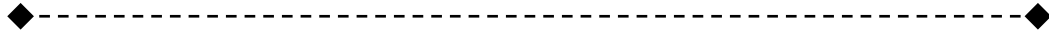


UCF COLLEGE OF MEDICINE

M.D. PROGRAM HONOR CODE



Preamble

The practice of medicine is a great privilege and carries with it a time-honored responsibility to our patients and our profession. The students of the University of Central Florida College of Medicine M.D. program uphold this code as our pledge to ourselves and our medical community that we understand the significance of our commitment. These standards should guide us not only during our medical training, but also during our lives as physicians, researchers, and community leaders. In these roles, we hope to pursue actively the respect of our patients, peers, and fellow men and women, rather than to accept passively any esteem that may be given our title.

The core values we, as students, strive to exemplify are:

INTEGRITY

The Tenacity to Carry Out Our Profession with Sound Moral Character

PROFESSIONALISM

The Daily Fortitude to Uphold the Standards of the Title We Represent

JUDGMENT

The Courage to Make Decisions with Assurance and Competency

RESPECT

To Act with Consideration for the Dignity and Rights of Others

STUDENT PLEDGE

I am committed to upholding the student code core values. I understand the procedures outlined in this document, and hereby agree to abide by them.

Name (Please Print)

Signature

Date

HONOR CODE POLICIES

The Student Professional Conduct Council

As representatives of the University of Central Florida (UCF) College of Medicine (COM) M.D. program and the medical profession, students are entrusted to exemplify the core values of Integrity, Professionalism, Judgment, and Respect. The Student Professional Conduct Council (SPCC) strives to educate the students in their professional responsibilities, to investigate any reported violations of the Code, to recommend appropriate penalties, and to interface with the College of Medicine Student Evaluation and Promotion Committee (SEPC) when breaches of professional conduct are suspected.

All COM M.D. program students are expected to uphold and abide by the COM Honor Code as well as the UCF Code of Conduct in the UCF *Golden Rule*. For information regarding the UCF *Golden Rule*, visit www.goldenrule.sdes.ucf.edu. The COM M.D. Program Honor Code will have authority over student progress in the M.D. program. Moreover, any adverse action related to the Honor Code that affects a student's progress in medical school (e.g., leave of absence, expulsion) shall be reported to the UCF Office of Student Rights & Responsibilities.

The students of the University of Central Florida College of Medicine M.D. program uphold this code as our pledge to ourselves and our medical community that we understand the significance of our commitment. These standards should guide us not only during our medical training, but also during our lives as physicians, researchers, and community leaders.

1. The Student Professional Conduct Council (SPCC)

1.1. *Purpose* -- The Student Professional Conduct Council will oversee the implementation of this Honor Code with emphasis on maintaining the values intrinsic to our role as physicians and community leaders, namely those of integrity, professionalism, judgment, and respect. Moreover, SPCC shall serve in an outreach fashion as a resource for students concerned about dishonor in the class; SPCC shall help to prepare and educate students to avoid potential honor infractions.

1.2. *Student Representation* -- The Student Professional Conduct Council shall be composed of one Chair (in the M-4 class) elected by the entire M.D. program student body annually and two representatives (one primary and one alternate) elected from each medical class in accordance with the M.D. Program Student Council Constitution. For M1, one SPCC representative will be elected for a one year term while the other will be elected for a two-year term. It will be clearly stated at the time of election which position is which. This will provide 9 total representatives (two from each class and one Chair).

Each year thereafter, one representative will be elected to a two-year term, and the other representative will continue the second year of his or her two-year term. Representatives elected at the end of their M3 year can therefore only serve one term. See Table 1 for a visual depiction of these terms of office.

	M-1	M-2	M-3	M-4
Representative One	One Year Term	Two Year Term		One Year Term
Representative Two	Two Year Term		Two Year Term	

Table 1. Schema for terms of office for SPCC Members.

