

**COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

HONOR CODE

1. PURPOSE

The Honor Code exists to provide a clear framework for acceptable behaviors within the School of Health Professions.

2. PROCEDURE

a. **Preamble and Purpose**

The School of Health Professions (SHP) is an academic community composed of students, faculty, staff and administrators. This community recognizes the need to establish guidelines which clearly state the goals and values of health care professionals. All members of the school are responsible for upholding principles of academic honesty and integrity and promoting an environment of mutual respect and trust. If the highest standards are not maintained, the reputation and integrity of the College, SHP and the individual are compromised, and disservice is done to the community and society.

The SHP Honor Code is not a list of rules, but a philosophy of conduct based on the belief that all community members take responsibility for their own actions. Honorable behavior demands that all community members tell the truth, advance only on personal merit, and demonstrate honesty in all aspects of academic and professional behavior.

b. **CCBC Student Code of Conduct**

SHP acknowledges the authority of the College and the tenets of the CCBC Code of Conduct. For the College to make its maximum contribution as an institution of higher learning, the entire college community must uphold high standards of integrity, honesty, and ethical conduct. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. In keeping with these values, students are expected to complete their course work according to their professors' instructions and without any kind of unauthorized assistance. Students also must submit work that is uniquely their own or provide clear and complete acknowledgement of the use of work attributed to others. The SHP has implemented the SHP Honor Code to ensure that its students are committed to these high standards.

c. **SHP Honor Code**

The Administration and Faculty of SHP expects that its students will adhere to high standards of academic integrity, ethics, and professional conduct. The Honor Code applies to all academic activities that take place on all College's campuses, in clinical settings, at off-campus professional activities, and in situations where the student represents SHP (including social media venues). All students accepted into any program in SHP shall receive a statement explaining the community's commitment to academic honesty and integrity. All students are provided with an orientation to the Honor Code at the SHP New Student Orientation. Questions concerning the SHP Honor Code can be referred to any SHP administrator or faculty.

d. **Faculty and Staff**

All faculty and staff are expected to endorse, adhere, and support the principles of the SHP Honor Code and apply its rules and procedures.

e. **Students**

All students entering a SHP program shall sign an acknowledgement of the SHP Honor Code and the policies and procedures set forth by SHP and each program. Students who refuse to sign the pledge must explain their refusal in writing to the appropriate faculty member. Failure to sign the acknowledgement may result in failure to proceed in the academic program.

The following Honor Pledge will be at the beginning of each exam and must be signed by the students:

"Academic honesty and integrity are expected of students in the CCBC School of Health Professions. In recognition of the Honor Code, I certify that I will neither give nor receive unauthorized aid on this examination and that I will report any and all violations I observe."

f. **In Class Examination Procedure**

All faculty and staff are responsible for following and implementing the following testing procedures:

- i. Students' personal belongings must be placed at the designated location in the classroom. Only items specified by the proctor may be taken to a testing seat.
- ii. Once the test has begun, there will be no talking. Any questions must be directed to the proctor.
- iii. No one will enter or leave the room without the proctor's permission. If a student must leave the room, he or she must turn the exam into the proctor; and
- iv. Students may not use any electronic devices (not previously approved by the instructor) from the time the exam is distributed. Electronic devices may not be with the student at their testing seat. Students who have documentation about disabilities requiring accommodation must notify the faculty **at the beginning of the semester** so that appropriate accommodation can be made. Failure to notify the faculty will result in the student being unable to receive accommodation for their exam.

3. HONOR CODE VIOLATIONS

- a. Cheating which includes, but is not limited to, intentionally using or attempting to use unauthorized materials, information, technology, or study aid in any part of the academic program. Cheating includes copying from another student or allowing another student to copy from you. This includes any act of academic dishonesty including obtaining advanced information about exams, quizzes, or simulation experiences.

