

Indiana University School of Optometry Honor Code

Written by IUSO student body and unanimously endorsed by the IUSO faculty December 19, 2012

Revised June 2014

Revised May 2015 to increase number of student and faculty members on council, and to make findings of Council binding on faculty-of-record for a course in which a student has been found to be in violation of the Honor Code

Preamble

As future healthcare providers and leaders within our communities, it is imperative that the professional students of the Indiana University School of Optometry hold themselves to the highest moral standard in the classroom, clinic, and in their daily personal interactions. The transition from undergraduate to professional student requires an atmosphere of mutual respect, trust, and strict ethical standards. While it is not possible to mandate morality, this Honor Code is established in the belief that each individual student can self-regulate his or her own behavior and the behavior of his or her peers, just as state boards of optometry are entrusted to regulate professional behavior.

Article I. Purpose

The purpose of this honor code is to hold every student to the same high ethical academic standard in order to deliver the highest quality professional education and patient care. The honor code seeks to establish a system to resolve allegations of academic and professional misconduct. Faculty and students will work together in order to achieve academic honesty.

Article II. Jurisdiction

This honor code will apply to all students enrolled in the professional program at the Indiana University School of Optometry. The honor code will officially be in effect from the time the document is signed by the student through the remainder of the student's enrollment. A new honor code cannot be retroactively enforced. When new honor code documents are written and ratified, they will supersede this document.

Article III. Affirmation of the Honor Code

All students must sign the most current version of the Honor Code upon admission to the IUSO, and it will be kept as part of the student's academic record. This code requires students and faculty to conduct themselves in a way that promotes the greatest academic integrity.

Article IV. Rules of Conduct

1. Students in the Indiana University School of Optometry, Doctor of Optometry program are bound to abide by the Honor Code.
2. All students must work individually on assignments and examinations unless collaborative work is part of the exercise and approved by the instructor. The student should assume that all assignments are to be completed individually, unless otherwise specified by the instructor.

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3. A student shall follow the rules of a course as described in the course syllabus or other course information provided to the student.
4. Old exams handed down from peers are deemed as fair study resources unless specified by the professor. All faculty will clearly state the permission to use old exam materials.
 - a. If a student has access to an allowed old exam, that student must make the document accessible to the entire school by means of posting it on OnCourse/Canvas or an IUSO intranet depository.
 - b. If the professor does not allow old exams to be used as study materials, it is the student's responsibility to turn it in within 24 hours either to that professor or to the faculty support secretary (currently Cheryl Oldfield) without consequence. If the professor or the faculty support secretary is not present in his/her office, then it is appropriate to place the old exam under their office door and send an e-mail to the professor or to the faculty support secretary within 24 hours informing them of the presence of the exam.
 - c. Availability, usage, and expectations of old examination materials will be made clear by the professor.
5. A student is responsible for his/her own work and will not misrepresent the work of another person as his/her work.
6. A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment.
7. A student shall not serve as a substitute or attempt to enlist a substitute in the taking of examinations. If a student has a conflict with the day of the examination, he/she needs to speak with the faculty member directly.
8. When examinations for individual students are given early or late, a student shall not intentionally offer, give, or receive information contained in the examination that would provide unfair advantage unless specifically authorized by the instructor.
9. A student shall not falsify or alter any University or School of Optometry documents, including but not limited to a patient's medical record, clinic log, or clinic service sheet. A student shall not misrepresent himself/herself or his/her optometric knowledge, status, or training level to patients; and shall not practice optometry without a license or examine a patient without direct supervision and prior approval from an optometrist.
10. A student shall not intentionally or recklessly misuse, damage, or remove without authorization the property of another individual, organization, the School, or the University.
11. A student is prohibited from unauthorized entrance to or presence in or on School facilities (e.g. for the purposes of gaining academic advantage).
12. A student shall not knowingly make a false allegation of an Honor Code violation against another student.
13. A student lying or purposely misrepresenting the truth violates the Honor Code. This includes but

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is not limited to lying to administration and faculty members, forging or falsifying any official school document, lying to Honor Code Council members during investigations and/or hearings.