1.3. Special Provisions for Founding Representatives

- 1.3.1. In the 2009-2010 Academic Year, SPCC representatives were elected for one-year terms at the same time that the other class officers are elected.
- 1.3.2. Starting in the second year, one SPCC representative will be elected for a one year term and the other for a two-year term. It will clearly be stated at the time of the election, which representative will serve for two years and which for one year.
- 1.3.3. Each year thereafter, the procedure described in article 1.2 will be employed.
- 1.3.4. Until the 2013 academic year, the two representatives from a given class shall have equal voting power at all SPCC meetings. After the beginning of the 2013 academic year, the two representatives from a given class will be designated as either primary or alternate.
 - 1.3.4.1. The primary representative will be the candidate receiving the most student votes for either the 2 year position or 1 year position. In the event of a tie, the primary representative shall be chosen by the Chair at the beginning of his or her term by considering qualities such as experience serving on the SPCC.
 - 1.3.4.2. All primary representatives and the Chair (5 students) shall be required to attend all meetings; alternate representatives are also required to attend all SPCC meetings but shall not vote on any matters unless they are attending in the place of a primary representative.

1.4. Each member of the SPCC, in addition to COM leadership and faculty, will be available to meet individually with any student who has concerns or questions related to the Honor Code.

1.5. *SPCC Meetings* -- The SPCC will meet at least once every other month. Ensuring to meet this often will be considered the responsibility of the SPCC Chair. This failure will be considered a serious violation of his or her duties, and the Chair will be subject to dismissal by the M.D. Program Student Council according to the provisions of the M.D. Program Student Council Constitution.

Attendance at SPCC meetings is mandatory for all SPCC representatives (primary and alternate) and the Chair. Absences will be excused, only in advance of a meeting, at the discretion of the Chair. Two unexcused absences by an SPCC representative will result in his or her removal from the SPCC by the Chair.

1.6. The members of the SPCC shall be considered representatives of the University of Central Florida College of Medicine.

1.7. *SPCC Chair Absence & Quorum* -- Should the elected SPCC Chair be away from the city for a period of more than three weeks, one of the two SPCC representatives from the M-4 Class will be appointed Acting SPCC Chair by the elected Chair. The SPCC Chair will inform the other representatives, the M.D. Program Student Council, and the Office of Student Affairs of this appointment and when the elected Chair will resume his or her duty.

1.7.1. A quorum of 50% + 1 member is required for the SPCC to meet. If an insufficient number is reached, the SPCC meeting must be rescheduled for a time that quorum may be attained.

1.8. *SPCC Rep Removal* -- Due to the importance of confidentiality in SPCC action, the SPCC must be able to remove one of its members by an internal mechanism should this become necessary. A motion for the removal of an SPCC representative must be made in writing to the Chair of the SPCC stating the exact reason(s) for the requested removal. An SPCC representative who is facing removal will be notified in writing 5 business days before the vote for removal as to why he or she is being considered for this action. This representative will be given an opportunity to defend himself or herself before the remainder of the council prior to their vote. A two-thirds majority vote of the SPCC is required in order to remove an SPCC

representative.

- 1.8.1. Any removed SPCC representative will be able to file a written appeal with the executive board of the M.D. Program Student Council within 5 business days of removal. An appeal will consist of a statement made by the SPCC Chair as to the reason(s) for removal and the dismissed representative's justification for why this was an erroneous action on the part of the SPCC. The M.D. Program Student Council will review the appeal and determine if it should be heard formally.
- 1.8.2. If the M.D. Program Student Council President upholds the SPCC's internal vote, the election of a replacement representative shall occur as described in 1.8.4.
- 1.8.3. If the M.D. Program Student Council President decides that the appeal has merit, the president shall assemble the executive board of the Student Council for a hearing at the soonest possible time. At this hearing, the dismissed SPCC representative shall be able to make his or her case while the SPCC Chair and other representatives will have the opportunity to present and defend their course of action. A subsequent vote for readmission to the SPCC will be made by the executive board, which must pass by a two-thirds plus one vote for readmission to occur. This process must occur within 5 business days following the vote for removal.
- 1.8.4. Any vacancy created by this process will be filled from the class of the removed SPCC representative by a class vote one month from the date of removal or the delivery of the verdict from the appeal. The replacement representative will serve the remainder of the term of the removed SPCC Representative, regardless of the duration of this period.
- 1.8.5. Removal of the SPCC Chair will follow the procedures as specified in the M.D. Program Student Council Constitution.

