

HONOR CODE
STUDENT CODE OF ACADEMIC CONDUCT
TULANE SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

Approved Executive Faculty, August 19, 2016
Approved SPHTM General Faculty, August 23, 2016

This Honor Code and Academic Code of Conduct policy applies to students, faculty, and staff of Tulane School of Public Health and Tropical Medicine (SPHTM). The integrity and reputation of SPHTM is based on the honesty of the entire academic community in all of its endeavors. Faculty, students and staff must adhere to the principles of honesty and integrity, uphold the code of academic conduct and display ethical conduct, academic honesty and professionalism. All have the responsibility to insure the student work upon which degrees are awarded is an honest representation of the student's achievement.

The student code of academic conduct is a guide for students to understand and follow the honor code and establish professional ethics that will be used throughout their careers. The authority for adopting a code of academic conduct is pursuant to paragraph I(a) of the Code of Student Conduct for Tulane University. Each student will sign the Honor Code when matriculating into SPHTM. The signed Honor Code will become a part of the student's academic record.

1.0 Code of Academic Conduct Rights And Responsibilities:

- 1.1 Each student enrolled in the School of Public Health and Tropical Medicine has the responsibility to read, understand and follow the code of academic conduct. Lack of knowledge of code or its application does not constitute an excuse for non-compliance.
- 1.2 Every member of the academic community has the duty to report any observed or suspected code violations.
- 1.3 The code of conduct applies to all academic endeavors inside and outside the classroom including, but not limited to, papers, tests, homework assignments, artistic productions, laboratory reports, presentations, and computer programs as well as professional behavior.
- 1.4 Students are expected to represent themselves honestly in all work submitted for academic credit. With the submission of each assignment, exam or other work product, the student vouches that:
 - 1.4.1 The assignment is the student's own work
 - 1.4.2 The content of the assignment is true and accurately presented
 - 1.4.3 The work on the assignment conforms to the code of academic conduct.
- 1.5 All parties shall protect the integrity of academic materials including testing materials, software, and copyrighted documents.

2.0 Violations of the Academic Code of Conduct or Honor Code:

Any action that indicates a lack of academic honesty and integrity shall be considered a violation and be subject to disciplinary actions. The following are defined as violations:

Academic Dishonesty Knowingly helping or attempting to help another student violate any provision of the Academic Code of Conduct.

Cheating: Giving, receiving, or using unauthorized assistance, materials, or information in academic assignments or examinations, or the attempt to do so.

Plagiarism:	Use of ideas, data or specific passages of another person's work that is unacknowledged or falsely acknowledged. Any paraphrasing or quotation must be appropriately acknowledged and properly cited with references.
Fabrication:	Submission of contrived or altered information in any academic exercise.
False Information:	Furnishing false information to any school or university official, instructor, or Tulane University office relating to any academic assignment or issue.
Falsification or Forging	Falsification of documents or forging the signature of either an instructor or advisor on Academic Records registration, course waiver, practicum, or change of grade forms.
False Testimony	Knowingly presenting false accusations or false testimony before the honor board or its representatives.
Falsification of research:	Fraudulent or deceptive generation or presentation of research data or the knowing use of research data gathered in such a manner.
Improper Disclosure	Failure of an Honor Board member to maintain strict confidentiality of honor board proceedings. Failure to maintain confidentiality of grades or other sensitive issues.
Misrepresentation	Performance of an academic assignment on behalf of another student.
Multiple Submissions:	Presentation of the same assignment for credit in two distinct courses. Work products may be used for academic credit only once.
Sabotage	Destroying or damaging another student's work, or otherwise preventing such work from receiving fair graded assessment.
Tampering with Academic Records	Misrepresenting, tampering with, or attempting to tamper with any portion of a student's academic record.
Unauthorized Collaboration	Collaboration on for-credit course assignments or exams not specifically allowed by the instructor.
Unfair advantage	Any behavior disallowed by an instructor that gives an advantage over other fellow students in an academic exercise.

Unless explicitly allowed by the instructor, electronic devices (such as cell phones, notebooks, calculators, etc.) are not allowed to be out of backpacks or purses during quizzes and exams. These electronic devices must be packed away and turned off. Any student who is caught with one of these devices out will have his/her test taken and will be charged with the Honor Code violation of cheating.

These examples of violations pertain to all forms of academic assignments including, but not limited to, papers, tests, homework assignments, artistic productions, laboratory reports, presentations, and computer programs.

3.0 Preventing Honor Code Violations:

3.1 Students carefully read the Code of Academic Conduct and ask questions about any term or action that constitutes a violation at matriculation into SPHTM.

