

# Constitution of the Honor Council and Code of Academic Integrity

University of Arkansas for Medical Sciences  
Fay W. Boozman College of Public Health

## **Preamble**

All academic work in the University of Arkansas for Medical Sciences Fay W. Boozman College of Public Health (COPH) will be conducted with academic integrity. Students, faculty, and staff share the responsibility to preserve high standards of personal and professional honesty.

The Code of Academic Integrity applies to all activities and all behaviors that pertain to academic work. All academic assignments, research work and all examinations are encompassed, as is the professional character and conduct of students in the COPH.

## **Article One.**            *Principles of Conduct*

It is the responsibility of each student and faculty member to behave in a manner that complies with the Code of Academic Integrity. These principles of conduct include but are not limited to the following:

The student/faculty member will not:

1. Give or receive aid in quizzes, examinations and/or class assignments intended for individual completion;
2. Plagiarize any source; (Plagiarism includes, but is not limited to, adopting or appropriating for one's own use and/or incorporating in one's own work, without acknowledgement, passages, parts of passages, tables, photographs, models, figures, and illustrations from the writings or works of others; thus presenting such as a product of one's own mind.)
3. Falsify any research data;
4. Fail to comply with the terms or conditions of a Reconciliation Plan developed by the Honor Council or with the final decision of the Honor Appeals Panel;

If an individual fails to uphold any of these standards, it is the responsibility of the students and faculty to take appropriate action as delineated in the Constitution.

## **Article Two.**            *Honor Council*

### **Section One.** Composition

The Honor Council shall consist of five COPH students elected by the student body and two faculty appointed by the Dean of COPH. Two student alternates will be elected by the student body as well. The Honor Council will ensure that any person accused of

misconduct will receive fair and impartial treatment in any proceeding related to the alleged violation of the Code of Academic Integrity. The primary purpose of the Honor Council is to promote, encourage and ensure compliance with the standards of the Code of Academic Integrity.

**Section Two. Selection of Representatives**

Elections to the Honor Council shall be held in the Spring term of each year with the term of service beginning the following fall term. The Associate Dean for Academic Affairs shall assist the Council in conducting the elections. Council Representatives shall serve one two-year term and not be eligible for re-election. Persons elected to the Alternate position on the Honor Council may run for election as a Council Representative after their two-year term as Alternate. At the initial meeting of the Honor Council immediately following the first election within the College of Public Health, Representatives shall draw terms so that two Representatives' terms shall end after one year and three shall end after the second year. Thereafter, elections shall be conducted to elect two or three Representatives each spring. The Dean will initially appoint one faculty member for one year and the other for two years. Thereafter, faculty members appointed to the Honor Council will serve one two-year term. A faculty member may not serve consecutive terms.

**Section Three. Selection of Alternates**

Alternates are elected at the same time as representatives and shall serve a term of two years. At the initial meeting of the Honor Council and Alternates immediately following the first election within the College of Public Health, Alternates shall draw terms so that one Alternate's term shall end after one year and the second alternate's term shall end after the second year. Alternates may attend all Honor Council meetings. Should an elected Council Representative become unable to serve to the completion of his/her term, then the remaining Representatives on the Honor Council shall elect from the two Alternates a Representative to fill the balance of that term. The elected Alternate may seek election to the Council at the end of the term for which he/she was elected to fulfill. Should a faculty member not be able to complete the term, the Dean will appoint a replacement for the remainder of the term.

**Section Four. Officers**

Each Spring term, members of the Honor Council for the next academic year shall elect a President and a Secretary. Both of the officers must be students. The President shall preside at all meetings, be responsible for convening meetings and work with members of the Council in conducting its business. The Secretary shall assist the President during meetings of the Honor Council, provide meeting notices to all representatives, and prepare written minutes from all meetings. The Secretary shall be responsible for the maintenance of all records and hearing files which shall be stored in a locked cabinet in the Office of the Associate Dean for Academic Affairs. Should an officer become unable to serve to the completion of his/her term, then the remaining Representatives on the Honor Council shall elect an officer to fill the balance of that term.

**Section Five. Quorum**

Quorum: The presence of four of the seven Representatives of the Honor Council shall constitute a quorum for purposes of conducting Council business. Any motion before the Council shall require at least four votes for passage.

**Section Six. Posting of the Membership**

Current Representatives and Alternates names shall be posted in the Student Services area of the CPH Building and shall appear on the CPH web-site.

**Article Three.**            *An Implicit Honor Pledge*

By enrolling in the College of Public Health, each student agrees to be bound by the College's Code of Academic Integrity. A reminder of this obligation should be placed on the cover sheet of each major examination. It is ultimately the responsibility of the students and faculty to uphold all aspects of the Code.

