Medicine will be informed as to personal obligations with respect to the Honor System and its functions. Orientation of the incoming freshman class shall be the responsibility of the Honor Council as a whole, with the sophomore members acting as coordinators. Upon matriculation into the medical school first-year class, all medical students are under the stipulations of the Honor System and are expected to abide by it during their entire course of study. A minimum of one training period shall be conducted on an annual basis, preferably near the beginning of each academic year, to discuss the Honor Code, its purpose, precepts, definitions, and procedures. Such training shall be the responsibility of the Honor Council Chair and will be conducted by members of the Honor Council. Training shall be available and mandatory for each class and highly encouraged for the faculty of the Quillen College of Medicine.

### **The Honor Council**

To administer the Honor System, an Honor Council shall be formed. The council will be empowered with the following functions:

1. The council shall establish needed programs for the operation and maintenance of the Honor System.
2. The council shall act in an advisory capacity to students with regard to the interpretation of the Honor Code.
3. The council shall consider all reports of alleged violations of the Honor Code and determine whether further consideration is warranted.
4. The council shall act as a fact-finding board in hearing procedures of alleged violations of the Honor Code, as hereinafter specified.
5. The council shall act in an advisory capacity to the Dean of the Quillen College of Medicine in making recommendations with supporting documentation regarding any person found by the council to be in violation of the Honor Code.

While the council shall function to enforce the spirit and procedures of the Student Honor System, it is nevertheless a body which shall act to protect the rights of the students and, in this respect, shall be available to counsel students both individually and collectively.

Meetings shall be called by the Honor Council Chair when a suspected violation of the Honor Code is reported. The chair may also call meetings at any other times as deemed necessary. Whenever possible, the meeting shall be held in an appropriate room within the Quillen College of Medicine in the early evening on weekdays. A meeting must be called by the chair within seven days after requested by two or more members of the council. All meetings shall be conducted according to *Roberts Rules of Order, Newly Revised*. The presence of seven elected voting members shall constitute a quorum, provided that at least one representative from each of the four medical school classes (i.e., freshman, sophomore, junior, and senior) is present among the attending members.

The council shall be comprised of thirteen members, of which twelve shall be duly elected voting members and one shall be a non-voting faculty advisor. The twelve voting members shall be elected representatives of the four medical school classes, with three representatives from each class. The non-voting faculty advisor shall be appointed by the Dean of the Quillen College of Medicine from a list of nominees supplied by the Faculty Advisory Council.

The presidents of the individual classes shall conduct elections during which Honor Council representatives shall be chosen as follows: the M1, M2, and M4 classes shall each elect three council members and the M3 class shall elect

four council members. The term of office for each representative shall be from the date of election until completion of elections during the forthcoming fall semester. After their election, the council representatives shall meet and select from among themselves by majority vote a Chair, a Vice-Chair, a Recorder, and a Chair-Elect. The Chair-Elect shall be elected from those representatives who are members of the freshman or sophomore class at the time of the election.

The elections of representatives from the freshman class shall be conducted with the elections of other freshman class officers and representatives as soon as feasible after the commencement of the fall semester. The elections of rising second-year representatives shall occur in the spring semester of the first year as part of the elections of rising second-year class officers and representatives. In the event of a change in representatives from the first to second year, the term of the outgoing first year representative shall end on July 1 between first and second year and the term of the incoming second-year representative shall commence on July 1 between first and second year.

The term of office for each representative of the sophomore class shall be from the date of election until graduation from the medical school. Elections will not be held in the junior and senior years, as representation shall be considered ongoing through the sophomore appointments. In addition, a Chair, Vice-chair, and a Recorder shall be elected from the rising fourth year representatives by vote of the Honor Council in the spring, with each officer's term lasting until the election of new officers the following spring. In the event an honor council representative is enrolled in the Tri-TRAILS program, they will only serve a maximum three-year term and have to initiate a new election process in their final year to find a replacement.

Should any member of the council resign, the class from which the member was chosen shall elect a replacement as soon as it is feasible. The election shall be conducted by the president of the appropriate class.

