

THE INSTRUMENT OF DOCTORAL STUDENT GOVERNANCE¹

EAST CAROLINA UNIVERSITY SCHOOL OF MEDICINE

I. DEFINITION

The Honor Code: It shall be the responsibility of every student in the Doctoral program of the East Carolina University School of Medicine to obey and to support the enforcement of the Honor Code, which prohibits lying, cheating or stealing when these actions involve academic processes or University, student or academic personnel acting in an official capacity.

II. PREFACE

The Honor Code embodying the ideals of academic honesty, integrity, and responsible citizenship, govern the performance of all academic work and student conduct at the University. Acceptance by a student of enrollment in the University presupposes a commitment to the principles embodied in this code.

The discovery and dissemination of knowledge through research, teaching, and learning is the fundamental activity of this academic community. Intellectual honesty is integral to that enterprise. Academic dishonesty in any form is unacceptable, because any breach in academic integrity, however small, strikes destructively at the University's life and work.

In keeping with its nature and its purpose, the University is obligated to inculcate a love for academic pursuits and respect for the values of academic and scientific integrity upon which they rest. It is also obligated to protect the community from those who, for whatever reason, do not embody these values in their conduct.

In order to ensure effective functioning of an honor system worthy of respect in this institution, specific responsibilities of students and the faculty have been set forth. These responsibilities constitute but the minimum required of members of the faculty and of the student body. The obligation of a faculty member or a student to uphold the values of academic integrity in this University shall not be lessened or excused by any failure of the other to comply with his responsibility.

A. Responsibility of Students

1. To conduct all academic work within the letter and spirit of the Honor Code which

¹to be referred to herein as "the Instrument."

prohibits the giving or receiving of unauthorized aid in all academic processes.

2. To consult with faculty and other sources to clarify the meaning of plagiarism; to learn the recognized techniques of proper attribution of sources used in the preparation of written work; and to identify allowable resource materials or aids to be used during examination or in completion of any graded work.
3. To comply with faculty regulations designed to reduce the possibility of cheating -such as removing unauthorized materials or aids from the room and protecting one's own examination paper from the view of others.
4. To maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student yet to write that same examination.
5. To report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. Such report should be made to the Student Attorney General or the Office of the Dean of Graduate Studies.
6. To cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and trial of any incident of alleged violation, including the giving of testimony when called upon. Nothing herein shall be construed to contravene a student's prerogatives enumerated in Section V.B.7.e. of this Instrument.

The offenses set out in Section II of this Instrument, not the listing of responsibilities above, shall include but not be the limiting basis for determining chargeable offenses under the Code.

B. Responsibility of the Faculty

Academic work is a joint enterprise involving faculty and students. Both have a fundamental investment in the enterprise and both must share responsibility for ensuring its integrity. In relation to the Honor Code, therefore, specific responsibilities of the faculty which parallel the responsibilities of students have been formally adopted by the Faculty Council. These are to be attached to the Instrument as Appendix A.

III. CODE OF DOCTORAL STUDENT CONDUCT

- A. It shall be the responsibility of every doctoral student at East Carolina University School of Medicine to obey and support the enforcement of the Honor Code, which prohibits lying, cheating or stealing when these actions involve academic processes or University, student or academic personnel acting in an official capacity.
- B. Offenses proscribed by Section II.A. shall include, but shall not be limited to, those set out in

section II.C.

C. Individual Prohibited Offenses

1. Academic cheating, including (but not limited to) unauthorized copying, collaboration, or use of notes or books on examinations, and plagiarism (defined as the intentional representation of another person's words, thoughts or ideas as one's own).
2. Issues of scientific misconduct including but not limited to fabrication, falsification, plagiarism or deliberate misrepresentation of research results used for thesis, grant proposals or publication purposes.
3. Violation of animal care and use or human research policies of ECU as established in the faculty manual appendix R and S.
4. Furnishing of false information, with intent to deceive, to members of the University community who are acting in the exercise of their official duties.
5. Forgery, falsification, or fraudulent misuse of University documents, records, or instrument of identification.
6. Intentionally inflicting physical injury upon a person, intentionally placing a person in fear of imminent physical injury or danger, or intentionally inflicting severe mental or emotional distress upon a person through a course of conduct involving repeated abuse or disparagement of that person's race, religion, creed, sex, sexual preference, age, national origin or disability.
7. Damage to, or destruction, theft or other misuse of University property.
8. Theft of or damage to either any personal property or institutional premises or academically related personal property wherever the offense occurs.
9. The knowing abuse of a position of trust or responsibility within the University community.
10. The unauthorized use of the name of the University or the names of members or organizations in the University community.
11. Racial or ethnic harassment including, but not limited to, those prohibitions set out in the Racial and Ethnic Harassment Policy (Appendix V) of the East Carolina University Student Handbook.
12. Sexual harassment including, but not limited to, those prohibitions set out in the Sexual Harassment Policy (Appendix VI) of the East Carolina University Student Handbook.

13. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other School of Medicine activities.
14. Failure to comply with directions of School of Medicine Security or ECU Security personnel or law enforcement officers in performance of their duties.
15. Unauthorized possession, duplication or use of keys to any School of Medicine and/or East Carolina University policies, rules or regulations.
16. Violation of federal, state or local law, including illegal use, possession, manufacture, sale, or distribution of narcotic or other controlled substances; and illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on School of Medicine premises.
17. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or East Carolina University official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the East Carolina University computing system.

IV. SANCTIONS

- A. This Instrument seeks to preserve flexibility in the imposition of sanctions, so that each student or group offender is afforded the greatest possibility for appropriate and just treatment by the Doctoral Student Honor Committee².

Sanctions shall range from expulsion or suspension, through probation to lesser sanctions, which may from time to time be defined by joint faculty, student, and administration action. The definition of maximum penalties within this Instrument in no way precludes the imposition of lesser sanctions appropriate to and consistent with similar offenses.

Official University records of Committee actions will be maintained by the appropriate officials in the Office of the Dean for Research and Graduate Studies at the School of Medicine and by the East Carolina University Dean of Graduate Studies.

²to be referred to herein as the "Committee."

Any one or combination of the following sanctions may be imposed as it is appropriate.

B. INDIVIDUAL SANCTIONS

1. *Expulsion* permanently severs the relationship of the student with the University. It may be recommended by the appropriate Committee, but can be imposed or rescinded only by the Chancellor.
2. *Suspension* severs the relationship of the student with the University under conditions which permit and anticipate the student's eventual return to the University. Sentences of suspension may be:
 - a. *Indefinite suspension* severs the student's relationship for no less than one full semester beyond the semester or summer session in which the sanction is imposed. For reinstatement, formal petition must be made to the Dean of Research and Graduate Studies.
 - b. *Definite suspension* severs the student's relationship for no less than the remainder of the semester or summer session in which the sanction is imposed. It is imposed for a specified period of time, the terminal date of which shall coincide with the official ending of an academic semester or summer session.
3. *Probation* permits continuation of the relationship between the student and the University; however, the following conditions appertain: In every case the sentence prohibits the student from officially representing the University or from participating in any extracurricular activities, including intramural competitions.

Students on probation shall report regularly to an Honor Code Counselor who will provide individual counsel and ensure compliance with the terms of probation. Sentences of probation may be:

- a. *Indefinite* carries a length of sentence no less than one full semester beyond the semester for summer session in which the sanction is imposed. For removal of the probationary sanction, formal petition must be made to the Committee having original jurisdiction over the offense involved. Prior to acting on any petition, the Committee shall secure and consider a report and recommendation from the Honor Code Counselor.
 - b. *Definite* is imposed for a specified period of time, the terminal date of which shall coincide with the official ending of an academic semester or summer session.
4. *Censure* is an official reprimand, formally communicated by letter, which gives official notice to the student that any subsequent offense against the Code of Student Conduct will carry heavier penalties because of this prior infraction. This sanction remains a part of the student's official disciplinary record, but is not a penalty of record.
 5. A *Sanction*, in the form of a failing grade in the course involved, shall be incurred for convictions of grade related offenses, unless otherwise recommended by the Committee

and agreed to by the course coordinator concerned.

6. Additional Sanctions. In addition to the above, any one or a combination of the following may be concurrently imposed at the discretion of the Committee.

V. DOCTORAL STUDENT HONOR COMMITTEE STRUCTURE

The doctoral students of the E.C.U. School of Medicine shall operate their own Committee and devise their own judicial structure.

