I. Statement of Philosophy
The Bon Secours Memorial College of Nursing believes that integrity is essential to the practice of nursing and the pursuit of education. The Honor System is a code of internal ethics designed to assure the preservation of personal and group integrity, and to provide an opportunity for self-government and self-discipline. Nothing contained in the Honor System Policy shall be deemed to create any basis for a cause of action in any form outside the internal procedures established by the Honor System Policy. Each student must assume responsibility for acting honorably in all situations and upholding the policies, rules, and regulations of BSMCON. Lying, cheating, stealing, plagiarism, and failure to report an honor offense are considered violations of the Honor System, for which a student may be the subject of corrective measures, up to expulsion.

II. The Honor Pledge
Acceptance of admission to BSMCON also constitutes acceptance of the Honor System. In addition, the following short Honor Pledge statement will be written on all graded work and signed by the student:

"On my honor, I have neither given nor received aid on this assignment or test, and I pledge that I am in compliance with the BSMCON Honor System."

or the abbreviated statement of, "I pledge"

III. Honor Council Officials
A. Honor Council Members
1. Members of the Honor Council include: Council Chair, Council representatives, the President of the Student Government Organization (SGO), and any "alternate" representatives or elected members of the SGO.
2. Each Honor Council member must be a student in good standing and each member is charged with fully understanding the Honor System and displaying ethical behavior at all times.
3. In the event of the absence of any required Honor Council member, the Honor Council Chair will appoint an alternate from the SGO board.
4. Honor Council members have the obligation to relinquish their role if prior involvement with the accused or the situation would prevent an objective opinion.
5. The members of the Honor Council must exhibit integrity and impartiality, maintain confidentiality, and demonstrate knowledge of the Honor System.

B. Honor Council Advisor and Honor Council Sponsor
1. The Honor Council Advisor and Honor Council Sponsor are employees of

Approved by:

Signature

Approval History:
Committees and Dates:
Dean of Student Services – 6/10; 4/13
Student Government Organization- 6/10
Policy Committee – 6/10, 4/15/13, 4/20/15

Key words: Honor code
BSMCON in good standing who serve as liaisons, consultants, and educators to the student body, faculty, administration, and Honor Council on all matters related to the Honor System. The role of Advisor and Sponsor is as follows: the Honor Council Advisor is a SGO Faculty Advisor and the Honor Council Sponsor is the Dean of Student Services.

2. The Advisor and the Sponsor have full access to any information regarding the specific honor violation, the hearing, decision and recommended corrective measure(s).

3. The Honor Council Advisor may attend Honor Council Committee hearings, but does not have a vote. The role of the Honor Council Advisor at a hearing is to provide assistance and support to the Honor Council.

4. The Honor Council Advisor also assists with the preparation and organization of an Honor Council meeting or hearing, and clarifies the roles of each Honor Council member.

5. The Honor Council Sponsor may not attend the Honor Council hearings when evidence is presented, but does assist the Hearing Committee in writing its decision and may attend its deliberations. The Honor Council Sponsor does not have a vote.

6. The Chair calls and presides over all hearings conducted by the Honor Council or a committee thereof.

7. The Chair insures that due process is followed in all Honor Council proceedings in accordance with the procedures stated herein.

8. The Chair, with the assistance of the Honor Council Advisor or Honor Council Sponsor, makes provisions for the security of all information pertaining to the Honor System.

IV. Violations of the Honor Code

Students are expected to conduct themselves in accordance with the Honor Code at all times during which they are engaged in their studies, clinical work or representing BSMCON.

At BSMCON the basic categories of honor violations include, but are not limited to:

A. Lying—Transferring, transmitting or communicating any false statements. Examples of lying include, but are not limited to, such actions as:
   1. Making a false statement to any employee of Bon Secours.
   2. Falsifying evidence or testifying falsely during any hearings.
   3. Altering records or other official College materials.

B. Cheating—Giving, receiving, offering or soliciting information on tests or assignments, not authorized by the instructor. Examples of cheating include, but are not limited to, such actions as:
   1. Copying from another student’s paper.
   2. Use during a test of any materials not authorized by the individual administering the examination.
   3. Working with another student on any test, quiz, care plan, or any assignment when the instructor has expected independent and unaided effort.
   4. Buying, selling, possessing, soliciting, transmitting, or using a test or any material purported to be or proven to be unreleased or previously released contents of any instructor-created test, quiz, or examination.
   5. Bribery, solicitation, or bullying of any person to obtain examination information.

C. Stealing—Taking or attempting to take, without right or permission. Examples of stealing include, but are not limited to, the following actions:
   1. Taking library books or journals, exams, computer programs, or any other
academic materials.
2. Destroying, hiding, or otherwise making unavailable for common use, library, computer, or other reference materials.

