

**Master of Health Science in Anesthesia Program
Bluefield University – Edward Via College of Osteopathic Medicine**

Policy Order No: ED_007_23
Effective Date: November 3, 2023
Revised: January 1, 2024 (*adopted*)

MHSA Academic Honesty Policy and Procedures

1. PREAMBLE.....1
2. PURPOSE.....2
3. VIOLATIONS OF THE STUDENT ACADEMIC HONESTY POLICY3
4. DETERMINATION OF POLICY VIOLATION.....4
5. SANCTIONS FOR VIOLATIONS.....5
6. RIGHTS & RESPONSIBILITIES OF STUDENTS6
7. RIGHTS & RESPONSIBILITIES OF ADMINSTRATORS, FACULTY & STAFF..... 8
8. PROCEDURE FOR ACCUSATION OF VIOLATION..... 9
9. DURATION OF POLICY13

1. PREAMBLE

The Master of Health Science in Anesthesia Program at VCOM-Bluefield is committed to the cultivation of a scholarly community characterized by integrity, excellence, transparency, and ethical conduct. Central to this commitment is the fundamental principle of academic honesty, which serves as the cornerstone of intellectual growth, professional development, and ethical practice within the field of anesthesia.

This preamble elucidates the guiding principles, values, and objectives that underpin our Academic Honesty Policy, affirming our unwavering dedication to fostering an environment of trust, respect, and accountability. Grounded in the principles of fairness, equity, and intellectual rigor, this policy delineates the expectations, responsibilities, and consequences associated with maintaining academic integrity throughout the educational journey.

Recognizing the multifaceted nature of graduate-level education in anesthesia, which demands rigorous intellectual inquiry, critical thinking, clinical proficiency, and ethical discernment, our Academic Honesty Policy seeks to uphold the highest standards of scholarship, professionalism, and ethical conduct. As aspiring leaders, innovators, and advocates in the anesthesia profession, students are entrusted with the responsibility to engage in ethical scholarship, research, clinical practice, and collaborative endeavors that uphold the integrity of the academic community and the broader healthcare landscape.

Furthermore, this policy reflects our institutional commitment to fostering a culture of continuous learning, ethical decision-making, and professional excellence. By adhering to the principles outlined herein, students demonstrate their dedication to personal growth, professional development, and the ethical imperatives that govern the anesthesia profession. Through transparent guidelines, equitable processes, and supportive resources, we aim to empower students to navigate academic challenges with integrity, resilience, and a steadfast commitment to ethical excellence.

In essence, this preamble reaffirms our program's commitment to upholding the highest standards of academic integrity, ethical conduct, and professional excellence within the MHSA Program. As stakeholders in this esteemed educational community, we collectively embrace the principles, responsibilities, and values articulated in this policy, fostering a culture of trust, respect, accountability, and shared commitment to excellence in anesthesia education and practice.

2. PURPOSE

The purpose of the Academic Honesty Policy in the Master of Health Science in Anesthesia Program (MHSA) is to uphold the fundamental values of integrity, ethics, and trust within the academic community. This policy serves as a guiding framework that fosters a culture of honesty, fairness, and accountability among students, faculty, and staff.

It is designed to achieve the following objectives:

- 2.1** The policy aims to protect and uphold the integrity of the academic environment within the MHSA program and ensures that all students engage in learning and assessment with honesty and authenticity.
- 2.2** By setting clear expectations and consequences for academic dishonesty, the policy encourages students to develop and maintain high ethical standards throughout their academic journey and professional careers.
- 2.3** Academic honesty is essential to building trust among students, faculty, and the broader healthcare community. The policy promotes a culture where individuals can rely on each other's work and assessments as accurate and dependable.
- 2.4** By preventing cheating, plagiarism, and other forms of academic dishonesty, the policy helps ensure that all students have equal opportunities to demonstrate their knowledge and skills. This fairness is essential in a healthcare program, as it impacts patient care and safety.
- 2.5** Upholding academic honesty enhances the credibility of the MHSA Program. It assures prospective students, employers, and accrediting bodies that the program is committed to producing professionals with the highest standards of education and ethics.
- 2.6** Healthcare professionals are entrusted with the lives and well-being of patients. The policy aligns with the program's goal of cultivating future healthcare leaders who exhibit the highest level of professionalism and responsibility in their work.
- 2.7** Healthcare professionals frequently encounter ethical dilemmas in their practice. By adhering to academic honesty principles, students are better prepared to navigate these real-world challenges with integrity and a strong moral compass.
- 2.8** The policy serves as an educational tool, teaching students that academic honesty is not just a requirement for their program but a lifelong value that extends into their careers.
- 2.9** The policy establishes clear procedures for addressing violations of academic honesty, emphasizing the importance of accountability in maintaining the program's standards.