1.9. Recognizing the value of non-student perspectives, a representative from the Office of Student Affairs will serve as an advisor to the SPCC. This advisor will be considered a resource to which the SPCC has constitutive access. However, this advisor does not have any voting privileges in the decisions of the SPCC. Anonymity of all parties involved will be of the utmost importance in all conversations and/or meetings at which the advisor is present. Finally, this advisor must be invited to attend all of the regular, bi-monthly meetings of the SPCC and be available for consult by telephone during honor code hearings.

- 1.9.1. The advisor may miss meetings during the year provided that the council is notified and feels that this advisor is sufficiently informed and accessible to fulfill his or her role as advisor.
- 1.9.2. An alternate advisor position may be created to fulfill this function should a conflict of interest exist concerning the Student Affairs advisor. This duty shall be filled by invitation from the SPCC.

2. Guidelines of Professional Conduct

- 2.1. Generally speaking, all students in the UCF College of Medicine M.D. Program shall abide by and uphold the following tenants of honorable conduct:
 1. Integrity: the tenacity to carry out our profession with sound moral character.
 2. Professionalism: the daily fortitude to uphold the standards of the title we represent.
 3. Judgment: the courage to make decisions with assurance and competency.
 4. Respect: to act with consideration for the dignity and rights of others.
- 2.2. All matriculating M.D. students must sign the UCF COM M.D. Program Honor Code.
- 2.3. Any action that conflicts with the spirit of professional and personal behavior as described in the Preamble shall constitute a violation of the Honor Code. This includes actions not specifically listed within this Honor Code that could still be considered breaches of honor by the SPCC, SEPC, and/or professional community.
- 2.4. This Honor Code cannot foresee every possible offense.
- 2.5. Violations of this Honor Code shall include (but not be limited to) the following conduct violations:

- 2.5.1. Lying – Intentionally giving a factually false statement, such as false testimony during hearings. This includes “lies of omission,” whereby a student voluntarily does not reveal the whole and complete truth.
- 2.5.2. Academic Misconduct –
 - 2.5.2.1. Unauthorized assistance: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
 - 2.5.2.2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else’s efforts and used as part of an examination, course assignment or project.
 - 2.5.2.3. Commercial use of academic material: Selling notes, handouts, etc., without authorization or using them for any commercial purpose without the express written permission of the University and the instructor is a violation of this rule.
 - 2.5.2.4. Falsifying or misrepresenting your academic work.
 - 2.5.2.5. Plagiarism: Whereby another’s work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own.
 - 2.5.2.6. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.
- 2.5.3. Stealing – Acquiring University or another individual’s private property without permission or knowledge.
- 2.5.4. Impeding the learning process of a colleague – Intentionally preventing a student or colleague from obtaining a fair and equal access to educational materials. This includes intentionally concealing Library or other University property for the purpose of obstructing access by a colleague.
- 2.5.5. Knowingly and deliberately jeopardizing patient care in any way.
- 2.5.6. Causing purposeful or neglectful damage to property or to others.
- 2.5.7. Failing to report the actions of others that may be in violation of this Honor Code.

3. Procedures

The following procedures will be implemented when suspected dishonorable conduct is observed. Confidentiality of these procedures is of the utmost importance, and a betrayal of confidence by anyone involved shall be considered a violation of the Honor Code.

