

Doctor of Veterinary Medicine



HONOR CODE



PROFESSIONAL
CODE of CONDUCT

2021-2022



Virginia-Maryland
College of **Veterinary Medicine**

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Introduction

This is an alternate handbook which highlights the DVM Honor Code and Professional Code of Conduct. These policies and procedures will be applied during the Academic Year of 2021/22. By accepting admittance to the Virginia-Maryland College of Veterinary Medicine, you will be held to the policies and procedures included in this handbook. Students will be notified in the unlikely event that a policy or procedure is changed.

Questions relating to these policies and procedures should be directed to the Associate Dean for Professional Programs, the Director of Admissions and Student Services, the Assistant Director for Student Support and/or the Director of Assessment/Chair of the Standards Committee. In addition, suggested revisions of these policies and procedures may be given to student representatives of the College's Curriculum Committee.

Questions regarding the DVM Honor Code should be directed to the Chair of the Student Honor Board and questions regarding the DVM Professional Code of Conduct should be directed to the Chair of the Student Conduct Board.

TBD

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The college is fully accredited by the American Veterinary Medical Association's Council on Education (AVMA COE). The last AVMA COE site visit was in 2014 and the next visit is scheduled for 2021.

Virginia Tech is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award doctoral, masters, baccalaureate, and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Virginia Tech.

I. DOCTOR OF VETERINARY MEDICINE HONOR CODE

This code is an alternate version of the Graduate Honor System Constitution specific to students in the Doctor of Veterinary Medicine Program.

Article I: Purpose and Description

Section 1 – Doctor of Veterinary Medicine Honor Code

The Doctor of Veterinary Medicine (DVM) Honor Code for DVM Students is an alternate version of the Graduate Honor System (GHS) Constitution and applies only to students in the DVM program in the Virginia Maryland Regional College of Veterinary Medicine (VMRCVM). Parts of the code will be managed by the GHS while other parts will be managed internally. The DVM Honor Code establishes a standard of academic integrity. As such, this code demands a firm adherence to a set of values. In particular, the code is founded on the concept of honesty with respect to the intellectual efforts of oneself and others. Compliance with the DVM Honor Code requires that *all* DVM students exercise honesty and ethical behavior in all their academic pursuits in the VMRCVM, whether these undertakings pertain to study, course work, research, or clinical rotations.

It is recognized that DVM students have very diverse cultural backgrounds. In light of this, the term *ethical behavior* is defined as conforming to accepted professional standards of conduct, such as codes of ethics used by professional societies in the United States to regulate the manner in which their professions are practiced. The knowledge and practice of ethical behavior shall be the full responsibility of the student. DVM students may, however, consult with their professors, department heads, Academic Affairs, or the Office of the Dean for further information on what is expected of them.

More specifically, all students, while being affiliated with the VMRCVM, shall abide by the standards established by VMRCVM, as these are described in this Code. DVM students, in accepting admission, indicate their willingness to subscribe to, and be governed by the DVM Honor Code and acknowledge the right of the University to establish policies and procedures, and to take disciplinary action (including suspension or expulsion) when such action is warranted. Ignorance shall be no excuse for actions which violate the integrity of the academic community.

The fundamental beliefs underlying and reflected in the DVM Honor Code are: (1) to trust in a person is a positive force in making a person worthy of trust, (2) to study, perform research, and practice veterinary medicine in an environment that is free from the inconveniences and injustices caused by any form of intellectual dishonesty is a right of every student, and (3) to live by an honor system, which places a positive emphasis on honesty as a means of protecting this right, is consistent with, and a contribution to, the University's quest for truth.

Section 2 - Implementation

The DVM Honor Board (DVMHB) is established to implement the DVM Honor Code, and its functions shall be:

1. To promote honesty and ethical behavior in all academic pursuits, including, but not limited to, study, course work, research, and clinical rotations.
2. To disseminate information concerning the DVM Honor Code to all new students, faculty, and other interested parties.
3. To investigate suspected violations of the DVM Honor Code in an impartial, thorough, and unbiased manner.
4. To try cases involving potential academic infractions of the DVM Honor Code brought before the DVM Honor Board.
5. To assure that the rights of all involved parties are protected and assure due process in all proceedings.

Section 3 - Violations

All forms of academic work including, but not limited to, course work, examinations, research, and that which is produced during clinical rotations performed by any DVM student shall be subject to the

stipulations of the DVM Honor Code. Violations of the DVM Honor Code are categorized as follows: Cheating, Plagiarism, Falsification, and Academic Sabotage. Violations are defined as follows:

Cheating: Cheating is defined as the giving or receiving of any unauthorized aid, assistance, or unfair advantage in any form of academic work. Cheating applies to the products of all forms of academic work. These products include, but are not limited to, in-class tests, take-home tests, lab assignments, problem sets, group work, term papers, clinical tests, research projects, theses, dissertations, preliminary and qualifying examinations given for the fulfillment of the degree, or any other work assigned by an instructor, professor or department that pertains to veterinary medicine work or degrees.

Any student giving or receiving unauthorized information concerning academic work shall be guilty of a DVM Honor Code violation. Submitting work that counts towards the student's grade or degree which is not the sole product of that student's individual effort shall be considered cheating, unless, for example, the professor explicitly allows group work, use of out-of-class materials, or other forms of collective or cooperative efforts. In general, all academic work shall be done in accordance with the requirements specified by the instructor or professor. In the absence of specific allowances or instructions by the professor, students shall assume that all work must be done individually.

Some uses of permanently returned, graded material ("koofers") are cheating violations of the DVM Honor Code. By permanently returning graded materials, a faculty member or instructor demonstrates the intent that these materials should be accessible to all students. Such materials may be used for study purposes, such as preparing for tests or other assignments, and other uses explicitly allowed by the professor or course instructor. Once test questions have been handed out, koofers may not be used. Other specific examples of the illegal use of koofers include, but are not limited to, using koofers during closed-book exams, handing in any type of copy (e.g., a photocopy or a transcribed copy) of someone else's work (partial or complete) from a previous term, and copying a current answer key or one that was handed out in a previous term. Students may not copy and hand in as their own work answers taken from any kind of koofer. When in doubt of what may or may not be used, students should consult with the course instructor. In the absence of specific instructions concerning koofers from the instructor, students shall assume that all submitted work must be the product of their own efforts.

Plagiarism: Plagiarism is a specific form of cheating, and is defined as the copying of the language, structure, idea, and/or thoughts of another and claiming or attempting to imply that it is one's own original work. It also includes the omitting of quotation marks when references are copied directly, improper paraphrasing, or inadequate referencing of sources. Sources used in preparing assignments for classes, theses, dissertations, manuscripts for publication, and other academic work should be documented in the text and in a reference list, or as directed by the instructor or professor. Sources requiring referencing include, but are not limited to, information received from other persons that would not normally be considered common knowledge, computer programs designed or written by another person, experimental data collected by someone else, graded permanently-returned materials such as term papers or other out-of-class assignments (koofers), as well as published sources. A more detailed discussion of plagiarism may be found in <https://guides.lib.vt.edu/RLCL1004/plagiarism>

Falsification: Students who falsify, orally, in writing, or via electronic media, any circumstance relevant to their academic work shall be guilty of a violation of this Code. Included are such actions as forgery of official signatures, tampering with official records or documents, fraudulently adding or deleting information on academic documents, fraudulently changing an examination or testing period or due date of an assignment, and the unauthorized accessing of someone else's computer account or files. Violations also include willfully giving an improper grade or neglecting to properly grade submitted material, improperly influencing the results of course evaluations, and knowingly including false data or results in any paper or report submitted for a grade, as a degree requirement, or for publication.

Academic Sabotage: Academic sabotage is purposeful vandalism directed against any academic endeavor or equipment. It includes, but is not limited to, the destruction or theft of written material, laboratory or field experiments, equipment used in teaching or research, or computer files or programs. Unauthorized tampering with computer programs or systems shall constitute a violation. Academic sabotage includes deliberately crashing or attempting to crash a computer system or the use of files intended to cause or actually causing computer systems to behave atypically, thereby impeding another person's or group's efforts. In particular, knowingly infecting any system with a virus, worm, time bomb, trap door, Trojan horse, or any other kind of invasive program shall be considered a serious violation. Note that violations under this category may also lead to University judicial action or to criminal suits charged by the University.

Section 4 - Composition

The DVM Honor Board shall consist of one or two DVM Honor Board Faculty Advisor(s), an Honor Board Chair, a minimum of twelve (12) Honor Board student members with at least three (3) representatives from each class, and two (2) Honor Board faculty members. The Associate Dean of Professional Programs (or designee) of the VMRCVM shall be responsible for the continued operation of the System. Appointment of DVM Honor Board personnel shall be made in accordance with Article II.

Article II: General Administration

Section 1 - Appointment of the DVM Honor Board Faculty Advisor(s)

One or two member(s) of faculty of the VMRCVM shall be recommended by the Honor Board Members to serve as the DVM Honor Board Faculty Advisor(s). The advisor(s) recommendation will be presented to the Associate Dean of Professional Programs who will appoint the new advisor(s). The Advisor(s) shall serve in an advisory capacity to the Honor Board Chair and at least one Advisor shall be present (or represented) at all hearings of the DVM Honor Board. The Advisor(s) will have a three-year term with the limit of two consecutive terms.

Section 2 - Duties and Functions of the DVM Honor Board Faculty Advisor(s)

The following duties and functions shall be performed by the DVM Honor Board Faculty Advisor(s) (or their designee):

1. The Advisor(s) shall assume responsibility for the instruction and training of student and faculty members of the DVM Honor Board in the operation, function, and responsibility of the DVM Honor Code.
2. The Advisor(s), with assistance from the Honor Board Chair, shall orient entering DVM students and new faculty to the values and obligations of the DVM Honor Board.
3. The Advisor(s) shall provide counsel to the Honor Board Chair and GHS Investigators in the preparation of cases.
4. The Advisor(s) shall counsel faculty or students referring cases as well as those students charged with offenses. The advisor(s) may appoint additional members of faculty to assist with counseling the accused and/or Honor Board.
5. The Advisor(s) shall, in conjunction with the Honor Board Chair, decide based on the investigators' report if the violation will go to a Hearing Panel.
6. The Advisor(s) (or their designee) shall attend all hearings.
7. The Advisor(s), in consultation with the Honor Board Chair, shall be responsible for appointing the members in a hearing.

