



NYU Langone Health

MEDICAL STUDENT HONOR CODE		
EFFECTIVE DATE: April 2019	REVIEWED DATE:	REVISED DATE:

## I. POLICY:

### For Students:

1. The standards of conduct listed here set forth general expectations of students as integral members of an ethical community. The full range of responsible conduct cannot be set forth in any policy document. Accordingly, students should view the enumerated expectations listed below as an illustration and should strive to comply with both the letter and the spirit of the Honor Code. In instances where the expectations are unclear, the burden rests on the student to seek out clarity from the appropriate faculty member(s) or Dean(s).
2. Statement on Graded Assignment Conduct: The NYULISOM defines cheating as any effort on the part of a student (or students) to willfully misrepresent her/himself (themselves) in an exam or other graded assignments of required academic activities. This includes, but is not limited to:
  - Copying or discussing answers during examinations, including take-home exercises.
  - Using non-permitted materials, such as notes, books, or electronic devices, during an exam or other graded exercise, including on-line or take-home exercises.
  - Collaborating on on-line or take-home exercises (except when expressly permitted).
  - Copying another person's written work and representing it as one's own.
  - Falsifying clinical reports, experimental results, patient write-ups or other written or presented material.
  - Providing assistance to another student on a graded exercise.
  - Preventing equal access to educational materials.
  - Engaging in behavior that can be construed as violating exam conduct principles (i.e. looking at another's answer sheet; talking during an examination, using non-permitted materials).
3. All members of the community must be active participants in the enforcement of this code. As such, students who witness or perceive a violation of the code are expected to take appropriate action.
4. Students will be provided with a copy of the Honor Code prior to the first day of medical school. The student will be expected to sign a statement affirming



NYU Langone Health

MEDICAL STUDENT HONOR CODE		
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adherence to the principles while enrolled at the NYU Long Island School of Medicine.

Students alleged to be violating any part of the Student Honor Code will be subject to possible disciplinary action.

**II. PURPOSE:** Medical students are physicians-in-training from the start of medical school. As such they are expected to uphold and manifest the highest standards of integrity and professionalism. NYU Long Island School of Medicine (NYULISOM) strives to foster integrity and professionalism, both in the behavior of individuals and in the interactions among members of the medical community as a whole. This Honor Code informs students who may encounter difficult moral and ethical issues when they arise throughout their medical career. In this capacity the standards of conduct promote expected behaviors, discipline unprofessional behaviors, and educate students to confront these issues.

Examples of such misconduct include, but not limited to, plagiarism, cheating, misleading or fraudulent behavior, research misconduct, failure to abide by school of medicine, university/hospital standards of professional behavior, inebriation, failure to attend required course/clerkship functions or other clinical assignments, violating rules, policies or procedures of affiliated institutions, and violating policies and guidelines on electronic communications.

It shall be the responsibility of the entire community to uphold the integrity and ethical standards set forth in the Honor Code.

**III. SCOPE:** This policy applies to all NYU Long Island School of Medicine's students.

**IV. DEFINITIONS:** N/A

**V. POLICY AUTHOR(S)**

- Office of Students and Diversity

**VI. RELATED POLICIES**

Please review NYULISOM's policy on Affirmative Action/Equal Opportunity and New York University's Anti-Discrimination policy.



NYU Langone Health

MEDICAL STUDENT HONOR CODE		
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**VII. PROCEDURE(S):** In order for an Honor Code to function, members of the NYULISOM Community must hold themselves and others to strict adherence of it. Community members are expected to use any or all of the following options to address suspected Honor Code violations:

- A student or faculty member may speak directly to his/her fellow classmate about the perceived infraction to obtain an explanation and determine if an Honor Code violation did indeed occur. This approach is likely to result in the most significant changes in attitude and behavior among students. If a satisfactory explanation is not provided, the student or faculty member is encouraged to take further action as described below.
- In cases of academic misconduct, a student may choose to approach the professor or proctor of the class in which the alleged misconduct occurred, who will then proceed according to the nature of the incident and with the awareness of NYULISOM policies.
- A student or faculty member may choose to make a formal report to the Dean for Students for determination of the appropriate administrative action as described below (including informal resolution or resolution through the formal disciplinary process).