At the time of the election of representatives to the council, each class shall prepare a list of names of three persons who would serve as alternate council members. Should a situation arise wherein an insufficient number of elected representatives is available for council service, as might occur during a summer session, the chair shall temporarily appoint, from among those students listed, an appropriate number to sit on the Honor Council. The chair should attempt to appoint a new member to the council from the same class as that elected member who is unable to serve. After the graduation of three senior class council members, the temporary appointments should come equally from the remaining three classes.

### **Duties of the Honor Council Chair**

1. Meet with the other members of the council as early in the school year as possible and explain in detail the function of the council and duties of its members.
2. Meet with the officers of each class to explain the Student Honor System.
3. Arrange a time and place for meetings to be held and notify the other members of the council and the faculty advisor of such meetings.
4. Take charge of and conduct all meetings and hearings with as much dispatch as possible.
5. Ascertain that adequate minutes of the meetings are recorded and that all minutes, correspondence, and any formal statements received by the council are kept in proper order.
6. Oversee responsibilities for communications between the council and the dean or the administration of the Quillen College of Medicine and report to the other members of the council any resulting matters of importance.
7. Perform any additional duties common to the Office of Chair not heretofore listed.

### **Duties of the Honor Council Vice-Chair**

1. Assume all the duties of the Chair in the Chair's absence.
2. Assume all the duties of the Recorder in the Recorder's absence.

### **Duties of the Honor Council Recorder**

1. Record adequate minutes of every meeting.
2. Audio record those portions of a hearing as hereinafter specified.
3. Take charge of and record the receipt of all correspondence, written statements, and other official papers

received by the council.

4. Secure, file, and maintain in proper order in a special, locked Honor Council file in the Office of Student Services any council minutes, official papers or recordings, as well as any documents or evidence presented during a violation hearing as hereinafter provided. (Access to this special Honor Council file shall require prior Honor Council approval.)
5. In the absence of both the chair and vice-chair, the recorder shall assume all the duties of the chair. Should such a situation occur, the chair-elect shall act as recorder for the council.

### **Violations of the Honor Code and Hearing Procedure**

A student who has reason to believe that a breach of the Honor Code has been committed is expected to report the incident to the Honor Council within two weeks upon learning about the potential violation. This report shall be in writing and signed by the person(s) and witness(es) making the report. The report should name the alleged violator(s) and witness(es) and state, in as much detail as possible, the place, date, time, circumstances, and other pertinent factors of the alleged offense. The report should be sealed in an envelope and given to any Honor Council member. Faculty and staff may also report suspected violations of the Honor Code to the council as stated above. Any council member receiving a report of a suspected violation of the Honor Code shall deliver it to the Honor Council Chair as soon as it is feasible.

The chair shall call a meeting of the Honor Council to convene no later than seven days after the receipt of a suspected violation written report. Should extenuating circumstances prevent the meeting from being held within the seven-day time period, the meeting shall be scheduled as soon after the seven-day timeframe as possible. The report will be presented at the meeting by the chair or other informed member of the council and the council will then vote to proceed according to one of the following courses of action:

1. The report does not constitute a breach of the Student Honor System; therefore, no further action should be taken by the council; or,
2. A hearing on the report will be held by the council; or,
3. Further investigation of the report is needed before appropriate action can be taken. After the investigation has been conducted according to procedures hereinafter set forth, the findings of the investigation shall be presented to the council. The council will then vote to proceed according to one of the aforementioned courses of action.

When voting on the proper course of action, a simple majority vote of those council members present at the meeting will control. Members of an investigating committee (defined below) may vote as to which course of action to follow and will be counted toward a quorum.

### **Committee Supporting Student Health (CSSH)**

Reports regarding and/or detailing any suspected substance abuse should be made directly to the CSSH. The Honor Council will not be made aware of any report of suspected substance abuse to maintain confidentiality of medical student private health-related situations. Any suspected violation of the Honor Code that is identified will be reported separately to the Honor Council and will not include any information related to the suspected substance abuse of the medical student.