3.1. Reporting Breach of Conduct

- 3.1.1. *Individuals that can Report* -- Any person may report a suspected violation of the Honor Code.
- 3.1.2. *Responsibility to Report* -- Any person observing a suspected violation of the Honor Code is responsible for reporting the event to SPCC representatives within 5 business days of learning of the event.
- 3.1.3. *Determination of Merit* -- The SPCC Representative initially contacted shall meet with the SPCC Chair and the Associate Dean for Students to discuss the merits of the reported violation. Moreover, an informal investigation will be conducted by SPCC and Student Affairs to assess the merits of the reported violation. If sufficient merit is found, the SPCC representative initially contacted, the SPCC Chair, and the Associate Dean for Students will further assess whether an informal resolution is possible or an Honor Hearing is required.
- 3.1.4. Following the informal investigation by the SPCC and Student Affairs, notification of the charged student shall occur in writing as follows:
 - 3.1.4.1. *Meritless Accusation* -- If an informal resolution or an Honor Code Hearing is not warranted as determined above, the individual who reported the violation shall be notified. Moreover, the

charged student shall also be notified by the SPCC in writing of the meritless charge. No further action will be taken by the SPCC.

- 3.1.4.2. *Informal Resolution of Charge* -- In appropriate cases the SPCC Representative initially contacted, the SPCC Chair, and the Associate Dean for Students may resolve the matter informally by agreement with the charged student. This may include referring the student for counseling or assistance through the Professional Resource Network Impaired Practitioners Program of Florida. In such cases, the charged student will be notified in writing of their options.
- 3.1.4.3. *Decision to Hold an Honor Hearing* -- If a decision is made to hold a hearing, a confidential written record of the reported violation will be drafted that outlines the time, date, place, and nature of the suspected violation. The name of the charged student and the SPCC members making the decision for a hearing will also be on the document. This document will be copied and delivered to the charged student.

3.1.5. The proceedings in section 3.1 must take place within 5 business days after the initial report of a suspected Honor Code violation. The SPCC chair can waive the time requirement due to unforeseen circumstances.

3.2. Honor Code Hearing Preliminaries

- 3.2.1. The charged student shall have 5 business days after notification to appeal the decision to hold an Honor Code Hearing to the SPCC Chair.
- 3.2.2. In the case of a hearing, the Chair shall give written notice to the Associate Dean for Students and the Dean of the College that an investigation of a suspected Honor Code violation will begin, omitting from that notice the names and details of the accusation.
- 3.2.3. Notification to the charged student shall be via the written record produced in section 3.1.
- 3.2.4. An Honor Code Hearing shall begin within 5 business days of the notification of the charged student in order to ensure a swift hearing while still giving the charged student time to prepare.
- 3.2.5. The Chair shall be responsible for setting the hearing date, time, and location, and for informing all parties concerned of that information. Moreover, the Chair shall ensure that the Honor Code Hearing will not conflict with any upcoming academic examinations for the charged student or the SPCC representatives.
- 3.2.6. The time constraints of section 3.2 may be waived by the Chair in unusual circumstances or conditions beyond the control of the SPCC.

3.3. Assembling the Honor Code Hearing

- 3.3.1. The 4 primary SPCC representatives and the SPCC Chair (5 total SPCC members) will hear and decide the merits of all presented evidence.
 - 3.3.1.1. If an Honor Code Hearing is required before the 2013 academic year (when SPCC representatives will be identified as either primary or alternative), all elected SPCC members will hear and decide the merits of all presented evidence.
- 3.3.2. The charged student shall have the right to challenge and remove for no stated reason any one of these 5 SPCC members. This privilege may be exercised only once.
- 3.3.3. The charged student shall have the right to challenge and remove with stated reason any member of the SPCC. The challenge shall be upheld if 3 of the 5 SPCC members (primary representatives and Chair) agree by secret ballot with the validity of the challenge.
- 3.3.4. If an SPCC member is challenged and removed successfully, he/she will be replaced by the other SPCC representative from his/her class. If the second is successfully challenged, the SPCC Chair will select another SPCC representative to fill this vacancy.