Section 3 - Appointment of the DVM Honor Board Chair

1. Nominations for the position of Honor Board Chair shall be accepted from the Honor Board. Candidates for the position of Honor Board Chair must be a member of the Honor Board, in good standing, and must have been in residence for at least two (2) semesters immediately preceding nomination.
2. The term of office shall be one (1) year, but if available and willing, the current Honor Board Chair may be re-appointed by the DVM Honor Board Faculty Advisor(s) to serve subsequent terms, up to two (2) years, upon the recommendation of the DVM Honor Board.
3. The Honor Board shall be convened by the DVM Honor Board Faculty Advisor(s) upon the resignation of the current Chair, upon completion of term of office, or upon termination of office. All members shall have equal voting privileges. The function of the meeting shall be to nominate a candidate for appointment by the DVM Honor Board Faculty Advisor(s). The nomination process shall be: (1) to invite nominations (2) review nominations, and (3) to recommend to the DVM Honor Board Faculty Advisor(s) from among these applicants a nominee for the position of Honor Board Chair. The recommendation of this committee shall be by majority vote.
4. The DVM Honor Board Faculty Advisor(s) shall appoint the Honor Board Chair.

5. In the absence of a timely appointment, the DVM Honor Board Faculty Advisor(s) can appoint the nominee as an interim Honor Board Chair until the conclusion of the appointment process.

Section 4 - Duties and Functions of the DVM Honor Board Chair

The DVM Honor Board Chair shall perform the following duties and functions:

1. The DVM Honor Board Chair shall receive reports of suspected violations and determine, in consultation with the DVM Honor Board Faculty Advisor(s), if the accused student(s) is eligible for a Facilitated Discussion. Cases are deemed not eligible for Facilitated Discussion if the accused is on Honor Board probation.
2. The DVM Honor Board Chair shall work with the GHS Chief Justice to refer cases to the GHS Investigative Board.
3. The DVM Honor Board Chair will orient the GHS Investigators to the DVM Honor Code.
4. The DVM Honor Board Chair shall, in conjunction with the DVM Honor Board Faculty Advisor(s), decide if the violation will go to a Hearing Panel, based on the Investigators' report.
5. The DVM Honor Board Chair shall preside at all DVM Honor Board hearings. The DVM Honor Board Chair may request a member of the DVM Honor Board to preside in his or her place.
6. The DVM Honor Board Chair shall assure justice, fairness, and due process.
7. The DVM Honor Board Chair shall secure nominations and select student and faculty members for the Facilitated Discussion Process, and DVM Honor Board, subject to approval by the DVM Honor Board Faculty Advisor(s).
8. The DVM Honor Board Chair will assist the Faculty Advisor(s) with orientation of entering DVM students to the values and obligations of the DVM Honor Code.
9. The DVM Honor Board Chair shall keep the VMRCVM community apprised of relevant activities of the DVM Honor Code.
10. The DVM Honor Board Chair shall consult with the DVM Honor Board Faculty Advisor(s) in the appointment of the DVM Honor Code Facilitators.
11. The DVM Honor Board Chair, in conjunction with the Faculty Advisor(s), shall select the DVM Honor Board members to hear the cases at the DVM Honor Board Hearing Panel.

Section 5 - Appointment of Honor Board Student and Faculty Members

1. Unless otherwise determined by members of a class, procedures for election of the members of the student board shall be by simple majority from candidates nominated or volunteering from the floor.
2. There shall be three (3) DVM Honor Board Student Members elected from the first year DVM class within one month of the beginning of the first semester of the first year. Elections for reappointment or new representatives will be conducted at the end of the second semester in conjunction with other class officer re-elections.
3. In the event of a vacancy in Board membership, such as with the appointment of a new Honor Board Chair, the class from which the vacancy occurs shall fill the vacancy for the unexpired term by electing a student from that class. During the second semester of the third year two additional students will be elected to act as alternate Honor Board members during the fourth year.
4. DVM Honor Board Faculty Members shall be selected by the DVM Honor Board Chair upon consultation with the DVM Honor Board Members and shall be approved by the DVM Honor Board Faculty Advisor(s). The term of office shall be three (3) years from the time of the appointment. If available and willing, faculty may be reappointed to serve subsequent terms, up to six (6) consecutive years.

Section 6 - Duties of Honor Board Student and Faculty Members

1. DVM Honor Board Student Members will be trained by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s) as to the proper function of the DVM Honor Code.

2. DVM Honor Board Student Members will advise classmates as to the proper function of the DVM Honor Code as necessary.
3. DVM Honor Board Student Members should volunteer to participate as GHS Investigators.
4. DVM Honor Board Student Members will vote as to the suitability of a proposed reason for the accused student(s), referrer(s) or DVM Honor Board Hearing Panel to postpone the date of a DVM Honor Board Hearing.
5. One (1) DVM Honor Board Student Member from each class shall sit on the DVM Honor Board Hearing Panel in the case of a DVM Honor Board Hearing.
6. One (1) DVM Honor Board Faculty Member shall sit on the DVM Honor Board Hearing Panel in the case of a DVM Honor Board Hearing.

Section 7 - Appointment of Investigators

In instances where investigation is warranted, GHS Investigators will be responsible for investigating the case. GHS investigator appointment is described in the GHS constitution (<https://graduateschool.vt.edu/academics/expectations/graduate-honor-system/ghs-constitution.html>).

Section 8 - Duties of Investigators

Investigators shall perform the following duties:

1. Investigators shall gather evidence and conduct interviews with the referrer and the accused student(s).
2. Investigators shall prepare a report summarizing the evidence and deliver it to the DVM Honor Board Faculty Advisor(s) and Honor Board Chair for review. The case report shall include all details of the case in hand.
3. In the event of a hearing, Investigators shall present the evidence before the DVM Honor Board Hearing Panel.

Section 9 - Appointment of DVM Honor Code Facilitators

1. The DVM Honor Board Faculty Advisor(s), in consultation with the Honor Board Chair, shall appoint one or more DVM Honor Code Facilitators.
2. DVM Honor Code Facilitators will be trained by GHS Facilitators before appointment as Discussion Facilitators.
3. Facilitators shall serve a two (2) year term, but may be re-appointed to serve a second term, if available and willing.
4. The appointment of new Facilitators shall be made as necessary to meet the needs of the Honor Code.
5. The Facilitator will be appointed from the DVM faculty community and should not be a member of the DVM Honor Board.

Section 10 - Duties DVM Honor Code Facilitators

1. DVM Honor Code Facilitators shall facilitate a discussion meeting between the referrer, and the accused student(s).
2. The DVM Honor Code Facilitators shall ensure that all applicable GHS guidelines are observed and followed (<https://graduateschool.vt.edu/academics/expectations/graduate-honor-system/ghs-constitution.html>).
3. The DVM Honor Code Facilitators shall ensure that the rights of the accused and referrer are upheld.
4. The DVM Honor Code Facilitators shall, upon examination of the facts of the case, have the authority to refer cases to the DVM Honor Board Chair so that they may be assigned an Investigator.

5. The DVM Honor Code Facilitators shall prepare a full report for the DVM Honor Code Chair which summarizes the outcome of the facilitated discussion and shall brief the Honor Board Chair on all the details of the case at hand.
6. The DVM Honor Code Facilitators shall aid the GHS Facilitators in conducting training session for new DVM Honor Code Facilitators.

Section 11 – Communication between the Graduate Honor System and DVM Honor Board

1. Investigators are recruited from experienced panelists of the GHS and may include trained DVM students.
2. The GHS Chief Justice will provide the DVM Honor Board Chair the report from the GHS Investigators.
3. The DVM Honor Board Chair in conjunction with the DVM Honor Board Faculty Advisor will determine if there is sufficient evidence to proceed to a DVM Hearing.

Article III: Reporting Potential DVM Honor Code Violations

Section 1 – Reporting of Violations

It is the obligation of all members (students, faculty and staff) of the VMRCVM community to report alleged violations of the DVM Honor Code. *Reporting the observance of a DVM Honor Code violation shall not be optional; it shall be mandatory.* The referrer shall notify via email the DVM Honor Board Chair or DVM Honor Board Faculty Advisor(s) of their intention to submit a suspected violation. The official report should be submitted in a sealed envelope to the Honor Board Chair or the DVM Honor Board Faculty Advisor(s) on forms provided for that purpose, which are available in the VMRCVM intranet under “Student Information” and “VMRCVM Honor Code”. The report form also may be obtained at the Office of Academic Affairs.

Alleged violations of the DVM Honor Code must be reported within ten (10) University business days after the date of discovery. Only under very special circumstances shall exceptions to this policy be granted, and then only at the discretion of the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s). A possible reason for exception could include, but is not limited to, unavoidable delays in obtaining the evidence.

Section 2 - Violations at Extended Campuses

1. Students engaged in DVM studies at any of VMRCVM’s affiliated campuses (Marion DuPont Scott Equine Medical Center in Leesburg, VA and Avrum Gudelsky Veterinary Center in College Park, MD) shall be subject to all provisions of this Code.
2. Unless otherwise designated by the DVM Honor Board Chair, with the approval of the Associate Dean of Professional Programs, all hearings shall be conducted at the VMRCVM.

Article IV: Facilitated Discussion

Section 1 – Composition

1. The Facilitated Discussion shall be attended by the referrer(s) of the case, the accused student(s), and one DVM Honor Code Facilitator (as outlined in Article II, Sections 9 and 10).