D. Plagiarism – To steal and pass off the ideas or words of another as one’s own, without crediting the source.

Examples of plagiarism include, but are not limited to, the following actions:
1. Quoting word for word from a source without using quotation marks, footnotes, or bibliographic citation.
2. Summarizing and paraphrasing ideas without acknowledging the source.
3. Submitting work for credit which has not been written by the student.

E. Failure to Report - When behavior suspicious of an Honor Code violation is not brought to the attention of Honor Council officials for investigation.

V. Reporting Violations of the Honor Code

A. Obligation to Report. Each student and faculty member is responsible for reporting in writing any suspected Honor Code violation to the Honor Council Advisor within 10 business days of the date on which he or she has knowledge of the violation, unless there are unusual circumstances. Those reporting must prepare a signed, written, factual account, along with any supporting documents, about the suspected honor violation and submit it to the Honor Council Advisor within this time frame.

B. Investigation. The Honor Council Advisor, Honor Council Sponsor, and Honor Council Chairperson may choose to meet as soon as practicable thereafter with the individual(s) who reported the violation to obtain any required clarification. Upon receipt of the allegation, the Honor Council Advisor, Honor Council Sponsor, and Honor Council Chairperson are permitted up to ten (10) business days to complete the investigation of the allegation. If it is determined that there is sufficient evidence of possible violation(s) of the Honor Code, the accused student will be notified in writing of the accusation(s) and the matter will be referred to the Honor Council for a hearing. If it is determined that the accused student has not violated the Honor Code, the matter will be dismissed.

C. Self-Report. A student who violates the Honor Code may self-report and must do so within ten (10) business days of occurrence of the violation(s). An initial admission may be given verbally, but a written report signed by the student must be submitted to the Honor Council Advisor no later than one (1) business day after making the verbal admission. If a student fails to self-report and is then subsequently accused of an Honor Code violation that is referred for a hearing, the accused student may choose to self-report at any point prior to the scheduled hearing. Self-reporting will nullify the need for a hearing of the Honor Council and the student’s case will be handled by the Honor Council Sponsor and the VP/Provost.

VI. Retaliation

A. BSMCON has zero tolerance for retaliation against any individual who reports a suspected honor code violation in good faith.

B. Incidents of retaliation violate the student conduct policy (ADM 3.21) and will be subject to disciplinary action under that policy.

VII. Hearing

A. The Honor Council Hearing Committee will be composed of at least five members, consisting of the Honor Council Chair, a minimum of three Honor Council members, and the President of the Student Government Organization (SGO), none of whom is directly involved in the case.
B. Written notice of the hearing date, time, and location shall be sent to the accused student within 10 business days of referral to the Honor Council for a hearing.

*Please see the Appendix: Section 1 for more information regarding Honor Council hearing procedures.

VIII. Corrective Measures

A. If the accused is found culpable of an Honor Code violation, the Honor Council members will recommend the appropriate corrective measure(s) based on the nature and severity of the current violation and the history of any prior violations. This recommendation will be made to the Vice President/Provost in writing. The Vice President/Provost will consult with the Honor Council Sponsor to make the final determination regarding corrective action.

B. The Honor Council may recommend one or more corrective measures. Any student found culpable of an Honor Code violation may be subject to one or more of the following corrective measures:

1. Loss of credit for course work or the course;
2. Honor Probation- a written warning that indicates that a subsequent determination of an Honor Code violation may result in a sanction of suspension and/or expulsion;
3. Restitution to pay for the repair or replacement of material items;
4. Volunteer or community service for a specified number of hours;
5. Suspension for one or more semesters (including the current semester);
6. Expulsion or permanent dismissal, in which case the student is not eligible to return to the College;
7. Other corrective measures as deemed appropriate by the Honor Council and Honor Council Sponsor.

C. The Honor Council Advisor shall provide the Vice President/Provost with written notification of the recommended corrective measure(s) within one (1) business day after the conclusion of the Honor Council’s deliberations.

D. The Vice President/Provost will render a final decision in writing, provided to both the accused student and the Honor Council, no later than 5 business days from receipt of the recommendation from the Honor Council. In any hearing resulting in a finding of violation, the corrective measure(s) imposed is entered into the student's official record.

E. In the event of a self-report, the matter will be handled by the Honor Council Sponsor and VP/Provost in a private hearing. The corrective measures listed in this section apply and will be determined by the VP/Provost.