- 3.3.5. If the SPCC Chair is removed, the SPCC will be chaired by the most senior SPCC Representative.
- 3.3.6. The SPCC Chair shall make all replacement selections and do so randomly where possible.

3.4. Honor Code Hearing Procedures

- 3.4.1. The charged student shall have the right to choose a College of Medicine faculty advisor who may provide personal advice and guidance and be present at the hearing, but who shall not participate in the Honor Code Hearing.
- 3.4.2. The only persons allowed to witness the proceedings of an Honor Code Hearing shall be: the accuser, the charged student and his or her faculty advisor, the SPCC, the Student Affairs advisor, and witnesses during their testimony only.
- 3.4.3. The accuser and the charged student shall have the right to be present during the opening and closing statements, and whenever evidence or testimony is being presented to the SPCC.
- 3.4.4. All honor code hearing events will be audio recorded to maintain a record of what was said.
- 3.4.5. Evidence shall be presented in the following order: opening statement by the accuser, opening statement by the charged student, additional evidence or testimony to support the accusation, additional evidence or testimony to refute the accusation.
- 3.4.6. The charged student shall have the right to a closing statement after presentation of all evidence or testimony.
- 3.4.7. The SPCC shall have the right to request any material evidence relevant to the case, in accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines, from any member of the student body, faculty, staff, or administration of the COM, and the right to request any member of the student body (with the exception of the charged student), faculty, staff, or administration to testify before the SPCC.
- 3.4.8. When all testimony has been heard, the SPCC shall convene in executive session and shall vote by secret ballot. Four out of five votes by a single ballot shall conclude the decision of the SPCC.
- 3.4.9. If during the proceedings of the evaluation, another student involved is charged with a violation of the Honor Code, the Chair shall appoint an alternate member of the SPCC to submit in writing an accusation against that student, as in section 3.1. This case must be heard as a separate entity. The time constraints of section 3.2 shall be suspended until the completion current honor hearings.
- 3.4.10. Questions regarding the general conduct of the Honor Code Hearing shall be decided by the Chair. The Chair's decisions may be overturned by a majority vote of the SPCC.
- 3.4.11. The outcome of the Honor Code Hearing shall be reported confidentially to the Associate Dean for Student Affairs, regardless of the verdict. No reporting to the student body shall be done.

4. Rights of the Charged Student

- 4.1. Charged student shall be notified by SPCC of the decision to hold a hearing within 48 hours of the decision.
- 4.2. Charged student has the right to request excuse from any tests, assignments, or examinations from 48 hours before the start of the hearing to 48 hours after the SPCC has made their decision.
- 4.3. At the sole discretion of the Dean, the charged student may be removed from all clinical and classroom work during the preliminary and formal proceedings if it is determined that the student poses a threat to patients, students, faculty, or other personnel associated with the COM.
- 4.4. Charged student has the right to present witnesses during the hearing
- 4.5. Charged student has a right to an expedited resolution of the charges; every effort must be made to resolve matters quickly.
- 4.6. Charged student shall be given reasonable and adequate time for preparation of defense.
- 4.7. Charged student will be given copies of all written evidence 3 business days before starting the Honor Code Hearing.
- 4.8. Charged student has the right to confront his or her accusers and to cross-examine all witnesses who appear at the hearing.

- 4.9. Charged student has a right to decline discussing any and all aspect of the charges. This decision shall in no way be considered admission of guilt.
- 4.10. Charged student has a right when found not responsible to request that this finding be made public.
- 4.11. Charged student may not graduate until the case and all appeals have been resolved.
- 4.12. Attorneys are not permitted to represent the charged student. The student does have a right to be accompanied by a faculty advisor chosen by the student that will only assist in an advisory role.