**JURISDICTION:**

New York University's "Rules for the Maintenance of Public Order" and "Statement of Policy on Student Conduct" apply to students of the NYU Long Island School of Medicine as they do to students of other schools of the University. However, given the unique role of physicians-in-training, the potential impact to a student's future career as a physician, and various state guidelines regarding licensure, the NYULISOM augments the University's "Student Disciplinary Procedures" with its own disciplinary guidelines. Refer to the New York University's Policies and Procedures for details on the above. Also at NYU, the following guidelines have been established for the University: "Guidelines for the Use of University Facilities", "University Policy on Photocopying Copyrighted Materials", "Family Educational Rights and Privacy Act", and "University Policies on Substance Abuse and Alcoholic Beverages". In accordance with these policies, the following student disciplinary procedures are established specifically for the NYU Long Island School of Medicine:



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MEDICAL STUDENT HONOR CODE		
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## 1. Filing and Notice of Complaint

Any member of the University's faculty, administration, staff, or student body may file a complaint with the Dean of Students against any student of the NYULISOM for an alleged student offense or violation of the Honor Code. Complaints initiated by the Dean of Students shall be referred to the Dean or his/her designee. In those instances all references in this policy to the Dean of Students shall be read "Dean".

All such complaints should be in writing and be signed by the complainant. Complaints should be submitted as soon as possible after the alleged event takes place. In instances where there is no written complaint, or the complaint is unsigned, disciplinary action may still proceed. However, the Dean of Students will take into consideration the absence of a written complaint, or an anonymous complaint, in their deliberations. Notice of the filing of the complaint shall be mailed to the student promptly after the Dean of Students receives the complaint. While offenses which may be subject to disciplinary proceedings are listed in the [Student Conduct Procedures at NYU](#), this list is intended to be representative, and not exclusive, in nature.

## 2. Informal Resolution of Complaints

Upon the filing of a complaint, or notification of alleged honor code violation, the Dean of Students or his/her designee(s) shall meet with the student complained against (the respondent) and will review the complaint. In some circumstances, attempts will be made to resolve the complaint informally, with the consent of the respondent, by such means as the Dean of Students deems appropriate. If informal resolution by consent fails, the matter will be referred to the Student Progress/Promotion (SP/P) Committee, which shall conduct a hearing on the complaint.

Informal Resolution by consent may be determined to have failed when there is a(n):

- Unwillingness of the respondent to accept the resolution.
- Determination by the Dean of Students that informal resolution is inappropriate or insufficient given the alleged violation or any other factor as determined by the Dean of Students.
- Written request made by the complainant to refer the matter for formal resolution.



NYU Langone Health

MEDICAL STUDENT HONOR CODE		
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The term “respondent” shall be read as “respondents” in cases where more than one student is accused in a complaint. Similarly, “complainant” shall be read as “complainants” in cases where more than one person joins the complaint.

### 3. Interim Suspension

The Dean may suspend a student (1) pending consideration of the complaint against him or her by the SP/P, or (2) Upon recommendation by the Dean of Students. Such summary suspension may be made for reasons relating to the student’s physical or emotional well-being, the safety and well-being of NYULISOM students, faculty, or staff, NYU Winthrop Hospital patients, or of NYULISOM/NYU Winthrop Hospital property, the maintenance of public order, or the effective continuation of the education process. When such a suspension occurs, the student shall be afforded the opportunity to request expedited disciplinary proceedings, which shall occur as soon as is reasonably possible (preferably within 48 hours) after the student’s request for expedition.

### 4. Record-keeping

The NYU Long Island School of Medicine shall permanently retain a copy of the complaint, any amended complaint, any decision of the SP/P, any documentation admitted as evidence by the SP/P, and any decision of the Dean in an official Disciplinary File. Additionally, any documentation placed into a student’s official academic record with the Office of Registration and Student Records cannot be removed.

The Remediation, Suspension, Dismissal and Appeals Policy addresses the procedure by which the SP/P provides recommendations for consequences as well as the appeals process for students.

## VIII. REFERENCES (LCME references, Functions and Structures of a Medical School March 2020)

### 3.5 Learning Environment/Professionalism

A medical school ensures that the learning environment of its medical education program is conducive to the ongoing development of explicit and appropriate professional behaviors in its medical students, faculty, and staff at all locations. The medical school and its clinical affiliates share the responsibility for periodic evaluation of the learning



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MEDICAL STUDENT HONOR CODE		
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environment in order to identify positive and negative influences on the maintenance of professional standards, develop and conduct appropriate strategies to enhance positive and mitigate negative influences, and identify and promptly correct violations of professional standards.

**IX. TYPE OF POLICY:** Curricular

**X. APPROVALS:** EPEC

**XI. POLICY MANAGEMENT**

Responsible Executive: Dean of the School of Medicine

Responsible Officer: Associate Dean of Student and Diversity

Responsible Office: Office of Students and Diversity