



School of Medicine Columbia

UNIVERSITY OF SOUTH CAROLINA

Academic and Professional Honor System

Table of Contents

Purpose	3
Jurisdiction	3
Definitions	4
The Academic and Professional Honor System	6
Honor Code	6
Professional Code of Conduct	6
Honor Code	7
Academic Regulations	7
Guidelines on Honor Code	7
Professional Code of Conduct	9
Code of Conduct	9
Academic Regulations	9
Policy on Evaluation of Personal and Professional Conduct	9
Honor Committee Constitution and Function	14
Article 1: Purpose	14
Honor Committee	14
Honor Review Board	14
Article 2: Honor Committee Membership and Officers and Their Duties	14
1. Faculty Advisor	14
2. Student Advisor	15
3. Student Chair	15
4. Vice Chair/Secretary	15
5. Electronic File Sharing Chair	15
6. Honor Committee Members	15
7. Honor Review Board Members	16
Article 3: Meetings of the Honor Committee	17
Article 4. Reporting a Violation	17
Article 5: Investigation of an Allegation	18
Article 6: The Honor Review Board	21
Article 7: Appeals	23
Article 8: Publicly Informing Students of the Honor System	23
Article 9: Amendments	24
Article 10: Sanctions of Honor System Infractions	24
Article 11: Retention of Records	25
Policy Resources	25
History of Revisions	26

Purpose

The Academic and Professional Honor System at the University of South Carolina School of Medicine Columbia (USC SOMC) seeks to recognize the high degree of academic, personal, and professional integrity and uphold those values for the benefit of students, faculty, staff, and patients and clients. The Honor System obligates USC SOMC students, as future professionals and representatives of the University of South Carolina School of Medicine Columbia, to conduct themselves with honor and integrity in all aspects of their lives. The Honor System fosters an environment of trust that benefits the student-faculty relationship and USC SOMC as a whole. Each student at the USC SOMC agrees to abide by the codes set forth by the Honor System.

This Academic and Professional Honor System document serves to inform the University of South Carolina School of Medicine Columbia student body about

1. their responsibilities outlined in the written Honor Code, Code of Conduct, and Professional Code of Conduct;
2. the expectancy that they participate in investigations into alleged violations of the written codes;
3. the process of honor and conduct reviews regarding reported violations of the codes; and
4. the process for conferring with School of Medicine Columbia administration regarding such violations.

Jurisdiction

The Academic and Professional Honor System of the USC SOMC is applicable to all students at the University of South Carolina School of Medicine Columbia and its satellite campuses.

Definitions

Academic and Professional Honor System	Also referenced as Honor System. Comprised of the Honor Code and Professional Code of Conduct.
Advisor	A single individual who Student or complainant may elect to accompany that individual to an administrative conference or a hearing regarding an alleged violation of university policy. Because the alleged Student is solely responsible for presenting their case during the disciplinary process, an advisor may confer with and advise the alleged Student but may not advocate for the student. If an advisor is directly related to a disciplinary case or if the advisor's presence poses a conflict of interest, the hearing chair of the Honor Review Board may dismiss the advisor from the administrative conference or hearing. Advisors may be dismissed from any disciplinary proceedings if they disrupt the process (USC Code of Conduct STAF 6.26, 2021).
Cheating	Improper collaboration or unauthorized assistance in connection with any academic work (USC Honor Code STAF 6.25, 2021).
Complicity	Contributing to another individual's wrongdoing or violation of expected standards of integrity and/or behavior. Complicity may be intentional or unintentional.
Faculty	Clinical or non-clinical faculty at the USC School of Medicine Columbia. Clinical Faculty supervise and instruct students in clinical, field, classroom, or laboratory settings, engage in practice and outreach, and/or have substantial professional caliber to administer academic programs and other administrative activities (Appointment and Promotion Procedures and Criteria For Non-Tenure-Track Clinical Department Faculty, 2019). The Basic Science faculty teach the basic biomedical sciences to medical, undergraduate, graduate and post-graduate students, performing biomedical research and other scholarly activity, and providing service to the academic, scientific and lay communities (Tenure and Promotion Procedures and Criteria for Tenure-Track Basic Science Faculty, 2018).
Faculty Advisor	Members of the basic science, graduate, and clinical faculty appointed by the Dean with input from the Associate Deans.
Falsification	Misrepresenting or misleading others with respect to academic work or misrepresenting facts for an academic advantage (USC Honor Code STAF 6.25, 2021).
Honor Committee	An SOMC student group with two SOMC faculty advisors organized within the USC School of Medicine Columbia to oversee the Honor System and to serve as a pool of hearing panel members for the Honor Review Board.
Honor Review Board	Formerly, Honor Council. Pooled from the Honor Committee to hear allegations of Honor Code and Code of Conduct breaches, evaluate information, and determine whether an Honor System violation occurred.
Plagiarism	Plagiarism is the act of presenting the words, ideas, or images of another as one's own; it denies authors or creators of content the credit they are due (American Psychological Association, 2020).
Quorum	Three members of the Honor Review Board of five shall constitute a quorum; one of the three must be a faculty member.
Reporter	The person who submits the Honor Code and Professionalism Reporting form.
Sanction	Penalty for breaching Honor System's Honor Code or Professional Code of Conduct. Imposed sanctions may be academic sanctions or non-academic sanctions.
Self-Plagiarism	Self-plagiarism is the presentation of one's own previously published work as original without express permission from the instructor for resubmission (American Psychological Association, 2020).

