**DVM Code of Honor**  
**Fact Sheet and Examples**

**History and Basis:**  
All students enrolled in the Colorado State University Veterinary Medicine Program are required to sign a document stating that they will conduct themselves as stated in the Honor Code. The Honor Code was adopted in 1907 by the first veterinary class at Colorado State University. It has gone through multiple revisions since. All veterinary students are required to abide by the rules within it, and since ignorance of the rules does not justify breaking them, it is highly suggested that all students read the Honor Code carefully. Because the Code is written in legal language and a large part of it deals with the formation, responsibilities, and procedures of the Honor Board, this fact sheet was developed to give a quick and easy guide to the general rules.

The Honor Code will be upheld by an Honor Board made up of one representative each from the freshman, sophomore, and junior classes, a chairperson from the junior class, a secretary from the sophomore class, two senior representatives, the immediate past chairman, the president of SCAVMA, and a faculty advisor. If there is a violation of the Code, the violation should be reported to the class representative who will then report it to the Honor Board chairperson. The violation will then be dealt with by the Honor Board following the procedures in the Honor Code.

**The Code:**  
The rules that apply to DVM students are listed in Article II - Standards of Honor of the Honor Code. They include the following (these are general and not all inclusive of the Honor Code):

1. Students cannot give or receive help on any examination from any source other than the professor in charge of the exam (unless the professor has specified an open book exam). Students cannot discuss the subject matter of the exam or the exam itself while the exam is in progress, even if they are finished with it.
2. Students are responsible for finding out from the professors what resources they are allowed to use on each assignment before using any resources, including classmates.
3. Once a student has begun an exam, they must finish it and turn it in at the end of that exam period.
4. Each student cannot act in a dishonest, deceitful, fraudulent, or illegal manner while involved in veterinary-related activities sanctioned by Colorado State University.
5. Students cannot duplicate or copy in any manner any posted examination or any examination, which must be returned to the instructor without the instructor’s consent.
6. Students must report to the class Honor Board representative, in writing, any
suspected violation of the Honor Code.

7. Students cannot use old tests from a class to study from without the consent of the instructor making the test AND the test(s) must be available to the whole class.

8. Any student that has been accused of an Honor Code violation may not harass, slander, threaten any student, witness, or faculty member involved in the case.

9. Every Honor Board case will be held in the strictest confidentiality and it is a violation of the Code for any member or party involved with the case to break that confidentiality.

10. Students must avoid violating, or even the appearance of violating, these standards of honor so as not to compromise themselves or a class member.

11. Students must maintain professional conduct while at school and in class so as not to disturb anyone else attempting to study.

12. Know and adhere to the attendance policy of each instructor.

What to do if you suspect a violation:

- Contact an Honor Board member as soon as possible. It does not have to be your class representative, whomever you are comfortable talking to is permitted. If you go to a faculty member he or she should tell you not to give them any information and instead to contact a board member. If a faculty member asks you names etc., by the Code of Honor you cannot divulge any information. **Please remember the importance of confidentiality at this point (and all points). This can be a stressful and difficult situation and you may really want to talk to someone about it, but please only contact the Board members!

- You will most likely be asked to write up a statement of what happened. Try to be as detailed as possible. Timelines of events are also very helpful. There is not the option to make an anonymous report.

- The chairperson and the faculty advisor will meet and discuss the allegation and decide if it should be presented to the board. They may decide they need more information and contact you again. It also may not advance beyond this point. You will be informed if this is the case.

- If this small group agrees that the situation warrants advancing to a special session, they will call a meeting. The case is discussed again and it is decided whether or not the case should advance to a special session in the opinion of the entire board. The case could also stop here. You will again be informed if this is the case.

- If the Board decides that the allegation warrants a special session one will be scheduled and you will be asked to participate.

What happens in a special session:

- Special sessions are not scheduled within 24 hours prior to an exam to be taken by the
all accused. All special sessions will be held at the earliest possible time, preferably within five days of the Board voting to go to special session. However, if the accused requests, he/she has the right to have up to one week from the time of the originally scheduled special session to obtain necessary evidence.

- The students involved will be asked to wait in separate locations until the Honor Board is ready to meet with them.
- The accused shall be brought in first and asked if he/she wants to hear the testimony of the accuser(s) and witness(es). If the accused chooses not to do so, then he/she shall sign a written waiver.
- The accuser and accused will each have a reasonable opportunity to deliver oral presentations and ask questions following each party’s presentation. Presentations may be limited as the Board sees fit.
- The accuser shall give the first oral presentation and at the end of the presentation, the accused and the Board will be allowed to ask questions. Witnesses for the accuser will present next and then will be open to questions from the accuser, accused or the Board.
- The same process will be applied to the testimony by the accused and then the witnesses for the accused.
- The student(s) shall be given reasonable opportunity to present written and/or oral evidence on his/her behalf, including evidence in extenuation or mitigation. The accused may choose to have counsel present during this session and confer with them for advice. The counsel may not speak for the accused.
- The Board may continue to question the accused student without the presence of the accusing party in order to clarify and facilitate better communication.
- The Board shall then meet in closed session to decide all issues, with determination of responsibility for an alleged infraction requiring two-thirds majority vote by the members present. The decision of the Honor Board concerning an alleged infraction shall be: responsible for the infraction, or not responsible for the infraction. Discussion and voting shall continue until a two-thirds majority decision is reached or until, in the faculty advisor's judgment, a deadlock has developed.
- If the Board determines an infraction has occurred, the Board shall decide upon disciplinary action, in accordance with the type and extent of the violation. The Board shall arrive at the decision by discussion and two-thirds majority vote.
- In the event of a deadlock, the Dean’s office representative will reevaluate the case and render a final decision.
- The Board shall meet with the accused student(s) and accuser(s) individually. The chairperson shall state the decision and any recommendation by the Board. All parties shall be reminded of the confidentiality of all Honor Board meetings.
- The special session shall be adjourned by the chairperson.
- An appeal process is available for the accused and accuser.