Honor System: Disciplinary Procedures for Reporting Infraction(s)

Procedures for reporting and adjudication

- 1. When a member of the Wake Forest School of Medicine Community has reason to believe that a physician assistant student has violated the Honor Code, he or she should discuss the complaint with the PA Honor Council Chair. The PA Honor Council Chair will advise the accuser of the disciplinary procedures which will occur and will emphasize confidentiality of all information pertaining to this matter.
- 2. To then bring a formal charge before the PA Honor Council, the accuser should report the complaint in writing to the Chair of the PA Honor Council. At this time, he or she must disclose his or her name, the name of the accused student, and the suspected violation.
- 3. Subsequent to a formal charge, standards as outlined in the full text of the <u>PA Honor Code Standards of Honor and Professional Conduct</u> policy will be adhered to.
- 4. Upon a non-guilty verdict by the PA Honor Council, the charges against the accused shall be dropped without further review at any level.
- 5. Upon a guilty verdict by the PA Honor Council, a formal written report shall be made to the PA Program Director or designee. Additionally, the PA Honor Council may offer recommendations regarding disciplinary action. The PA Honor Council Chair will notify the student that this communication has been forwarded to the PA Program Director.
- 6. All communication regarding alleged violations will be documented and reviewed during investigation and hearing.

Rights of the accused

Any student who has been accused of violating The Honor Code shall have the following rights which shall be explained to him or her in writing when he or she receives initial notification of the charges.

- 1. Right to immediate written notification of the charge(s) against him or her.
- 2. Right to have all details of any charges and knowledge of the PA Honor Council proceedings kept confidential. Only those individuals specifically outlined in this document shall have any knowledge of PA Honor Council business and proceedings.
- 3. Right to be subjected only to investigations of possible violations which are reported to have occurred within the preceding thirty (30) calendar days from the moment the violation became apparent to the time when the violation was reported.
- 4. Right to a prompt Hearing. Except under extenuating circumstances, the PA Honor Council Hearing shall be scheduled no later than ten business days after a formal complaint has been received, excluding scheduled vacation days.
- 5. After notification that a Hearing is to be conducted, the accused student shall have the right to know the names of his or her accusers, names of any witnesses to be called in the Hearing, and access to any documents or evidence gathered in the investigation which is to be presented in the Hearing.
- 6. Right to be accompanied at the Hearing by a student advocate. This student advocate of the Wake Forest School of Medicine must be currently enrolled and not a licensed attorney, professional counsel, or paid advisor.
- 7. Right to present a statement in his or her own defense or refuse to testify at the Hearing.
- 8. Right to call and question witnesses at the Hearing.

- 9. Right to be presumed innocent until a determination has been made that there is substantial evidence that an action or behavior of the accused student is in violation of The Honor Code.
- 10. Right to be judged solely on the evidence and testimony presented during the Hearing.
- 11. Right to appeal decisions as outlined in the Honor Infraction Appeal Process Policy on the grounds of procedural unfairness or harmful bias.

Investigation of Charge

- 1. The PA Honor Council shall immediately begin collecting the details surrounding the suspected violation. The Committee shall:
 - o interview the accused student:
 - o interview the person(s) placing the complaint;
 - o conduct interviews with any others, including students or faculty, who may have pertinent information relating to the alleged infraction;
 - o review any document(s) or other evidence relevant to the suspected violation.
 - o Inform the Department Chair PA of the investigation.
- 2. Following collection of all available facts pertinent to the suspected violation, the PA Honor Council will:
 - schedule the date for the Hearing, if warranted. Except under extenuating circumstances, the date of the Hearing will be no later than ten business days after the formal complaint has been received, excluding scheduled vacation days.
 - o compile the list of formal charges;
 - deliver the charges to the accused and inform him or her of the date of the Hearing.
 - send notices to all persons who must be present at the Hearing, including all witnesses and other persons needed to present evidence.
- 3. During the investigation, the accused shall have access to all evidence to be presented at the Hearing.

The PA Honor Council Hearing

- 1. Participants
 - o All hearings are closed.
 - o In a closed hearing, only the following people are to be present:
 - accused and his or her designated advocate
 - members of the PA Honor Council
 - witnesses, allowed one at a time and only during their own testimony;
 - other participants to present testimony as deemed necessary by the Honor Council or the accused.
- 2. Records of proceedings
 - A formal record of all proceedings of the Hearing, except the deliberations of the PA Honor Council, shall be kept in a locked file in the Department of the PA studies for a period of two years from the date of the Hearing, and then shall be destroyed for protection of the accused student.
 - o This record shall be in the form of an audio recording.
 - This record shall be the sole property of the Wake Forest University School of Medicine.
 - Access to this record shall only be allowed with joint permission of the Chair of the Honor Council and the PA Program Director or designee.

3. Procedures

- o The Chair of the Honor Council shall call the Hearing to order, reminding those present that in a PA Honor Council Hearing the members of the Wake Forest University community are bound to honesty and integrity.
- o The Chair shall read the formal statement of charges.
- The Chair shall call for the presentation of evidence to the PA Honor Council in summary format.
- o The Chair shall call for the testimony of involved individuals as called by the Committee. Each presentation is followed by a period of time set aside for questioning by the Chair, the accused and his or her advocate, followed by members of the PA Honor Council.
- The Chair shall call for the presentation of evidence by the accused in summary format.
- o The Chair shall call for the testimony of involved individuals as called by the accused. Each presentation is followed by a period of time set aside for questioning by the accused and his or her representative, the investigators, followed by members of the Committee, in that order.
- o The Chair shall call for clarifying remarks and final questions.
- o Conclusion of the Hearing. All present are dismissed with the exception of the Chair and members of the PA Honor Council.

Deliberations

It shall be the duty of the members of the PA Honor Council to determine if there is substantial evidence that the accused student has committed the action of which he or she is accused and that such actions constitute a violation of The Honor Code. By this definition, the accused student is presumed innocent until the PA Honor Council determines that burden of proof was met in the presentation of evidence at the hearing.

Decision

- 1. Upon completion of the deliberations, the members of the PA Honor Council shall vote on the verdict of the case. Two-thirds of the voting members must return a vote of guilty in order for a guilty verdict to be reached.
- 2. If the Honor Council has decided that a violation of the Code has occurred, a formal written report shall be made to the PA Program Director or designee which includes the name of the student who was found in violation of the Code, the infraction(s) committed, a brief summary of the events surrounding the violation, the PA Honor Council decision and recommendation for disciplinary action.
- The Council shall have discretionary authority to recommend disciplinary action up to and including suspension or expulsion. This notification should be hand delivered to the PA Program Director or designee before the end of the first business day following a Hearing.
- 4. If the PA Honor Council has decided upon a not guilty verdict, the charges against the accused shall be dropped without further review at any level. The accused shall promptly be informed by the PA Honor Council Chair that no violation has occurred.
- 5. All guilty verdicts will have formal documentation in the student file. This documentation will not be destroyed.

Other Violations of Appropriate Student Conduct

- 1. Conduct which tends to bring discredit upon the Wake Forest School of Medicine, the student or the PA profession, whether committed on campus or off campus may constitute a breech of the Honor Code. Allegations of any student misconduct supported by reasonable evidence will be referred to the PA Honor Council Chair.
- 2. It is the responsibility of the student to immediately notify the PA Program Director or designee if accused of a felony or misdemeanor. Conviction of a felony may be grounds for dismissal.

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