Student	A person who is (1) currently enrolled at the USC SOMC, (2) who is accepted for admission or readmission to the USC SOMC, (3) who has been enrolled at the university in a prior semester or summer session and is eligible to continue
	enrollment in the semester or summer session that immediately follows, (4) who is attending an educational program sponsored by the university while that person is on campus, or (4) who engaged in prohibited conduct at a time when the individual met the above criteria. Individuals who are not currently enrolled at the USC SOMC remain subject to the disciplinary process for conduct that occurred while they were enrolled (USC Code of Honor STAF 6.25, 2021).
Student Advisor	An M4 student appointed by the Dean, with input from the Faculty Advisors and Associate Deans as necessary.
Student Chairs	An M2 student and a graduate program student elected to the Honor Committee. The function of the co-chairs is to oversee the processes of the Honor Review Board. They are non-voting members of the Honor Review Board.
Witness	A person who was present during the incident and observed what occurred, or in limited circumstances, a person to whom a respondent or complainant interacted regarding the incident. Character witnesses are not permitted (USC Code of Conduct STAF 6.26, 2021).

The Academic and Professional Honor System

All students of the USC SOMC pledge to conduct themselves professionally and respectfully in all aspects of education and professional practice. The Honor Code delineates the values set forth in the tenets of the Carolinian Creed. To that end, USC SOMC instituted an Honor System comprised of an Honor Code and Professional Code of Conduct.

Honor Code It is the responsibility of USC SOMC students to consistently adhere to the highest standards of honesty and personal, professional, and academic integrity.

Professional Code of Conduct It is the responsibility of USC SOMC students to commit to upholding professional, academic, and legal standards of behavior.

This pledge encompasses the entire realm of education, including clinical coursework, research, and patient or client care. All students of the USC SOMC are under jurisdiction of the Honor Committee of the USC SOMC and subject to the penalties brought forth as a result of a violation of the written codes.

There is a shared relationship among professional, personal, and ethical development. To that end, it is the responsibility of all USC SOMC students to adhere to the Academic and Professional Honor System as well as to ethical standards as outlined by professional ethics and practice guidelines set forth by their appropriate professional associations (e.g., [AMA](#), [NSGC](#), [AANA](#), [ACA](#), [APA](#), etc.).

Programs are responsible for ensuring their students are aware of expected academic and professional behaviors and should foster their students' learning and development through feedback and assessment of skills. When a program has reason to believe the student has violated the Honor Code or Professional Code of Conduct, then they should report the violation according to the Honor System process and procedures.

Honor Code

Academic Regulations

Honor Code

All students enrolled in the School of Medicine Columbia are members of the student body of the University of South Carolina and are, therefore, subject to the regulations found in the Carolina Community, a publication of the University's Division of Student Affairs and Department of Academic Support ([2022-2023 Academic Bulletin, USC SOMC](#)).

Guidelines on the Honor Code

The USC Honor Code (STAF 6.25) is the prevailing document that defines expectations related to academic conduct. Specific reporting and review procedures have been developed for the SOMC and are described in the section, [Honor Committee Constitution and Function](#). Students enrolled in the School of Medicine Columbia must adhere to the [University of South Carolina Honor Code \(STAF 6.25\)](#).

1. It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program.
2. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline.
3. A violation of the Honor Code may result in suspension or dismissal from the School of Medicine Columbia ([2022-2023 Academic Bulletin, USC SOMC](#)).

Each SOMC student is personally responsible to understand and adhere to this Honor Code.

1. The student affirms they will demonstrate the highest standards of honesty and personal, professional, and academic integrity;
2. The student will demonstrate excellence in all aspects of their education; and
3. The student will take accountability for their own actions.

When a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record.

In addition to adhering to the [University of South Carolina Honor Code](#), the USC SOMC stipulates:

1. The student will not plagiarize, including self-plagiarism. Prohibited behaviors include
 - a. Partial or incomplete citation of work or ideas.
 - b. Improperly paraphrasing by acknowledging the source but failing to present the material in one's own words.
 - c. Paraphrasing without acknowledgment of the source.
 - d. Multiple submissions of the same or substantially the same academic work for academic credit.
 - e. Copying or sharing, partially or entirely, any material without acknowledgement of the source.
2. The student will not intentionally misrepresent by word or action any situation of fact, including
 - a. falsely reporting breaches of the Honor System; and
 - b. falsification of documents related to academic or clinical work.
3. The student will follow the [University of South Carolina's policies and standards for electronic information security](#). In addition, students will abide by the following guidelines:
 - a. Shared files are intended to be student generated only, including but not limited to outlines, Word documents, and PowerPoint presentations.
 - b. Every file added to the authorized shared folder must include the first and last name of the person that uploaded it in the file name. Any file without a person's name will be immediately deleted without notification.
 - c. No file may include exam material, including reproductions of test questions or paraphrasing of test questions.
 - d. Absolutely no copyrighted material will be allowed in the shared folder (including, but not limited to textbooks and review books).
 - e. No recordings (personal or from Echo360™ or ClassCapture™) may be posted.
 - f. A document that a faculty member hands out in class may not be posted unless they explicitly state that it may be.
 - g. PowerPoints or documents posted on Blackboard™ may not be posted in the shared folder; other documents are at faculty discretion.
 - h. When in doubt students should confirm with their faculty for guidance regarding what is acceptable to post or share.
 - i. Group sharing of materials is only allowed via USC SOMC--monitored Google Drive™ accounts. File sharing through e-mail should be done judiciously in the spirit of the Honor Code.