Section 2 – Functions of the Facilitated Discussion

The Facilitated Discussion shall fulfill the following functions:

1. It shall assure that the rights of the accused and the referrer are protected and assure due process.
2. It shall facilitate a discussion between the referrer and accused student(s).
3. It shall attempt to build a consensus resolution to a suspected Honor Code violation without convening a DVM Hearing Panel.

4. It shall create a record of a DVM Honor Code violation if all parties conclude that a violation did occur. This record shall be kept in the DVM Honor Board's confidential case files.

Section 3 – Eligibility for the Facilitated Discussion

A suspected Honor Code violation will be eligible for a Facilitated Discussion if **ALL** of the following criteria are met:

1. The accused student(s) is(are) not on DVM Honor Code Probation at the time the report of the suspected violation is received by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s);
2. The violation is one for which a reasonable person, who is familiar with the form and functions of the DVM Honor Code, would not assign a penalty of more than the sanctions outlined in Article VIII, Section 1, Item 1, Part a-d of this Code.

Section 4 – Operation

1. The DVM Honor Board Chair, after determining a case eligible for a Facilitated Discussion, will notify the referrer(s) and the accused student(s) of this determination.
2. The referrer(s) and accused student(s) will then have no more than ten (10) University business days to notify the DVM Honor Board Chair of their desire to participate in a Facilitated Discussion; otherwise the case will be sent for GHS investigation and a possible DVM Honor Board hearing. Exceptions to the ten-day period will only be made under extenuating circumstances, as determined by the DVM Honor Board Chair or DVM Honor Board Faculty Advisor(s).
3. If either the referrer(s) or the accused student(s) does not agree to participate in the Facilitated Discussion, the case will be sent for GHS investigation and a possible DVM Honor Board hearing.
4. During the Facilitated Discussion, the referrer(s) of the alleged violation and the accused student(s) will attempt to reach a resolution to the case, with the assistance of the DVM Honor Code Facilitator. The question which the accused student(s) and the referrer(s) must answer is "Is the student guilty of the alleged violation?" A determination of guilt shall require both the referrer(s) and the accused student(s) to agree that the student is guilty of the alleged violation. A determination of not guilty shall require both the referrer and the accused student to agree that the student is not guilty of the alleged violation. In the absence of such an agreement, the case shall be sent for an investigation and a possible hearing.
5. If the referrer(s) and accused student(s) agree that the student is guilty of the alleged violation, the referrer(s) and accused student(s) may then decide upon an appropriate penalty. Sanctions for the Facilitated Discussion will be limited to those sanctions outlined in Article VIII, Section 1, Item 1, Parts a-d of this Code.
6. The referrer(s) and accused student(s) must both come to an agreement on the appropriate penalty. In the absence of such an agreement, the case shall be sent for an investigation and a possible DVM Honor Board hearing.
7. The DVM Honor Code Facilitator shall make an audio recording of the facilitated discussion and provide a written summary of the outcome of the Facilitated Discussion. The recording, the summary, the original report of the alleged violation, and any relevant evidence shall be held in the DVM Honor Board's confidential file. The DVM Honor Board Chair shall inform the Associate Dean of Professional Programs (or designee), in writing, of the outcome of all Facilitated Discussions.
8. For cases in which the referrer(s) or the accused student(s) withdraws from the Facilitated Discussion, no record shall be kept that either the referrer(s) or accused student(s) participated in a Facilitated Discussion and the fact that they did participate in such a proceeding shall not be deemed relevant in any future DVM Honor Board proceedings.

Section 5 – Withdrawal from the Decision of the Facilitated Discussion

1. The accused student(s) or referrer(s) may withdraw from a decision reached during a Facilitated Discussion for any reason.

2. If the accused student(s) or referrer(s) wishes to withdraw from the Facilitated Discussion decision, the DVM Honor Board Chair must be notified of the desire to withdraw from the decision within two (2) calendar days of the conclusion of the Facilitated Discussion.
3. If the accused student (s) or referrer(s) withdraws from the Facilitated Discussion decision, the case shall be immediately sent for an investigation and a possible hearing.
4. In these instances no record shall be kept that the Facilitated Discussion occurred and the fact that they did participate in such a proceeding shall not be deemed relevant in any future DVM Honor Board proceedings.

Article V: DVM Honor Code Investigations

Section 1 – Eligibility for Investigations

Investigations may be instigated if:

1. Either the accused student(s) or referrer(s) declines or withdraws from facilitated discussion.
2. The accused student(s) is on DVM Honor Code probation at the time the report of a suspected honor code violation is received by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s).
3. If the suspected violation is one for which a reasonable person, who is familiar with the form and functions of the DVM Honor Code, would assign a penalty of more than the sanctions outlined in Article VIII section 1, item 1 part a)-d).

Section 2 – Operation

1. If a decision is made to investigate a suspected violation, the DVM Honor Board Chair will ask the GHS Chief justice to appoint one (1) GHS Investigators to investigate the matter.
2. The GHS Investigator shall promptly conduct a confidential investigation of the alleged violation by interviewing all individuals whom they believe may possess facts directly bearing upon the incident. They shall also examine any documents or records that they deem pertinent. They shall interview the accused student(s).
3. The Investigator shall complete their investigation as promptly as possible, having due regard for the right of the accused student(s) to assemble and present any relevant evidence.
4. The GHS Honor Code Investigator shall make an audio recording of each interview. The Investigator shall present a report to the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) for review. The case shall include all details of the case in hand.
5. If the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) determine that there is insufficient evidence that a violation has occurred, they shall declare the matter closed and shall so notify the accused student(s).
6. If the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) determine that there is sufficient evidence that a violation has occurred, they shall (1) immediately notify the accused student(s) in writing of the investigators' conclusion and provide the accused student(s) with a copy of the investigative report, and (2) call a meeting of the DVM Honor Board Hearing Panel, such meeting to take place not more than ten (10) school days after her/his receipt of the investigators' report, having due regard for the right of the accused student(s) to prepare for the hearing.
7. The accused student(s) or any member of the DVM Honor Board Hearing Panel may petition to change the time of the hearing to a later date provided there is just cause. Just cause shall be determined by a majority vote of the DVM Honor Board Members, excluding the student investigators.

Article VI: DVM Honor Code Hearing

Section 1 - Composition

1. The DVM Honor Board Hearing Panel shall consist of at least one (1) DVM Honor Board student member from each class except the class from which the accused is part, an additional DVM Honor Board student member from one of the alternate students classes, one (1) DVM Honor Board faculty member, one (1) GHS Judicial Panel member, the DVM Honor Board Chair, and one (1) DVM Honor Board Faculty Advisor.
2. DVM Honor Board Student and Faculty Members will be selected by the DVM Honor Board Chair and DVM Honor Board Faculty Advisor(s) to participate on each DVM Honor Board Hearing Panel.
3. Both DVM Honor Board Student and Faculty Members of the DVM Honor Board Hearing Panel shall have full voting rights.
4. The DVM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the panel moderator.
5. The DVM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an advisory capacity to the DVM Honor Board Chair and the DVM Honor Board Hearing Panel.
6. The GHS Judicial Panel Member shall be a non-voting member and shall serve in an advisory capacity to the DVM Honor Board Chair, DVM Honor Board Faculty Advisor, and the DVM Honor Board Hearing Panel.

Section 2 - Functions of the DVM Honor Board Hearing Panel

The DVM Honor Board Hearing Panel shall perform the following functions:

1. It shall hear evidence gathered by the GHS Investigators.
2. It shall hear testimony of the referrer(s), accused student(s), and witnesses.
3. It shall assure that the rights of the accused student(s) and the referrer(s) are protected and assure due process.
4. It shall determine guilt or innocence.
5. It shall recommend the penalty when the accused student(s) is determined to be guilty of the charge.

Section 3 - Operation

1. For each case, a hearing shall be conducted by the DVM Honor Board Hearing Panel.
2. The number of voting faculty shall not exceed the number of voting students present. The DVM Honor Board Student and Faculty Members shall be selected as outlined in Section 1. Each student and faculty member shall have full voting privileges, while the DVM Honor Board Chair (or designee) shall be a non-voting member and shall serve as the moderator of the hearing. In addition, the DVM Honor Board Faculty Advisor shall be a non-voting member and shall serve in an Advisory capacity to the DVM Honor Board Chair and the DVM Honor Board Hearing Panel. The GHS Judicial Panel Member shall also be a non-voting member and shall serve in an advisory capacity to the DVM Honor Board Chair, DVM Honor Board Faculty Advisor, and the DVM Honor Board Hearing Panel.
3. All DVM Honor Code Hearings shall adhere to the basic tenets of due process of an academic honor violation as outlined in Graduate Honor System (<https://graduateschool.vt.edu/academics/expectations/graduate-honor-system/ghs-constitution.html>).
4. All persons involved with the hearing have the right to be treated with respect. Persons displaying disrespect for another person at the hearing or contempt for the proceedings shall be dismissed, and the hearing shall be concluded in their absence.
5. All evidence regarding cases should be submitted to the Investigators during the investigation and interviewing process. If additional information is submitted after the case is sent forward, the DVM Honor Board Hearing Panel will decide the relevancy of that information.