The Academic Honesty Policy is designed to create a nurturing, trustworthy, and ethically grounded academic environment. It prepares students to become healthcare professionals who demonstrate the highest standards of honesty, integrity, and ethical behavior in their educational pursuits and future careers.

3. VIOLATIONS OF THE STUDENT ACADEMIC HONESTY POLICY

In the pursuit of academic excellence and the development of ethical healthcare professionals, the MHSA Program is committed to upholding the principles of integrity, accountability, and fairness. While not exhaustive of all potential violations, this section on violations underscores our dedication to these values and the importance of addressing violations with utmost seriousness.

The MHSA Program recognizes that the maintenance of academic integrity is paramount to ensuring that all students have an equal opportunity to learn, grow, and excel. It is also a reflection of our commitment to fostering a culture of trust, responsibility, and ethical conduct, which are foundational attributes for healthcare professionals.

We firmly believe that violations of the Academic Honesty Policy not only undermine the integrity of the educational process but can also erode the trust within our academic community and compromise the values we hold dear. It is, therefore, our collective responsibility to address such violations promptly and equitably to uphold the highest standards of academic and professional conduct.

This policy serves as a reminder that our commitment to academic honesty extends beyond compliance with rules and regulations. It reflects our shared values, dedication to patient safety, and the principles that guide our program. In addressing violations of the Academic Honesty Policy, we aim to instill in our students the importance of accountability, the opportunity for growth and learning, and the continued pursuit of excellence with honesty and integrity as our guiding lights.

The Student Academic Honesty Policy applies to all students taking classes at Bluefield University within the Master of Health Science in Anesthesia Program (MHSA). Actions considered violations of the Academic Honesty Policy include, but are not limited to:

- 8.1** The possession, receipt, or transmission of material or assistance not authorized in any essay, laboratory report, examination, quiz, or any other class assignment, to be submitted for credit as a part of a course or to be submitted in fulfillment of a program requirement.
- 8.2** Selling, giving, lending, or otherwise furnishing to any other person any material which can be shown to contain the questions or answers to any examination scheduled to be given at the current or some subsequent date in any course of study, excluding questions and answers from test previously administered and returned to a student by the instructor.
- 8.3** The submission of themes, essays, term papers, design projects, theses, and dissertations, similar requirements, or parts thereof that are not the work of the student submitting them.
 - 8.4.1** When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged.
- 8.4** Plagiarism including, but not necessarily limited to, using words or ideas of another as one's own or directly copying another person's complete sentence, syntax, keywords, or specific or unique ideas and information without proper documentation.

8.5 Altering or misusing a document such as, but not limited to, university forms or a doctor's excuse for academic purposes. This includes any altering or attempt to alter an assigned grade on any official University record.

3.5.1 Associated violations may be referred by the Dean or Provost for additional review and action by the Progress & Promotions Committee.

8.6 Knowingly submitting a paper, report, examination, or any class assignment which has been altered or corrected, in part or in whole, for reevaluation or re-grading without the consent of the instructor.

8.7 Serving as or enlisting the assistance of another as a substitute in the taking of examinations.

8.8 Instructors may delineate in advance and in writing additional actions they consider a violation of the Code. Actions so delineated must be reasonable and in the spirit of the Academic Honesty Code.

3.8.1 An instructor may consider dishonest or unethical the submission of papers substantially the same in content for credit in more than one course, unless specific permission has been given in advance.