A. OFFICERS

1. Student Attorney General
 - a. Shall be elected by the Doctoral Student Body annually on Graduate Student Orientation day.
 - b. Shall serve a term of twelve calendar months from date of appointment or until a successor has been elected.
 - c. Minimum qualifications for appointment shall include:
 - 1) Doctoral degree candidate;
 - d. Functions served by the Office of the Student Attorney General:
 - 1) The Student Attorney General shall have the following responsibilities:
 - a) to receive complaints of all alleged violations;
 - b) to investigate all complaints to determine whether there is sufficient evidence to prosecute;
 - c) to formulate charges;
 - d) to prosecute charges;
 - e) to inform the accused of their prerogatives and the procedures to be used;
 - f) to provide defense counsel to any accused student upon request.
 - g) to appoint two Vice Attorney Generals whose duties will be to investigate, provide counsel for, and prosecute at the official Committee hearing all alleged violations of the Doctoral Student Honor Code.
 - h) to appoint the five members of the Graduate Student Honor Committee.
 - i) to train members of the Committee such that they are certifiably competent and knowledgeable in the regulations, provisions, procedures, sanctions, and functioning of the doctoral student system.
2. Vice Attorneys General. The student Attorney General shall appoint two persons designated as Vice Attorneys General who shall investigate, provide defense council for the accused if he so chooses, and prosecute at the Committee hearing all alleged violations of the Honor Code.

B. HONOR COMMITTEE COMPOSITION AND MEMBERSHIP

1. Composition. Each Honor Committee shall be appointed by the Attorney General and be composed of five doctoral student members selected from those in the doctoral student body meeting the minimum qualifications. The newly appointed Committee will select from among its members a person to serve as Chairperson of the Committee.
2. Minimum Qualifications for Membership
 - a. To be eligible to serve, a student must have at least one full academic year excluding summer sessions in the doctoral program at the East Carolina University School of Medicine.
 - b. Prior to serving on the Committee, a student must be certified by the Attorney General as qualified to sit. "Qualified" means knowledgeable in the regulations, provisions, procedures, sanctions, and functioning of the doctoral student judicial system as delineated in this Instrument.

VI. DOCTORAL STUDENT HONOR COMMITTEE PROCEDURES

A. Any person with witness to, or knowledge of any violation of the Doctoral Student Honor Code is required to report the infraction to the Student Attorney General or the Dean for Research and Graduate Studies either by written or verbal communication. The failure by any other student to report an infraction is itself a violation of the Doctoral Student Honor Code.

B. Pre-Hearing

The Attorney General and two Vice Attorneys General will conduct a preliminary investigation of the charge. If the preliminary investigation indicates: 1) a probable violation of the Doctoral Student Honor Code or, 2) sufficient evidence of that offense to warrant further action, written notice shall be served on the accused student by the Student Attorney General. Also at this time, the Student Attorney General shall appoint the five members of the Committee.

1. Formal charges following investigation shall be served on the defendant(s) by summons signed by the Student Attorney General.
2. The summons shall be delivered to the defendant(s): 1) in person, 2) in private, and 3) in writing.
3. The summons shall specify: 1) the charge, 2) the time and place of the preliminary hearing, and 3) the time and place of the official Committee hearing.
4. The Student Attorney General shall notify the Dean of Research and Graduate Studies, the Departmental Chairman of the accused, as well as the academic advisor or committee chairperson, of the initiation of formal charges.

5. Prior to any discussion of the alleged offense between the accused and the Student Attorney General, or any University official investigating the matter, the accused shall be informed of his right to refuse to give answers which might tend in any way to prove him guilty of the charge. He shall be informed that all statements may be used at the official hearing.
6. The preliminary hearing must take place at least 96 hours before the official hearing, in order to enable the accused to prepare a defense. However, upon either request or waiver by the accused, the official hearing may be held in a period either less or more than 96 hours. Request for departure from the 96-hour requirement shall be filed by the accused with the Student Attorney General. If a request is denied by the Student Attorney General, it may be appealed at the time of the official hearing, or, when necessary, at an earlier convening of the Committee.
7. At the pre-hearing the Student Attorney General or his representative shall inform the accused student of the
 - a) Charge against him, explaining the charge in all particulars;
 - b) Character of the evidence against him;
 - c) Alternatives open to him in responding to the formal charges;
 - d) Possible penalties involved;
 - e) Prerogatives granted;
 - 1) to be presumed innocent prior to official hearing;
 - 2) to a fair, impartial, and speedy hearing;
 - 3) to an assigned student counsel, a duty performed by one of the Vice-Attorneys General³.
 - 4) to present material and character witnesses and to testify and present evidence in his behalf;
 - 5) to a separate hearing upon request;
 - 6) to know the evidence and to face witnesses testifying against him;
 - 7) to question any material witnesses or challenge and rebut any evidence;
 - 8) to plead innocent without fear of being tried for lying in relation to that plea if proven guilty. (This does not disallow being tried for lying if the accused student lies in order to support a plea.);
 - 9) to be free from rehearing for the same offense, after dismissal;
 - 10) to subsequent appeal as specified in this Honor Code;

