



COLLEGE OF MEDICINE

THE UNIVERSITY OF TOLEDO

Medical Student Honor Code System and
Procedures Manual

The Honor Code Statement

Acknowledging that a physician is expected to adhere to the highest standards of honesty, integrity, and professionalism, I will strive to uphold these virtues and will neither cheat, deceive, or exploit others, nor tolerate those who do.

THE HONOR CODE AND SYSTEM

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In addition, the Medical Student Honor Committee (MSHC) greatly appreciates the examples of strong, robust Honor Systems found in graduate and undergraduate institutions throughout the country. In particular, this document would not have been possible without the ability to examine the Honor Policies of Loyola, Texas A&M, Vanderbilt, and the United States Military and Naval Academies. The authors would also be remiss to not specifically note the examples provided by the United States Military Academy's USCC PAM 632-1 The Honor Code and System, and USCC PAM 15-1 Honor Committee Procedures, which served as templates for this text.

FOREWORD

A Preamble on Honor

“A man has honor if he holds himself to an ideal of conduct though it is inconvenient, unprofitable, or dangerous to do so.”- Walter Lippmann, Devotional Address before Brigham Young University, October 23, 1984.

We, the medical students of The University of Toledo, recognize the absolute necessity for high standards of honor and ethical conduct to be associated with the medical profession. As we move through this transition from students to medical professionals, we must practice and prove ourselves to be capable of performing our quotidian activities with nothing but the highest standards of ethics and honor.

We, the medical students, understand that once we are medical professionals every decision we make will be scrutinized—but not without prejudice. Most honorable tasks performed will be noted but recorded as simply how it should have been. Conversely, dishonorable actions will breed distrust and cultivate a lack of faith between patients and those who care for them; without trust and faith there is no ability to deliver treatment, without ability to deliver treatment there is no means to heal, without means to heal there is no purpose for the medical profession.

Furthermore, we the students note that as we are connected by the field in which we will enter and more intimately by the school that delivers us there, we are each implicitly responsible for maintaining the highest reputation for ourselves as to not tarnish the reputation of those connected to us.

Thus having established honor as an absolute requirement for medicine and also our responsibility to one another, we the students move to ensure that each one of us who holds the degree of Doctor of Medicine from The University of Toledo will not receive such a degree without proving himself or herself to be an honorable person by meeting certain minimal set standards.

However, we the students remark that in setting these “minimal standards” of honor that the bar must be raised high—for in the field we enter, ignorance is never an excuse. We also recognize that these standards must be dynamic and able to adapt with time. For as the basic tenants of honor will never change, details addressed by our Honor System must always adapt to the current times to never render this document obsolete. We the students, *in fully taking responsibility for ourselves*, will always be the persons who regulate the contents of this document and enforce its associated policy. However, we will accept aid as needed from members of the faculty and administration as they will accept aid from us in setting and following the highest standards of excellence for themselves.

We the students observe that we are a diverse group with influences from many different cultures and backgrounds and as such we point out that whatever standards we set for ourselves regarding honor, these standards will supplement, not supplant, whatever personal codes we already abide by—religious, cultural, or otherwise. Additionally, nothing set forth in this document supersedes any policies, regulations, codes, statutes or laws that exist within the University of Toledo

Medical Center, The University of Toledo, the State of Ohio, federal jurisdictions, or at any other non-University of Toledo institution where we will participate as a medical student.

In final, we the students declare this Medical Student Honor Code to be our document, setting forth the minimum standards of honor to which every medical student will subscribe. Also this document will describe the ramifications for failing to meet these minimal standards, which we the students will also enforce.

Chapter 1: The Medical Student Honor Code

“If I lose my honour, I lose myself.” - William Shakespeare, Antony and Cleopatra, Act III.iv.

101. Why an Honor Code?

“It is something great and greatening to cherish an ideal; to act in the light of truth that is far-away and far above; to set aside the near advantage, the momentary pleasure ... and to act for remoter ends, for higher good, and for interests other than our own.” - Gen. Joshua Chamberlain, Dedication of monuments to Maine casualties, Gettysburg, PA, October 3, 1888.

In medicine, the lives of individuals are placed within the hands of physicians in the trust that we shall heal the injured and alleviate the suffering of the sick. Trust, therefore, is a requisite quality between every physician and their respective peers, patients, and coworkers. A physician who is deemed untrustworthy cannot be tolerated within the profession as the cost of such dishonesty is measured in the morbidity and mortality of those whom we have sworn to serve. The ability for The University of Toledo College of Medicine to train and develop new physicians thus requires honesty amongst its students.

Medicine as a profession has members who profess a commitment to society which in turn grants the autonomy of the profession in the practice and the privilege of self-regulation. This contract between professionals and society gives professionals considerable responsibility, prestige, and financial rewards, but in exchange demands that the profession’s members operate with the highest standards of morality and integrity. For us as future physicians to begin to understand this dynamic between society and our profession, we must accept the burden that comes with such responsibility. We choose to address this necessity with an Medical Student Honor Code.

102. Definition of a Profession

“Pro-fes-sion (prō-fēshən): An occupation whose core element is work, based on the mastery of a complex body of knowledge and skills. It is a vocation in which knowledge of some department of science or learning, or the practice of an art founded on it, is used in the service of others. Its members profess a commitment to competence, integrity, morality, altruism, and the promotion of the public good within their domain. These commitments form the basis of a social contract between a profession and society, which in return grants the profession autonomy in practice and the privilege of self-regulation. Professions and their members are accountable to those served and to society.” - Professionalism for Medicine: Opportunities and Obligations

103. Purpose and Goals of the Medical Student Honor Code

The purpose of the Medical Student Honor Code is to instill in future physicians a commitment to honorable living both within and outside the clinical environment. Likewise, it is desirable that medical students will strive to transcend the minimal standards set forth by the Medical

Student Honor Code and seek to commit to the broader ideals espoused by true professionals. The goals of the Medical Student Honor Code are as follows:

1. To foster an honorable environment within which medical students may learn the foundations of medicine.
2. To develop an understanding of the importance of honesty and integrity within the profession of medicine.
3. To inspire future physicians to adopt and maintain an honorable lifestyle throughout their careers.
4. To establish the minimal standard to which all medical students will adhere.

104. Stewardship of the Medical Student Honor Code

The Medical Student Honor Code belongs to the students of The University of Toledo College of Medicine. As such, the Medical Student Honor Code itself shall be handed down from class to class along with the inherent responsibility for the Medical Student Honor Code's administration. The Honor System, on the contrary, shall be in a state of continual scrutiny and improvement to assure that the spirit of the Medical Student Honor Code will be maintained. The Medical Student Honor Code itself will not be modified as these principles are deemed as being essential and unwavering in the practice of medicine. While the faculty provides an essential source of experience, the Medical Student Honor Code is student-owned and the Medical Student Honor Committee (MSHC) is entirely student-run. The MSHC does have the ability to appoint a faculty advisor as necessary.

105. Prohibitions of the Honor Code

In order for medical students to adhere to an Honor Code there must be a general description of what constitutes a violation of the Honor Code. In violating the Honor Code a medical student must commit one of the following actions: deceive, cheat, exploit others, or tolerate the deception, cheating, or exploitation of others by another medical student. These aforementioned violations must also involve the specific intent to achieve a particular wrongful purpose as defined by each offense. It is also important to note however, that an action not expressly prohibited by the Honor Code may still constitute unacceptable and unprofessional behavior.