4. The student will promptly and discreetly report all suspected violations of the Honor Code as specified in [Article 4](#) of the Constitution, which details specific reporting procedures developed for the SOMC.

Professional Code of Conduct

School of Medicine students are expected to conduct themselves professionally as specified by the School of Medicine Policy on Evaluation of Personal and Professional Conduct. The SOMC Professional Code of Conduct encompasses the USC Code of Conduct (STAF 6.26) and the Policy on Evaluation of Personal and Professional Conduct. Specific reporting and review procedures developed for the SOMC are described in section [Honor Committee Constitution and Function](#).

Code of Conduct

The [USC Code of Conduct](#) “outlines specific prohibited conduct that can result in the disciplinary process being initiated with a student, group of students, or student organization” (STAF 6.26, p. 3). The purpose of the Code of Conduct is to articulate the university’s authority to initiate disciplinary action against a student in accordance with procedure and due process protections. The Code of Conduct also identifies “prohibited conduct and sanctions for violations of prohibited conduct” (STAF 6.26, p. 1).

When a student is uncertain as to whether conduct would violate this Conduct Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record.

[Academic Regulations](#)

Policy on Evaluation of Personal and Professional Conduct

School of Medicine Columbia students have the responsibility to maintain the highest levels of personal and professional integrity and to show compassion and respect for themselves, colleagues, faculty, staff, and, most important, the patients, clients, or research participants who participate in their education ([2022-2023 Academic Bulletin, USC SOMC](#)).

Each SOMC student is personally responsible to understand and adhere to this policy. All students are expected to demonstrate professional, responsible, and respectful behavior demonstrating the commitment to maintaining an environment contributing to learning and ethical clinical practice and/or research. Students enrolled in the School of Medicine Columbia adhere to the [University of South Carolina School of Medicine Policy on Evaluation of Personal and Professional Conduct](#).

1. The School of Medicine Columbia student will show concern for the welfare of patients, clients, or research participants. The SOMC student will
 - a. display a professional attitude in obtaining medical or clinical histories and physical examinations;
 - b. act appropriately and respectfully in all verbal and nonverbal interactions with patients, clients, or research participants;
 - c. treat patients, clients, or research participants with respect and dignity, both in the presence of patients, clients, or research participants and in discussions with professional colleagues; and
 - d. display concern for the total patient, client, or research participant.
2. The School of Medicine Columbia student will show concern for the rights of others. The SOMC student will
 - a. demonstrate a considerate manner and cooperative spirit in dealing with professional staff, colleagues, and members of the healthcare team;
 - b. treat all persons encountered in a professional capacity with equality regardless of race, religion, sex, handicap, sexual orientation, or socioeconomic status; and
 - c. assume an appropriate and equitable share of duties among peers and colleagues.
3. The School of Medicine Columbia student will show evidence of responsibility to duty. The SOMC student will
 - a. effectively and promptly undertake and follow through on duties until their completion, and notify appropriate persons in authority of problems;
 - b. be punctual and present at rounds, conferences, and all academic and clinical obligations;
 - c. notify course and clinical clerkship directors (or other appropriate persons) of absence or inability to attend to duties;
 - d. see assigned patients regularly and, with appropriate supervision, assume responsibility for their care; and
 - e. ensure that he or she can be promptly located at all times when on duty.
4. The School of Medicine Columbia student will be trustworthy. The School of Medicine SOMC student will
 - a. be truthful and intellectually honest in all communications;

- b. adhere to the highest standards of research integrity and avoid research misconduct; including (but not limited to) the fabrication, falsification, or plagiarism of reported research results.
 - c. accept responsibility and establish priorities for meeting multiple professional demands and for completing work necessary for the optimal care of patients, clients, or research participants;
 - d. accurately discern when supervision is needed before acting; and
 - e. maintain confidentiality of all patient, client, or research participant information.
5. The School of Medicine Columbia student will maintain a professional demeanor. The SOMC student will
 - a. maintain appropriate standards of personal appearance, attire, and hygiene for the population served;
 - b. maintain emotional stability and equilibrium under the pressures of emergencies, fatigue, professional stress, or personal problems; and
 - c. be responsible in the use of alcohol and prescription drugs and avoid their effects while on duty.
6. The School of Medicine Columbia student will possess those individual characteristics required for the practice of medicine or other professional careers. The SOMC student will
 - a. make logical diagnostic and therapeutic judgments;
 - b. communicate effectively with patients, clients, research participants, supervisors, and peers;
 - c. establish appropriate professional relationships with faculty and colleagues, and patients, clients, or research participants; and
 - d. show evidence of the ability to be perceptive, introspective, and insightful in professional relationships.

In addition to the USC Code of Conduct ([STAF 6.26](#)), the following list, though not exhaustive, includes additional conduct that may subject a student to disciplinary action:

1. The student will not violate any of USC's policies on [Equal Opportunity and Discriminatory Harassment](#).
2. The student will not engage in any inappropriate relationships (sexual or otherwise) with patients, clients, or research participants or with their family members.
3. The student will not violate the USC policy on [Sexual Misconduct](#).