³Normally one of the vice Attorneys General may be assigned this duty, however, the defendant has the option to choose his own counsel. The only requirement for the defense counsel chosen by the defendant is that he be a member of the general student body of East Carolina University.

- 11) to examine this Honor Code;
 - 12) to waive any of the above prerogatives after explanation of the possible consequences, provided that the waiver is made of the accused student's own free will and in writing.
8. Responsibility of the defendant to be available according to the schedule established by the Committee chair for the official hearing, If the accused student, without justification, does not appear for or remain at the hearing, the Committee may proceed in the accused student's absence.

C. Official Hearing

1. Control of Official Hearing. The proceedings shall be under the direction and control of the Committee, presided over by a Chair. The Chair, subject to review by the Committee, and pursuant to Appendix B, has the power to limit to relevant and material matters the introduction of evidence, testimony of witnesses, and argument of the parties. The Chair will be responsible for maintaining proper decorum during the hearing including conduct of parties and their counsel toward witnesses.
2. Disqualification of Committee Members. The Chair of the Committee shall disclose to all parties matters which may affect his qualification to sit in the case and require the same disclosure by every other member of the Committee. The Chair shall inquire of each member of the Committee whether he has previous knowledge of the offense, of the circumstances surrounding it or of the accused, and ask each to state the nature and extent of his knowledge and whether it would prevent him from rendering a fair and impartial verdict based upon the evidence presented to the Committee. The Chair shall afford opportunity to the accused and the prosecutor to ask questions of any Committee member relating to his qualification to sit in the case.

The accused, the prosecutor, or the Chair of the Committee may challenge the qualification of the challenged member to sit on the Committee shall be determined by majority vote of the remainder of the Committee. The challenged member shall not participate in the deliberation or the vote concerning his qualification.

3. Plea (Response to Charges)
 - a. The charge shall be stated by the Chair of the Committee in the presence of the accused student and the Committee members. The accused may plead not guilty, or guilty.
 - b. The accused student may, as an alternative to entering a plea:
 - 1) Move to postpone the hearing on any of the following grounds:
 - a) The defendant has not been fully informed of the particulars of the charge and is unable to make an adequate defense;
 - b) The preliminary conference was not granted or properly conducted;

- c) The summons was not properly executed;
 - d) Any other reason judged valid by the Committee. Such motions shall be acted upon immediately by majority vote of the Committee.
4. Conduct of the Hearing
- a. If the accused, without justification, does not appear for or remain at the hearing, the Committee may proceed in the accused student's absence.
 - b. The prosecutor shall open by stating the original charge(s) against the accused and presenting witnesses and written evidence in support thereof. The defendant or his counsel shall then be afforded full opportunity to refute the case made by the prosecutor.
 - c. Both the prosecution and the defense shall have the power to request material and character witnesses from the University community. Failure of a student to respond to a subpoena will subject him to sanctions under this Honor Code unless absence is satisfactorily justified, in writing, to the Student Attorney General who shall issue the request. In order to assure fairness and procedural due process, faculty members and other University employees who possess material evidence in a given case are expected to honor any request issued by the Committee. Disobedience or disruption of any Honor Committee proceedings such as refusal to answer a violation of any mandamus or request received from the Committee, or to fail to honor a normal request of the chairperson shall be considered contemptuous to the Committee and a violation of the Honor Code. Any person who tells a deliberate falsehood during any judicial board hearing shall be considered to have perjured himself and is in violation of the Honor code.
5. Post Hearing (Committee Deliberation and Sentencing)
- a. Committee deliberation and decision shall follow immediately upon the close of the hearing or at the earliest possible time thereafter.
 - b. While the decision is pending, members of the Committee shall not be approached by any interested party. Any such attempt shall itself constitute a violation under this Honor Code.
 - c. The verdict will rest solely on the evidence presented at the hearing and, in the case of a guilty verdict, the evidence must be clear and convincing.
 - d. A three-fifths vote by the Committee members, including the Chair in the count of those present, shall be required to convict an accused student. All voting shall be by secret ballot.
 - e. The verdict may be: 1) not guilty, 2) guilty, or 3) guilty of a portion of the charge. If the Committee finds that an error has been made in the charge against the student, it shall correct the error by rewriting the charge to conform with the appropriate violation(s) to the Code of Student Conduct. The accused student then has the option to: 1) have a new hearing, or 2) have the same Committee deliberate upon the new charge.
 - f. Recommendation of any sanction will require a three-fifths vote by the Committee.