Deception: Medical students violate the Honor Code by deceiving if they deliberately state an untruth to another person or a partial truth with the intent to mislead. The elements of deceiving are listed as follows:

1. That on a certain date a medical student made a certain statement.
 2. That said statement was false and the medical student knew it to be so.
 3. The medical student intended to mislead another person.
- **Philosophy Behind the Deception Clause:** The deception clause is necessary due to its impact upon the care of patients. Physicians who lie, mislead, or otherwise attempt to convey an untruth, jeopardize the welfare of patients because these actions erode the foundation of trust that forms the doctor-patient relationship.
 - **A Medical Student's Word and the Implications of a Signature:** A medical student's word is accepted without challenge until there is significant proof to believe otherwise. This basic fact is to be accepted in all forms of communication, either written or oral. An integral aspect to this concept lies in the implications of a

medical student's signature upon a document. When a medical student affixes one's signature or initials to a document, then he or she is making the statement that, to the best of his or her knowledge, the document is true and accurate. Consider the following three scenarios:

- A. An individual places one's initials on a sign-in sheet and promptly leaves a meeting such as grand rounds
- B. An individual places one's ID number on an exam that is not his or hers
- C. An individual places another person's signature or ID number for a mandatory meeting when that person is not present.

All parties involved in these scenarios may have violated the Honor Code if they are found to have deceived others by making them believe that at least one party was present when, in actuality, at least one party was absent. . . .

- **Equivocation:** To equivocate means to make an expression or statement that is vague or ambiguous and thus be deliberately misleading. Equivocation usually occurs when a medical student tells either a literal truth or a "half-truth" with the intent to mislead another person. Equivocation constitutes deception under the Honor Code. An example of equivocation would be:

Dr. X: "Did you write a progress note on Patient Q [today]?"

Medical Student Y: "Yes [I wrote a progress note three weeks ago]."

- **Intoxication:** The voluntary state of being intoxicated does not necessarily excuse a medical student's actions. A medical student who voluntarily and willingly consumes a substance which may impair one's faculties for reason must also accept the consequences of what may transpire when one is under the influence of such substances.

- **Social Tact:** In certain situations it may be necessary to tell an untruth in order to spare another person's feelings. An example of social tact would be:

Medical Student X: "Do you like my new haircut?"

Medical Student Y: "Yes, it looks nice [when it actually looks terrible]."

Medical students must gain no personal advantage from acting with social tact in order for it to be permissible under the Honor Code.

Cheating: Medical students violate the Honor Code by cheating if they do work to obtain results which may give either themselves or others an unfair advantage. This work may include plagiarism, misrepresentation (failing to properly document the work of others), or using unauthorized resources (such as notes during an examination). The elements of cheating are listed as follows:

- That on a certain date a medical student did a certain act.
 - The medical student did so with the intent to gain an unfair advantage.
1. **Philosophy Behind the Cheating Clause:** Cheating is the very antithesis to the concepts of scholarship and learning. As such, cheating belittles that to which all medical students should be striving for: the advancement of one's knowledge and skills in order to heal the sick.
 2. **Scholarship and Proper Documentation:** When conducting research, a medical student must rely on outside sources of information in order to formulate his or her own ideas and concepts. With proper documentation, anyone who reads a medical student's work must be able to differentiate which ideas originated from the medical

student and which are attributable to other sources. These sources may include books, periodicals, papers, films, lectures, discussions, or the internet. The recommended source for what constitutes proper documentation will be APA. (2001). *Publication Manual of the American Psychological Association, 5th Edition*. Washington DC, American Psychological Association, or equally reputable source of academic documentation.

3. **Testing Situations:** The nature of medical school demands that a student's fund of knowledge be tested periodically to ensure that he or she has gained the requisite skills for advancement to the next level of training. Likewise, the use of such testing necessitates the ranking of students from highest to lowest. This invariably requires that testing be completed in a fair manner so that a medical student's class rank is indicative of one's testing performance. Intentional failure to stop working when instructed in a timed testing environment may, for example, constitute cheating as the medical student would have sought to gain an unfair advantage. In addition, no medical student may use any resources of information, whether written or electronic, during the test that are not available to the entire student body and sanctioned by the proctor or instructor; to do so would constitute cheating.

Exploitation of Others: Medical students violate the Honor Code by exploiting others if they use their position of trust and authority in order to gain a selfish or unfair advantage of a person or situation for personal gain. The elements of exploiting others are listed below:

1. That on a certain date a medical student did a certain act.
 2. This act involved the unprofessional use of sensitive information regarding another individual or the act involved leveraging one's position of authority.
 3. The medical student used information or authority for personal gain.
- **Philosophy Behind the Exploitation of Others Clause:** The practice of medicine involves the close examination of all aspects of an individual's life in order to ensure the proper care, management, and treatment of a patient. This information is not only personal, but also very sensitive. The potential exists that the revelation of such information outside of its medical necessity may have severe repercussions for a patient in his or her professional and personal life. Likewise, the knowledge of such information, in conjunction with the position of authority medical personnel possess, make patients particularly vulnerable to coercion or intimidation.
 - **Examples of Delicate Information or Abuse of Authority:** Personally sensitive information may include anything within the medical record such as diagnosis, clinical findings, or social/sexual history. The determining factor as to whether specific information is or is not considered "personal" lies within the perceptions of the patient. Abuse of one's authority can often be equally ambiguous. For example, a medical student working in the ER may choose to see the patient whom he or she thinks is particularly attractive while skipping over other patients who were supposed to be seen first. This act would be unprofessional, but not necessarily a violation of the Medical Student Honor Code. If the medical student, however, demanded the patient's phone number in exchange for seeing him or her sooner and thus shortening their ER stay, then the medical student is clearly exploiting this patient and may be in violation of the Medical Student Honor Code.
 - **The Medical Student Honor Code and HIPAA:** The exploitation of others clause must not be confused with the regulations established by the Health Insurance

Portability and Accountability Act (HIPAA). The release of personal information in and of itself is not considered a violation of the Medical Student Honor Code, while it would however, be in clear violation of the policies under HIPAA. In order for the use of HIPAA-sensitive information release to be a violation of the Medical Student Honor Code, the medical student must have used this information to achieve some degree of personal gain.

- Further information on HIPAA can be found through the US Department of Health and Human Services website at (<http://www.hhs.gov/ocr/hipaa/>), or the complete text of the law can be found under the Health Information Portability and Accountability Act of 1996, Public Law 104-191.

Toleration: Medical students may violate the Medical Student Honor Code by tolerating the dishonorable actions of others. A potential Honor Code violation, when witnessed, should be addressed. Proper action involves an approach for clarification. If the incident remains unresolved after this, the student must submit a report to the MSHC (Appendix A). A failure to submit a report constitutes toleration. The report must occur within a reasonable amount of time.