### **Hearing Procedure**

Whenever the council decides that further investigation is required before it can act, or wherein the council decides that a hearing on a report is appropriate, the chair will appoint a committee of two members of the council to investigate the report and present their findings to the council. In the event of a hearing on the report, the investigating committee shall present evidence to the council at the hearing. The investigating committee shall not be present when the council considers their response to the evidence presented.

Wherein the council has voted to conduct a hearing, the accused shall be given the following information in writing:

1. A list of the charge(s) against the accused, specifying the section(s) of the Honor Code violated.

2. A copy of the Student Honor System that includes the following procedural rights of the accused:
  - a. The right to present his or her case.
  - b. The right to be accompanied by an advisor.
  - c. The right to call witnesses in his or her behalf.
  - d. The right to confront witnesses against him or her.
3. A list of the members of the Honor Council.
4. The date, time, and place of the hearing on the alleged violation(s) which shall be no sooner than ten days after the above listed information is given to the accused. If the accused desires additional time in which to prepare a defense, a written petition may be submitted to the chair and, if warranted, a reasonable postponement of the hearing shall be granted.
5. The student shall be advised of the method of appeal.

The hearing will be private unless the accused requests an open hearing. Deliberations of the council on findings or recommendations shall be closed to all persons except members of the council. When a private hearing is conducted, it shall be closed to all persons except members of the council; the accused with an advisor, if asked to attend by the accused; witnesses, while testifying; and other persons may be admitted by agreement of the accused and the council.

After being given written notification of the alleged violation(s) and hearing date, the accused has the right to be informed of the prosecutorial evidence. Additionally, the right to a copy of any written statements relevant to the case will be given. The accused does not have the right, prior to the actual hearing, to know the names of persons who have furnished written statements. Therefore, the names of such persons will be deleted from the copy of any written statements provided to the accused.

The accused has the right to be faced by any witness who has given a statement relevant to the case at the hearing and to produce witnesses (including no more than two character witnesses), introduce documentation and offer personal testimony. The accused also has the right to be accompanied by a non-participant self-chosen advisor.

The accused has the right to be heard or to remain silent in regard to the charges brought. If the accused elects to offer testimony as to a specific alleged act of misconduct, then the right to remain silent as to that specific act is waived and all questions pertaining to that alleged act must be answered truthfully.

The accused has the right to challenge, on the grounds of prejudice, any member of the council sitting on the case. If such a challenge is made, the council shall deliberate to determine whether cause exists to remove the challenged member. Only council members shall be present during said deliberations. By a majority vote of the members of the council (excluding the members being challenged), the challenged members shall be excused from the case. The accused has the additional right to excuse without cause two council members sitting on the case. In such an event, the accused is not required to state a specific objection as to why a specific council member is excused. If the accused excuses council members without cause and, as a result, the number of council members sitting on a case is reduced below the number required for a quorum (seven), the case may nevertheless proceed through hearing and verdict. In such a case, the accused will be deemed to have waived the right of having a quorum.

The accused has the right to challenge any conduct during the proceeding that may prejudice any personal rights. A majority vote of the council will sustain the accused's challenge. If the council decides that a right of the accused has been prejudiced, the council will take appropriate actions to rectify same.

Any member of the Honor Council related by birth or marriage to the accused or accuser shall be disqualified from participation in that hearing, with the exception that such a council member may be a witness in the hearing.

Any member of the Honor Council who has a personal interest in the outcome of the hearing may be voluntarily disqualified from participation in that hearing. Should the council be informed that a member has such a personal interest and yet said member does not self-disqualify, the council shall deliberate in private to determine whether cause exists to excuse that member from participation. Only council members shall be present during said deliberations. By a majority vote of the council (excluding the member being reviewed), the council member shall be

excused from the case.

All hearing proceedings, except deliberations of the council on findings and recommendations and council deliberations regarding excusing council members from sitting on a case, shall be audio recorded by the Honor Council Recorder. This audio recording shall serve as the official record of the hearing. The Honor Council procedure follows all related state laws and East Tennessee State University record retention policies.