All voting shall be by secret ballot.

- g. The verdict and sentence of the Committee shall be announced by the Chair in the presence of the accused student following closed deliberation by the Committee.
- h. Notification of all verdicts and sentences shall be given by the Committee Chair to the Dean of Graduate Studies and the Chairman of the accused student's department.

VII. APPELLATE PROCEDURES AND REVIEW

Procedures for Exercise of Appellate Jurisdiction

A. An appeal from a determination rendered by a Committee of original jurisdiction or an Appellate Board may be filed on the following grounds:

1. Insufficient evidence
2. Severity of sentence
3. Violation of Due Process

B. Appellate Procedures

1. Notice of appeal at each level up to and including an appeal to the Chancellor shall consist of a written, signed statement by the accused, stating the specific ground or grounds and all the supporting facts upon which the appeal is based.
2. Notice of appeal shall be lodged with the Office of the Dean of Research and Graduate Studies within 96 hours (Saturday, Sunday, and University holidays excepted) from the decision of the Committee.
3. Petitions for Appeal.
 - a. Petitions for appeal, up to and including appeal to the Chancellor, shall have the effect of suspending the execution of the sentence until the appeal has been heard.
 - b. Sanctions, the execution of which have been suspended incident to appeal, shall be effective when
 - 1) the appeal is abandoned by failure to comply with VII.B.1 or VII.B.2., or
 - 2) the appeal is withdrawn, or
 - 3) the Chancellor, in cases appealed to him, has rendered a decision.

C. Appellate Tribunal Composition and Duties

1. The Dean of Research and Graduate studies shall serve as the chairman of the appellate tribunal. As chairman, his duties will be to appoint one basic science faculty member and one doctoral candidate who, in the opinion of the chairman, can render an objective and unbiased decision.

D. Appellate Hearings

Appeals at each level shall be promptly and expeditiously heard. First, by the Dean of Research and Graduate studies. If necessary, additional appeals would be sequentially heard

by the Dean of the School of Medicine, Dean of Graduate Studies, Vice Chancellor for Health Sciences, Vice Chancellor for Academic Affairs, and the Chancellor.

1. The time set for each review shall be fixed by the reviewing tribunal after consultation with the parties to the appeal.
2. Scope of Review
 - a. Review by the appellate tribunal, when appeal is based upon violation of due process, shall be on the record made in the Committee of original jurisdiction with the addition of new testimony or statements relating to the alleged violation of due process by the accused, spokesmen for the Committee of original jurisdiction, and any other person having knowledge of the alleged violation.
 - b. Review by the appellate tribunal in all other cases shall be on the record made in the Committee of original jurisdiction.
 - c. The "record made in the Committee of original jurisdiction" means a tape recording or typed transcript of the hearing, except the deliberations of the Committee, and a copy of all documents and other writings introduced in evidence at the hearing.
 - d. The chair of the Committee shall be responsible for the preparation of the record of the hearing proceedings and, when a typed transcript is prepared, shall certify its completeness and accuracy.
3. Appellate Procedures
 - a. For appeals based upon alleged violation of due process:
 - 1) When the record of the proceedings of the Committee of original jurisdiction is a tape recording, the Committee hearing the case on appeal shall convene as a body at the time or in advance of the review hearing to hear the recording.
 - 2) The accused shall specify the ground(s) for appeal.
 - 3) The appellate tribunal may question the Attorney General, the presiding officer and/or other members of the convicting Committee, and any witness with knowledge of the alleged violation.
 - 4) The accused has the right to final summation.
 - 5) A majority vote of the appellate tribunal shall be required to reach a decision.
 - b. For all other appeals:
 - 1) When the record of the proceedings of the Committee of original jurisdiction is a tape recording, the Committee hearing the case on appeal shall convene as a body at the time of or in advance of the review hearing to hear the recording.
 - 2) The defendant shall specify the ground(s) for appeal.
 - 3) No additional testimony or other evidence is to be presented by the Attorney General or the accused.
 - 4) The Attorney General may argue against the appeal.
 - 5) The accused has the prerogative to final summation.
 - 6) A majority vote of the appellate tribunal shall be required to reach a decision.