8.9 Knowingly assisting a student in carrying out any aforementioned violation.

4. DETERMINATION OF POLICY VIOLATION

The Dean of Anesthesiologist Assistant Programs reserves the right to exercise discretion in identifying and addressing potential violations of the Academic Honesty Policy that may not be explicitly enumerated within the policy framework. This authority is vested in the Dean to ensure that the spirit and objectives of the policy are consistently upheld, and to address emerging issues or situations not covered by existing policy language. The Dean's discretion may be invoked when, in their professional judgment, it is deemed necessary to maintain the program's commitment to academic integrity and ethical standards.

In cases where the Dean exercises this discretion, the following principles shall apply:

4.1 The Dean will conduct a thorough and fair assessment of the situation, considering all available information and perspectives.

4.2 The Dean will ensure that the rights of the accused are protected, including providing an opportunity for the student in question to present their perspective and evidence.

4.3 Any determination of additional violations made by the Dean will be based on a preponderance of the evidence, and the decision will be communicated to the student in writing, along with the rationale for the decision.

4.4 Students subject to the Dean's discretionary decisions will have the right to appeal in accordance with the established appeals process outlined in the Academic Honesty Policy.

This discretionary authority is exercised with the utmost care and in alignment with the overarching goal of upholding academic integrity, promoting ethical behavior, and preserving the trust and reputation of our MHSA Program. It is intended to address unique or unforeseen circumstances where adherence to the stated policy language alone may not serve the best interests of the academic community and the values it holds dear.

5. SANCTIONS FOR VIOLATION

In the pursuit of academic excellence, ethical development, and the nurturing of healthcare professionals with the highest standards of integrity, the MHSA Program is dedicated to maintaining an environment where honesty and accountability are cherished. The Academic Honesty Policy represents a cornerstone of our commitment to these values, serving to guide and protect the academic community.

It is with the recognition that academic integrity is a fundamental principle underpinning the integrity and trust within the anesthesia professions that we uphold this policy. We underscore the importance of addressing violations of the Academic Honesty Policy with fairness, consistency, and purpose. Sanctions, as outlined within this policy, are not punitive measures but rather an educational and corrective means to reinforce the significance of academic integrity and to protect the values upon which our program is built.

Sanctions are not imposed out of a desire for retribution, but rather as a collective commitment to fostering ethical growth and development among our students. Our goal is to ensure that all students can learn from their mistakes, make amends, and reintegrate into our community as stronger, more ethically grounded individuals.

By providing a framework for sanctions, we aim to uphold the principles of fairness and proportionality in addressing violations while considering the severity and circumstances of each case. We emphasize that the ultimate purpose of sanctions is not only to correct individual behaviors but to contribute to the program's overarching mission of producing healthcare professionals who are exemplary in their commitment to ethical conduct, patient care, and the well-being of the community they serve.

In adhering to these principles and values, we affirm our commitment to maintaining a rigorous, ethical, and nurturing academic environment that prepares our students for the high standards expected of healthcare professionals. Sanctions, when applied judiciously and fairly, are an integral part of this commitment, reinforcing our shared dedication to integrity, accountability, and ethical excellence.

Upon recommendation of the Progress & Promotions Committee and/or the discretion of the Dean, the following sanctions may be imposed for violation of the Student Academic Honesty Code:

5.1 A course on academic honesty.

5.2 A zero grade on the examination, project, paper, etc. with written notification to the Campus Program Director of the college or school in which the student is registered.

5.3 A grade of F in the course in which the violation occurs, and the grade of F being reported to both the Dean and the Office of the Provost.

5.4 A notation “assigned for academic dishonesty” being placed on the transcript for a designated length of time and ascribed within the Comprehensive Anesthesia Student Performance Evaluation (“Dean’s Letter”).

5.5 Suspension from the MHSA Program and Bluefield University for a stated period of time which shall be noted on the student’s transcript for the period of suspension.

8.4.1 The sanction of suspension is at the discretion of the Progress & Promotions Committee during a Hearing but is not a sanction that may be imposed without the approval of the

Dean and the Provost.