- **Philosophy Behind the Non-Toleration Clause:** The profession of medicine requires that physicians display moral courage under difficult situations. This dictates that a physician's allegiance be pledged to the patients under their care and not to their professional peers. The toleration clause is without question the most demanding aspect of the Medical Student Honor Code as it forces medical students to deal with the actions of another person which cannot be controlled. However, the toleration clause places the Honor Code directly into the hands of the medical student body and without it, makes honor impossible to uphold.
- **Reasons Medical Students Tolerate:** Toleration of another person's actions which may be in violation of the Honor Code usually stems from one of the following reasons:
 - A. Peer Pressure.
 - B. Reluctance to report an incident which may lead to undesirable consequences for another medical student.
 - C. Rationalizing misplaced loyalties.
- **Responses to Toleration Rationale:** The Medical Student Honor Code System, having been created and written by medical students, attempts to address valid student concerns about toleration. As per the list above:
 - A. The system is student centered and controlled. An incident would only be considered through the Honor System if a medical student thought that honor was involved (i.e. cheating, deception, exploitation of others).
 - B. The system is designed to be rehabilitative and is designed to help us individually and collectively to become more honorable. It is designed to facilitate growth as opposed to being solely punitive. The rehabilitative responses to honor violations allow students to focus on helping themselves or their peers.
 - C. Given the rehabilitative nature of the system, any loyalty to a peer is only enhanced by acting honorably. In this case, not tolerating a fellow student's potentially dishonorable behavior is honorable and helps that student learn

honor and its importance. Also, bear in mind that completion of honor education leads to upholding the honor code.

106. Regulations and the Medical Student Honor Code

The University of Toledo and the College of Medicine retain all rights afforded under policies and rules applicable to students. As such, violations of regulations – either those put forth by the College of Medicine or lawful directions by faculty- while unprofessional, do not necessarily breach the Honor Code itself. However, there may be conditions in which regulatory violations or breaches of professionalism lead to a subsequent infraction of the Honor Code. For example, if a medical student does not appear for his assigned hours during a clinical clerkship, then he or she has committed a regulatory violation. However, if the medical student were to then lie about why he or she was not present for his or her clinical duties, then an Honor Code violation may have occurred. These two actions are entirely distinct, and may lead to investigation under both systems. It must be remembered that although a distinction is drawn between both regulatory and Honor Code violations, regulatory violations may still be unethical and thus reflect negatively on the entire student body.

In addition, it must be clear that the standards set forth by the Honor Code must not be used against medical students by those in positions of authority who do not fall under the enforcement of the Medical Student Honor Committee (MSHC). For example, an attending physician cannot ask a medical student if he or she has completed a task when the attending physician already knows the answer and is seeking to “trap” the medical student into committing a violation of the Honor Code. Such actions trivialize the Honor Code and serve only to reduce the Honor Code to its lowest common denominator. It must be made readily known therefore, that supervisors need to be aware of the questions they ask subordinates and that medical students may always ask for clarification of any question prior to answering.

CHAPTER 2: The Medical Student Honor System Responsibilities and Organization

201. The Medical Student Honor Committee (MSHC)

The responsibility for insuring that the Honor Code is upheld lies within each student in the College of Medicine. The medical student body will however, elect a Medical Student Honor Committee to directly oversee and supervise the administration of the Honor Code. Specific responsibilities include:

1. First and foremost: Providing a mechanism through which the medical student body may address concerns regarding Honor. The MSHC serves the student body as it (the student body) ultimately decides what is or is not worthy of attention in matters of honor.
2. Supervising and administration of the Honor System.
3. Representing the best interests of the medical student body in matters regarding Honor.
4. Processing alleged violations of the Honor Code with a thorough and objective investigation followed by a fair and impartial hearing.
5. Promoting an environment that will support the Honor Code and Honor System.
6. Monitoring the Honor Mentorship Program.

The composition of the Medical Student Honor Committee is as follows:

1. 7 Voting Members: Comprised of three 4th Year students, three 3rd Year students, and one 2nd Year student (who serves on a rotating basis with the 2nd Year students tasked with the role of Student Advisor).
2. Student Advisors: Two 2nd Year students shall serve as advisors for both the alleged Honor violator and the accuser on a rotating basis among the three 2nd Year students.
3. 6 Non-Voting Members: Comprised of six 1st Year students.

202. Individual Responsibilities

1. **Medical Student Honor Committee Chair** (4th Year Student): The Chair is the senior medical student responsible for everything the MSHC does or fails to do. The Chair coordinates and supervises all aspects of the Honor System and the general functioning of the Medical Student Honor Committee. Specific duties include:
 - A. Advise the University President as well as the Dean of the College of Medicine on all matters pertaining to the Honor Code and System.
 - B. Set the Medical Student Honor Committee's vision and goals for the upcoming year.
 - C. Act as the official spokesperson of the Medical Student Honor Committee.
 - D. Preside at all MSHC proceedings.
 - E. Coordinate with the elected student body leadership to update the medical student body on any issues pertaining to the Honor Code and the Honor System.
 - F. Ensure the education and training of all newly elected members of the Medical Student Honor Committee.
 - G. Maintain a continuity file to assist in the education of the Chair-elect.

2. **Vice Chair for Investigations** (4th Year Student): The Vice Chair for Investigations supervises all Medical Student Honor Committee investigations of suspected violations of the Honor Code. Specific duties include:
 - A. Ensure all Honor Code investigations are performed in a professional manner and in accordance with this document.
 - B. Maintain control of all sensitive documents pertaining to cases under investigation.
 - C. Provide the Dean of the College of Medicine a memorandum outlining the deciding factors in whether an individual was decided as either being found or unfound of an Honor Code violation.
 - D. Maintain a continuity file to assist in the education of the future Vice Chair for Investigations.
 - E. Perform any other duties so designated by the Chair.
3. **Medical Student Honor Committee Secretary** (4th Year Student): The Secretary is responsible for coordinating all Honor Hearings and ensuring their complete documentation. Specific duties include:
 - A. Maintain a file of all case summaries and related communications.
 - B. Perform administrative functions in support of the MSHC.
 - C. Keep record of all sessions of Honor Hearings.
 - D. Serve individuals suspected of an Honor Code violation with written notification via the Honor Hearing Notification Form (Appendix B).
 - E. Notify all witnesses of the upcoming Honor Hearing.
 - F. Ensure all Honor Hearings are conducted in a professional manner and in accordance with this document.
 - G. Maintain statistical data on the results of all MSHC findings to include the MSHC Library and Honor Record.
 - H. Perform any other duties as designated by the Chair.
4. **Deputy Vice Chair for Investigations** (3rd Year Student): Under the direct supervision of the Vice Chair for Investigations, the Deputy Vice Chair for Investigations assists in the investigative process as outlined in this document. Specific duties include:
 - A. Maintain a record of past and current cases.
 - B. Coordinate the collection of witness statements and other evidence.
 - C. Perform other duties as designated by the Vice Chair for Investigations.
5. **Deputy Secretary** (3rd Year Student): Under the direct supervision of the Secretary, assists in the coordination of all Honor Hearings. Specific duties include:
 - A. Perform administrative functions in support of Honor Hearings.
 - B. Determine the location of all Honor Hearings.
 - C. Perform other duties as designated by the Secretary.
6. **Deputy for Special Projects** (3rd Year Student): Under the direct Supervision of the Chair, the Deputy for Special Projects is responsible for any issues relating to the functioning of the Honor System. Specific duties include:
 - A. Serve as the liaison between the MSHC and the Honor Mentorship Program.
 - B. Coordinate with course directors and curriculum committees to ensure that honor education is included within the medical curriculum.
 - C. Determine the standard reference for student documentation of written work. The initial source for what constitutes proper documentation will be APA. (2001).

Publication Manual of the American Psychological Association, 5th Edition.
Washington DC, American Psychological Association.