4. The student will not endanger their patients, clients, or research participants by, including but not limited to, failing to ask for advice from superiors, neglecting to obtain appropriate supervision for clinical procedures, or performing tasks inappropriate for the clinical setting and their level of training.
5. The student will not violate the privacy of patients, clients, or research participants, including but not limited to the guidelines set in place by the clinical facilities and the Health Insurance Portability and Accountability Act (HIPAA), professional standards of ethics, or the University's Institutional Review Board (IRB).
6. The student will not falsify clinical or research records or data.
7. The student will not falsify or misrepresent any activities related to field experiences.
8. The student will not falsely identify oneself as a physician, physician assistant, nurse anesthetist, counselor, etc.
9. The student will not disobey local, state, and national laws.
 - a. Any student arrested for, charged with, or convicted of any offense other than a minor traffic offense (for which a fine of \$250 or less was imposed) is required to report the event to the Honor Review Board as soon as possible, as specified in Article 4.1 of the Constitution.
 - b. Failure to do so will be considered an additional breach of the Honor System.
10. The student will not engage in retaliation against a person who reported a violation of the Honor Code or Professional Code of Conduct.
11. The student will promptly and discreetly report all suspected violations of the Professional Code of Conduct as specified in Article 4 of the Constitution.
12. From time to time, Faculty and Students may encounter behaviors which, in isolation, may not rise to an honor code violation but repeated complaints may warrant reporting to the Honor Committee. Examples of these types of behaviors include but are not limited to:
 - a. Punctuality to and attendance at all required events, including but not limited to classes and rotations
 - b. Appropriate standards of behavior, appearance, attire, and personal hygiene as appropriate for the professional obligation or patient population being served

- c. Using resources appropriately, including (but not limited to) parking facilities, clinical supplies, break areas, and hospital or laboratory equipment
- d. Completing all assigned work on time, including (but not limited to), course/clerkship evaluations and patient charting
- e. Taking undue advantage of the clerkship excused absence policy
- f. Responding to communications in a timely and respectful manner
- g. Completing all matriculation and/or graduation requirements for their specific program (e.g., trainings, certifications, comprehensive examinations, etc.) as detailed on the program website and/or in the program student handbook.
- h. Assuming an equitable distribution of the workload for any group assignments or clerkship rotations
- i. Using resources, including (but not limited to) parking facilities, clinical supplies, break areas, and hospital or program equipment appropriately and within established guidelines
- j. Remaining accessible (via phone, text message, or other means of communication) at all times while on duty at their clinical placement.
- k. Completing all assigned clinical work on time.

The Associate Dean of Student Affairs, Associate Dean for Undergraduate Medical Education, Assistant Dean for Preclinical Curriculum and/or Assistant Dean for Clinical Curriculum have discretion to classify these types of behaviors as minor. The Office of Student Affairs shall keep a log of these types of complaints. When three minor complaints regarding a student are received, the Office of Student Affairs will submit a violation report to the Honor Committee for review and investigation. If a violation of the Honor Code or Professionalism Code of Conduct is submitted to the Honor Committee, the Student Advisor and Faculty Advisor will be privy to knowledge of all complaints on record that relate to the investigation of the ongoing allegation.

It is the responsibility of programs to ensure their students are aware of expected academic and professional behaviors and foster their students' learning and development through feedback and assessment of skills. Article 4.6 of the Constitution provides additional clarification on how Professional Code of Conduct incidents are handled.

Honor Committee Constitution and Function

Article 1: Purpose

1. Honor Committee

- a. The purpose of the Honor Committee shall be
 - i. to encourage the students of the USC SOMC to uphold the highest standards of integrity,
 - ii. to inform the students of the USC SOMC of the expectations set forth by the written Honor System,
 - iii. to inform the students of the USC SOMC of the process of the Honor Review Board, and
 - iv. to serve as a pool of hearing panel members for the Honor Review Board.

2. Honor Review Board

- a. The purpose of the Honor Review Board shall be:
 - i. to receive allegations of Honor System violations and protect against false accusations,
 - ii. to evaluate information presented in an Honor System violation,
 - iii. to determine whether an Honor System violation occurred, and
 - iv. to inform the student and faculty advisor of the Honor Review Board of the outcome of a review.

Article 2: Honor Committee Membership and Officers and Their Duties

1. Faculty Advisor

- a. There will be Faculty Advisors for the non-clinical and clinical aspects and graduate programs of the school. Each Faculty Advisor will serve staggered 3-year terms.
- b. The Honor Committee's Faculty Advisors' role is to ensure that all rules are followed in a review.
- c. In the case of an allegation, the Faculty Advisors will decide with the Student Advisor and Student Chairs of the Honor Committee whether there is sufficient reason to believe an honor system violation (honor code or professional code of conduct) has occurred.

2. Student Advisor

- a. The Student Advisor's role is to collect information for a hearing and to function as an Investigator, under the supervision of a Faculty Advisor.
- b. The Student Advisor is to act as point of contact for the student body, an advisor for the Student Chairs, and a liaison between faculty and student representation.