14. A student shall not retaliate against those who make an allegation of an Honor Code infraction or those that participate in the allegation process outlined in the Honor Code.
15. All students must treat each other, faculty, and staff with respect academically, professionally, and personally. All students are expected to be considerate and courteous to their current and future colleagues.
16. All students must conduct themselves in a professional manner when taking part in, as well as representing, IUSO both on and off campus. This includes social media. (i.e., EyeBall, professional meetings such as AOA-Optometry's meeting, external rotations, etc.)
17. Students will use IUSO issued calculators for all exams. The use of personal and graphing calculators is prohibited.
18. All students will report any suspicious activity directly to the Honor Council. All reports will remain confidential within the Council and disciplinary action will follow the Procedures for Handling Suspected Violations of the Honor Code. Once a report has been filed with the Dean of Students, and if the student accused of misconduct appeals, there is a possibility that the student(s) who reported the incident will be identified. A reporting template will be provided on OnCourse/Canvas or the IUSO intranet.

Article V. Honor Code Administration

Section 1. Composition of the Honor Council

1. The Honor Code shall be administered by the Honor Council.
2. The Honor Council will consist of seven student members and three appointed faculty members. Two student members will be elected from each of the first, second, and third year classes. The Associate Dean of Students will select the seventh student member from the third year class. The Honor Council Coordinator will advise the Honor Council, keep track of notes and minutes from meetings, and make sure that due process takes place.
3. The Honor Council will elect a chair annually during the fall semester. The Chair will be responsible for gathering records, soliciting and distributing reports from faculty and contacting the accused student. The Chair will also be responsible for providing all materials, including the written Honor Council decision, to the Director of Student Administration for a central repository.
4. Honor Council Coordinator. The Dean will appoint three faculty members – each of who will serve a three year term - to the Council. One of the appointed will be the Coordinator, a full time faculty member to provide advice at Honor Council committee meetings and hearing procedures for suspected violations of the Honor Code. This faculty member will not have voting power in the hearing procedures, but shall give input in Council meetings, report progress to the School faculty, and must agree to attend all meetings. In addition, this faculty member will be limited to serving three consecutive terms, and he/she will not be eligible to serve again until three years after their last appointment. The two remaining faculty members, as selected by the Dean, are to function as

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members of the Council. They will hear violations, ask questions and, based on facts, make a determination on discipline. They share the mission of the Honor Council.

5. The IUSO Dean, Executive Associate Dean for Academic Affairs, Associate Dean of Students, and the Director of Student Administration are welcome to attend all Honor Council meetings but do not have voting power.

Section 2. Terms of Appointment on the Honor Council

1. The six elected Honor Council class representatives will serve through the end of their third year unless they resign or are removed by a majority vote of the other six Council members and faculty advisor. Student members can be removed and replaced by the Dean or Associate Dean of Students. Removal from the Council will occur due to non-participation, an honor code infraction, or request for removal.
2. The student member appointed by the Associate Dean of Students will serve until the end of their third year.
3. All student Honor Council members and the two voting faculty members will have an equal vote and may not abstain from voting. The faculty Coordinator will not have a vote on alleged Code violations.
4. The Honor Council will distribute a written summary report at the end of each semester to all faculty and students. This report will only contain the number of investigations, the outcome of each investigation, and which class (20XX) was involved in the investigation. Specifics about students, faculty, or individuals courses will not be included in the report.
5. Students who compose the Honor Council must sign a written contract that requires that all suspected violations will remain confidential and will only be discussed with those appointed on Council and the faculty member. Violation will be cause for removal from the Honor Council.

Section 3. Procedures for Handling Suspected Violations

1. Any student who suspects violations of the Honor Code has the right to confront the student immediately and suggest termination of the unethical activity. If the suspected misconduct is during an exam, the student should notify the faculty member and/or proctors in the room immediately.
2. All students and faculty are honor bound and expected to report any violations of the Code to the Honor Council within one week of the incident.
3. The reporter of suspicious activity shall provide a detailed written report to an Honor Council member of the suspected violation including the date and nature of the incident, all parties involved, and where the incident occurred. The report must be in written form to be officially submitted. In addition, before the incident report can be submitted to the Honor Council, both the reporter and Honor Council member taking the report must sign and date the bottom of the report.
4. Upon filing a report of suspicious activity, the Honor Council must call a meeting within two business days. At this meeting, the Honor Council will review the report and determine whether to proceed with hearing the suspected violation.