6. The accused must be adjudged guilty before any consideration is given to the penalty, unless the accused pleads guilty, in which case the deliberations shall focus solely on the penalty.
7. In evaluating evidence and testimony regarding guilt or innocence, each member of the DVM Honor Board Hearing Panel shall consider whether or not there exists substantive evidence of guilt. The verdict of guilt or innocence shall be determined solely on the basis of the facts regarding the charge, i.e., based on evidence collected and testimony presented at the hearing.
8. At the conclusion of the deliberations on guilt or innocence for each charge against the student the DVM Honor Board Chair shall poll the members of the Panel on the question: "Is the student guilty of the alleged violation?" An affirmative vote represents "guilty," while a negative vote represents "not guilty." A determination of guilt shall require a majority vote. In the absence of such a vote, the Panel shall be deemed to have found the student "not guilty." An abstention shall not be counted as a vote. In the unlikely event that a majority of the DVM Honor Board Hearing Panel members do not vote, then the current panel shall be dismissed and a new panel shall be convened to re-hear the case.
9. In determining the appropriate sanction, such factors as the accused student's past history of violations and severity of the violation may be considered.
10. Recommendations of penalty shall be by majority vote. An abstention shall not be counted as a vote.
11. A taped recording of the DVM Honor Code Hearing will be made except during deliberations by the DVM Honor Board Hearing Panel regarding guilt or innocence, or during determination of a penalty.
12. An audio recording of the proceedings, the recommendations of the DVM Honor Board Hearing Panel, together with all submitted evidence and votes recorded, shall be held in the DVM Honor Board's confidential file. The DVM Honor Board Chair shall inform the Associate Dean of Professional Programs (or designee), in writing, of the findings and recommendations of the DVM Honor Board Hearing Panel.

Article VII: VMRCVM Action

Section 1 - Review and Decision

1. The recommendations (verdict, and penalty if required) of the DVM Honor Board Hearing Panel shall be submitted in writing by the DVM Honor Board Chair to the Associate Dean of Professional Programs (or designee) for review and decision.
2. No penalty shall be announced until an official decision has been rendered by the Associate Dean of Professional Programs (or designee).
3. The official decision of the Associate Dean of Professional Programs (or designee) shall be transmitted in writing to the accused student(s), the referrer(s), and (if applicable) the course instructor. The accused student(s) shall also be notified of the right to appeal the decision.
4. When the DVM Honor Board Hearing Panel's recommendation is not accepted by the Associate Dean of Professional Programs (or designee), the Panel shall be notified of the final decision of the Associate Dean of Professional Programs (or designee) in consultation with the VMRCVM Dean.

Section 2 - Appeals

1. The accused may appeal the official decision to the Associate Dean of Professional Programs of the Veterinary School on grounds of (1) failure of the DVM Honor Board to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of the penalty. The imposition of the penalty shall be deferred until the termination of the appeals process.
2. The Associate Dean of Professional Programs of the Veterinary School must be notified of an intention to appeal within five (5) University business days after the accused receives written notification of the verdict and penalty.
3. In the event of an appeal, the Associate Dean of Professional Programs of the VMRCVM (or designee) shall convene an Appeals Board. The Board shall consist of the VMRCVM Standards

Committee. When convened, the Board shall serve in an advisory capacity and the Associate Dean of Professional Programs of the VMRCVM shall preside.

4. The accused may present the argument of the defense before the Appeals Board. The case of the DVM Honor Board shall be presented by one (1) DVM Honor Board Student Member and one (1) DVM Honor Board Faculty Member, both selected by the DVM Honor Board Chair and the DVM Honor Board Faculty Advisor, who were members of the DVM Honor Board Hearing Panel that considered the case. The DVM Honor Board Chair and the DVM Honor Board Faculty Advisor shall be present at the appeal hearing.
5. The appeals hearing is not a retrial and must be focused solely upon one or more of the following: (1) failure of the DVM Honor Board to follow proper procedures, (2) introduction of new evidence, and/or (3) severity of penalty. The hearing shall be limited to the consideration of the specific information pertaining to one or more of the above. The burden shall be placed on the appealing student(s) to demonstrate why the original finding or sanction should be changed.
6. The decision of the appeals committee is limited to grounds of the appeal. Judgments are made according to the following guidelines:
 - a. *Failure of the DVM Honor Board to Follow Proper Procedures*

Determine whether or not the DVM Honor Board followed proper procedures. If proper procedures were followed, then the official decision is enforced. If proper procedures were not followed, then the student is acquitted and the case is closed.
 - b. *Introduction of New Evidence*

Determine whether or not the new evidence is relevant to the official decision. In the event that the information is determined to be relevant, the appeals board would request a new hearing with no members from a previous DVM Honor Board Hearing Panel. If information is determined to be irrelevant, then the official decision is upheld.
 - c. *Severity of Penalty*

Determine if the penalty is too severe for the violations of which the student was found guilty. The finding of guilt is not appealable and the case will not be retried. In the event that the penalty is found to be too severe, a lower penalty may be given from those specified under Article VIII of this Code.
7. The final determination of an appeal shall be the sole responsibility of the Associate Dean of Professional Programs (or designee) of VMRCVM. The accused student(s), DVM Honor Board Chair, and DVM Honor Board Faculty Advisor shall be notified in writing of the disposition of the appeal.

Article VIII: Actions of the DVM Honor Board

Section 1 - Penalties

Where guilt is determined, the DVM Honor Board Hearing Panel or DVM Honor Code Facilitated Discussion shall also be responsible for determining an appropriate sanction. There are three major penalty levels (1-3) with increasing severity. These penalties are (1) DVM Honor Board Probation, (2) Suspension, and (3) Permanent Dismissal. For each charge of a DVM Honor Code violation for which a student is found (or pleads) guilty, one of these three penalties must be given.

For cases resolved through Facilitated Discussion, only penalty 1 (DVM Honor Board Probation), subparts a-d may be applied.

For those cases where suspension or dismissal is not warranted, the subparts of penalty 1 (DVM Honor Board Probation) provide a further gradation in the penalty action. Whereas penalties 2, and 3 must be given as a whole (i.e., no parts may be given without the others), penalty 1 may be given in part or in full. However, *if penalty 1 is selected, parts a-c must always be given*. Only parts d-h of penalty 1 shall be optional. The very minimum penalty given shall be penalty 1, parts a-c.

1. **DVM Honor Board Probation** (parts a-c are mandatory, parts d-h optional)
 - a. The accused shall not be suspended from the University, but shall be placed on DVM Honor Board Probation until graduation or termination of enrollment. The sentence of Probation is a warning and is intended to serve as a deterrent against future misconduct. In the event of any other University or DVM Honor Code violation, the appropriate parties shall be notified of the previous history of the accused. In the event of resignation and re-enrollment within a period of one (1) year, the accused shall be reinstated on DVM Honor Board Probation (penalty 1, part a only) subsequent to re-enrollment.
 - b. The accused shall also automatically receive a zero on the assignment on which the violation occurred. If the violation occurred in an exam the maximum score will be 74% of the points allocated to the assessment. In cases other than those involving course work (or other similar work where a zero is applicable), action shall be taken to negate any advantages obtained by the violation.
 - c. A record of the action shall be kept in the accused's folder (*not* the official transcript) in Academic Affairs until graduation from the University or termination of enrollment.
 - d. The accused shall be required to attend a meeting or meetings with the Honor Board Chair and the Associate Dean of Professional Programs for the purpose of achieving a better understanding on the student's part of the requirements and purpose of the DVM Honor Code. Failure to participate in this meeting(s) shall constitute grounds for the *automatic* invocation of part "f" below.
 - e. The accused may be sanctioned to perform an appropriate number of hours (not to exceed 50) of public service and/or restitution congruent with the nature of the offense. Failure to perform this service as specified by the DVM Honor Board shall constitute grounds for the *automatic* invocation of part "f" below.
 - f. The notation "placed on DVM Honor Board Probation" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.
2. **Suspension** (all parts mandatory)
 - a. Suspension is immediate and the student shall not be allowed to complete the current semester. In addition, the accused shall be suspended for a period not to exceed one (1) full academic year following the current semester.
 - b. All credits shall be lost for work done during the semester in which the student is currently enrolled. The penalty shall automatically include a grade of "F for violation of the DVM Honor Code" for the course (or equivalent) in which the offense occurred. This grade shall appear on the student's grade report and permanent record (transcript) as an "F*", and it shall be a permanent notation.
 - c. The notation "suspended for violation of the DVM Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.
 - d. Upon the accused's re-enrollment at Virginia Tech at the end of the period of suspension, the student shall be placed on DVM Honor Board Probation (penalty 1, part a only) until graduation or termination of enrollment.
3. **Permanent Dismissal** (all parts mandatory)
 - a. The accused shall be permanently dismissed from the University without being allowed to complete the current semester.
 - b. All credits shall be lost for work done during the semester in which the student is currently enrolled. In addition, if the offense did not occur during the semester in which the hearing is held, then a grade of "F for violation of the DVM Honor Code" shall also be assigned for the course in which the offense was committed. This grade shall appear on the student's grade report and permanent record (transcript) as an "F*", and it shall be a permanent notation.
 - c. The accused may never re-enroll in the DVM program at the VMRCVM.

- d. The notation "permanently dismissed for violation of the DVM Honor Code" shall appear on the student's permanent record (transcript) under the semester in which the violation occurred.

Section 2 - Acquittal

In the event of acquittal by the DVM Honor Board, all records of any description in conjunction with the trial shall be completely destroyed, except the "charges" and the "Findings of the Board," which shall be filed in the DVM Honor Board's confidential file.