3. Student Chair

- a. The role of the Student Chairs is to coordinate the activities of the Honor Committee, and to oversee the meetings of the Honor Review Board.
- b. A Student Chair will preside over all meetings of the Honor Review Board.
- c. A Student Chair will arrange for the review of any charged student.
- d. Elections will occur after Spring Break and the term will last for one year.

4. Vice Chair/Secretary

- a. The Vice Chair/Secretary shall be an elected position from the M2 members of the Honor Committee.
- b. The Vice Chair/Secretary shall keep full minutes of all meetings and full proceedings of all Honor Committee meetings.
- c. The Vice Chair will serve as acting Student Chair in the event of the Student Chair's absence.

5. Electronic File Sharing Chair

- a. Two students (one M2 and graduate student) of the Honor Committee will be appointed by the Student Chairs of the Honor Committee, based on their desire for the position.
- b. The role will be to oversee the various means of electronic file sharing and removing any material that is deemed to be a violation of the USC Policy for [Responsible Use of Data, Technology, and User Credentials](#) (UNIV 1.52).

6. Honor Committee Members

- a. The Honor Committee shall consist of any student at the USC SOMC in good academic and conduct standing beginning on July 1st (with the exception of newly enrolled M1s and first-year IBMS, Ph.D., or biomedical science MS students).
 - i. M1 students in good academic and conduct standings shall be considered for membership at the beginning of second semester of their M1 year.
- b. The student must apply to be a member of the committee through a written statement and letter of recommendation. Students may then

be selected by peer election, appointment by faculty, or other processes as set forth by a program. Upon selection, the student must review the Academic and Professional Honor System and pass a quiz.

- c. Once the quiz is satisfactorily completed, the Student Chair, Student Advisor, and Faculty Advisors shall approve membership.
 - i. At the discretion of the Faculty Advisors, interviews may be held to help vet membership.
- d. Meeting attendance is mandatory unless there is prior approval for absence from the Student Chair. M3/M4 members or students on clinical rotations are excused from general meetings, though their presence is requested if schedules permit.

7. Honor Review Board Members

- a. Student Members
 - i. Honor Review Board members will be chosen from the Honor Committee at random by the Student Chair.
 - ii. For MD students, Student Members will be chosen from each class to serve.
 - 1. No Student Member will be chosen from the class of the student who committed the alleged violation.
 - 2. M2 students will represent the M1 class.
 - iii. For USC SOMC graduate students, at least one Student Member must be representative of the student's program, but may be from an alternate graduate level program at the discretion of the Student Chair.
 - iv. A total of three students will be chosen.
- b. Faculty Members
 - i. Two Faculty Members will be chosen by the Faculty Advisors.
 - 1. One faculty member will be pre-clinical, and the other will be a member of the clinical faculty if the alleged Student is from the MD program.
 - 2. At least one faculty member must be from a graduate program if the alleged Student is from one of the USC SOMC graduate programs (this faculty member may be from a program other than the alleged Student's program).
 - ii. No Faculty Member may be a current instructor or advisor of the Student.

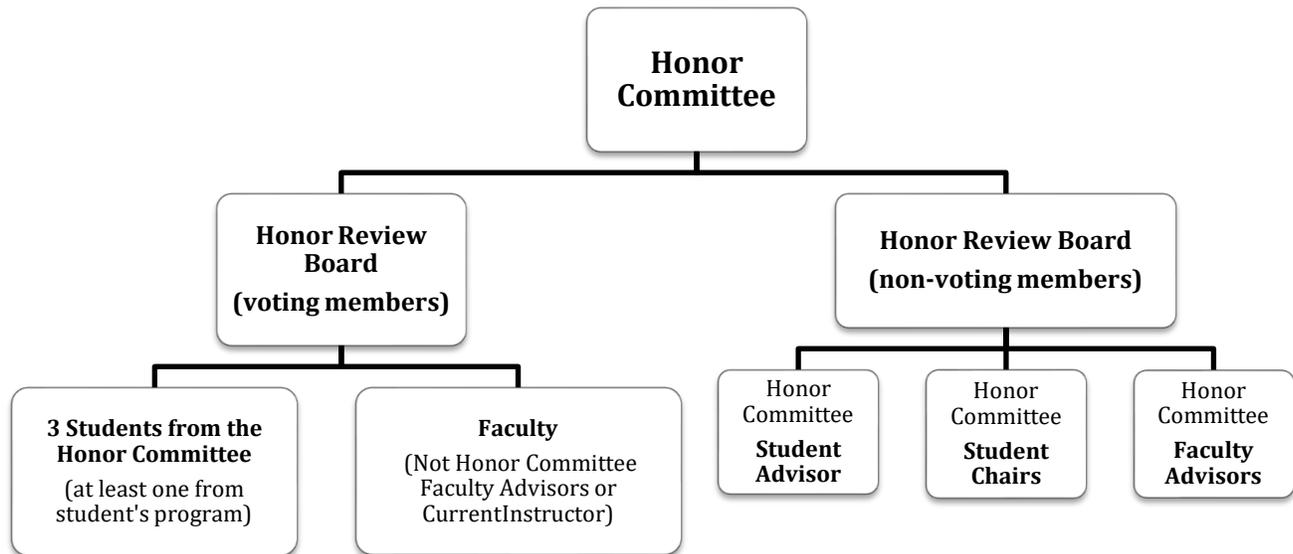


Figure 1 Honor Committee Membership Chart

Article 3: Meetings of the Honor Committee

1. The Honor Committee will meet once during orientation to discuss the Honor System with the incoming USC SOMC students.
2. The Honor Committee will meet twice during the year. Once at the beginning of the fall semester to inform students about how to join the Honor Committee; and once in the early spring to discuss elections after Spring Break.
3. Meetings of the Honor Committee may be called by a Committee Chair at any time and must be called within ten (10) days (schedules permitting) when requested by two (2) or more members of the Honor Committee.
4. All meetings shall be conducted according to Sturgis Rules of Order.
5. A meeting of the Honor Committee to re-evaluate and review the Honor System should be convened a minimum of every three years.