The accused should be present during all proceedings except deliberations of the council as heretofore specified. However, any part or all of the hearing may be conducted in the absence of the accused if the accused voluntarily fails to appear for the hearing or the accused willfully obstructs the progress of the hearing to such a degree that the council decides it is necessary to bar the accused from the hearing.

The accused shall be permitted to examine all evidence in the case. No evidence or testimony may be considered by the council unless such evidence or testimony has been presented in the presence of the accused or in accordance with the statements of the previous paragraph. In the exercise of sound discretion, the chair may reschedule a hearing date at any time prior to or after the commencement of a hearing. All parties should strive to be prepared to proceed on appointed hearing dates and avoid unnecessary delay and rescheduling. The request to reschedule the hearing may originate from any participating party or council member.

Hearing proceedings shall be conducted by the chair or the council under the following guidelines:

1. The council shall be called to order by the chair.
2. The recorder shall call a roll of the council. A quorum of seven voting members shall be required before the hearing can proceed.
3. The chair shall read the original violation report to the council.
4. The chair shall ask the accused for a plea statement. In the case of a guilty plea, the council will dispense with full hearing on the evidence and will deliberate as to the appropriate recommendation. In this regard, the council may ask the investigation committee to make a statement of what they believe the evidence in the case would have shown. The accused shall be provided the opportunity to address the council. In the case of a not guilty plea, the council will proceed with a full hearing.
5. After entry of a plea, the accused shall be given the opportunity to remove the council members sitting on the case by the challenge procedures detailed above.
6. The case investigators shall be asked to present all witnesses and information gathered pertaining to the case. Students called before the council are to be notified personally prior to the hearing time. They shall be called individually and questioned in a dignified manner showing respect for the person being questioned. Questions will be allowed from the chair, members of the council, the investigators, and the accused in an orderly fashion. All questions relating to procedure shall be decided by the chair. Prior to the questioning of a student, it shall be ascertained that the student is familiar with the rules of the Student Honor System. In the case wherein a student is handicapped in performing any Quillen College of Medicine responsibilities because of personal attendance at a hearing, the council may recommend to the authorities involved that appropriate amends be made.
7. After the case investigators have presented all of their witnesses and evidence, the accused shall then be asked to present any evidence and/or witnesses pertinent to the defense. Questioning shall follow a format similar to that described above.
8. After the presentation of evidence by the accused, the investigators and the accused may make a closing statement to the council. The length of closing statements should be determined by the chair after consulting the investigators and the accused.
9. After hearing the evidence and summations offered by the parties, the council shall consider its verdict in closed session. The verdict will be based on the council members' reasonable interpretation of intent by the accused medical student. Intent, for the purposes of these hearings, is the act of willingly or carelessly violating the Honor Code. Intent can be determined by the accused medical student(s) admitting to violating the Honor Code or by the Honor Council members believing a reasonable person in the accused's situation would have been aware that their actions were not permitted by the Honor Code. Only council members (excluding members of the investigating committee) shall be present during this closed session. The council shall choose one of the following verdicts and all council members must vote.
  - a. Verdict 1: No significant violation of the Honor Code has occurred. A report of the council's findings

shall be sent in writing to the dean for the purpose of excluding any attempt to recharge the accused through alternative disciplinary procedures. The chair shall inform the dean of the verdict and recommend that no disciplinary action of any kind be taken and that no mention whatsoever of the council's proceedings appear in the record of the accused individual. The council may make suggestions to the individual(s) regarding future conduct with respect to the Student Honor System.