IX. Appeal Procedures: Please reference policy ADM 1.06.

References

BON SECOURS MEMORIAL COLLEGE OF NURSING

THE HONOR PLEDGE

In accepting admission to Bon Secours Memorial College of Nursing:

I, ____________________, a member of the student body of the Bon Secours Memorial College of Nursing, hereby pledge upon my honor to abide by all of the regulations governing the College. I will conduct my personal life with integrity, refraining from any action, which would discredit myself, the members of the student body of the College of Nursing, or the nursing profession.

I hereby pledge that I understand and will uphold the Honor System. I am aware that a breach of the Honor System will result in a hearing before the Honor Council as specified in the Honor Code Policy of the Bon Secours Memorial College of Nursing. I understand completely that, if found culpable by the Honor Council of lying, cheating, stealing, plagiarism and/or failure to report, I may be dishonorably dismissed from the College.

In addition, the following short Honor Pledge statement, "On my honor, I have neither given nor received aid on this assignment or test, and I pledge that I am in compliance with the BSMCON Honor System," or the abbreviated statement of, "I pledge," will be written on all graded work and signed by the student.
APPENDIX

Honor Council Hearing Procedures

I. Hearing
   A. The hearing is in the nature of an administrative hearing in which the rules of evidence
      and the procedures used in a court of law are not applicable.
   B. A record will be made of the hearing.
   C. The hearing shall be closed to the public and may not be attended by any person who
      is not one of the following: an Honor Council member, the Honor Council Advisor, the
      SGO President, an accused student, another student who accompanies the accused
      and is in good standing, the accuser(s), or a witness who is called to testify.
   D. Each individual who offers testimony agrees to be truthful and may, at the discretion of
      the Honor Council Chair, be asked to take an appropriate oath of truthfulness.
   E. The accused and the accuser(s) are invited to be present throughout the hearing of
      evidence, but not during the deliberations of the Honor Council Hearing Committee. If
      there are multiple accusers in the same case, the Honor Council Advisor may appoint
      one of the accusers to serve as chief representative for the accusers. The appointed
      chief representative will be present for the entire hearing. Other accusers will be
      treated as witnesses, but will retain the right to bring additional witnesses to support
      their case.
   F. The accused may be accompanied and assisted by a fellow student who is in good
      standing; provided, however, only the accused may address the Honor Council or
      testify during the hearing; the accused may not bring an attorney to the case hearing.
   G. Any witness may be present during his or her testimony only, unless the witness' 
      testimony is received by another means.
   H. The following general format used for Honor Council hearings shall include, but is not
      limited to:
      1. Introduction of Honor Council members and participants in the case;
      2. Statement of the date, time, and location of the hearing
      3. Brief summary of the possible violation;
      4. Reminder to the accused and the accuser of all afforded rights and
         responsibilities;
      5. Reminder to the accused that it is an honor violation to make knowingly false
         statements to the Honor Council;
      6. Reminder that the accused is considered not in violation of the Honor System
         unless there is clear and convincing evidence. Clear and convincing evidence
         is evidence that produces in a person's mind a firm belief or conviction as to
         the matter at issue. The clear and convincing standard does not require proof
         to an absolute certainty or beyond a reasonable doubt.
      7. Reminder that the college community considers violations of the Honor
         System to be serious infractions;
      8. Reminder that the hearing, but not the deliberations, is being recorded;
      9. Questions by the Honor Council, accused or accuser at any time:
      10. Presentation of evidence and witnesses by the accuser;
      11. Presentation of the investigation, the determination and evidence;
      12. Presentation of evidence or witnesses by the accused;
      13. Closing statement by the accuser, and;
      14. Closing statement by the accused.
   I. The Honor Council members will have the right to participate in the questioning of any
      witness, accuser, or the accused.
J. Deliberations of the Honor Council shall proceed in private in two phases: first, consideration and determination of violation; and second, if a violation is found, consideration and determination of the appropriate corrective measure(s) to be recommended. The Honor Council shall determine by at least a three-fifths majority (three of the five members) that the accused violated the Honor Code by clear and convincing evidence -- otherwise the accused is exonerated.

K. No prior honor violation may be considered by the Honor Council when making a determination as to whether a violation occurred in this instance. However, prior honor violation(s) may be considered in deciding upon the recommended appropriate corrective measure(s). The Honor Council Sponsor may assist the Honor Council in preparing the written decision for submission to the Vice President/Provost, if needed.

L. The accused and the Honor Council Advisor shall receive a copy of the written decision resulting from the Honor Council Hearing within 5 business days after conclusion of its deliberations. The accuser(s) will be informed of the result by the Honor Council Advisor or Honor Council Sponsor.

M. Failure of the accused student to attend a scheduled hearing shall not prevent the Honor Council from conducting the hearing and making a decision.