Article IX: Rights and Obligations of the Accused

Section 1 - Rights of the Accused

A student accused of violating the DVM Honor Code shall have certain procedural guarantees to ensure fair judicial hearing of evidence. These rights under the DVM Honor Code shall be as follows:

1. Students shall be considered innocent until judged guilty.
2. Students shall have the right to be secure in person and property.
3. Students shall have the right to refrain from speaking for or against themselves.
4. Students shall have the right to speak in their own behalf.
5. Students may choose a member of the CVM community, such as a fellow student, faculty member, or staff member who is willing to assist them in preparing their defense. This person may attend a Facilitated Discussion if the referrer is a member of faculty or staff, but may only participate in an advisory capacity to the student. During a DVM Honor Board Hearing, the student's representative shall only be allowed to address the DVM Honor Board Hearing Panel; they may not question witnesses. Lawyers retained by accused students shall not be permitted at the DVM Honor Board Hearing or at Facilitated Discussions. A member of the student's immediate family or significant others may attend the DVM Honor Board Hearing, but shall be there strictly in an observatory role. They will not participate in the procedure in any way and will also be advised of the strict confidentiality of the matter before the DVM Honor Board Hearing Panel.
6. Students may terminate a Facilitated Discussion at any time, without reason.
7. Students shall have the right to review the report prepared by the Investigators, prior to the scheduling of the DVM Honor Board Hearing Panel.
8. Students shall have the right to suggest corrections and/or additions to the report prepared by the Investigator, prior to the scheduling of the DVM Honor Board Hearing Panel. All suggestions will be considered at the discretion of the DVM Honor Board Chair, and DVM Honor Board Faculty Advisor(s) and the Investigators for the case.
9. Students may at any time during Facilitated Discussion or at a DVM Honor Board Hearing, privately seek counsel with their VMRCVM community representative. Statements made at this time shall be confidential.
10. Students may have any DVM Honor Board or GHS function that they are entitled to attend stopped at any time for a point of clarification.
11. Students may leave any DVM Honor Board function at any time; however, it is in their best interest to remain until they are made aware of all the details.
12. Students shall have the right to receive written notice of the charges, the "Order of Events for DVM Honor Board Hearing Panel," and any other pertinent information sufficiently in advance of the DVM Honor Board Hearing Panel and in reasonable enough detail to allow them to prepare a case on their behalf. Likewise, students shall have the right to examine all evidence collected during the investigation prior to the DVM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the DVM Honor Board Hearing.
13. Students shall have the right to be aware of all testimony.
14. Students shall have the right to face the referrer(s), when such opportunity exists, at the DVM Honor Board Hearing and to present a defense against the charges, including presenting witnesses on their behalf. Consequently, students shall be consulted in the scheduling of the DVM

Honor Board Hearing. However, students shall only be allowed to reschedule the DVM Honor Board Hearing one time (1). Except under extenuating circumstances, DVM Honor Board Hearing shall not be rescheduled unless the DVM Honor Board Chair or the DVM Honor Board Faculty Advisor(s) is notified of the requested change prior to three (3) working days preceding the scheduled hearing date.

15. Failure of students to be present at the DVM Honor Board Hearing, assuming reasonable effort has been made to ensure their presence, shall indicate that they are waiving their rights to face the referrer(s) and to appear before the DVM Honor Board Hearing Panel.
16. Students may ask that a panel member be excused from the DVM Honor Board Hearing if they can give reasonable cause why that panel member may be biased or have some other conflict of interest. The DVM Honor Board Chair and the DVM Honor Board Faculty Advisor(s) shall make a final ruling on any such request.
17. Students shall have the right to an appeal as specified under Article VII, Section 2.

Section 2 - Obligations of the Accused

Students accused of DVM Honor Code violations shall have the responsibility of cooperating with DVM Honor Board personnel. Furthermore, when a case involves other students, these students' rights to privacy should be observed. Students should be aware that the confidentiality of DVM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar's website at <https://www.registrar.vt.edu/FERPA.html>.

Article X: Rights and Obligations of the Referrer

Section 1 - Rights of the Referrer

A person referring charges of a DVM Honor Code violation against a DVM student shall be accorded the following rights:

1. The referrer shall have the right to choose one person (any member of the DVM community, such as a DVM student, a VMRCVM faculty or staff member) to assist them in preparation of the case. This person is not allowed to be present at the DVM Honor Board Hearing or during Facilitated Discussion.
2. The referrer shall have the right to terminate Facilitated Discussion at any time, without reason.
3. The referrer shall have the right to review the report prepared by the Investigator, prior to the scheduling of a DVM Honor Board Hearing.
4. The referrer shall have the right to suggest corrections and/or additions to the report prepared by the Investigator, prior to the scheduling of a DVM Honor Board Hearing. The referrer shall have the right to receive a copy of the evidence collected during the investigation, the "Order of Events for the DVM Honor Board Hearing" and any other pertinent information.
5. The referrer shall have the right to receive written notification of the final disposition of the case.
6. The referrer shall have the right to be secure in person and property.
7. Professors referring charges of violations may opt to grade or refrain from grading any assignment under investigation by the DVM Honor Board. It is recommended that instructors, if they are able to do so, grade the assignment with the assumption that the student is innocent of the charge. However, an incomplete grade may be assigned to the accused student pending the decision of the DVM Honor Board. The incomplete grade will be removed when the case is resolved.

Section 2 - Obligations of the Referrer

A person bringing charges of a DVM Honor Code violation against another shall accept the following obligations:

1. The referrer shall cooperate with the DVM Honor Board Chair, the DVM Honor Board Faculty Advisor, the GHS Investigator, and any other personnel of the DVM Honor Board or GHS.
2. The referrer shall be expected to appear at the DVM Honor Board Hearing.

3. The referrer shall have the responsibility of maintaining confidentiality in all matters pertaining to the case. However, referrers may discuss the case with their counsel (see Article X, Section 1, item 1). The referrer should be aware that the confidentiality of Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar's website at <https://www.registrar.vt.edu/FERPA.html>.

Article XI: Obligations of Parties Indirectly Involved in DVM Honor Board Cases

1. Parties indirectly involved in DVM Honor Board cases include but are not limited to persons who witness alleged violations, witness discussions between referrers and accused students, and serve as members of the DVM community that help referrers and accused students prepare their case.
2. Parties indirectly involved in DVM Honor Board cases shall have the responsibility of maintaining confidentiality in all matters. Parties indirectly involved in DVM Honor Board Cases should be aware that the confidentiality of DVM Honor Board proceedings may be covered under the Family Educational Rights and Privacy Act (FERPA) as outlined on the University Registrar's website at <https://www.registrar.vt.edu/FERPA.html>.

Article XII: General

Section 1 - Violations Involving Graduate Students Already Graduated

If the degree towards which the student was working at the time of the alleged violation has already been awarded, the case shall be referred to the Associate Dean of Professional Programs who shall convene a committee to review and investigate the charge and make recommendations. The committee composition shall be determined by the Associate Dean of Professional Programs. The DVM Honor Board Chair shall be an ex officio member of this committee and shall have the same voting privileges as the other members of this committee.

Section 2 - Recruitment of DVM Honor Board Members

Recognizing that it is strongest when it fosters and reflects the support of all DVM students and faculty at the College, the DVM Honor Board shall seek to be as broadly representative of the DVM student and faculty bodies at VMRCVM as possible. To this end, all qualified DVM students and faculty shall be encouraged to participate in the DVM Honor Board. No otherwise qualified DVM student or faculty may be excluded from membership on the basis of race, sex, handicap, age, veteran status, national origin, religion, political affiliation, or sexual orientation. At least two students from each class year are required to participate in the VMRCVM Honor Board.

Section 3 - Clearance of DVM Honor Board Student Members' Records

DVM students volunteering or appointed to serve on the DVM Honor Board must receive clearance of their personal disciplinary records and their academic records through the Associate Dean of Professional Programs. Such clearances shall be conducted consistent with the University's regulations on the confidentiality of records and shall assure a minimum academic quality credit average of 2.50 and no previous or current disciplinary action for each appointee.

Section 4 - Confidentiality

All details pertaining to a suspected DVM Honor Board violation shall be kept confidential by the referrer(s), the accused student(s), the DVM Honor Board Chair and Faculty Advisor(s), the DVM Honor Board, other members of the DVM community involved in the case including faculty, staff and students, and family members of the accused. Failure to maintain confidentiality will be considered an infraction of the Professional Standards for DVM Students as outlined in the DVM Student Handbook.

The accused student has the right to review the Facilitated Discussion Report, the Investigative Report, to receive written notice of the charges, the "Order of Events for DVM Honor Board Hearing Panel," and any other pertinent information. Likewise, the accused student shall have the right to examine all evidence collected during the investigation prior to the DVM Honor Board Hearing. The students and their representatives shall have a copy of the evidence during the DVM Honor Board Hearing. The accused does not have the right to access to DVM Student Honor Board Hearing Panel deliberations about: 1) guilt or innocence or, 2) the appropriate penalty.

All investigations, hearings, reviews, and other associated activities of the DVM Honor Board shall conform to the University's "Confidentiality of Student Records" as outlined on the University Registrar's website at <https://www.registrar.vt.edu/FERPA.html>.

Section 5 - Substitution of DVM Honor Board Personnel

The DVM Honor Board Chair or the DVM Honor Board Faculty Advisor(s) shall be authorized, when circumstances dictate, to appoint substitutes for any DVM Honor Board personnel in any case before the DVM Honor Board. However, faculty may not be substituted for DVM students and vice versa.

Section 6 - University Policies

Where appropriate, the DVM Honor Board shall abide by all applicable policies, statements, and principles as contained in the *University Policies for Student Life* and the current DVM Student Handbook.

Section 7 - Definition of a "University business day"

A "University business day," as referred to in this Code, shall be defined as any day on which the main Virginia Tech campus is open and the DVM offices are open.

Article XIII: Amendments

The GHS must be notified of any amendment(s) made to the DVM Honor Code and a new copy of the Code provided to the GHS Chief Justice within five (5) business days for their records.

Proposed amendments to the DVM Honor Code may be initiated through one of the following channels: (1) by a majority vote of the DVM Student Body, (2) by a majority vote of the Standards Committee, or (3) by direct submission to the Honor Board Chair or the Associate Dean of Professional Programs. Also, at the discretion of the Honor Board Chair and the DVM Honor Board Faculty Advisor(s), amendments may be initiated through the DVM Honor Board. Upon receiving such proposals, the Associate Dean of Professional Programs shall convene the DVM Honor Code Revision Committee. With the approval of two-thirds of this committee, proposed amendments shall be forwarded for approval by the CVM Standards Committee and thereafter through the proper channels of the College governance structure. Substantive changes, however, will proceed through University governance. Any substantive changes in proposed amendments as they proceed through subsequent levels of approval shall be resubmitted to the DVM Honor Code Revision Committee for its approval.