- D. Perform other duties as designated by the Chair.
7. **Voting MSHC Members** (2nd Year Students): Under direct guidance from the Chair, Voting MSHC Members observe and learn the roles of their 3rd and 4th Year Committee Members. The 2nd Year students will serve on a rotating basis as either Student Advisor (on behalf of the accuser and the accused), or as a voting member of the Committee.
 8. **Non-Voting Committee Members** (1st Year Students): Under direct guidance from the Vice Chair for Investigations and the Deputy Vice Chair for Investigations, the Non-Voting Committee Members assist in the direct collection of witness statements and other evidence to be used in the Honor Hearing.

203. MSHC Member Qualifications

Due to the enormous responsibility placed upon those on the Medical Student Honor Committee, members must meet prerequisite qualifications to ensure that they can perform their duties on the committee as well as fulfill their academic commitments. In order to be eligible for service on the Medical Student Honor Committee one must be a medical student at The University of Toledo College of Medicine.

Medical Students are ineligible for service on the MSHC if they:

1. Have been found to have violated the Honor Code and have not successfully completed the Honor Mentorship Program.
2. Have failed to pass a core academic course within the previous year.
3. Are undergoing review for possible dismissal for any reason.
4. In the case of academic probation or concerns with academic performance, a discussion needs to occur with the Associate Dean for Student Affairs regarding individual situations. The member of the MSHC in question is responsible for bringing such matters to the attention of the Chair if there will be difficulty in completing responsibilities; otherwise, the Chair has no authority to obtain such information. Academic matters are first and foremost, but they are private.

Stipulations:

1. The Chair of the MSHC must be a fourth-year medical student in the second year of clinical clerkships.
2. Any individual can serve on the MSHC for a maximum period of four years. In all cases, service must be in four consecutive years.
3. A student running for permanent election (a second year position) need not have served in a first year capacity (though such service would be helpful).
4. First year members of the MSHC may hold leadership positions in other clubs or groups; however, permanent election during the second year requires that a member hold no leadership position in another College organization. Refer to section 905 of this document.

Procedures for Special Situations:

- A special situation as described here involves a deviation from the standard medical school four-year track for a member of the MSHC. These special situations must be addressed by the MSHC and decided on a case-by-case basis. Such situations include but are not limited to fellowships, multiple degree programs, or academic leave circumstances. Whether a member remains an active MSHC member is decided by secret internal ballot with all members voting except the member in question. A simple majority is required to discharge a member in these cases. In the case of a tie, the member remains. This process occurs at the onset of the precipitating event.
- If any member is lost for any reason, the open position shall be filled internally by a member from the lower class rank through an internal election. Specific examples follow:
 - A. First year lost: No specific positions exist for these members. An excess already exists given that 6 positions are available with 3 to remain for the second year. No new first year class representatives need be elected given the election that occurs at the beginning of the second year.
 - B. Second year lost: First year members indicate interest in filling the open position. An internal election is held to fill the role of the second year for the remainder of the academic year. A class election is held within the second year class as soon as possible to fill the third year position that will be vacant for the next academic year. This elected student will serve in the capacity of a first year and as a rising third year for the remainder of the academic year. The de facto second year is treated as a first year for the election to select permanent members at start of the next academic year and, if elected, will serve normally as a second year.
 - C. Third year lost: Second year members indicate interest in filling the open position. An internal election is held to fill the role of the third year for the remainder of the academic year. A third year class election is held as soon as possible to fill the fourth year position that will be vacant for the next academic year. This elected student will serve in a first year capacity and as a rising fourth year for the remainder of the academic year. The de facto third year is treated as a second year at the end of the academic year and will serve normally as a third year in the next academic cycle. The second year opening will be filled as per the rules stated above for a lost second year; however, no replacement need be elected from the second year class (as this second year member is not lost).
 - D. Fourth year lost: Third year members indicate interest in the open position. An internal election is held to fill the role of the fourth year for the remainder of the academic year. The de facto fourth year is treated as a third year at the end of the academic year and will serve normally as a fourth year in the next academic cycle. The lower year openings will be filled as per the rules stated above for a lost third year.

CHAPTER 3: Honor Education

“Honor lies in honest toil.” -Grover Cleveland, in his acceptance letter for the Democratic Party Presidential nomination, August 18, 1884.

301. General

Honor Education is a critical aspect of the Honor System and in fostering the spirit of the Honor Code amongst the medical student body. Honor Education must be a coordinated effort in which the discussion of Honor is acknowledged in all aspects of medical education at The University of Toledo College of Medicine. Under the direction of the Deputy for Special Projects, the MSHC will ensure that the courses dealing specifically with professionalism at The University of Toledo College of Medicine (i.e. Fundamentals of Clinical Practice, Integrative Pathophysiology, and Medical Ethics) include topics relevant to the Honor Code and System.

302. Initial Focus

During the first and second years of education at The University of Toledo College of Medicine, it is expected that medical students are provided an understanding of the Honor Code and Honor System so they may not fear these institutions, but rather gain an appreciation of how they directly relate to the development of a professional physician.

303. Broader Context

During the third and fourth years of medical education, it is expected that the Honor Education Program focuses on the practical application of honorable living within the profession of medicine. This process will seek to inspire medical students with an awareness of their own personal values and beliefs that will guide their future actions as physicians. This instruction must expose medical students to the moral / ethical dilemmas that may be encountered in the caring of the sick. It is imperative that above all else, medical students must be instilled with the necessary understanding that each physician must always seek to do the honorable action, even when this action may go completely unnoticed.

CHAPTER 4: Introduction to MSHC Procedures

“Rather fail with honor than succeed by fraud”- Sophocles, attributed.

401. Overview

All medical students at The University of Toledo College of Medicine share in the responsibility for the proper processing of Honor violations. The most important of these is approaching an individual suspected of an Honor violation and asking for clarification at the moment of a perceived violation. If following the clarification the observer believes a violation of the Honor Code has occurred, the observer must then report the matter to the MSHC. The MSHC will investigate the alleged violation of the Honor Code and determine whether the evidence supports or disproves an Honor violation during an Honor Hearing. The MSHC will then determine if the student in question is found or unfound of an Honor violation and present their verdict to the medical student. In found cases, the MSHC punitive action will be communicated to the student. It is important to note that only fellow medical students may bring a case to the attention of the MSHC.

402. Approach for Clarification

The approach for clarification is the initial process by which a medical student (an observer) who believes a medical student may have committed an Honor violation should respond. The intent of this process is to determine if a simple misunderstanding may be responsible for creating the perception that a Honor violation may have occurred. This process supports the notion that an individual must always be presumed innocent of a suspected infraction. While approaching an individual for clarification is difficult, this duty is an essential aspect in the development of a professional. When approaching an individual for clarification, the observer shall use a non-accusatory tone to suggest that a suspected action was perceived to be improper and a potential Honor violation. The observer must then give the medical student an opportunity to fully explain the situation. After conducting the approach for clarification, the observer must take the following actions based upon the outcome:

1. Satisfactory Resolution: If the observer concludes that based upon the clarification a violation did not occur, the observer will take no further action.
2. Unsatisfactory Resolution: If the observer suspects an Honor violation following the individual’s explanation, the observer must submit Appendix A to the MSHC. The individual in question may take various actions as listed in 403 of this document. The report of any potential Honor violation must be documented by the contacted member of the MSHC and forwarded to the Chair of the Medical Student Honor Committee in order to initiate the investigative process. It is appropriate to fill out Appendix A electronically and send it via email to a MSHC member. However, submitting via email requires that a written signature be affixed to Appendix A at a later date as well as a note made that it was submitted electronically on a particular date. It is NOT appropriate to submit Appendix A to the MSHC mailbox, as this may unnecessarily delay the investigative process.
3. No Honor accusation may be made anonymously. This is because any accused has the right to know one’s accuser. Should an observer for some reason be unable to approach

an individual for clarification, then he or she must indicate in writing why they were unable to do so on the Honor Incident Report Form (Appendix A).