- b. Falsifying or misrepresenting any information to faculty/administrators of SHP and/or College, or in connection with activities at clinical settings or during other professional or academic activities, including but not limited to, intentional and unauthorized changing or misrepresenting data or other significant information in any academic exercise.
- c. Facilitating academic dishonesty by intentionally or knowingly helping or attempting to help another to violate any provision of the SHP Honor Code or by failing to report immediately any and all observed or reported violations of the SHP Honor Code.
- d. Using any devices during an examination or quiz unless directed to do so by the proctor.
- e. Communicating with anyone other than the proctor during the examination/quiz.
- f. Failing to demonstrate respect and courtesy to all faculty, instructors, staff, clinical preceptors, patients, fellow students, and guests.
- g. Attending a clinical site under the influence of alcohol or illegal substances.
- h. Bribing or attempting to bribe others by providing, offering, or taking rewards, or something of value with the intent of influencing a grade or receiving aid in an academic exercise.
- i. Threatening or intimidating others, including but not limited to, the purpose of receiving an unearned grade or to prevent the reporting of a SHP Honor Code violation.
- j. Plagiarizing intentionally or unknowingly the work of another individual and representing such work as one's own in any academic exercise. This includes plagiarism of yourself, including using a paper you have previously submitted when retaking a class or in another class.
- k. Inappropriate or unprofessional conduct, including but not limited to, violating confidentiality rules and engaging in unauthorized or unsupervised procedures in a lab or clinical setting.
- l. Using generative artificial intelligence (AI) to complete any assignment or exam, or any portion thereof, without express permission from the instructor.
- m. Violation of student's specific SHP Program Policies.

4. **ADMINISTRATION OF THE SHP HONOR CODE**

a. **Introduction**

Adoption of the SHP Honor Code necessitates the creation of an Honor Council. The purpose of the Honor Council is to provide a fair and just forum for the adjudication of alleged violations of the SHP Honor Code. Deviations from prescribed procedures DO NOT necessarily invalidate a decision, unless significant prejudice to an accused student occurs.

b. **Composition of the SHP Honor Council**

The Administrator of the Honor Council is appointed by the Dean of the School of Health Professions each fall.

The Honor Council will be composed of:

- i. A minimum of three (3) student members from at least three (3) different SHP programs; and
- ii. A minimum of two (2) faculty from at least two (2) different SHP programs.

Any SHP student who serves on the Honor Council must:

- i. Be in good academic standing.
- ii. Be enrolled in at least the second semester of their program of study.
- iii. Obtain endorsement from their Program Director; and
- iv. Not be from the program that the alleged violating student is enrolled in.

Faculty members may volunteer to be members of the SHP Honor Council. Faculty members must:

- i. Have a minimum of one year experience within SHP; and
- ii. Not be from the program that the alleged violating student is enrolled in.

c. **Authority and Responsibility**

Honor Council members shall have the following authority and responsibilities to:

- i. Assist in conducting hearings before the Council with the utmost integrity and unbiased perspective.
- ii. Determine whether allegations of violations of the SHP Honor Code are established by clear and convincing evidence.
- iii. Maintain confidentiality of all parties involved in a hearing before the Council.
- iv. Recommend sanctions for violations of the SHP Honor Code and to forward those recommendations to the Dean of SHP.
- v. Advise and consult with faculty members and administrators on matters related to the SHP Honor Code.

- vi. Assist in the development and promotion of programs about academic integrity, the SHP Honor Code, and the Honor Council; and
- vii. Recuse himself/herself if he/she has prior knowledge of bias regarding an alleged situation or persons involved in a matter that comes before the Council.

d. **SHP Honor Council Administrator**

The Dean of the SHP shall appoint a Program Director or Faculty member to serve as the Honor Council Administrator. The Honor Council Administrator will have the following responsibilities to:

- i. Serve as first point of contact when an alleged SHP Honor Code violation has occurred.
- ii. Determine if allegations meet the criteria for convening the Council.
- iii. Assemble the Council for the purposes of convening the hearing.
- iv. Communicate with the student involved in the allegation.
- v. Assist the Student Chair during the proceedings.
- vi. Distribute relevant materials related to an allegation to the members of the Council.
- vii. Collect copies of relevant materials distributed to the Council for shredding; and
- viii. Submit the findings and recommendations to the Dean of the School of Health Professions.