The DVM Honor Code Revision Committee shall consist of the Honor Board Chair, the Associate Dean of Professional Programs, the DVM Honor Board Faculty Advisor(s), a minimum of three (3) members of the DVM Honor Board (minimum of two (2) DVM students and one (1) faculty), and up to two (2) other representatives from the DVM student body to be nominated by the DVM Honor Board.

This Code is based on the Graduate Honor System Constitution and works closely with the GHS.

The Code was ratified by the Board of Visitors on June 1, 2015

II. PROFESSIONAL CODE OF CONDUCT FOR DVM STUDENTS

There are certain qualities and skills that students must possess and/or refine to achieve success within the professional program. These essential qualities include ethical, attitudinal, behavioral, and emotional attributes, intellectual capacity and communication skills necessary to function as a health care professional. The following guidelines are meant to familiarize students with the expectations of the College on these qualities and skills. Judgments about whether a student has failed to meet any of these standards will be made in the context of the due process procedures outlined the Professional Code of Conduct.

Additional standards may be applied by VT Student Conduct who have oversight of all students enrolled at Virginia Tech. The link for VT Student Conduct is: <http://www.studentconduct.vt.edu/>.

1. Attributes of Professionalism

An essential portion of the development of the veterinary professional is to gain an understanding of the fundamental principles and attributes of the veterinary medical profession and to commit to the integration of these principles and attributes into her/his professional identity.

VMCVM endorses the Principles of Veterinary Medical Ethics (PVME) developed and overseen by the American Veterinary Medical Association (AVMA). These principles provide guidance in identifying the essential attributes of the veterinary professional to develop a trusted professional care provider. Additionally, all students are held to the standards outlined in the Virginia Tech Student Code of Conduct (<https://studentconduct.vt.edu/>) as well as Virginia Tech Policy on Harassment, Discrimination and Sexual Assault (<http://www.policies.vt.edu/1025.pdf>). Please be aware that actions which are being handled through Student Conduct or the Office of Equity and Accessibility may also be violations of the Professional Code of Conduct. These violations may be processed in multiple courses of actions simultaneously or sequentially.

VMCVM endorses the following attributes of professionalism as guiding principles of veterinary medical education and as consistent with the stated mission of VMCVM to “protect and enhance animal, human and environmental health and welfare through the education of a diverse population of professional and postgraduate students for careers in the broad areas of veterinary medicine, biomedical science and public health” who will be prepared to serve patients in the most capable and compassionate manner. It is important to remember that attributes are not innate behaviors but are developed over time. Students within the veterinary professional program constantly strive to develop these attributes characteristic to the trusted veterinary professional. The following attributes apply to the classroom, the research laboratory, the clinical settings, and in all areas where the student may be perceived to represent the college or the profession.

Altruism: provides unselfish care for patients and clients; completes assigned patient care fully and with care to animal welfare; accepts personal inconvenience in the provision of care to patients and clients; provides one’s skills and expertise for the welfare of the community.

Altruism may also be directed towards animals. In keeping with this attribute, the following guidelines should be adhered to:

- The College takes very seriously any abuse of animals. Students shall not intentionally or negligently abuse any animals.
- All animals shall be treated and/or handled respectfully and in accordance with State and Federal guidelines. Animal Welfare Concerns may be reported directly to the Associate Dean of Professional Programs or to Virginia Tech’s Institutional Animal Care and Use Committee (IACUC) at the following: <https://www.research.vt.edu/iacuc.html>. Students referred to the Professional Conduct Committee may be referred to the Associate Dean for Professional Programs or IACUC in addition to or in place of action by the committee.

- The IACUC is mandated to review concerns, raised by anyone, regarding the care and use of animals at Virginia Tech. If you suspect mistreatment of animals or noncompliance with approved protocols, University policies, local, state and federal regulations, please contact IACUC or the University Veterinarian immediately. Contact information is available at: <https://www.research.vt.edu/iacuc/contact-us.html>. You can also relay that information to any other university official (faculty and staff), who must convey the information to any of the individuals listed in the IACUC contact page for investigation. Individuals making the report do not have to identify themselves, unless they wish to do so.
- The Animal Welfare Act protects the rights of individuals reporting animal welfare concerns and prohibits discrimination against or reprisal for reporting violations of regulations or standards under the Animal Welfare Act. Further, Virginia Tech policies protect the rights of whistleblowers.

Accountability: takes initiative; accepts personal responsibility for mistakes; asks for help when needed; maintains accurate information in patient records; discloses medical error when appropriate.

Commitment to engaged learning: acknowledges primary responsibility for successful completion of the degree; demonstrates commitment to own professional competence; punctual; attends required classes, clinics, or other required events; seeks additional knowledge and skills; seeks feedback; willing to assist other learners.

Compassion: considerate: displays empathy; listens actively and responds to the needs of peers, patients, and clients; treats patients and clients with dignity.

Respect: respectful of peers, faculty, staff, patients and clients; respects privacy and confidentiality.

Self-awareness: fosters continued professional development; demonstrates emotional intelligence; maintains appropriate boundaries with patients, clients and colleagues; recognizes position of role model for others and development as trusted professional.

Self-care: maintains personal health and hygiene: seeks advice, counsel or tutoring when recommended by others; avoids harmful behaviors; avoids inappropriate remarks; adheres to appropriate dress for area of work.

Teamwork: works well with others; adheres to policies on authorship of documents; inspires trust; is respectful of differing socioeconomic backgrounds and cultural traditions; is sensitive to team member needs; respects authority; provides honest, respectful feedback.

Trustworthiness: displays honesty and ethical behaviors in all academic pursuits including study and research; is honest in interactions with peers, patients, clients and the community; does not report private academic, patient or client information.

Accountability: In keeping with this attribute, the following requirements for reporting and arrests or convictions should be adhered to:

- All students at VMCVM have a duty to report any arrests and convictions. At the time of application, students are required to sign the statement indicating they understand their obligation by signing the following statement:
 - "By signing this application, I understand and agree that, if I am offered admission to Virginia Tech and choose to matriculate, I have a continuing obligation to report to the Office of Student Conduct and arrests or convictions, other than minor traffic violations, that occur subsequent to signing this application. This obligation extends during any periods of my enrollment at the University. My failure to make the notification may subject me to disciplinary action under the Code of Student Conduct."
- A student shall not intentionally damage or deface any item belonging to another student the College of Veterinary Medicine, Virginia Tech, the University of Maryland, or any individual associated with these institutions. In addition, students shall not appropriate for their own use the property of another student, the College of Veterinary Medicine, Virginia Tech, the University of Maryland or anyone associated with these institutions.

Commitment to Engaged Learning: In keeping with this attribute, the following guidelines should be adhered to:

- Students are expected to be seated and ready for the instructor to start at the designated time
- Students who are unable to avoid being late to class should sit at the back of the classroom to minimize disruption of the lecture in progress
- Students should avoid leaving class early. When this cannot be helped, please advise the instructor in advance and sit in a location that will minimize disruption
- Students should not talk during lecture sessions. Some instructors may choose to engage students during the instruction time. Students should not carry on conversations while the instructor or a peer is speaking. Unprofessional and disruptive behavior in the classroom may lead to the student being asked to leave the room.
- Cell phones and all other electronic devices should be set to silent mode or turned off to minimize distraction.
- Computers used during lecture periods should be used for viewing class materials and note taking. Viewing of non-course-related materials during class time constitutes a violation of the Professional Code of Conduct. Students should adhere to computer use guidelines in course syllabi.
 - The Office of Services for Students with Disabilities may authorize certain electronic devices to be used by students with accommodations. Additional devices may also be approved for use in the classroom by the Course Leader or instructor. However, unless authorized by the instructor verbally or in the course syllabus, most electronic devices may not be used during lectures or examinations. Types of electronic devices authorized and tasks for which they may be used will be specified by the instructor or authorized by SSD.
- Students should arrive to clerkship commitments on time and with appropriate supplies as listed in the Academic Policies and Procedures Handbook for fourth year students under Fourth Year Supply List.

Compassion: In keeping with this attribute, the following guidelines should be adhered to:

- Compassion is a guiding principle in all forms of health care. All patients should be treated with compassion. Improper treatment of patients that does not rise to the level of animal abuse may be considered a violation of the Professional Code of Conduct.
- Additionally, clients should be provided with compassion during all client interactions. Inappropriate behavior toward clients of the Veterinary Teaching Hospital will not be tolerated.

Respect: In keeping with this attribute, the following should be adhered to:

- Students may post notices and distribute emails via the university list-serves pertaining to college related activities. These must be professional and may not advertise any form of alcohol/adult beverage. Notifications not meeting these guidelines will be removed immediately.
- Students should refrain from posting photographs or commentary about University and client owned animals on any and all public and/ or social media platforms. Client permission does not supersede this policy.
- Students should refrain from posting threatening comments pertaining to fellow students, clients, faculty members and staff of the college on social media platforms. Language which threatens another is prohibited.
 - Numerous public/ social media sites are used by veterinary students and professionals. As professional students, you are encouraged to “think before you post” to these sites. Information may be available on some platforms in perpetuity and inappropriate

information may be harmful to the individual posting in their professional career as well as the reputation of the VMCVM.

Self-awareness: In keeping with this attribute, the following guidelines should be adhered to:

- Students shall not engage in any conduct that brings discredit on the VMCVM or on the profession of veterinary medicine. Such conduct would include inappropriate interactions with faculty, staff, and peers such as swearing, threatening or intimidating behavior.
- Students shall conduct themselves in a manner consistent with codes and laws applicable to the licensing and good standing in the veterinary profession and the Principles of Veterinary Medical Ethics as developed by the AVMA.
- Violations of any state code or law regarding the practice of veterinary medicine inherently violate the Professional Code of Conduct.