Article 4. Reporting a Violation

1. If a student, staff, or faculty member has reason to believe that a breach of the Honor System (either the Honor Code or the Professional Code of Conduct) has been committed, they must report the violation of the Honor System in electronic, written form by submitting the [Honor Code and Professionalism Reporting Form](#).

2. Students are required to report in writing any witnessed or suspected violations of the Honor System. Failure to report may be considered a breach of the Honor System. Confidentiality of the reporter will be maintained to the extent possible.
3. The person who reports the incident is charged with maintaining the privacy of their allegation and the review. They are to be held under the standards of confidentiality throughout and after the case has concluded. No anonymous reporting is permitted. All information provided is shared with the Honor Committee Student Chair, Honor Committee Student Advisors and Faculty Advisors. Information will only be shared with program directors or course directors as needed. Please keep in mind that this process is otherwise confidential. Documents and information obtained will only be used in connection with the Honor Committee process and for no other purpose.
4. False allegations before any Honor Review Board member or the Dean is a breach of the Honor System and is subject to sanctions under Student Code of Conduct's STAF 6.26 "Fraudulent Behavior: Dishonesty or misrepresenting the truth before a hearing of the university or furnishing false information or withholding information to any university official which interferes with university processes or procedures."
5. A student who reports a personal Honor System violation will be given consideration for their initiative in reporting their own actions.

Article 5: Investigation of an Allegation

1. Once an incident is reported, it shall be the responsibility of Student Advisor and the Faculty Advisor to the Honor Committee, not the alleged Student or instructor, to investigate the incident.
 - a. Only one Faculty Advisor will participate in the proceedings. The non-clinical Faculty Advisor will assume responsibility when an M1 or M2 student is accused; the clinical Faculty Advisor will assume responsibility when an M3 or M4 student is accused.
 - b. One graduate program Faculty Advisor will be notified as needed about the proceedings if the alleged Student is from a graduate academic program.
2. First, the Student Advisor and Faculty Advisor will meet to discuss the reported violation and determine if an investigation is necessary.
3. If the Student Advisor and Faculty Advisor determine an investigation is warranted, the alleged Student will be notified (electronically or otherwise)

that they have been accused of a possible Honor Code Violation, and that an investigation will begin to determine if a violation has occurred. The alleged Student will be informed that if they do not respond to the notification, the investigation will still move forward, and the Student may receive one or more of the sanctions described in Article 10.

4. The investigation will proceed, which will begin with verification with the Office of Student Affairs or the Office of the Registrar whether the alleged student has any prior Honor Code or Professionalism Code of Conduct violation allegations on record. This may include any filed report on misconduct or behavior as described in Article 4.6 a-e which had not yet risen to the level of an Honor Code violation in isolation. This may involve interviewing the alleged Student, reporters, and witnesses as deemed necessary by the Student Advisor and Faculty Advisor.
5. At the conclusion of the investigation, it will be determined if the violation is a) minor or b) major, requiring the Honor Review Board to convene. In determining if the violation is major or minor, the Student Advisor and Faculty Advisor may convene a subcommittee to include the other Faculty Advisor and 2 students from the Honor Committee as needed. Students accused of minor violations will be counseled by program directors, Faculty or professional staff members as appropriate.
6. If the Honor Review Board is convened, the alleged Student will be notified that they have been formally accused of a violation of the Honor System. The only exception is if the person making the report requests a delay in the investigation and notification of the alleged Student.
7. The Honor Code Review Board will be convened within two weeks from the initial reporting of the incident (schedules permitting) unless there is a request for an extension.
8. Notification of the alleged Student following a formal accusation
 - a. A confidential, written notification will be sent to the student's @uscmed.sc.edu email account with a Read Receipt.
 - b. The written notices will include the following information:
 - i. that the investigation into a possible Honor System violation is complete;
 - ii. the specific nature of the alleged violation;
 - iii. the name and contact information of the Investigator;
 - iv. that the matter and any other matters discovered during the course of the investigation will either be closed, considered a

minor violation, or reviewed in accordance with [Article 6 \(major violation\)](#),