403. Hearing Divisions and Case Types

Hearing Divisions:

- **Event Portion:** This is the portion of the hearing that determines whether or not the alleged event actually occurred. The event portion can end when the accused admits to the event or when a motion passes to conclude the event portion. A vote is then called for a found or unfound decision regarding the event. If found, the honor portion follows. If unfound, the hearing ends. This vote requires a simple majority for a found decision.
- **Honor Portion:** This is the portion of the hearing that determines whether or not the event as it occurred involved a violation of the Medical Student Honor Code. Statements may be heard from both the accused and the accuser. This portion and, thus, the hearing can end when a motion passes to conclude the honor portion. A vote is then called for a found or unfound decision regarding the accused having violated the Honor Code via the event. This vote requires a simple majority for a found decision.
- In both portions, only the 7 voting members are involved in votes. If a student is found of having committed an Honor Code violation, then all members are involved in deciding upon the consequences. See Section 603.11 of this document for details.

There are three possible categories of submission of cases:

- **Self-reported** is defined as submitting Appendix A relating to one's own action, believing it to be an Honor Code violation. The submission must occur before any notice is received from the MSHC relating to one's actions. This leads to a hearing involving only the honor portion. This is necessarily a closed hearing except in extreme cases at the discretion of the Chair. This procedure is detailed in section 604.
- **Admitted** is defined as agreeing that an event occurred as stated by the accuser in Appendix A. This can occur at any time before the event portion is complete (and will result in the end of the event portion of the hearing). This will necessarily be an open hearing.
- **Contested** is defined as disagreeing with the event as described by the accuser. This leads to a full hearing (both portions). This will necessarily be open.
- In all cases, whether or not an event was a violation of the Honor Code will be determined by the MSHC.

404. Honor Case Processing Procedure

Honor case processing will consist of three phases: Investigation, Honor Hearings, and Post Hearing Procedure. The processing time for an Honor Case from start to finish will not exceed thirty days in duration. If for some reason the MSHC is unable to assemble a Hearing within the thirty day period, the Chair may authorize an extension for up to 14 days. The Chair may make as many extensions as necessary, but must re-authorize the extension after each 14 day period. It is the responsibility of each member of the MSHC to adhere to the initial thirty day period as much as possible in order to acknowledge the fact that justice delayed is justice denied.

Throughout this document, time limits (i.e. 14 days, 72 hours) are mentioned. These are not to be taken as exact deadlines, where a time of 15 days invalidates the proceedings. They serve as guidelines and can be extended at the MSHC's discretion with justification. In addition, deadlines listed for students in approaching for clarification (for example) are also not to be used as cause for invalidating a case.

CHAPTER 5: Investigative Procedures

“The high-minded man must care more for the truth than for what people think”- Aristotle, attributed.

501. Overview

The investigative procedures of the Honor System are designed to collect all the facts concerning a possible violation of the Medical Student Honor Code by thoroughly reviewing the alleged incident. Once an Event has been brought to the attention of the MSHC through the submission of an Honor Incident Report Form (Appendix A), The Chair of the MSHC will instruct the Vice Chair for Investigations and his or her Deputy to begin the investigation process. The Vice Chair for Investigations must assemble an investigative team, collect all pertinent evidence, and be prepared to deliver findings before an Honor Hearing within 14 days of the initial report of the suspected violation.

502. Notification of the Medical Student Under Inquiry

Within 24 hours of the Chair becoming aware of a possible Honor violation, the MSHC Secretary is responsible for notifying the medical student under inquiry of the following (via the Honor Hearing Notification Form [Appendix B]):

1. The medical student under inquiry will be informed of his or her right to remain silent, to consult with a Student Advisor before all proceedings, to call witnesses on their behalf, to object to evidence, to appear personally and be present during open sessions of all hearings, to question all witnesses against them, to obtain copies of all investigative reports, to bring matters to the attention of the Chair in writing if he or she perceives anything as unfair, to make an opening and closing statement before the MSHC, and to choose his or her Student Advisor from those named on Appendix B.
2. The medical student under inquiry will be informed of his or her responsibility to submit the names of witness he or she wants to testify on his or her behalf to the Vice Chair for Investigations, to ensure that the requested witnesses are present on the day of the Honor Hearing, and to submit a written notice of admission to the event in question to the Chair if he or she chooses to admit to the Event.

503. The Investigative Team

The Investigative Team is headed by the Vice Chair for Investigations. The members of the Investigative Team will be composed of the Deputy Vice Chair for Investigations as well as the non-voting members (i.e. 1st Year Students) of the MSHC. The purpose of the Investigative Team is to perform a thorough and complete review of the case to collect all of the necessary information for an Honor Hearing. Specific duties of the Investigative Team include:

1. The Vice Chair for Investigations reviews the allegation. The Vice Chair then composes a list of all individuals who are to be questioned and whose statements must be recorded as well as any pertinent evidence which must be secured. This list is forwarded to the Deputy Vice Chair for Investigations.

2. The Deputy Vice Chair for Investigations assigns the non-voting MSHC Members (1st Year Students) to interview those persons who are pertinent to the investigation and collect any physical evidence. The non-voting members must record their interviews in detail and submit a written record of the interview to the Deputy Vice Chair within 7 days of the initial report of the suspected Honor violation.
3. The Deputy Vice Chair for Investigations compiles all the interviews and evidence and ensures the security and privacy of this information until all of the non-voting members have completed their tasks. The Deputy Vice Chair then forwards this information to the Vice Chair for Investigations by the seventh day from the initial report of the suspected Honor Code violation.
4. The Vice Chair for Investigations will review all of the information and present it to the Chair to ensure that all evidence has not been manipulated and has been collected in an appropriate manner. The Vice Chair will ensure that no other pertinent information is required for inclusion into the case. The Vice Chair will then present the collected evidence to the Student Advisors within 10 days of the initial report of the suspected Honor violation.
5. The Vice Chair for Investigations will notify the Chair of the MSHC when the investigation process is complete. Once receiving this notification, the Chair will call for an Honor Hearing to be held.

CHAPTER 6: Hearings

601. Overview

The Medical Student Honor Committee Hearing is an administrative procedure, convened by the Chair of the Medical Student Honor Committee, which hears all of the evidence concerning the alleged violation. The Hearing will consist of all members of the Medical Student Honor Committee, 7 of which are voting members. Hearings may or may not be open to the student body and all proceedings will be recorded and documented (see section 403 for a further information on hearing types). The purpose of the Honor Hearing is as follows:

1. To determine whether an alleged Event occurred.
2. If the event occurred, to determine whether the Medical Student Honor Code has been violated.
3. If a violation has occurred, to inform the medical student and provide him or her with a decision regarding punitive action for the Honor Code violation.
4. The Medical Student Conduct and Ethics Committee will be informed of such and will be provided with the student's name, a short 1-2 sentence description of the violation and the decisions reached by the MSHC regarding the punitive actions.