- 3.2 Faculty will provide specific directions in each course about the type and extent of collaboration permitted (if any) in course assignments and examinations.
- 3.3 Students ask the instructor to explain how course assignments are affected by the code of academic conduct, including the provisions regarding unauthorized collaboration.
- 3.4 Teaching assistants protect confidentiality of student grades, keep tests and exams secure, and declare conflicts of interest if the TA has a relationship with a student in a class.
- 3.5 The faculty will take measures to minimize cheating during examinations; examples include:
- Not allowing books or study material in the room during an exam
 - Spreading student out to minimize seeing answers
 - Mixing up the sequence of questions on an exam
 - Students may not leave and re-enter the room during an examination; if a student leaves the room, they must turn in their exam.
 - Explicitly state the type of calculator that may be used or the formulas that may be referenced during an exam.
 - Other measures as deemed necessary by the instructor.

4.0 HONOR CODE VIOLATIONS PROCEDURES:

Honor code violations may occur within or outside the context of a course. Serious honor code violations may result in suspension or dismissal from SPHTM. The course instructor and/or department chair may handle lesser violations of the honor code. Serious or repeated cases will result in an honor board hearing.

4.1 *Informal Resolution by the Instructor:*

Faculty are responsible for following up on all reports of honor code violations. When reported, the faculty must investigate all suspected violations of the honor code. Many first time in-course violations may be handled through the informal resolution process and the faculty may impose a remedy proportional to the violation. Faculty should inform their Department Chair of any honor code violation. The Chair will compile reports of honor code violations and forward to the Dean of Student Affairs. If a student is suspected of a second violation of the Code of Conduct, the case will be sent to an Honor Board Hearing. The Associate Dean of Student Affairs will inform the Dean if there are repeat violations by a student that would warrant an honor board hearing.

- 4.1.1 Suspected violations may be found by the instructor or reported by a teaching assistant or another student. Examples include but not limited to
- Observation of cheating during an exam
 - Assignment with plagiarism or failure to cite references
 - Work from a prior course resubmitted as an assignment in a different course
 - Misrepresentation of work as done by the student
 - TA not maintaining confidentiality of course or assignment grades inadvertently
- 4.1.2 The Instructor investigates the suspected violation: This includes interviewing those reporting the violation or any witnesses, reviewing the assignment, exam questions or other work product involved in the honor code violations and other steps to obtain information regarding the violation. The faculty may consult with the Department Chair.
- 4.1.3 The faculty meets with the student to discuss the violation, obtains the student's perspective and additional information, provides evidence of the violation, and, if substantiated, imposes appropriate sanction(s).

- 4.1.4 If the violation is substantiated and is a single incident in a course, the faculty may impose sanctions in proportion to the severity of the violation. Examples include:
- Lower the assignment grade by a letter grade if inadvertent plagiarism is found
 - Give a 0 on the assignment if overt plagiarism is found
 - Deduct points from the exam grade if cheating involves a portion of the exam
 - Give a 0 on the exam or assignment for overt cheating or unauthorized collaboration
 - Give 0 credit for paper or assignment if work is not student's own work
 - Lower the course grade by one letter grade
 - Give the student an F in the course if found cheating
 - Other penalties as appropriate may be imposed
- 4.1.5 The faculty reports the incident and the sanction to the Department Chair. The Department Chair forwards to incident and sanction to the Associate Dean of Student Affairs who keeps a log of all honor code violations.
- 4.1.6 If a student is not satisfied with the sanction or the negotiated compromise, he or she has the right to ask for an Honor Board hearing.

5.0 Honor Board Hearing:

5.1 Initiating an Honor Board Hearing

- 5.1.1 The faculty, student or staff knowledgeable of the violation should immediately inform the Department Chair when the code of conduct violation is severe or if it is a repeat violation.

Examples of severe violation that must go to the Honor Board include, but not be limited to: falsification of research data, changing student grades or records, forging the signature of a faculty or advisor in a course waiver, practicum, change of grade form, falsification of information on applications, or graduation materials, failure to maintain confidentiality of grades or other sensitive information obtained during work or as a teaching assistant

- 5.1.2 The Department Chair will notify the Dean in writing within 10 working days of discovery. Written notification to the Dean initiates the formal procedures of the Honor Board. The Honor Board will hear the case and recommend a remedy to the Dean; the remedy may include probation, suspension or expulsion of the accused.