**Article Four.**            *Procedures for Handling Suspected Violations*

**Section One. Obligation to Act**

An accuser, whether faculty, administrator, staff or student, who has witnessed an act or has evidence that such has been committed, which is believed to violate the Code, must take appropriate action as listed in Sections Two through Four below.

**Section Two. Suspected Violations Committed by Faculty or Staff and Observed by Students, Staff, or Faculty**

If a student, staff, or faculty member in the CPH observes a possible violation of the Code committed by a CPH faculty or staff member, this possible violation should be reported to the faculty or staff member's supervisor (in the case of faculty members, the supervisor is the Department Chair; in the case of Department Chairs, the supervisor is the Dean). Supervisors are expected to protect the confidentiality of the individual who reports the possible violation during their investigation of the issue, and must comply with the relevant policies in the UAMS Administrative Guide regarding faculty and staff misconduct.

**Section Three. Settlement between Faculty Member and Student for Violations Committed by a Student**

If there is evidence of a possible violation of the Principles of Conduct by a student, as reported by a student, administrator, or staff member to the faculty member responsible for the course, the faculty member may attempt to settle the case directly with the student

before a grade is submitted to the Registrar. Proposed settlements may include any of the following:

- a. Retake of the evaluation or rewrite of the paper,
- b. Score of zero on the evaluation or paper,
- c. Failure in the course,
- d. Failure in the course with notation on the transcript that the grade was for a violation of academic integrity.

Prior to the proposed settlement, the faculty member in charge of the course must check with the Associate Dean for Academic Affairs to determine if the student was part of an earlier settlement with a faculty member, or if the student was previously charged with a violation of academic integrity brought before the Honor Council. If the student was part of a previous direct settlement or had been charged with a violation of academic integrity in a case heard by the Honor Council, then this second charge must be taken to the Honor Council.

In a direct settlement between faculty and student, if both parties agree upon the settlement no further action is taken. The faculty member must communicate the resolution to the Associate Dean for Academic Affairs. The faculty member and student may co-sign a memo or other document of resolution; this document will not be placed in the student's permanent academic record.

If a direct settlement is not possible, the faculty member will take the charge to the Honor Council.

**Section Four. Suspected Violations Committed by Students and Observed by Students, Staff, or Faculty**

Any College of Public Health student, staff member or faculty member may report a suspected violation of academic integrity to any member of the Honor Council. That member shall inform the President that an alleged violation has been reported. The President will ask the Secretary to serve notice of the charge to the accused with confirmation of receipt. The notice shall contain:

- a. Description of the alleged violation,
- b. Statement informing the accused of the right to inspect at a designated place on campus and in advance of the Council's deliberation any documentary evidence intended for use by the Council,
- c. Copy of the Constitution of the Honor Council.

The President shall convene a meeting of the Honor Council membership to discuss the alleged violation and prepare a reconciliation plan. At the meeting, if the membership of the Council determines that additional information is necessary to adequately develop a reconciliation plan, the membership shall elect one of its members to approach the accused and seek the additional information from the accused and to seek any additional information from the accuser if required. The identity of the accuser shall not be

divulged to the accused without the written consent of the accuser. If additional evidence is collected, the accused will once again be notified and invited to inspect the additional evidence. The President shall then convene the membership for the purpose of developing a written reconciliation plan to resolve the matter. A Representative of the Council shall present the proposed reconciliation plan to the accuser for his/her concurrence. If the proposed reconciliation plan is not acceptable to the accuser, the Council shall be called into session to further discuss and refine the plan or to vote to accept the plan as originally proposed.

A Representative of the Council shall formally present the reconciliation plan to the accused. The accused may or may not admit that he has violated the Code and may or may not accept the proposed reconciliation. The terms of the reconciliation plan are non-negotiable once a formal proposal has been made to the accused.

If multiple alleged violations occur, there will be an attempt to consolidate the accusations. If consolidation is not possible, the accused will be asked to respond to each accusation and related conciliatory condition.

If the accused accepts the terms of the reconciliation plan, the matter is resolved. The Representative shall report the acceptance of the plan to the President and Secretary who shall see that the plan is implemented and the terms and conditions of the plan are met.

The Honor Council Representative will document the terms of the reconciliation in writing and obtain the signatures of both the accused and the accuser. In order to protect the anonymity of the accuser, the accused will be asked to sign first. If the agreement contains information which the Honor Council Representatives believe faculty need to know, the Associate Dean for Academic Affairs will convey the information to the appropriate faculty at the direction of the Honor Council. The signed agreement shall be maintained in the Honor Council file in the Office of the Associate Dean for Academic Affairs until the student is no longer associated with the College. At that point, the records shall be destroyed by the Secretary.