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5. If the Honor Council determines that a hearing is required, the Council will:
 - a. Notify the accused student and the instructor of record (if the instructor of record was not the individual reporting the suspected violation) in writing of the specific charge(s).
 - b. Meet with the student to discuss Honor Council procedures and provide a copy of the Honor Code;
 - c. Schedule a hearing within 5-7 business days; and
 - d. Notify the accused student, person submitting the allegation, and any witnesses in writing of the hearing date, time and location at least 14 days prior to the hearing [Note: The accused student may waive this 14 day notice.] All notifications shall be delivered in person or via first class or certified mail to the student's address as reported to the University Registrar. This document will also be delivered to the student's official IU email via a PDF. All IUSO students are required to maintain their IU email.

Section 4. Hearing Procedures

To ensure fairness, the following procedures will apply:

1. The Honor Council Chair will conduct the hearing.
2. A quorum of seven Honor Council members is required to conduct a hearing and vote.
3. The Honor Council will solicit, hear, and consider all relevant evidence from the instructor of record for the course in which the suspected infraction occurred, the student accused of the violation, and any other source that may bear on the suspected violation (in the judgment of the Honor Council Chair).
4. The student suspected of the violation may submit a written statement including evidence refuting the charge(s) and a list of relevant witnesses, if any, requested by the student to attend on the student's behalf. In addition, the student may ask that questions be put to witnesses called by others and be notified of potential witnesses to be called.
5. The instructor of record for the course in which the suspected infraction occurred may submit a written statement including evidence supporting the charge(s) and a list of relevant witnesses, if any. In addition, the instructor may ask that questions be put to witnesses called by others and be notified of potential witnesses to be called.
6. All written materials should be made available to the Honor Council one week prior to the hearing. The Honor Council may request additional material or interview Witnesses as needed prior to or at the hearing.
7. Attendance at hearings is limited to those directly involved and those requested by the Honor Council to attend. The Honor Council will state the reasons for requesting individuals to attend a hearing. The Honor Council Chair may take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.
8. Because the most accurate and fair review of the facts can best be accomplished when all parties

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are present, the accused is expected to attend and participate. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the written information available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the accused student to attend the hearing or answer the charges. Likewise, signed written statements by a witness may be used.

9. The accused student may have one advisor present with the student throughout the hearing. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the Honor Council.
10. In cases requiring special expertise, the Honor Council Chair may appoint individuals with appropriate expertise to serve as consultants to the Council. The consultants may be present and provide information as called upon by the Chair during the hearing.
11. A single audio recording of the hearing will be made for the purpose of maintaining a record. The audio recording will not be transcribed and will remain in the Honor Council file maintained by the Dean for 5 years.
12. Information regarding the identities of those involved in a hearing and all hearing proceedings shall remain strictly confidential in accordance with applicable law.
13. The Honor Council will deliberate at the conclusion of the hearing in a closed session. Invited guests will be dismissed. The accused student will remain within close proximity and will be re-invited into the room to receive the decision of the Honor Council following the completion of the Honor Council deliberations. The honor council may vote to extend their deliberations to another meeting. If the deliberations are delayed, the decision of the Honor Council must be presented to the accused within 3 business days.
14. It is within the purview of the Chair to require verbal participation of all Honor Council members in the deliberations.

Section 5. Minor deviations from procedures

An accused student(s), in collaboration with the Honor Council, may agree in advance to minor procedural deviations. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations do not materially prejudice the accused student(s).

Section 6. Voting

Voting will occur following deliberations by the Honor Council. The standard of proof shall be clear and convincing evidence.

1. Voting will occur to determine whether or not a violation of the Honor Code has been committed for each charge.
2. Voting will be conducted by secret ballot. A 7 out of 9 majority is required to find a student in violation of the Honor Code.

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3. The outcome and vote for each issue will be recorded and documented in the report of the Honor Council.

Section 7. Disciplinary Sanctions

If the Honor Council finds a violation, disciplinary sanctions including, but not limited to, authorization of a maximum grade change, can be recommended to the instructors of record. If a violation is not affirmed, the matter will be considered concluded. All recommended sanctions require a majority vote by the Honor Council except a vote for dismissal, which requires a unanimous vote. In all cases, the accused shall be verbally informed of the recommendations in front of the Honor Council at the conclusion of the voting.