5. Penalties

- 5.1. A finding of in violation for a first honor offense shall result in SPCC recommendation(s) for specific action(s) to be taken by the appropriate faculty, staff, and/or administration of the College of Medicine. The recommendation(s) shall be fixed by four out of five votes of the SPCC, and shall be decided immediately after determination of dishonorable conduct.
 - 5.1.1. Recommendations may include but shall not be limited to re-examination, re-evaluation, remediation, or failure and repetition of one or more modules or clerkships; such action may delay graduation. Recommendation for probation or expulsion may be appropriate.
 - 5.1.2. Recommendations may also include non-academic actions; such actions shall be appropriate to the offense and may include referral to the Professionals Resource Network Impaired Practitioners Program of Florida.
 - 5.1.3. The SPCC may decide to refer certain matters to the Student Evaluation and Promotion Committee (SEPC). Decisions reached by the SPCC do not preclude discussion of reported violations by the SEPC, as the SEPC may consider reported violations in the context of the student's general medical school performance.
 - 5.1.4. The recommendation(s) shall be announced at the conclusion of the Honor Code Hearing when the finding of in violation is announced, but the action(s) recommended shall take place no sooner than 5 business days after an Honor Hearing decision is made.
- 5.2. Violation of the Honor Code for a second time may result in SPCC recommendation for expulsion.
- 5.3. These recommendations shall then be forwarded to the Associate Dean for Students, who, at his or her discretion, can accept or modify the recommendation, and will then forward the recommendation to the Dean of the College of Medicine.
- 5.4. Any appeals by the charged student shall be forwarded to the Dean of the College of Medicine, as per section 7.

6. Reports and Records

- 6.1. A written record will first be made of the decision to hold an Honor Code Hearing as per section 3.1.
- 6.2. At the conclusion of a Hearing, the outcomes will be confidentially reported to the Associate Dean for Student Affairs.
- 6.3. All Honor Code Hearings will be audio recorded to maintain a record of what was said.
- 6.4. All written records shall be kept on file in the Office of Student Affairs.

7. Appeals to Recommendations of the Associate Dean for Students

- 7.1. The charged student shall have the right to appeal any recommendation of the Associate Dean for Students. Such appeal must be made in writing to the Associate Dean for Students within 10 business days of the recommendation.
- 7.2. A recommendation may only be appealed if there is new evidence to be considered or the charged student can demonstrate that a violation of the Honor Code procedures has occurred. Merely disagreeing with a recommendation is not a sufficient basis on which to base an appeal.

- 7.3. Appeals shall be referred to the Dean of the College of Medicine. The Dean will appoint an ad hoc committee of COM faculty to hear the appeal. This committee will include a student member, who will ordinarily be the M.D. Program Student Council President.
- 7.4. The appeal committee will make a recommendation to the Dean to support or overturn the recommendation of the Associate Dean for Students. The final decision to accept or reject this recommendation shall rest solely with the Dean of the College of Medicine. All recommendations of the SPCC, the Associate Dean for Students, and the ad hoc appeals committee are advisory to the Dean.

8. Amendments & Code Review Process

- 8.1. Every February, the Student Professional Conduct Council shall decide as a whole if a Code Review Process shall be started. A Code Review Process shall include a thorough review of the entire Code.
- 8.2. If the Code Review Process is begun, the Honor Code shall be sent out to the entire medical student body, and the medical student body shall be solicited for feedback regarding the Code.
- 8.3. The SPCC will discuss this feedback and modify the code as they deem appropriate, with a two-thirds majority required to make changes to the code. Once the revised code passes the SPCC, the Chair shall present it to the M.D. Program Student Council.
- 8.4. The final ratification of any amendment shall require two-thirds majority vote of the entire student body of the M.D. Program.
- 8.5. No more than 3 years shall elapse between a Code Review Process.
- 8.6. Any student may propose an amendment to the Honor Code.