602. Roles of the Hearing Personnel

MSHC members will hear all the facts of the case. They may ask questions of the witnesses to clarify and understand the circumstances surrounding the Event. After hearing all of the evidence, the voting members of the Medical Student Honor Committee will deliberate and vote on whether or not the event occurred and whether or not it was a violation of the Honor Code. Refer to section 403 of this document for details. A found vote by at least four of the seven voting members is required to find the medical student in violation of the Honor Code. Following a found decision, the MSHC will provide the student with its decision in writing regarding necessary actions to be undertaken by the student in order that honor be restored to the student, to the medical student community, and to the profession.

1. **Honor Committee Chair:** The Chair orchestrates the Honor Hearing and provides leadership to the members of the Medical Student Honor Committee. Duties of the Chair during an Honor Hearing include:
 - A. Reviews all investigation materials received from the Vice Chair of Investigations prior to the Honor Hearing.
 - B. Ensures the MSHC is properly constituted.
 - C. Rules on all objections raised by the accused.
 - D. Rules on any challenges, procedural, or evidentiary matters.
 - E. Directs the appearance of witnesses scheduled to testify.
 - F. Recognizes Student MSHC Members who raise questions.
2. **Student Advisor:** Two 2nd Year medical students shall serve as procedural advisors, one for the accused and one for the accuser. They do not take sides or interact with the MSHC voting members on behalf of the student (they are not lawyers or representatives). They will provide information about what is to ensue and how best

to prepare. In this capacity, they will not present the case as a surrogate for the student, except in those cases where it is requested and there is no feasible alternative. As part of this position, they should not confer with other members of the committee aside from questions of procedure and the rules of doctor-patient confidentiality could apply. At the beginning of each academic year, one of the second-year students will be randomly chosen to serve as a voting member on the next hearing committee. The voting member's identity will cycle alphabetically with each case, and the two non-voting members will be available to serve as student advisors. The accused student will have the right to select their advisor from the two options, with the last serving to advise the accuser. Ideally, the interaction between a student and an advisor could occur with any one of the MSHC members.

603. Rules for Conducting Honor Hearing Proceedings

1. **Oaths:** An oath is solemn promise made regarding a person's future acts or behavior. The Chair shall administer an oath to the MSHC members present at the beginning of the Honor Hearing. The Chair will also administer an oath to any witnesses prior to testimony. The oath shall be as follows:
 - Oath Administrator: "I pledge on my Honor to seek, uphold, and speak the truth to the best of my knowledge. Do you pledge on your Honor to seek, uphold, and speak the truth to the best of your knowledge?"
 - Person Receiving the Oath: "I do."
2. **Proof of Fact:** The methods used for proving or disproving facts and circumstances relevant to the matter under investigation are usually through the use of evidence. Evidence may be classified as either: real evidence, documentary evidence, testimony or statements by witnesses, and matters of official notice that may be taken without proof.
 - A. Real Evidence: A tangible object that is material and relevant to the subject of inquiry.
 - B. Documentary Evidence: Records, reports, letters, and other printed or electronic matter that indicate the existence or non-existence of fact.
 - C. Testimony or Statements of Witnesses: Oral or written accounts of matters within the personal knowledge of individuals. Individuals qualified to do so based upon their own skills or personal observation may provide opinion evidence.
 - D. Official Notice: Some facts are of such common knowledge that there is no need to obtain specific evidence to prove them.
3. **Witnesses:** The Medical Student Honor Committee does not have the power to subpoena witnesses to appear or testify at an Honor Hearing. The Vice Chair for Investigations will ensure that witnesses are informed of the nature of the investigation before taking a statement or testimony. The Chair will protect all witnesses from improper questions, harsh or insulting treatment, and unnecessary inquiry into private affairs. Witnesses may not be present as spectators during the Honor Hearing.
4. **Taking Testimony or Statements:** The MSHC will normally elicit witness testimony through questions and answers. However, the Chair may permit a witness to confirm

- a prior written statement in order to conserve time. The witness may still be subject to questioning regarding the content of their statement.
5. **Observers:** Honor Hearings will be closed to the public at large. However, all hearings shall be open to medical students in the College of Medicine. Refer to section 403 for details about open and closed hearings.
 6. **Rules of Evidence:** The MSHC may accept any evidence which, they deem relevant and material to whether the alleged medical student committed the alleged Honor violation.
 - A. **Circumstantial Evidence:** Members of the MSHC may use circumstantial evidence to infer facts. Circumstantial evidence is evidence that tends to prove a factual matter by proving other events or circumstances from which the occurrence of the matter at issue can be reasonably inferred.
 - B. **Limitations:** The MSHC may not accept the following as evidence: privileged communication (i.e. spousal communication), self-incrimination, involuntary admissions (i.e. admissions of guilt made under coercion), or evidence gained via unlawful searches.
 7. **Ruling on Procedural Matters:** The Chair will make all rulings on procedural matters such as challenges, motions, introduction of evidence, and delays. Procedural errors will not invalidate the proceeding or any action based on it, unless the medical student under inquiry can demonstrate that the error has made a material, adverse effect on the Hearing itself.
 8. **Testimony Conclusion:** At the conclusion of the Honor Hearing, the Chair shall issue appropriate instructions and guidance to MSHC members. The voting members will thereafter enter closed deliberations. After the hearing has been closed for deliberations, the MSHC will receive no further evidence but the Chair may provide further instructions to the members of the MSHC.
 9. **Deliberation and Findings:** After receiving all of the evidence and testimony, the MSHC will determine whether sufficient evidence exists to support a finding that the medical student under inquiry violated the Honor Code. The medical student under inquiry must have committed the following: the alleged act – having required the specific intent at the time the act was committed, or tolerated a violation of the Honor Code by a fellow medical student. **A finding that the medical student under inquiry violated the Honor Code must be supported by a greater weight of evidence than supports a contrary conclusion.** Voting members of the MSHC shall vote by secret ballot. The finding of a violation of the Honor Code requires an affirmative vote by 4 of the 7 voting members.
 10. **Punitive Action Decision:** After the announcement of the findings, the medical student under inquiry may address the MSHC. This gives the MSHC the ability to assess the medical student's resolve to live honorably in the future. The medical student under inquiry may also present character witnesses. These witnesses may be any individual whom the medical student under inquiry feels may provide valuable insight to the MSHC as to that individual's character. All members of the MSHC will decide what punitive actions are to be delivered to the student. The members of the MSHC must be in unanimous agreement concerning this decision.

604. Medical Student Self-Reported Procedure

This is a modified version of an Honor Hearing which involves only the honor portion and is designed for medical students who self-report. Self-reported cases will not be open to the medical student body and will be conducted in closed session except in extreme cases at the discretion of the Chair.

Procedure: The Chair shall oversee the closed hearing. The MSHC members shall hear the admission to the violation of the Honor Code. The medical student under inquiry may then have character witnesses testify before the committee. MSHC members may also be permitted to question the medical student under inquiry. Otherwise, voting and consequence procedures are unchanged from a standard hearing. It is also important to remember that a self-reported case still involves a vote for found or unfound in violation of the Honor Code.

CHAPTER 7: Post-Hearing Procedures

“Ability without honor is useless.”- Marcus Turcius Cicero, speaking before the Roman Senate, attributed.

701. Overview

The Medical Student Honor System does not conclude with the Honor Hearing. This chapter will outline the procedural guidelines for the post-hearing processing of Honor Hearings.