e. **Honor Council Hearing Board Procedures**

A faculty member who observes an apparent Honor Code violation or receives an allegation of academic dishonesty will investigate the incident or allegation. The faculty members will discuss the allegations with their Program Director and determine what action is warranted by the evidence. If the evidence is convincing that an SHP Honor Code violation has occurred, faculty member shall meet with the student involved to inform him/her of the allegation and the intent to inform the Honor Council. The decision to move forward with an Honor Council hearing must occur within five (5) business days of observing or being aware of an alleged Honor Code violation. The faculty member completes and presents an SHP Honor Code Referral to the student at the time of the meeting. After the meeting, the faculty member completes an SHP Honor Code Incident Report for the Honor Council and submits the copy of the SHP Honor Code Referral.

The SHP Honor Council Incident Report, SHP Honor Code Referral and any evidence supporting the allegation must be presented to the Administrative Assistant to the Dean who will initiate the case file. The Administrative Assistant will forward the documentation to the Honor Council Administrator within 48 business hours. The Honor Council Administrator will have up to five (5) business days to review the allegations and determine if there are reasonable grounds to believe the SHP Honor Code may have been violated. If such grounds do not exist, the student will be notified in writing by the Honor Council Administrator that no grounds exist, and no further action will be taken.

If the Honor Council Administrator determines that there are reasonable grounds to believe that an honor code violation has occurred, the Administrator will notify the student in writing and specify the item(s) of the Honor Code that were allegedly violated. The student can request to be assigned to a faculty advisor or to the Honor Council Administrator to mentor them through the Honor Council process.

f. **Hearing Procedures**

- i. The Honor Council Administrator shall provide written notice of the hearing date and the specific allegations against the student at least five business days in advance of the hearing. All notifications from the Honor Council Hearing Board will take place via the college email system; it is the student's responsibility to read all electronic communications.
- ii. The Honor Council may summon relevant witnesses to the hearing after consultation with the Honor Council Administrator. The Honor Council Administrator will identify relevant witnesses through discussion with the Respondent and the faculty member involved in the allegation. College students and employees are expected to comply with a request to appear before a Council unless compliance would result in significant and unavoidable personal hardship, or substantial interference with normal college activities, as determined by the Dean of SHP. The Honor Council Administrator may adjourn the hearing until such time as indispensable witnesses are available.
- iii. Accused students who fail to appear after proper notice will be deemed to have pled "No Contest" and therefore will be deemed guilty of the charges against them.
- iv. Faculty or Program representatives who brought forth an allegation are expected to appear at the Hearing. Failure to appear will result in forfeit/dismissal of the violation.
- v. Council hearings are closed and not open to the public.
- vi. The Honor Council Administrator and Student Chair shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts the hearing may be excluded by the Honor Council Administrator and Student Chair.
- vii. Formal rules of evidence shall not be applicable. The Honor Council Administrator and Student Chair shall give effect to the rules of confidentiality and privilege but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.
- viii. Prospective witnesses, other than the person bringing the charges and the Respondent, may be excluded from the hearing during the testimony of other witnesses.

g. **Timeframe**

- i. The Council hearing will be scheduled within 10 business days from the initial referral. If there is a delay in the timeframe, the student will be notified by email.
- ii. Following the hearing, the committee chair will forward the written outcome within

- five (5) days of the hearing to the Dean of the School of Health Professions; and
- iii. The Dean will notify the student in writing with the outcome of the hearing within ten (10) business days of the hearing.

h. **Interpretations of SHP Honor Code**

The purpose of publishing the SHP Honor Code is to make students aware of prohibited behaviors within the academic environment. This SHP Honor Code is not written with the specificity of a criminal statute.

i. **Sanctions**

Sanctions that may be imposed for any violation of the SHP Honor Code may include, but are not limited to:

- i. **Warning**: a written reprimand for violation of specified regulations, including a written warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary or academic action. Notice of warning will be placed in the student's SHP academic folder until the completion of the program.
- ii. **Academic Probation**: exclusion from participation in privileged academic activities for a specified period. Additional restrictions or conditions may also be imposed. Violation of the terms of academic probation, or any other violation of the SHP Honor Code during a period of probation could result in suspension or expulsion from the SHP Program and/or College. Notice of this action will appear in the student's academic folder.
- iii. **Course Failure**: notice in writing that the student failed the course because of academic dishonesty. The course may be repeated if the program policies allow.
- iv. **Suspension**: exclusion from the academic program and other privileged activities as set forth in the suspension notice. Notice of this action will appear in the student's academic folder. The committee determines the time frame not to exceed one academic year.
- v. **Expulsion**: permanent termination of student status and exclusion from SHP privileges and activities. The SHP Admission's Office and College Registrar are notified. The student may not re-apply or enter any SHP program; and
- vi. **Other Sanctions**: other sanctions may be imposed instead of, or in addition to, those specified in this section.

Attempts to commit acts prohibited by the SHP Honor Code may be punished to the same extent as completed violations.

j. **Decision Appeal**

Following the outcome of the Honor Council, the student has five (5) workdays (from the date on the notification email) to appeal the decision with the Dean of the School of Health Professions. The Appeal must be in writing and clearly state why you feel the decision is incorrect and include additional evidence. The Dean will render his decision based on the student's documentation within seven (7) days. The decision is based solely on the student's documentation and no further meetings will occur. Dean's decision is the final decision and there are no further appeal options.

**The Community College of Baltimore County
SCHOOL OF HEALTH PROFESSIONS**

SHP Honor Code Referral Report

Student Name: _____ Student (900): _____

Student CCBC Email: _____
(Note this will be utilized for all communication)

Faculty member(s): _____

Student's Program: _____

Course Number/Title associated (if applicable): _____

Date of Incident: _____

Date of Meeting with Student to notify of allegation: _____

Date of Submission to Dean's office: _____

Honor Code Violation (indicate # and related verbiage):

Identify/describe the alleged Honor Code violation:

*Copy of this completed form is to be provided to the student and submitted for Honor Council Review.

**The Community College of Baltimore County
SCHOOL OF HEALTH PROFESSIONS**

SHP Honor Code Incident Report

Student Name: _____ Student (900): _____

Student CCBC Email: _____
(Note this will be utilized for all communication)

Faculty member(s) who will attend the Hearing:

Date of Incident: _____

Date of Meeting with Student to notify of allegation: _____

Attach a written statement supporting the allegation. Include supporting evidence or documentation of how the allegation was discovered, when the allegation occurred, the outcome from presenting the allegation to the student, etc.

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

SHP HONOR CODE PROCESS COVER FORM IDENTIFYING DATA

Name of Student: _____

Student's Program: _____

Student CCBC Email: _____

Student ID Number: _____

Faculty Initiating Process: _____

REQUIRED PROCESS DATES

ACTION	DATE	TIME
1. Notification to the student of alleged Honor Code Violation.		
2. Submission of packet to the Administrative Assistant to the Dean. (Packet to include SHP Honor Code Process Cover Form, SHP Honor Code Referral Report, SHP Honor Code Incident Report, and any supporting documentation)		
3. Honor Code Administrator notified of alleged Honor Code Violation.		
4. Notification to the student of Honor Council Hearing.		
5. Completion of Honor Council Hearing.		
6. Report/recommendations by Honor Council Administrator to Dean, School of Health Professions.		
7. Email/letters sent to: a. student b. faculty member(s) involved c. Program Director		

**COMMUNITY COLLEGE OF BALTIMORE COUNTY
SCHOOL OF HEALTH PROFESSIONS**

HONOR CODE TIMELINE

<i>Day</i>	<i>Date</i>	<i>Activity</i>
0		Referral initiated
10		Completion of Hearing
20		Deadline for student notification