- b. Verdict 2: A violation of the Honor Code has occurred to the severity that this verdict should be accompanied by a recommendation that the dean take such disciplinary action as deemed necessary, up to and including an informal reprimand, and that action exceeding an informal reprimand would not be suitable. No mention whatsoever of the proceedings should appear on the record of the accused individual.
- c. Verdict 3: A violation of the Honor Code has occurred to the severity that this verdict should be accompanied by a recommendation that the dean take such disciplinary action as deemed appropriate, up to and including a formal reprimand, that action exceeding a formal reprimand would not be suitable, and that the verdict and resolutions of the council be affixed to the permanent record of the accused individual.
- d. Verdict 4: A violation of the Honor Code has occurred to the severity that this verdict should be accompanied by a recommendation that the dean take such disciplinary action as deemed appropriate, up to and including expulsion from the Quillen College of Medicine, and that the verdict and resolution of the council be affixed to the permanent record of the accused individual.
- e. In reaching a verdict the council shall proceed as follows:
  - i. First consider Verdict 4. If support for Verdict 4 is unanimous, Verdict 4 is returned; if not, it fails.
  - ii. If Verdict 4 fails, next consider Verdict 3. If three-fourths of the council support Verdict 3, Verdict 3 is returned; if not, it fails.
  - iii. If Verdict 3 fails, next consider Verdict 2. If the majority of the council supports Verdict 2, Verdict 2 is returned.
  - iv. If Verdicts 4, 3, and 2 fail, then Verdict 1 shall be returned.

10. The accused or any witness may be recalled by the council before the verdict is reached. At that point, the hearing must be reconvened.

11. Following its vote, the council shall recall the accused for the purpose of personal notification of the verdict and recommendation. The accused shall also be informed, except as heretofore provided under Verdict 1, that the verdict and recommendation will be delivered to the dean within seven days.

12. The chair shall thereafter prepare a written report of the council's findings, verdict, and recommendation. Said report shall be signed by all members of the council who participated in the hearing. Should a member of the council who has dissented from the verdict of the council wish to submit a dissenting opinion, such dissenting opinion should be attached to the chair's report. Except as heretofore provided under Verdict 1, the report shall be presented to the Dean of the Quillen College of Medicine within seven days after the hearing has been concluded.

13. The Honor Council Recorder shall be responsible for securing, filing, and maintaining all documents and/or written evidence presented to the council at the hearing and, wherein appropriate, any physical evidence presented to the council. When the accused graduates from the Quillen College of Medicine, all such documents, written evidence, and physical evidence (wherein appropriate) shall be removed from the Honor Council's files and destroyed, with the exception that said evidence shall not be removed or destroyed while the accused's case is still pending before any administrative body of the Quillen College of Medicine, East Tennessee State University, the ETSU Board of Trustees, or while ongoing civil or criminal litigation is pending.

If an accused leaves the Quillen College of Medicine prior to the resolution of the case by the council, the chair shall prepare a written letter to the dean indicating the nature of the alleged violation(s) and that said case has not been resolved by the council due to the accused's departure from school. This letter shall be placed in the accused's permanent record.

Should the accused be permitted to return to the Quillen College of Medicine, the dean may require the accused to appear before the council and resolve the pending case. Should the council thereafter determine that Verdict 1 or Verdict 2 is an appropriate resolution of the case, the dean may remove the aforementioned chair's letter from the student's permanent record. The president of the university is authorized, at his or her discretion, to subsequently

convert any sanction imposed by the dean to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

### **Procedure for Amendments to the Appendix**

Students and full-time faculty are encouraged to participate in the amendment process in order to develop a successful Student Honor System. Amendments to the Student Honor System Procedural Appendix may be proposed by a petition signed by two-thirds of the entire voting Honor Council, by a petition signed by ten percent of the medical students or by a petition signed by ten percent of the Quillen College of Medicine's full-time faculty. A referendum election will be held within six weeks after receipt of the proposed amendment. Amendments to the Procedural Appendix must be approved by one-half of the students voting, provided that at least fifty percent of the students have voted. Proposed amendments will take effect upon their subsequent ratification by one-half of the full-time faculty voting, provided that at least fifty percent of the faculty eligible to vote have done so.

This policy is promulgated pursuant to, and in compliance with, ETSU Board of Trustees Student Due Process Procedure policy. To the extent that a conflict exists between these policies and ETSU Board of Trustees rule, policy and/or applicable law(s), the ETSU Board of Trustees rule, policy and/or law will control. Adopted by ETSU Board of Trustees: approved 3/24/17.