6.0 Jurisdiction:

The Honor Board of the School of Public Health and Tropical Medicine has jurisdiction over any infringements of the code of academic conduct by students in the courses offered by the school. When SPHTM students enroll in courses offered by another school in the university, the Honor Board of that school or college would hear the case. The charter of that school or college's Honor Board will govern the procedures for the hearing and any appeal.

7.0 Hearing Procedures:

- 7.1 The hearing is an administrative procedure, not a legal procedure. Legal counsel will represent no principal. Formal rules of evidence and courtroom procedures will not apply.
- 7.2 Honor Board proceedings are confidential. All participants are obliged to maintain the secrecy of the identity of those involved in the case.
- 7.3 If the Dean receives written notification of a suspected violation at a time when a university holiday or summer schedule precludes the completion of Honor Board proceedings within the prescribed deadlines, the Honor Board will hear the complaint when the university next comes into session.
- 7.4 All parties involved in Honor Board proceedings should follow the deadlines described below in order to speedily resolve complaints of suspected violations. Failure to complete procedures by prescribed deadlines does not constitute grounds for appeal or grievance by any party.

8.0 Honor Board Composition:

- 8.1 The Honor Board will be composed of:
 - 8.1.1 Three faculty representatives:
 - Previous Chair of the General Faculty
 - Two previous Chairs of the Faculty Grievance Committee
 - 8.1.2 Two student representatives elected in the student government elections held in the previous spring semester.
- 8.2 All five Honor Board members will have full voting privileges. The previous Chair of the General Faculty will serve as the Honor Board Chair.
- 8.3 All five members of the Honor Board must be in attendance for a case to be heard.
 - 8.3.1 If a faculty board member has a conflict of interest with the case or cannot accommodate a timely meeting date, the Dean and the Chair of the General Faculty will confer and select a replacement.
 - 8.3.2 If a student board member has a conflict of interest with the case or cannot accommodate a timely meeting date, the Chair of the Student Government Association will confer with the other officers of the Student Government Association and select a replacement.
- 8.4 Annual organizational meeting: The Honor Board Chair will convene an organizational meeting of the Honor Board as soon after July 1 as possible, but no later than September 15, each year to orient all members to the responsibilities and procedures of the Honor Board. Other meetings will be called in response to matters referred to the Honor Board.

9.0 Process and Timelines for Honor Board Case Hearing:

- 9.1 Within ten (10) working days after receiving the faculty/department chair's written notification of a suspected violation, the Dean will send written notification of the case to the Honor Board Chair, the complainant and the accused student.
 - 9.1.1 The Dean's notice to the accused will include the formal charge, including the nature and occasion of the suspected violation; the name of the complainant; any documents pertinent to the allegation; a copy of the code of academic conduct.

9.2 Within five (5) days, the Honor Board Chair will:

- 9.2.1 Inform the members of the Honor Board and the complainant and accused that a hearing will take place.
- 9.2.2 Establish a date, time, and location for the hearing. The date for the hearing will allow at least ten (10) days for preparation but no more than one month from the time of the notification of the hearing.
- 9.2.3 Provide the complainant and the accused with the written charges and documentation related to the pertinent allegation
 - 9.2.3.1 The complainant and the accused and are responsible for notifying any witnesses s/he wishes to call
 - 9.2.3.2 The accused may seek a faculty advisor among the full-time faculty members in the School. The accused bears the responsibility for obtaining a faculty advisor if he or she wishes to do so. The faculty advisor may confer with the accused about the merits of his or her case and, if he or she chooses, assist the student in preparing for the hearing. The faculty advisor may attend the hearing, but may not testify.

10.0 Hearing Procedures:

10.1 The Honor Board Chair will begin the hearing by reading the charges against the accused. The Chair will then inform each of those involved of the following procedural details.

- False testimony given in an Honor Board hearing is a violation of the code of academic conduct.
- All testimony that is given in an Honor Board hearing is to be held in the strictest confidence.
- Witnesses may be called to give substantive testimony regarding the case, but not testimony about the character of any of the parties involved.
- Harassment of anyone involved in the hearing will be considered a violation of the code of academic conduct.

10.2 The Honor Board Chair will ask the complainant to give his or her testimony first, followed by complainant's supporting witnesses, followed by the accused, followed by the accused party's supportive witnesses.

10.2.1 The accused may make a statement before the Honor Board, testify, present evidence, call witnesses, examine and dispute any evidence, make no statement, or decline to respond to questions.