Proposed reconciliation plans may include any of the following:

- a. Retake of the evaluation or rewrite of the paper
- b. Score of zero on the evaluation or paper
- c. Failure in the course
- d. Failure in the course with notation on the transcript that the grade was for a violation of academic integrity
- e. Failure in the course and suspension from the University
- f. Failure in the course and suspension from the University and notation on the transcript that the grade was for violation of academic integrity.
- g. Exclusion from a dissertation ,thesis, integration project, or preceptorship project of all data collected under conditions that constitute a violation of the rights and welfare of animal or human subjects.

- h. Suspension from the University for at least one semester with a notation on the transcript that the cause was a violation of academic integrity.
- i. Expulsion from the University with a notation on the transcript that the cause was a violation of academic integrity

If the terms of reconciliation are not accepted by the accused, the Honor Council Representative shall report such to the President of the Honor Council. The accused must appeal in writing to the Dean of the College of Public Health within five (5) working days of the presentation of the formal reconciliation plan. If the accused does not appeal the reconciliation plan, the plan takes effect and the Council oversees its implementation.

**Section Five. Appeal to the Dean by Accused**

In the case of an appeal, the Honor Council will provide the Dean with all materials from the case. Within fourteen (14) working days of receiving the documents of the case, the Dean may either affirm or overrule the reconciliation plan of the Council. The Dean's decision to affirm the reconciliation plan is final and may not be appealed.

**Section Six. Appeals Panel**

If the Dean chooses to overrule the plan, the President of the Honor Council will appoint an Appeals Panel to consist of one faculty member and two representatives from the student government. None of these individuals may also be members or alternates of the Honor Council. The panel shall select its chairperson.

**Section Seven. Appeals Hearing**

This panel will receive all documentation of the case and may conduct further investigation into the case if needed. It must conduct a hearing open to the accused, the accuser, and witnesses to decide either to affirm the original reconciliation plan or propose a second plan. This decision must be reached within thirty (30) working days of receiving the documents of the case.

The accused will be provided by the chair of the Appeals Panel a notice in writing of the specific allegations, a list of witnesses and any sworn statements or exhibits that will be used as evidence against him/her at least seven (7) days prior to the hearing. At the same time, the accused will be given a list of members of the Appeals Panel. The accused shall also provide to the chair of the Appeals Panel the list of witnesses that may be called on his/her behalf no later than seventy-two (72) hours prior to the hearing time.

The accused may have up to two persons present during the hearing, either of whom may be attorneys, to advise him/her. These persons may not address the Appeals Panel, speak on behalf of the accused, question witnesses or otherwise actively participate in the hearing. The accused may appear in person, make an oral statement and answer questions from members of the Appeals Panel. Should the accused choose to remain silent, no adverse inference will be made against him/her. The accused may present sworn written statements and other exhibits and witnesses in his/her behalf. The accused may hear and question all witnesses.

The Hearing will be conducted in private with only the Appeals Panel, witnesses called by the accused or accuser, the accused and any persons (up to two) the accused chooses to have present in attendance, and the accuser if he or she chooses to attend. During the period of time prior to the hearing, the Dean or his designee may remove the accused from his/her academic place if the accused materially and substantially disrupts the educational process, infringes on the rights of others, or constitutes a clear and present danger to the health and safety of himself/herself and other persons, and to the safety of property.

There shall be no appeal of the decision from the Appeals Panel.

**Article Five.**            *Amendments to the Constitution*

This Constitution may be amended by the approval of three of the five student members and one of the two faculty members of the Honor Council. All proposed amendments must be distributed to members of the Honor Council at least one week in advance of the meeting at which a vote will be taken.

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**Fay W. Boozman College of Public Health Code of Academic Integrity**

**All academic work at the University of Arkansas Fay W. Boozman College of Public Health shall be conducted with academic integrity. Students, faculty, and staff share the responsibility to preserve high standards of personal and professional honesty. As members of the academic community, we will not:**

- 1. give or receive aid in quizzes, examinations, or class assignments intended for individual completion;**
- 2. plagiarize any source;**
- 3. falsify research data;**
- 4. fail to comply with the terms or conditions of a Reconciliation Plan developed by the Honor Council or with the final decision of the Appeals Panel.**

**As members of the academic community we will do our share to uphold the principles of the Code of Academic Integrity and to see that others in our community of scholars maintain our shared Code of Academic Integrity.**

Accepted December 19, 2003  
Revised September 24, 2004  
Revised April 17, 2012

The authors of this constitution wish to acknowledge the following documents upon which the Constitution of the Honor Council of the UAMS College of Public Health is based:

“Constitution of the Academic Ethics Board of the Bloomberg School of Public Health” as published in the *2003-04 Bloomberg School of Public Health Handbook*, Johns Hopkins University.

“Constitution of the Honor System” as published in the *2003-04 Student Handbook*, College of Medicine, University of Arkansas for Medical Sciences.