

1. School Rules on Student Academic Misconduct (e.g. cheating)

- a. Observation that not all schools in LSUHSC have a clear policy and procedure on student academic misconduct
- b. Review of LSUHSC-NO schools shows that there are some mechanisms in place in all schools except School of Graduate Studies
 - i. Many have dean of students as the focal point
 - ii. Some have a committee of faculty and students to adjudicate accusations; one school has an honor code established. Some programs within a school have an honor code.
 - iii. CM-56 is supposed to be a backup procedure outlined (see below)
 1. Procedure for Addressing Student Complaints: If the Health Sciences Center or specific school already has a policy concerning the student's complaint, procedures indicated in that policy should be used; if the Health Sciences Center or specific school has no specific policy, the following procedure should be used.
 2. Specific school policies should include the following basic elements:
 - a. Informal Conflict Resolution:
 - i. Discuss the conflict with the person against whom the complaint is made. In the event that the complainant does not feel comfortable doing so, the complaint should be directed to the Office of the Associate Dean for Academic /Student Affairs of the specific school.
 - ii. The Associate Dean of Academic/Student Affairs will meet with the individual against whom the complaint has been made in an effort to resolve the conflict.
 - b. Filing a Formal Complaint
 - i. If the conflict can not be resolved informally, the complainant must make a formal written complaint to the Associate Dean of Academic/Student Affairs. The written complaint must include the following:
 1. A statement of the complaint,
 2. Identification of individual/office against whom the complaint is made,
 3. The relief sought,
 4. The complaint must be signed by the complainant.
 - ii. Upon receipt of the formal written complaint, the Associate Dean of Academic/Student Affairs of the appropriate school must take immediate action to resolve the conflict.
 - iii. If the conflict can not be resolved to the complainant's satisfaction within a period of 10 working days, the matter will be referred to the Vice Chancellor for Academic Affairs of the Health Sciences Center by the Associate Dean. The referral will include the complainant's formal written request plus a statement of actions taken by the Associate Dean to resolve this matter.
- c. Referral to the Vice Chancellor of the Academic Affairs
 - i. The Vice Chancellor for Academic Affairs:
 1. May make a decision as to how the matter can be resolved. This decision shall be communicated to all concerned parties in writing;
 2. If for any reason the Vice Chancellor for Academic Affairs chooses not to render a decision, he/she may empanel an ad hoc committee comprising three faculty members, at least one of which is from the pool of elected members of the Faculty Senate and two students appointed by the

appropriate Student Government Association President. The Committee shall meet in an effort to resolve the matter within a period of 10 working days. The Committee may meet with the concerned parties and others who can provide information that is helpful in resolving the matter. The Committee meetings will be closed, and information provided during the meeting shall be held in strictest confidence.

- ii. The Committee shall reach a decision as to the resolution of the matter and make its written recommendation to the Vice Chancellor of Academic Affairs within five working days. The Vice Chancellor for Academic Affairs, upon receipt of the Committee's recommendation, will make a decision and communicate this decision in writing to all concerned parties and the Dean of the appropriate school. The decision of the Vice Chancellor for Academic Affairs is final and non-appealable.

c. Other schools

- i. LSUHSC-S has an honor code with procedure;
http://www.admissions.lsuhs.edu/Honor_Code_May_2007.pdf
- ii. Nationally some examples of schools with honor codes (60% of medical schools have them)
 1. SUNY
 2. GW
 3. UMich
 4. Wayne State
 5. TJMS
 6. Rochester
 7. SIU
 8. Wright State
 9. Temple
 10. Duke
 11. Ohio State
 12. USC
 13. UVa
 14. UCLA
 15. OHSU

d. Recommendation

- i. All schools should review their policy and procedures for student academic misconduct. Aspects of this review should consider some of these issues. In particular,
 1. Is there a clear outline of expectations, procedures, and consequences?
 2. Does the procedure work when a faculty/student member from another school have evidence of academic misconduct of a student in the primary school (e.g. Medicine faculty filing a complaint on a Dentistry student)?
 3. Do the students obtain these policies and procedures at the time of enrollment?
 4. Should all students sign off on understanding these policies and procedures?
 5. Do faculty receive these policies and procedures?
- ii. The Chancellor should modify CM-56 language so that it includes complaints of student academic misconduct
- iii. The LSUHSC-NO catalog should have a general outline of student conduct and responsibilities in the general section of the catalog where CM-56 is referred. Then the individual school sections could emphasize specific conduct and responsibilities.

- iv. All faculty should be informed of the code of conduct, student responsibilities, procedures for violations, and consequences.
- v. The LSUHSC-NO or individual schools should work to implement an honor code and system that would apply to all students, trainees, faculty (and staff?)
 1. All individual schools should develop an honor code that is clearly stated in the student and faculty materials
 2. Students, trainees and new faculty (and staff?) hires should sign an honor code at school entry. Students should sign a pledge during each academic exercise.
 3. Honor system should be administered through a council comprising of students, trainees, and faculty.