702. Procedures Immediately Following an Honor Hearing

1. Inform the medical student of his or her status. If the medical student is not found to have committed a violation of the Honor Code, then the only further action that is required is to discuss with the medical student their experience throughout the investigation and hearing. If the medical student is found to have violated the Honor Code, the medical student will be informed of such.
2. The MSHC Secretary and the Deputy Secretary must submit a written record of the Honor Hearing along with the subsequent findings and recommendations to the MSHC Chair within 7 days from the conclusion of the Honor Hearing.
3. The MSHC Secretary will keep a written record of the Honor Hearing along with the subsequent findings and decisions in a MSHC Library available only to sitting members of the MSHC. This library of previous cases will be used solely for determining precedent established during previous Honor Hearings.
4. The MSHC Secretary will maintain an Honor Record which will be kept on file in the Office of Student Life and may be signed-out to any member of the medical student body. The Honor Record will be updated within 24 hours of any Honor Hearing and will state the accusation made and the outcome of MSHC’s deliberations.

703. Involvement of the Medical Student Conduct and Ethics Committee

Specific situations warrant the involvement of the Medical Student Conduct and Ethics Committee.

- Not found in violation of the Honor Code: The case does not proceed to the Student Conduct and Ethics Committee in any form.
- Found in violation of the Honor Code without separation: The case does not proceed to the Student Conduct and Ethics Committee except in cases of non-compliance (explained below) except in the form of a short case report.
- Found in violation of the Honor Code with separation: If the accused fulfills the punitive action – and therefore demonstrates compliance – the case proceeds to the Student Conduct and Ethics Committee only as a short case report. In cases of non-compliance, all information regarding the case is forwarded for action. If the Medical Student Conduct and Ethics Committee does not corroborate the decision, the MSHC has the right to appeal to the Dean of the College of Medicine..
- Non-compliance: In cases where there is any lack of compliance on the part of a student found of having violated the honor code and referred to the Honor Mentorship

Program, the case will be forwarded to the Medical Student Conduct and Ethics Committee. In cases where a student does not appear as requested before the MSHC, except in cases of illness or emergency, hearings will proceed and a decision will still be made in the student's absence. If this results in a found decision, the case will automatically be forwarded in its entirety to the Medical Student Conduct and Ethics Committee.

- Corroboration: Any correspondence with the Medical Student Conduct and Ethics Committee requires a response of corroborated or not corroborated. This does not apply to short case reports which do not require action on the part of the Medical Student Conduct and Ethics Committee. Non-corroborated decisions may be appealed to the Dean of the College of Medicine by the MSHC.
- All case records are kept by the MSHC in the library accessible only to sitting MSHC members.

CHAPTER 8: Consequences for Honor Violations

801. Overview

The MSHC may decide from three options for punitive action in response to violations of the Honor Code. The first option is to enroll the medical student into the Honor Mentorship Program. The second option is to dismiss the medical student from the College of Medicine (requiring re-application to return). The third option is a combination of both temporary separation (e.g. clerkship, semester, year) and enrollment into the Honor Mentorship Program.

802. Separation/Dismissal

Separation is reserved for the most egregious of Honor violations. It must be demanded that expectations of medical students rise over their tenure at the College of Medicine. The MSHC may elect to separate a medical student for any period of time. This period of separation may be for a clerkship, a semester, a year, or permanently. The period of separation must be in relation to the Honor infraction committed and is intended to be used by the medical student under inquiry as a period of self-reflection. Following the period of separation, the medical student is returned to full status or may elect to re-apply to the College of Medicine if the medical student had been permanently separated.

803. The Honor Mentorship Program

The philosophy behind the Honor Mentorship Program is that medical students are not expected to have fully completed their moral / ethical development prior to arrival at medical school. The MSHC therefore may exercise discretion for medical students whose past performance and future potential indicate that they deserve an opportunity to grow and learn from their mistakes.

1. Admission: The first step of this restorative program is to identify and understand the problems that led to the Honor infraction. The medical student must address the character flaws that led to a violation of the Honor Code. Examples of such flaws include: misplaced loyalties, poor time management, poor decision making, unwillingness to admit failure, inability to take responsibility for one's own actions, etc.
2. Reflection: Throughout the Mentorship Program the medical student should reflect upon their individual thought processes during times of moral decision making. This should help the medical student notice certain patterns of behavior which are incongruent with the Medical Student Honor Code.
3. Rehabilitation: The mentored medical student must recognize dysfunctional habits and modify their behavior to correct those habits. As a vehicle for this process, the mentored medical student shall select a book from the Honor Reading List which he or she must complete over a 90-day period with their respective Honor Mentor. The medical student and mentor shall meet weekly to discuss the subject matter contained in the book of choice and complete a counseling session.
4. Restoration: The successful end state is the completion of the 90-day period with a corresponding confidence in both the Honor Mentor and the medical student that in

the future the medical student will choose to adhere to the Honor Code when faced with a moral or ethical decision.

804. Duties and Responsibilities in the Honor Mentorship Program

The mentored medical student must complete the following over the course of the 90-day mentorship period:

1. The medical student must keep a journal with weekly entries on the progress through the Mentorship Program.
2. The medical student must compose an XY case for use in future Honor Education. The XY case will describe the Honor infraction the medical student committed but instead of names of individuals involved, alphabetical letters will be used instead (See Appendix D).
3. The medical student must compose a summary essay that describes his or her developmental experience over the 90-day period.

The Honor Mentor must complete the following over the course of the 90-day mentorship period:

1. The Honor Mentor must counsel the medical student on a weekly basis.
2. The Honor Mentor must evaluate the medical student's XY case and summary essay.
3. The Honor Mentor must prepare a final report indicating that the MSHC may accept the medical student's successful completion of the Honor Mentorship Program.
- The MSHC is honored to call upon the experiences and expertise of faculty members who agree to mentor us and our fellow students.

All of the above listed documents must be provided in a portfolio within one week of the completion of the Honor Mentorship Program to the MSHC Library. The XY case may be used solely for Honor Education at the discretion of the medical student or upon that individual's removal or graduation from medical school.

CHAPTER 9: Internal Committee Procedures

901. Overview

The Medical Student Honor Committee is the organization charged with maintaining and enforcing the standards of the Honor Code through education, investigation, and administration. While all medical students are stewards of the Honor Code, the MSHC bear special responsibilities in the maintenance of the Honor System.

902. Line of Authority

The line of authority within the MSHC serves as an administrative reporting structure. The purpose of this relationship is to allow for smooth functioning and operation of the MSHC.

1. The Medical Student Honor Committee Line of Authority:
 - A. Honor Committee Chair
 - B. Vice Chair for Investigations
 - C. Honor Committee Secretary
 - D. Deputy Vice Chair for Investigations
 - E. Deputy Secretary
 - F. Deputy for Special Projects
 - G. 2nd Year Members
 - H. 1st Year Non-Voting Members

903. Elections

Elections for six 1st Year positions are to be held on an annual basis at a date as determined by the MSHC. All first year MSHC members must also be re-elected after one year in office. Following this second election, the medical students will be permanent members of the MSHC until their graduation from the College of Medicine or after four years of service, whichever comes first. Each student class will vote for class representation (i.e. 1st Year students will elect six persons to fill the 1st Year positions). Members of the elected MSHC will hold an internal vote to determine the positions of Chair, Vice Chair for Investigations, Secretary, Deputy Vice Chair for Investigations, Deputy Secretary, and Deputy for Special Projects. Refer to section 203 of this document for procedures regarding replacement of a lost MSHC member.