- v. that if the Student does not respond to the notification, the hearing will still proceed, and the Student may receive one or more of the sanctions described in Article 10 of the Constitution,
 - vi. that if the Student is found to have committed the offense described, the Student may receive one or more of the sanctions described in Article 10 of the Constitution, and the Student's rights and responsibilities and next steps for the Student to take. It is recommended that all alleged Students seek/are provided with an advisor who can counsel them on professional behavior expected at an Honor Review Board hearing.
- c. In the event that an email notification is undeliverable, and the Student cannot be notified in person, a second and final attempt at electronic notification will be made.
9. The Student Chair will serve as the point of contact for the alleged Student throughout the investigation and Honor Review Board process, if applicable.
 10. The Investigator will be the Student Advisor unless otherwise appointed by the Faculty Advisor.
 11. The Investigator may interview witnesses, including the alleged Student, and review any documents or other information that may assist in determining facts relevant to the alleged violation.
 12. An alleged Student may decline to answer inquiries regarding the matter and will not be subjected to additional discipline for deciding to remain silent. However, the Investigators may draw appropriate inferences from the alleged Student's refusal to answer questions.
 13. All those individuals chosen as per Article 2.7 to serve on the Honor Review Board will be notified with
 - a. a copy of the Report of the Honor System violation,
 - b. a copy of these procedures and of the Honor System,
 - c. the Investigator's list of possible witnesses and copies of any documents likely to be presented at the review,
 - d. a list of the names of the members of the Honor Review Board,
 - e. a notice that the alleged Student may request recusal after stating the reason they believe a bias exists that would prevent the Review Board member from being able to

- impartially review the case, and that the final decision is made by the Investigator and Faculty Advisors,
- f. notice of the time and place of the review,
 - g. notice of the right to be accompanied by an advisor of their choice (which may include legal counsel) at the review and the duty to notify the Student Chair, no less than 3 working days before the review is scheduled, of the Student's intention to have an advisor of their choice present at the hearing,
 - h. notice of the right of the alleged Student to a hearing and the duty to exercise this right by notifying the Student Chair no less than 3 working days before the hearing is scheduled,
 - i. notice that the Student must provide a list of witnesses and documents to the Student Chair and the Investigator no less than 3 working days before the scheduled date of the review, and
 - j. specific notice that the hearing is the Student's opportunity to defend against the allegations brought and that one or more sanctions specified in Article 10 of the Constitution may result from a finding that any violation occurred.
14. The alleged student will be notified as per Article 5.8, and any further decision to share or not to share documents or information that will be used in the Honor Review Board, including the Investigator's list of possible witnesses will be left to the discretion of the Faculty Advisor and Student Advisor to the Honor Committee.
15. The outcome of the Honor Review Board will be submitted as a recommendation to the Dean.

Article 6: The Honor Review Board

1. Reviews shall be called by the Student Chair of the Honor Committee.
2. Members of the Honor Review Board who have a personal interest in a particular review shall recuse themselves from participation in the hearing.
3. The reporter and the alleged Student must be present at all reviews.
 - a. Exceptions are as follows:
 - i. The alleged Student waives their right to appear, in writing, to the Student Chair of the Honor Committee.
 - ii. Notification of the alleged Student was attempted but could not be made, as pursuant to [Article 5.4.c](#), in which case the hearing can be conducted with the alleged Student absent.

4. Proceedings of Reviews
 - a. The Investigator shall present the information gathered from all witnesses and facts that were gathered during the investigation.
 - b. Both the reporter and the alleged Student may present a statement to the Honor Review Board.
 - i. Though the alleged Student has a right to an advisor of their choice as pursuant to [Article 5.13.g](#), only the alleged Student may speak on behalf of themselves at the hearing.
 - c. The alleged Student may admit to violations at any time during the proceedings.
 - d. The hearing proceedings are entirely confidential; any member present at the Honor Review Board meetings or the Honor Review Board hearing is not at liberty to discuss them with anyone.
 - e. Proceedings will be recorded and saved on a USB drive. These recordings will be kept in the School of Medicine Registrar's office for a period of five years after the date of the student's graduation, regardless of the outcome of the proceedings.
5. Completion of the review.
 - a. The Honor Review Board will meet in a closed, private session for deliberation immediately following the hearing.
 - b. The Honor Review Board's responsibility is to determine whether a violation of the Honor Code or Professional Code of Conduct has occurred and make a recommendation of sanction(s) in conjunction with the decision to the Dean.
 - c. The standard of proof will be a preponderance of the evidence: evidence that, to a reasonable and unbiased party, more likely than not points in favor of or against the student.
 - d. A quorum will determine the decision.
 - e. The Faculty Advisor and Student Advisor shall draft a report to the Dean, including the outcome of the review and the Honor Review Board's recommended sanction. The Dean shall be provided with the hearing result, a vote count, a written summary of the case, and a recommendation for sanction.
 - i. The recommendation to the Dean shall be determined using the guidelines of the Honor Code.
 - ii. Academic sanctions are determined at the discretion of the instructor of record and occur following the case resolution by

the (USC Honor Code STAF 6.25,p. 5).

- f. The Student will be provided with the decision made by the Honor Review Board regarding whether a violation was determined to have occurred, in writing, within 7 business days of the conclusion of the Honor Review Board. The student will not receive a copy of the initial recommended sanctions or a verdict until the final decision of approved sanctions and verdict is provided by the Dean.
- g. The Dean should meet with the Student within seven business days after receiving the recommendation of the Honor Review Board, schedule permitting, and will make a final decision to accept the recommendations or amend them.