- 8.4.2** In the case of a student who has, or soon will have completed all graduation requirements, graduation will be delayed until any period of suspension has passed.

5.6 Expulsion from the MHSА Program and Bluefield University. Expulsion from Bluefield University for academic dishonesty shall be permanently noted on the student's transcript.

Any prior record of academic dishonesty must be considered by the Progress & Promotions Committee when determining sanctions.

After expiration of a sanction, it shall be the responsibility of the student to request removal of the sanction to the Office of the Dean.

5.7 Any action deemed to have violated the Academic Honesty Policy shall be noted on the Comprehensive Anesthesia Student Performance Evaluation (a.k.a. "Dean's Letter")

6. RIGHTS & RESPONSIBILITIES OF STUDENTS

Within the MHSА Program, we hold firm to the belief that the pursuit of academic excellence and ethical development should be accompanied by the protection of students' rights and the clarification of their responsibilities. The Academic Honesty Policy is a cornerstone of our commitment to fostering integrity and ethical growth, and in this spirit, we outline students' rights and responsibilities when confronted with a violation of the policy.

It is with the utmost respect for the rights of students that we emphasize their vital role in upholding the values of academic integrity and the overall ethical fabric of our program. Students have the right to a fair and transparent process when allegations of academic dishonesty are brought forward. They also have the right to learn from their experiences and to grow ethically and professionally throughout their academic journey.

Moreover, students have a responsibility to be active participants in the maintenance of academic integrity. This includes understanding the Academic Honesty Policy, adhering to its principles, and contributing to an environment where honesty and ethical conduct are championed. Their cooperation and commitment to these responsibilities play a critical role in preserving the trust and reputation of our academic community.

In emphasizing students' rights and responsibilities, we acknowledge the importance of due process, respect for the rights of the accused, and the potential for personal growth and redemption. This policy is not intended as a punitive measure but to educate, guide, and promote ethical development.

Our goal is to equip students with the knowledge and values necessary to navigate ethical challenges within their academic and professional lives. We are committed to providing a supportive, educational, and equitable framework for addressing violations of the Academic Honesty Policy while nurturing a community that embodies the highest standards of integrity and ethical behavior.

In upholding these principles and values, we reaffirm our commitment to creating an academic environment that fosters ethical growth, academic excellence, and the cultivation of healthcare professionals who are steadfast in their commitment to ethical conduct, patient care, and the broader well-being of society. Students' rights and responsibilities, as outlined in this policy, represent the cornerstone of this commitment.

6.1 All students have the responsibility to help enforce the Student Academic Honesty Code.

- 6.2** Accused students have the right to be considered innocent until proven guilty. The burden of proof rests with the accusing party and shall be satisfied by any clear and convincing evidence on the record considered as a whole.
- 6.3** An accused student has the right to request a meeting at which any charges of academic dishonesty can be discussed and resolved with the instructor of the course in which the alleged violation occurs.
- 8.4.1** The student will have five (5) working days after notification of the violation to indicate their desire to meet with the faculty instructor.
- 6.4** A student has the right to a Hearing for any charge of academic dishonesty.
- 6.4.1** If a student desires to a Hearing of the Progress & Promotions Committee, their written request must be delivered to the Office of the Dean within five (5) working days after receipt of the Dean's notification of the charge and the right to a Hearing. If no request is given during these five (5) days, the right to the Hearing will be voided.
- 6.4.2** A student has the right to receive written notice of the time and place of a Hearing at least forty-eight (48) hours (or two business days) in advance of the Hearing.
- 6.4.3** During the Hearing Students shall have the right to present witnesses and evidence and to be present throughout the presentation of witnesses and evidence at the Hearing.
- 6.4.4** Students shall have the right to examine all evidence to be submitted by the charging party, including the names of witnesses, during the three (3) working days prior to the Hearing.
- 8.4.9.1** Unless egregious in nature, or at the discretion of the Dean, most accusations of violation of the Academic Honesty Policy are referred to the Honor Code Council for adjudication.
- 8.4.9.2** The Honor Code Council shall inform the student of the accusation in writing, establish writ of confidentiality with the accused and all participants in the matter, shall gather substantive and relative evidence and testimony, and shall meet with the accused in closed session to discuss the nature of the accusation.
- 8.4.9.3** The accused has the right to see all evidence collected against him/her during the Honor Code Council investigation and has the right to present or verbal testimony on their own behalf during the meeting with the Council.
- 8.4.9.4** After the gathering of evidence, presentation of such to the accused, and closed meeting with the accused, the Honor Code Council shall determine the accuracy of information. Based on the severity of the accusation, and at the discretion of the Honor Code Council, the accusation shall be referred to the Progress & Promotions Committee for adjudication if believed to exceed a Type 1 violation as defined in the MHSА Student Handbook.
- 6.4.5** The charged student is encouraged to give a statement and to cooperate with the Committee in processing their case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence.
- 6.4.6** Students have the right to have an advisor accompany them at their Hearing. This advisor may not be an active participant during the Hearing. The advisor must be a current Bluefield