4. Standard of Review and Powers of Decision
 - a. When an appeal is based on insufficient evidence, the appellate tribunal shall determine whether the evidence presented to the original Committee provides a reasonable basis for a finding of guilt based on clear and convincing evidence and shall, in accordance with its finding, sustain the conviction or dismiss the case.
 - b. When an appeal is based on severity of a recommended sentence, the appellate tribunal shall determine whether the evidence presented to the original Committee provides a reasonable basis for the sanction recommended. If a reasonable basis exists, the recommendation shall be sustained. If no reasonable basis exists, the appellate tribunal shall impose such lesser recommendation as it determines to be appropriate.
 - c. When the appeal is based on violation of due process, the accused shall present evidence that his or her basic rights were violated by the original Committee or by agents of the Attorney General. If, based on a preponderance of the evidence, the appellate tribunal finds that the accused student's rights prejudiced the outcome of the original hearing, and if so, shall remand the case for a new hearing. If the prejudice caused by the violation of due process cannot be eliminated through a new hearing, the appellate tribunal shall dismiss the case. If the appellate tribunal finds that the outcome of the trial was not prejudiced or that no violation of due process occurred, it shall sustain the decision of the Committee of original jurisdiction.

D. Administrative Review

As directed by the Board of Governors, it is the duty of the Chancellor to exercise full authority in the regulation of student affairs and in matters of student discipline. He is authorized to review any case arising from the campus judiciary and required to do so in any case appealed to him by an accused student after other appeal rights have been exhausted.

VIII. AMENDMENTS

- A. Amendments to this Instrument may be proposed by the Dean of Research and Graduate Studies, the Graduate Studies Committee or the Doctoral Student Council.
- B. Amendments will become effective when approved by the Doctoral Student Council, the Graduate Studies Committee and the Dean of Research and Graduate Studies.

APPENDIX A

RESPONSIBILITY OF THE FACULTY IN RELATION TO THE HONOR CODE

Academic work is a joint enterprise involving faculty and students. Both have a fundamental investment in the enterprise and both must share responsibility for ensuring its integrity. Therefore, the specific actions enumerated below are declared to be those which are included in, but do not exhaust the responsibility of the faculty in relation to the Honor Code.

1. To inform students at the beginning of each course and at other appropriate times that the Honor Code which prohibits giving or receiving unauthorized aid, is in effect. Where appropriate, a clear definition of plagiarism and a reminder of its consequences should be presented, and the extent of permissible collaboration among students in fulfilling academic requirements should be carefully explained.
2. To identify clearly in advance of any examination or other graded work the books, notes or other materials or aids which may be used. To inform students that materials or aids other than those identified cannot be used: and to require unauthorized materials or aids to be taken from the room or otherwise made less accessible before the work is undertaken.
3. To educate and advise students on the proper ethical conduct of scientific research and publication.
4. To take all reasonable steps consistent with existing physical classroom conditions- such as requiring students to sit in alternate seats- to reduce the possibility of cheating on graded work.
5. To exercise caution in the preparation, duplication and security of examinations (including make-up examinations) to ensure that students cannot easily gain improper advance knowledge of their contents.
6. To avoid, when possible, reuse of instructor-prepared examinations, in whole or in part, unless they are placed on reserve in the Library or otherwise made available to all students.
7. To exercise proper security in the distribution and collection of examination papers: and to be present in the classroom during an examination when the instructor believes that his presence is warranted or when circumstances, in his opinion, make his presence necessary.
8. To report to the Student Attorney General or the Dean of Graduate Studies any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. When possible, consultation with the student should precede reporting.
9. To cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and trial of any incident of alleged violation, including the giving of testimony when called upon.

Doctoral Student Honor Code Committee,
September, 1993.