1. Disciplinary Sanctions

Options available to the Honor Council for disciplinary sanctions include, but are not limited to, the following:

****All disciplinary actions determined by the Honor Council are final. The instructor of record is bound to carry out all disciplinary actions that were deemed necessary by the Council.**

- A. Warning: A written warning stating the decision of the Honor Council.
- B. Probation: The probation is for a specific time period. In addition to a written warning, the Honor Council may stipulate loss of privileges and specific restrictions concerning activities. Failure to meet these specifications will constitute an additional violation of the Honor Code.
- C. Suspension: The student's enrollment at the School of Optometry is suspended for a period of time to be determined by the Honor Council. The student is eligible for reenrollment after the expiration of the term, but satisfactory completion of specified stipulations may be required for re-enrollment.
- D. Dismissal: The student is terminated from the School of Optometry. This action requires a unanimous vote of the Honor Council. After one year, a student may petition for re-enrollment. A decision to re-enroll the student requires a unanimous vote of the Academic Review Committee
- E. Other sanctions: The Honor Council may impose other appropriate sanctions singularly or in combination with any of the above-listed sanctions, including, but not limited to community service, restitution, loss of specific privileges, and make-up assignments.

2. Grade Change Authorization

The Council may find that a change in either an individual assignment, test grade and/or course grade is required as part of the overall disciplinary action. The instructor of record is bound by the grade change determination of the Honor Council.

If the Honor Council determines that a violation of the Honor Code has occurred, the faculty of record (with the help of the Associate Dean of Students) in which the violation occurred must file an IU academic misconduct form (<http://studentaffairs.indiana.edu/ethics-misconduct-legal/index.shtml>) with the IUB Dean of Students through the IU Office of Student Ethics. In addition to any grade change that the faculty of record imposes, the Associate Dean of Students will report the Honor Council's recommended sanctions

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to the Dean for further disciplinary action.

Article VI. Records

1. All Honor Council files will reside in the Dean's office.
2. All records of the proceedings of the Honor Council are available to the Dean, Associate Dean of Students, and the Director of Student Administration.
3. Information regarding the identities of those involved in a hearing shall remain strictly confidential. Release of information should be done with discretion by the Dean in consultation with the Honor Council, and should be based on a justifiable, need-to-know basis in accordance with the Family Educational Rights and Privacy Act.

Article VII. Reporting

1. A written report prepared by the Honor Council Chair will be submitted to the Associate Dean of Students, faculty of record, and the Director of Student Administration after the decision(s) has been reached. A copy of the report will be kept in the Dean's Office.
2. In the event of a violation, a copy of the notification letter from the Honor Council Chair will be placed in the student's academic record.

Article VIII. Procedures for Appeal

Section 1. Appeal Process (which is the IUB appeal system).

When a an IUB academic misconduct form is filed with the IU Office of Student Ethics, the student will receive notification from the IU Bloomington Dean of Students. The student then has 14 days to submit a written appeal to the Dean of Optometry. If the Dean and Associate Dean of Students are unable to resolve the appeal, then a formal hearing with the Academic Fairness Committee ("The Unit Hearing Board") will be conducted. Within 14 days the Academic Fairness Committee will meet to review the appeal and dismiss, sustain, or sustain-with lesser-sanction the sanctions prescribed by the faculty of record or Associate Dean of Students.

The Academic Fairness Committee may review all the files of the Honor Council and the written statement of appeal from the accused student(s).

Section 2. Grounds for Appeal

An appeal may be based only upon one or more of the following grounds:

1. Procedural error that materially prejudiced the accused student(s);
2. Misapplication or misinterpretation of the Honor Code;
3. Findings of facts not supported by a preponderance of evidence;

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4. Discovery of substantial new facts that were unavailable at the time of the Honor Council hearing.

Article IX. Disbandment

In order to abide by the IU academic handbook and IU faculty governance (1. Organization and Governance 6.1.2.3), the IUSO faculty retain the right to dissolve the IU School of Optometry honor code and reconstitute a new honor code.