University or Edward Via College of Osteopathic Medicine (VCOM) faculty member, staff member, employee, or student that is not involved in any active Academic Honesty case.

6.4.6.1 The advisor must be able to be present at the scheduled date and time for a Hearing. Delays will not normally be allowed due to scheduling conflicts of an advisor.

6.5 Accused students shall have the right to appeal the recommendation of the Progress & Promotions Committee to the Dean of Anesthesiologist Assistant Programs.

6.6 Students accused of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending action by the Committee.

7. RIGHTS & RESPONSIBILITIES OF ADMINISTRATORS, FACULTY & STAFF

As stewards of academic excellence, ethical development, and the nurturing of future healthcare professionals, the MHSА Program places great emphasis on the collective commitment of administrators, faculty, and staff to uphold the principles of integrity and accountability. The Academic Honesty Policy serves as a guiding light in this endeavor, offering a framework to clarify the rights and responsibilities of these key stakeholders when confronted with a violation of the policy.

This policy underscores the vital role played by administrators, faculty, and staff in maintaining a culture of trust, fairness, and ethical conduct within our academic community. Their commitment to both the rights and responsibilities outlined within this policy is instrumental in preserving the integrity of the program and upholding the highest ethical standards.

Administrators, faculty, and staff have the right to a process that is just, transparent, and in alignment with the principles of fairness and equity. They also have the responsibility to exercise their professional judgment, applying these rights judiciously and consistently in addressing allegations of academic dishonesty.

Furthermore, they are responsible for fostering an environment in which academic integrity is cherished and upheld. This involves educating students on the importance of ethical conduct, supporting the development of a strong moral compass, and maintaining a culture of trust that is essential for healthcare professionals.

In their roles as educators and mentors, administrators, faculty, and staff hold the key to shaping the ethical development of students. By guiding, teaching, and serving as role models, they contribute to the broader mission of preparing future healthcare professionals who exhibit unwavering commitment to integrity, accountability, and the well-being of the communities they will serve.

The administrators, faculty, and staff are central to the success of this academic community, and their rights and responsibilities outlined in this policy serve as a testament to their pivotal role in nurturing academic excellence and ethical growth. It is our shared commitment to these principles and values that strengthens the foundation of our program, upholding its reputation and trustworthiness. In this, we affirm our dedication to fostering a culture of trust, accountability, and ethical conduct that extends far beyond the academic environment, shaping the future of healthcare professionals and the communities they serve.

7.1 The Office of the Dean of Anesthesiologist Assistant Programs shall be responsible for the administration of the Academic Honesty Code, including the provision of information for faculty, staff and students, the preparation of materials for Hearings, and the maintenance of confidential files regarding violations of the Student Academic Honesty Code.

8.4.1 The Dean, in consultation with the Provost of Bluefield University, will be responsible for

deciding based on recommendations from the Progress & Promotions Committee.