Article 7: Appeals

1. Appeals of the final decision and sanctions imposed by the Dean as a result of the Honor Review Board hearings may be made to the Dean of the School of Medicine Columbia. The Dean will then appoint a School of Medicine administrator or faculty member unfamiliar with the case or responsible for the alleged Student's evaluation to consider the appeal.
2. The grounds for appeal of the Honor Review Board decision must be in writing and filed within three (3) business days of the original notification of the final verdict.
3. Grounds for appeals
 - a. Specific procedural rules were not followed, resulting in prejudice to the alleged Student; or
 - b. There is specific new evidence, which could not reasonably have been discovered prior to the hearing and which likely would have changed the outcome of the hearing.
4. If it is determined that the appeal is legitimate by the Dean's appointee, three new Honor Committee members will constitute the new Honor Review Board, with two new faculty members chosen by the Faculty Advisor.

Article 8: Publicly Informing Students of the Honor System

1. Each School of Medicine Columbia student will be informed by the Honor Committee during their program's orientation about the functions of the Honor Committee and their obligations to the Honor System.
2. Each student will be directed to the URL link of the University of South Carolina School of Medicine Columbia Honor System document each year.
3. During their program orientations, School of Medicine Columbia students will

affirm their commitment to the Honor System by signing the Academic and Professional Honor System pledge.

4. The members of the Honor Committee will be made known to all students upon commencement of each program's academic year. The members will be accessible to any student to address concerns or questions regarding protocol, violations, or other Honor Code issues.
5. Students may be required to reaffirm their obligation to uphold the Honor System prior to completion of graded assignments.

Article 9: Amendments

1. Amendments to this Constitution shall require the approval of a simple majority of the total membership of the Honor Committee for their adoption.
2. The student body will then be informed of the amendment to the Constitution.

Article 10: Sanctions of Honor System Infractions

One or more of the following sanctions may be utilized to provide educational interventions and hold the student accountable for their actions. The severity of the sanctions will align with community standards and increase with subsequent violations of the Honor Code and/or Code of Professional Conduct.

1. All professional infractions as outlined in [Honor Code](#) and [Professional Code of Conduct](#) will be promptly reported to the Honor Review Board, as delineated in [Article 4](#) of the Honor Committee Constitution and Function.
2. Disciplinary action imposed by the USC SOMC may precede and/or be in addition to any penalty enforced by any non-University authority if a student engages in conduct that is determined to violate any federal, state, or local laws.
3. Sanctions may include but are not limited to
 - a. an oral reprimand by the Dean of the School of Medicine with a record of the reprimand to be maintained in the School of Medicine Columbia Registrar's Office (first offense only),
 - b. a Letter of Warning from the Dean to be recorded in the School of Medicine Columbia Registrar's Office (first offense only),
 - c. remediation or professional training or counseling as appropriate for the nature of the offense,
 - d. probation for a period of review and observation during which a student is under official notice that subsequent violations are likely to result in more

- severe sanctions, including suspension or expulsion from the SOMC or the University,
- e. suspension from the School of Medicine Columbia for a period of not less than one semester,
 - f. restitution or compensation to the appropriate party for any damage, loss, or injury incurred by the party as a result of the student's actions, which may require monetary compensation or replacement of materials or items,
 - g. revocation of admission to the School of Medicine Columbia or revocation of degree,
 - h. permanent expulsion from the School of Medicine Columbia, or
 - i. any combination of the above sanctions.

Article 11: Retention of Records

The USC SOMC Registrar's Office shall maintain files on all University of South Carolina School of Medicine Columbia students' Honor Code and Professional Code of Conduct reports, records, and hearing proceedings for five years from the date of the final resolution according to procedures established by USC SOMC Academic and Professional Honor System. All records or reports related to a student's interaction with the USC SOMC Honor Committee or Honor Review Board are considered educational records in accordance with university policy [ACAF 3.03 Handling of Student Records](#).

Policy Resources

Elements of the SOMC Honor System	Document Location
USC Honor Code (STAF 6.25)	https://www.sc.edu/policies/ppm/staf625.pdf
USC Code of Conduct (STAF 6.26)	https://www.sc.edu/policies/ppm/staf626.pdf
USC SOMC Policy on Evaluation of Personal and Professional Conduct	https://academicbulletins.sc.edu/medicine/school-medicine-columbia/academic-regulations/
USC Harassment and Discrimination Policies	https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/policies/index.php
USC Sexual Harassment Policy (EOP 1.02)	http://www.sc.edu/policies/ppm/eop102.pdf
USC Policies for Technology Security	https://sc.edu/about/offices_and_divisions/division_of_information_technology/security/policy/universitypolicy/

USC Policy for Responsible Use of Data, Technology, and User Credentials (UNIV 1.52)	http://www.sc.edu/policies/ppm/univ152.pdf
Honor Code and Professionalism Reporting Form	https://docs.google.com/forms/d/1nB_MuAP7cF-MoK2mAo_Ak2_AhidqC3Rjn4odJuwWmWU/viewform?edit_requested=true
Handling of Student Records (ACAF 3.03)	http://www.sc.edu/policies/ppm/acaf303.pdf

History of Revisions

Date of Revision	Reason for Revision
07/15/2021	Bring all programs of SOMC under one honor system.
12/1/2022	Added policies on minor professionalism violations and clarified timeline of interaction with the Dean

Proceedings in the Honor System document are adapted from The Academic Bulletin of the University of South Carolina School of Medicine, Policy on Evaluation of Personal and Professional Conduct, 2021-22; Honor Code of the University of South Carolina, 2020; Guidelines for the University [of South Carolina] Committee on Academic Responsibility, 2015; and Honor Code of the University of South Carolina School of Law, 2014.