- The Honor Board may recall any of the aforementioned people to give further testimony if board members require clarification.
- The Honor Board will accept written testimony from any principal who cannot attend the hearing.
- Non-attendance by any principal (including the accused) will not, in itself, prevent the Honor Board from hearing the case and making a decision.
- If the Honor Board chooses to do so, it may require the accused the complainant, or both to leave the room at any point during questioning to assure complete and truthful testimony.
- The proceedings will not be taped. Individuals may take notes.

11.0 Deliberations:

11.1 The Honor Board determines the accused party's guilt or innocence. After hearing all testimony and evidence, the board will deliberate and vote to determine the innocence or guilt of the accused.

- At least 3 guilty votes are necessary for a finding of guilty.
- All board members must vote. Abstentions are not allowed.
- The Honor Board will not tape its deliberations.

11.2 The Honor Board may consider previous violations in formulating its recommendation for penalties.

11.2.1 If the board finds the accused guilty of violating the code of academic conduct, the Honor Board Chair will inform board members of any previous violations by the accused. (The Dean will provide information to the Honor Board Chair concerning any previous violations, including penalties, in a sealed envelope prior to the Board's deliberations. The Chair will open the envelope only if the accused is found guilty).

11.3 The Honor Board must agree by a majority vote to any penalty it recommends to the Dean.

12.0 Report of findings to the Dean:

12.1 The Honor Board Chair will submit the Honor Board's recommendation to the Dean within two working days after the hearing

12.2 After reviewing the testimony and evidence, the Dean has the right to accept, reject or amend the Honor Board's recommendation for penalty.

12.3 Within twelve (10) working days after receiving the Honor Board's report, the Dean will provide written notification to the accused in writing, the complainant, and the chair of the Honor Board of his or her decision to accept, reject or amend the Honor Board's recommendation.

13.0 Outcomes:

13.1 If the Honor Board determines that no violation occurred, no mention of the suspected violation will appear in the accused student's permanent academic record.

13.2 If the Honor Board determines that a violation did occur, the violation will be noted in the violator's permanent academic record. The penalties for violating the code of academic conduct include, but are not limited to, any or all of the following:

- A failing grade for the work in which the violation occurred.
- A failing grade for the course in which the violation occurred.
- Honor Board Probation - which includes a letter in the violator's permanent file signifying that the violator is not in good standing for a specified period of time.
- Abstention or withdrawal of institutional support of a violator's application to graduate or professional schools.
- Suspension from the university for a specified period of time.
- Expulsion from the university.

14.0 Documentation and Records:

14.1 The Chair of the Honor Board will submit the report of the case to Dean and provide copies of relevant documentation.

14.2 The Dean will maintain a record of all Honor Board decisions wherein a student has been judged in violation of the code of academic conduct and is dismissed from the school.

15.0 Procedures For Student Appeals Of Honor Board Findings:

- 15.1 The student has the right to appeal both the finding of guilt and the penalty assessed through the Honor Board procedure.
 - 15.1.1 The student must make the appeal in writing to the Dean within seven days of receipt of the Dean's letter indicating the outcome of the honor board proceedings.
 - 15.1.2 The written appeal must provide evidence of substantial procedural error, excessive penalty, or new evidence.
 - 15.1.3 The Dean shall provide written notification of the appeal to the Provost of the University within seven (10) working days after receipt of the written appeal.
 - o The notification will include all correspondence, testimony, and evidence pertinent to the appeal.
 - o The Provost of the University shall determine the merits of the appeal within ten (10) working days after receiving written notification from the Dean. The Provost's decision is final and not subject to further appeal.

**PLEDGE
CODE OF ACADEMIC CONDUCT**

At every semester's registration, each student pledges adherence to the rules and regulations of the School as stated in the Code of Academic Conduct. This Code is aimed at eliminating dishonest practices in academic conduct (e.g. examinations, papers, theses, presentations, laboratory reports, etc.) and in other areas. Any case of suspected infraction is investigated by the Honor Board.

Students are required to sign the following Honor Pledge prior to registration in courses at the School of Public Health and Tropical Medicine:

"The signing of this form constitutes a pledge to uphold the standards of the University and to abide by the rules and regulations of the School of Public Health and Tropical Medicine as stated in the Code of Academic Conduct of the Public Health Student Body, copies of which I have received, read and understand.

In accordance therewith, I hereby affirm that I will abstain from committing or aiding any dishonest or unprofessional act. I reserve the right to report to the Honor Board of the School of Public Health and Tropical Medicine all offenses of this nature and all evidence of such within my knowledge."

PLEASE PRINT NAME AND STUDENT IDENTIFICATION NUMBER

PLEASE SIGN AND DATE