904. Removal of MSHC Members

Serving on the Medical Student Honor Committee is a charge of special trust and privilege which demands great responsibility. Therefore, either the student body or the MSHC may initiate a request for the review of a member's ability to serve based upon the following:

1. Poor Attitude: The Honor Representative has demonstrated an attitude of ambivalence toward the Honor Code, the Honor System, or the MSHC which is unbecoming of a class representative. This may be through words, actions, or both.

2. Dereliction of Duties: The Honor Representative has been derelict in the performance of his or her duties through apathy, disinterest, or inability.
3. Unsatisfactory Character or Discipline: The Honor Representative has demonstrated poor moral character or serious discipline problems. Automatic removal of a MSHC member is mandatory in cases of:
 - A. Suspension or dismissal from The University of Toledo College of Medicine.
 - B. Found to have violated the Honor Code until completion of the Honor Mentorship Program. In cases where a member of the MSHC is found to have violated the Honor Code, the MSHC must communicate in its punitive action decision the stipulations of continued membership.
 - C. Conviction of a felony crime.
4. Review of an MSHC member is warranted if 4 members of the MSHC request a review or if 50 members of the student body sign a petition requesting a review. The review will be conducted by the Chair of the MSHC, or the Vice Chair of Investigations in cases where the Chair is under review. If the Chair/Vice Chair believes that the review is warranted, the MSHC will be asked to hold a vote. The MSHC member will be removed from the MSHC if a simple majority of the MSHC members vote in favor of doing so by secret ballot.

905. Obligations of MSHC Members

Due to the potential time involvement and obligations that the duties of the MSHC may entail, no permanent member of the Medical Student Honor Committee may serve as an officer in any other student body organization at The University of Toledo College of Medicine. This does not mean, however, that students are prohibited from actively participating in these organizations. Student body organizations provide essential co-curricular activities for students to become well-rounded clinicians, researchers, and activists. Given that incoming first years require time to adjust into a new environment, only first years may be on the MSHC and hold officer positions in other student organizations in order to make informed decisions regarding their current and future co-curricular desires. They are non-permanent members until elected in the second year, and first year leadership positions in other organizations are generally not as demanding.

CHAPTER 10: Medical Student Honor Code Development and Implementation

1001. General

It is accepted that the University of Toledo College of Medicine shall grow and change in unforeseen ways in the future. Likewise, society as a whole will certainly take different views and perceptions as to exactly what “honorable” living is defined as over time. However, it is necessary to acknowledge that despite these changes, the foundations of Honor will remain steady and constant, and as such, so will the Honor Code. This does not mean however that the Honor System will not adapt to these forces of change so as to remain relevant to the practice of medicine and the concepts of professionalism.

1002. Long-Term Honor Goals

Currently The University of Toledo College of Medicine has two distinct tracks in its physician education. The first track consists of the core education courses such as biochemistry, anatomy, behavioral science, immunology, and organ systems as well as the clinical clerkship experiences during third and fourth years. The second track consists of the Fundamentals of Clinical Practice, Integrative Pathophysiology, and the Medical Ethics curriculum. As implementation of the Honor Code proceeds, Honor Education must also be included into the second track. It is hoped that Honor Education does not become an entity unto itself, but is rather implemented into a coherent professional development program within the framework of existing courses. In the long-term, it must be expected that professional development takes is viewed in its entirety and not as the separate programs listed previously. Ideally, only two tracks will exist at The University of Toledo College of Medicine, the Academic curriculum and the Physician Professional Development curriculum each headed by designated program faculty chairpersons and fully integrated to maximize each for the medical students.

1003. Modification of Honor System Policy

Should select items of the aforementioned Honor System prove to be unrealistic, cumbersome, or inefficient, it is imperative that they be altered for the benefit of the medical student body while ensuring that the spirit of the Honor Code is not fundamentally changed. Any medical student (hereafter referred to as the proponent) may make a written suggestion including their reasoning to a Committee member (hereafter referred to as the Committee Representative), who must then present the suggestion to the Committee at the next meeting. At this meeting, a decision shall be made regarding whether or not to deliberate the suggestion. Should the majority of Committee members decide in favor of deliberating the suggestion, the Chair will convene the Committee to make any modifications necessary to form a resolution from the suggestion.

For a resolution to be amended it is preferably approved by both the Committee and the proponent. At least two-thirds of the Committee as a whole must vote in favor of the resolution. At this point the resolution is amended into the Honor System.

It is the responsibility of the Committee Representative to communicate with the proponent and fully explain the actions of the entire Committee, such as in the event that a suggestion does not undergo deliberation.

APPENDIX B: Honor Hearing Notification Form

Honor Hearing Notification Form

Dear [Name of Medical Student],

This is your official notification that you have been accused of committing a violation of the Medical Student Honor Code by [Name of Accuser].

You have the right to remain silent, to consult with Student Advisor before all proceedings, to call witnesses on your behalf, to object to evidence, to appear personally and be present during open sessions of all hearings, to question all witnesses against you, to obtain copies of all investigative reports, and to make an opening and closing statement before the board. If you chose to not appear for your Honor Hearing, the Honor Hearing will continue in your absence.

Your options for your Student Advisor are, [Name of Student Advisor 1] / [Name of Student Advisor 2]. You select _____ as your Student Advisor. Your Student Advisor will coordinate with you in preparation for your appearance before the Medical Student Honor Committee.

Signature of Accused: _____

Name of Accused: _____

Date / Time Received: _____

Signature of MSHC Member: _____

Name of MSHC Member: _____

Date / Time Delivered: _____

APPENDIX C: Honor Education and Rehabilitation Reading List

Medical:

A History of Public Health, George Rosen.

A Not Entirely Benign Procedure: Four Years as a Medical Student, Perri Klass.

A Whole New Life, Reynolds Price.

Acres of Skin: Human Experiments at Holmesburg Prison, Allen Hornblum.

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APPENDIX D: Sample XY Case

On 4 July, 2007, Medical Student X, a second-year medical student, had a scheduled examination in physiology. Medical Student X knew of the pending examination, but chose to attend a local concert instead of studying. On 4 July, Medical Student X decided to compensate for his lack of preparation by concealing selected passages from Robbins' *Pathologic Basis of Disease* in his trousers and taking this material into the examination.

During the physiology test, Medical Student Y observed Medical Student X remove the Robbins' text from his trousers and begin to frantically leaf through it. Following the exam, Medical Student Y approached Medical Student X for clarification regarding what she had observed. Medical Student X promptly broke into tears and pleaded for Medical Student Y to forget what she had seen and that he would "never do such a despicable thing ever again." Cognizant of her responsibilities, Medical Student Y informed Medical Student X that she would consult an Honor Representative in 72 hours. 71 hours after the exam, Medical Student X contacted a member of the MSHC and admitted to his behavior during the physiology exam via an Honor Incident Report Form. Within 24 hours of the Chair of the Medical Student Honor Committee becoming aware of the possible Honor Violation, an Honor Hearing Notification Form was delivered to Medical Student X.

A Medical Student Advisory Board was held on 4 August, 2007. The members of the Medical Student Honor Committee found Medical Student X in violation of the Medical Student Honor Code. Based on this decision, the Medical Student Honor Committee unanimously recommended Medical Student X for the Honor Mentorship Program. The findings and recommendations were forwarded to the Medical Student Conduct and Ethics Committee on 15 August, 2007. The Medical Student Conduct and Ethics Committee agreed with the decisions of the Medical Student Honor Committee and Medical Student X subsequently began his Honor Mentorship Program on 1 September, 2007.

APPENDIX E: Procedures Overview