Self-Care: In keeping with this attribute, the following guidelines should be adhered to:

- Students in the College of Veterinary Medicine are expected to maintain themselves and their clothing in a clean and neat state and in good repair.
- Due to OSHA requirements, biological and physical hazards, specific attire will be required in laboratory and clinical settings.
 - Laboratory settings may include activities in the MDLs as well as live animal interactions in the veterinary teaching hospital and on university owned farms.
 - Laboratories will require that closed toed shoes be worn at all times. Shorts are not to be worn in the laboratory setting.
 - In all cases, scrubs are not to be worn outside of the surgical theaters.
- **Substance Abuse**
 - The College is in full support of Virginia Tech's policies on alcohol and controlled substances which can be viewed at <https://www.hokiehandbook.vt.edu/>.
 - It is recognized that the use of alcohol and controlled substances carry a higher level of risk for the veterinary community due to the public trust conveyed through the animals entrusted to our care. This trust requires additional measures in order to protect the animals in our care and the clients who present them. These supplement the Virginia Tech policies on alcohol and controlled substance abuse. In applying these policies, faculty, staff and students should adhere to the principles of fairness and clear communication.
 - The College of Veterinary Medicine has a **no tolerance policy** with regards to alcohol and controlled substance use for all students working with animals and in particular for students working in the Veterinary Teaching Hospital and who have responsibility for client-owned animals. Students suspected of being intoxicated in the classroom or laboratory setting should be immediately referred to the Associate Dean for Professional Programs or designee. Please see the Addendum: Guidelines for Intervention with Potentially Intoxicated Students.
 - In addition, all state and federal laws concerning controlled substances will be upheld.

Teamwork: In keeping with this attribute, the following guidelines should be adhered to:

- Veterinary professionals are often required to work in a team setting to deliver favorable outcomes for patient care, public health and community interactions. Therefore, the veterinary professional curriculum involves many areas where teamwork is required.

- Team members are expected to participate in all team related course work. Team members should work to communicate expected timelines for work including progress deadlines, submission deadlines and means of accomplishing such as in person meetings, electronic meetings, etc.
- Team members must fulfill responsibilities regarding patient care consistent with the guidelines set forth under Altruism. This includes but is not limited to teaching dog socialization, course related animal care and patient care while in the veterinary teaching hospital.
- Teamwork requires repeated provision of feedback of the work of others. Feedback should be delivered in a fair, appropriate and timely fashion.

Trustworthiness: In keeping with this attribute, the following guidelines should be adhered to:

- Veterinary professionals rely on the public trust. As professional students, it is essential that the individual provides accurate representation of knowledge, abilities and skills.
- Academic dishonesty will be handled separately by the DVM Honor Board.
- Dishonesty regarding behavior within the college community outside of those governed by the Honor Code will be considered violations of the Professional Code of Conduct.
 - This will include violations of the codes and laws governing the practice of veterinary medicine. (medical records management, treatment recording)
- Confidentiality of patient, client and at times proprietary information is essential for maintaining the public trust. Violations of confidentiality of any of these types will be considered a violation of the Professional Code of Conduct.

2. Enforcement

The VMCVM takes the Professional Code of Conduct seriously and has developed a process regarding alleged student violations thereof. The Veterinary Professional Conduct Committee is designated as the oversight body for professional conduct. Additionally, students are subject to the University Code of Conduct. This is adjudicated through the Office of Student Conduct. The process for addressing concerns is an incremental one and could involve a hearing to determine actions as noted below that may affect the status of a veterinary professional student at VMCVM up to and including dismissal from the DVM program.

a) Purpose

Veterinary Professional Conduct Committee is established to implement the Professional Code of Conduct, and its functions shall be:

1. To promote the Attributes of Professionalism with regard to the development and education of veterinary professional
2. To disseminate information regarding the Attributes of Professionalism and the associated Professional Code of Conduct, University Code of Conduct, and Policy on Harassment, Discrimination, and Sexual Assault (Policy 1025) to all members of the CVM community.
3. To encourage a professional environment in dealing with colleagues, patients, clients and all members of the CVM community and beyond.
4. To investigate suspected violations of the Professional Code of Conduct in a thorough, impartial and unbiased manner.
5. To coordinate mediation, and facilitated discussions to improve understanding of professionalism within the DVM program.
6. To try cases involving potential professionalism infractions of the Professional Code of Conduct.

7. To assure that the rights of all involved parties are protected and assure due process in all proceedings.

b) Reporting of Potential Professional Code of Conduct Violations

Reporting of potential Professional Code of Conduct Violations:

All violations of the Professional Code of Conduct should be reported by the recipient or witness of the potential violation. Circumstances may arise when a faculty member, staff member, administrator, house officer, fellow student or other individual feels that a student has exhibited an action or behavior that they would consider unprofessional in the context of the Professional Code of Conduct. This may be in violation of the Attributes of Professionalism or one of the supporting guidelines. Potential violations should be delivered in a sealed envelope to the Professional Conduct Committee Chair or the Associate Director for Student Support and Admissions. Please note, this is not the route for violations of the DVM Honor Code, University Code of Conduct, and the Policy on Harassment, Discrimination and Sexual Assault, or academic dishonesty. Alleged violations of the Professional Code of Conduct must be reported in a timely manner (not greater than fifteen (15) University business days after the date of observation or discovery).

The following process identifies the hierarchy of individuals who may address the concern.

1. The identification or implication of certain behaviors or actions may require immediate and direct reporting to the Office of Equity and Access.
2. The individual who witnessed or experienced the behavior may address their concern directly with the student, identifying the specifics of their concern and requesting that the behavior stop or another action be taken to correct the situation.
3. If that fails to correct the situation, or if the individual so chooses, the concern may be addressed in writing to the direct report of the perpetrator and who is appropriate for the situation. This may be a student leader, staff supervisor or faculty member in accordance with the environment where the incident occurred. That individual may then make efforts to correct the behavior or refer to the Director of Admissions and Student Support, Associate Director for Student Support and Admissions, or the Associate Dean for Professional Programs as deemed appropriate. It is Attachment P recommended that complaints at this level be forwarded to the Professional Conduct Committee Chair for documentation.
4. In the event of referral to the faculty within the Department of Academic Affairs, the student in question will be contacted within five business days to address the behavior of concern. Documentation of the referral will be provided to the Professional Conduct Committee Chair.
5. In the event that behaviors are deemed repetitive or are not corrected with previous interventions, a written request should be addressed to the Professional Conduct Committee Chair or the Academic Affairs faculty requesting the matter be referred to the Professional Conduct Committee.

All members of the Professional Code of Conduct Committee will receive annual training in understanding the importance of reporting. In some cases, the committee may consult with the Office of Student Conduct regarding violations and appropriate jurisdiction.

Knowingly False Reporting

Students knowingly filing false complaints shall be considered in violation under the guidelines for Respect and Trustworthiness and will be processed through the Professional Conduct Committee process.

c) Investigations

Composition

The Professional Conduct Committee shall consist of 2 student representatives for each professional program class year; 2 faculty members; 1 staff member; and Associate Director for Student Support and Admissions. The Committee is charged by the Associate Dean of Professional Programs.

General Administration

Appointment of Faculty members:

Two members of the VMCVM shall be recommended by the Associate Dean for Professional Programs. The nominees will be appointed initially by this nomination. Future nominations will be considered by the sitting board members and appointments voted on by a majority vote of the committee. In future years, these faculty will serve staggered three year terms with a limit of two consecutive terms.

Duties and Functions of the Professional Conduct Committee

The following duties shall be performed by the Associate Director for Student Support and Admissions:

1. The Associate Director for Student Support and Admissions shall be an ex officio member of the Professional Conduct Committee.
2. The Associate Director for Student Support and Admissions shall coordinate training for the Professional Conduct Committee regarding operation, function and responsibilities. This will be held annually after the appointment of new members in the fall of the academic year. This training will include Title IX reporting training.
3. The Associate Director for Student Support and Admissions shall seek counsel and provide coordination between the Professional Conduct Committee and the Office of Student Conduct and The Office of Equity and Access.
4. The Associate Director for Student Support and Admissions shall counsel students, faculty and staff referring cases.

The following duties shall be performed by the Chair of the Professional Conduct Committee:

1. Nominations for the position of Chair shall be accepted from the Professional Conduct Committee. Candidates for the position of Chair may include students, faculty, or staff and must be a member of the Committee, be in good standing at the College and if a student must have completed at least two (2) semester preceding nomination.
2. Nominations will be invited in the case of a vacancy due to end of term of office, resignation, or termination of office. Nominations will be invited from the Committee. Nominations will then be reviewed and a secret ballot vote cast to determine the selection of the Chair by simple majority.
3. The term of office shall be one year for the Chair. The Chair may serve only one term.
4. The Chair shall be responsible for appointing the members in a hearing.
5. The Professional Conduct Committee Chair shall receive reports of suspected violations and determine, in consultation with the Associate Director for Student Support and Admissions, if the accusation falls within the purview of the Professional Code of Conduct. Certain actions may be Attachment P referred to the University Office of Student Conduct or in the instance of Harassment, Discrimination, or Sexual Assault; referral to the Office of Equity and Access. (Consistent with Title IX)
6. The Chair, in consultation with the Associate Director for Student Support and Admissions may recommend mediation for the parties involved or a facilitated discussion when deemed appropriate.
7. The Chair will work with the Office of Student Conduct and the Office of Equity and Access, for referral of appropriate cases.
8. The Chair will convene an investigative hearing in cases where it is deemed appropriate.
9. The Chair shall be the presiding officer at all meetings of the Professional Conduct Committee. In the event of an unavoidable absence, the Chair may select a designee to act as Chair during the absence.

10. The Chair shall assure justice, fairness and due process in all proceedings.
11. The Chair shall work with the Associate Director for Student Support and Admissions to schedule appropriate training for all new members annually.
12. The Chair shall keep the VMCVM community apprised of all relevant activities of the Professional Conduct Committee.

Appointment of the Professional Conduct Committee Student Members

1. Unless otherwise determined by the membership of a class, procedures for election of the student representatives shall be by simple majority from candidates nominated or volunteering from the floor.
2. There shall be two (2) student members elected by each class in the fall of 2018. In following years, elections will be held within the first two months of the first year and students will be reappointed or new students elected at the end of second semester with other class officer elections.
3. In the event of a vacancy, the class from which the vacancy occurs shall fill the vacancy by election within two (2) months of the occurrence of the vacancy. During the second semester of second year, one (1) alternate member shall be elected by the class to act as an alternate member for the duration of clinical rotations.

Duties of the Professional Conduct Committee Student and Faculty Members

1. Professional Conduct Committee members shall attend annual training regarding the function and limitations of the Professional Conduct Committee. This will include training regarding the University Code of Student Conduct and the Policy on Harassment, Discrimination and Sexual Assault. (Policy 1025)
2. Professional Conduct Committee members shall promote awareness of the Attributes of Professionalism and the Professional Code of Conduct at VMCVM and to advise members of the community as to the proper function of the Professional Code of Conduct as necessary.
3. Professional Conduct Committee members should volunteer to assist in investigations of complaints when appropriate.
4. Professional Conduct Committee members shall vote as to the suitability of postponement requested by accused, referrer, or Professional Conduct Committee.
5. One (1) Committee member from each class shall sit on the Professional Conduct Hearing Panel in the case of a Professional Conduct Committee Hearing.
6. One (1) Faculty member and one (1) Staff member shall sit on the Professional Conduct Committee Hearing Panel in the case of a Professional Conduct Committee Hearing.
7. Meeting schedule: the committee will meet once annually April to review, modify and affirm the Professional Code of Conduct for the coming academic year. The committee shall have hearings as deemed necessary to investigate potential infractions of the Professional Code of Conduct.

Appointment of Investigators

In instances where it is deemed that investigation is warranted members of the Professional Conduct Committee not serving on the Hearing Panel will serve as investigators.

Duties of Investigators

1. Investigators shall gather evidence from the referrer and the accused student(s).
2. Investigators shall prepare a report summarizing the evidence and deliver it to the Professional Conduct Committee Chair and Associate Director for Student Support and Admissions for review. The report shall include all details of the case in hand.

3. In the event of a hearing, Investigators shall present the evidence before the Professional Conduct Committee Hearing Panel.

Appointment of Professional Code of Conduct Facilitators and Mediators

1. In cases where facilitated discussions are deemed appropriate to enhance resolution, the accused student and referrer may agree to meet with a College appointed facilitator or in certain cases a University Mediator.
2. Facilitated discussions and mediation may be of value only if both parties agree to participate.

d) Actions of the Professional Conduct Committee

Resolutions

1. Complaints will be considered resolved if the Professional Conduct Chair in consultation with the Associate Director for Student Support and Admissions believe that the complaint is unsupported by the available information.
2. All identified parties impacted by the complaint agree to proceed with facilitated discussion and/ or mediation process.
3. The complaint may be referred to an informational hearing.

Hearing Process

1. The student accused will be notified in advance of the conduct charges allegedly violated, and the time, date and location of the informational hearing. Prior to the informational hearing, the student will meet with the Director of Admissions and Student Support.
2. The informational hearing will be chaired by the elected chair of the Professional Conduct Committee.
3. The Professional Conduct Committee may make a recommendation based upon the informational hearing to:
 - a. Dismiss the charges due to lack of support.
 - b. Recommend facilitated discussion or mediation.
 - c. Refer to formal hearing.
4. When a formal hearing is deemed appropriate, it shall be conducted within 20 University business days of the informational hearing. During this time, investigation will be conducted as directed above. Student will be notified at least 7 University business days prior of the date, time and location of the formal hearing.
 - a. The student will be provided with a written statement of the charges in reasonable detail a minimum of seven University business days prior to the hearing to allow for adequate preparation.
 - b. The student will have the option to remain silent or they may choose to refute or question witnesses and information during the proceedings. They will also have the option to present a rebuttal and to produce witnesses or statements on their own behalf.
 - c. The student may choose an advisor from within the college to help them prepare. The advisor may be present for but not participate in the formal hearing proceedings.
 - d. At a formal hearing, the student may challenge the objectivity of any panel member or administrator, given reasonable cause to believe that individual may be biased or have a conflict of interest. The Associate Dean for Professional Programs will make a final ruling in such case.

- e. After the formal hearing, the student may appeal the decision of the hearing panel, provided there are appropriate grounds as identified below in Grounds for Appeals section.

Penalties

Where behaviors and or actions are determined to violate the Professional Code of Conduct, the Professional Conduct Committee Hearing Panel shall be responsible for determining the appropriate sanction.

1. DVM Professional Conduct Committee Warning
 - a. Based on the case and at the determination of the Committee Hearing Panel, the student may be offered training, service, counseling, or other activity to address and modify the behavior that caused the violation. A note will be placed on the student's file that indicates a Code of Conduct incident took place. This note does not become a part of the official transcript, but it serves as a way for future Conduct Committees to be aware of any previous violations that were reviewed by a Hearing Panel.
 - b. The student must fully and satisfactorily complete the recommended activity by a specified date. Failure to provide evidence of completion by that date will automatically result in a Letter of Reprimand to be placed in the student's file.
2. DVM Professional Conduct Committee Letter of Reprimand
 - a. A Letter of Reprimand will be placed in the student's file in Academic Affairs until graduation or termination of enrollment. It does not become a part of the official transcript. This Letter shall serve as a deterrent from future violations.
 - b. The accused will be expected to make reparations for harm caused to another individual, the college, university or the community.
3. DVM Professional Conduct Committee Suspension
 - a. Suspension is immediate and the student shall not be allowed to complete the current semester. In addition, the accused shall be suspended for a period not to exceed one (1) full academic year following the current semester.
 - b. The notation "suspended for Professional Conduct Violation" shall appear on the student's transcript under the semester in which the violation occurred.
 - c. Upon the accused's re-enrollment in the DVM program at VMCVM, they shall be placed on Professional Conduct Probation until graduation or termination of enrollment.
4. DVM Professional Conduct Committee Dismissal
 - a. The accused shall be permanently dismissed from the University without being allowed to complete the current semester.
 - b. The accused may never re-enroll in the DVM program at the VMCVM.
 - c. The notation "permanently dismissed for violation of the DVM Professional Code of Conduct" shall appear on the student's transcript under the semester in which the violation occurred.

Acquittal

In the event of acquittal by the Professional Conduct Committee, all records of any description in conjunction with the hearing process shall be completely destroyed, except the "charges" and the "Findings of the Panel" which shall be filed in the Professional Conduct Committee's confidential file.

Grounds for Appeals

When the outcome of the formal hearing results in suspension from the professional program or dismissal from the professional program, the student charged may appeal. A written request for appeal

stating the grounds for appeal must be received within five (5) University business days. The burden of proof rests with the student requesting the appeal to demonstrate why the sanction should be altered. Sanctions will not take effect until the decision of the appellate officer. Appeals will be made to the Associate Dean of Professional Programs (or their designee) who will review the appeal with the College's Executive Board. Appeals decisions will be final.

Grounds for appeal must include at least one of the following:

- Denial of procedural guarantees.
- Significant and relevant new evidence that was not available at the time of the hearing.
- Sanctions that are unduly harsh or arbitrary.

III. Addendum 1: Prohibited Acts under Policy 1025

As outlined under the Virginia Tech Policy 1025, the following behaviors are regarded as discriminatory or harassing:

- Conduct that conditions any element of a person's employment, enrollment as a student, receipt of student financial aid, or participation in university activities on that person's age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, unless otherwise permitted or required by applicable law.
- Conduct of any type (oral, written, graphic, electronic or physical) that is based upon a person's age, color, disability, gender (including pregnancy), gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, or veteran status and unreasonably interferes with the person's work or academic performance or participation in university activities, or creates a working or learning environment that a reasonable person would find hostile, threatening or intimidating; and/or,
- Conduct consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment or education; or submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual.

IV. Addendum 2: Guidelines for Intervention Potentially Intoxicated Student

If a member of faculty, staff or student suspects a student of being intoxicated or impaired due to the consumption or use of alcohol or illicit drugs they should immediately notify the Course Leader and/or instructor for the course in which the student is observed.

The Clerkship Leader should immediately notify the Associate Dean or their proxy.

The Associate Dean will find the student and accompany the student to their office to discuss the allegations.

If the student is clearly impaired they will be dismissed for the day and required to go to counseling. If the student is reported a second time, the student will be dismissed from the program on disciplinary grounds.

Evidence of intoxication will be defined in terms of generally reliable signs. This includes, but is not limited to, the strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, "glassy" eyes, or exaggerated emotions and behaviors (e.g. excitability, excessive noisiness or complaining, talkativeness, excessive swearing, aggression) [Source: Dartmouth Medical School].

In cases where intoxication requires further verification, the student may be granted access to breathalyzer analysis. This analysis will be performed by the Virginia Tech police. If a student is suspected of being intoxicated whilst in class or when in the Veterinary Teaching Hospital, the Associate Dean may notify the VT Police and ask for assistance with breath testing. The student is

required to be tested within 30 minutes of notification of the Associate Dean. The VT Police will be told that this breath testing is for disciplinary and not criminal investigations. If the student declines a breath analysis, the physical evidence may be deemed sufficient to verify intoxication.

If the student is determined to be intoxicated based on physical evidence, or if result of the breath analysis demonstrates a positive reaction (i.e. >0.00), the student will be dismissed from the course and the DVM program on the basis of professional misconduct. Re-admittance to the program will be dependent on meeting the guidelines for re-admission after involuntary withdrawal as outlined in the student handbook.

The Code was ratified by the Board of Visitors on June 2, 2020



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