- 7.2 The Provost of Bluefield University will be responsible for reviewing any appeals.
- 7.3 Faculty have the right to establish standards of academic performance and expectations for students under their instruction and to assign grades accordingly.
- 7.4 Faculty and staff have the responsibility to help enforce the Academic Honesty Code.
- 7.5 The instructor in charge of a class in which an alleged violation occurred as well as the person charging a violation of the Academic Honesty Code have the right to be informed of Committee procedures and to be present throughout the presentation of witnesses and evidence at any Committee Hearing requested by the accused student.
- 7.6 The instructor of the class in which an alleged violation occurred as well as the person charging a violation shall have the right to appeal the recommendation of the Progress & Promotions Committee to the Dean.

8. PROCEDURE FOR ACCUSATION OF VIOLATION

- 8.1 A faculty member, staff member or student who charges a student with a violation of the Academic Honesty Code shall notify the student after reporting the incident to the Honor Code Council or Office of the Dean.
 - 8.1.1 If the accusation is reported to the Honor Code Council, a notification of the accusation shall be forwarded to the Office of the Dean and the instructor in charge of the course in which the alleged violation occurred. If the accusation is reported first to The Office of the Dean, a notification of the accusation shall be forwarded to the Chair of the Honor Code Council and the instructor in charge of the course in which the alleged violation occurred.
 - 8.1.2 Written notice of the accusation shall be given to the accused student, the charging party, and the instructor in charge of the course in which the alleged violation occurred, of the Honor Code Council process, the student's right to a Hearing, the procedures involved, and the names of known witnesses. The Honor Code Council shall also indicate its willingness to meet with any involved parties to discuss and clarify procedures.
 - 8.1.3 A person other than the instructor in charge of the course in which the alleged violation occurred, and who is charging a student with a violation of the Academic Honesty Code, would normally consult with that instructor, but is not required to do so.
- 8.2 Written notice of charges, student rights as laid out in the MHSА Student Handbook, and any recommended sanctions shall be sent by the Office of the Dean to the accused student within fifteen (15) working days of an alleged violation being reported.
 - 8.4.1 If a Progress & Promotions Committee Hearing or Honor Code Council Meeting is held, such recommended sanctions shall not be construed as binding.
- 8.3 Upon being notified of charges and student rights as laid out in the MHSА Student Handbook, an accused student shall have five (5) working days to agree to the Honor Code Council Meeting or request a Hearing of the Progress & Promotions Committee.
 - 8.3.1 In cases involving more than one (1) accused student the accused students have the right to

individually request an Honor Code Council Meeting or a Hearing.

- 8.3.2** This request should include any response the student wishes to make to the charges, as well as the names of known witnesses if a Hearing is requested.
 - 8.3.3** If the accusation involves more than one (1) student, each of the accused students will be heard individually before a ruling and sanction are rendered.
- 8.4** If an accused student or instructor requests an Honor Code Council Meeting the Meeting shall adhere to the following procedure:
- 8.4.1** The Chair of the Honor Code Council will have a period of five (5) working days to begin scheduling the meeting with accused. Involved parties shall be notified by the Council of the time, date, and place of the meeting.
 - 8.4.2** The meeting will be a discussion between the Council and the student about the incident as a means of reaching a mutually satisfactory agreement that will conclude the matter, upon Dean approval, and preclude the involvement of the Progress & Promotions Committee.
 - 8.4.3** The Council will serve as a determiner of fact or make decisions on the outcome. Upon conclusion of the discussion, testimony, and evidence review, the Council will determine the classification of the infraction as defined by the MHSA Student Handbook.
 - 8.4.4** All parties are free to state their perspective and any supporting material evidence they have at the time of the meeting.
 - 8.4.5** Witnesses will not be present at the time of the meeting with the Council.
 - 8.4.6** The meeting is not a Hearing, the intention of the meeting is to discuss the charges and identify a resolution that is mutually agreeable to all parties attending the meeting, if possible.
 - 8.4.7** Agreements may include appropriate sanctions determined by the Council or withdrawal of the charges by the accusing party.
 - 8.4.8** If a determination is reached during the Meeting it shall be submitted to the Office of the Dean for approval.
 - 8.4.9** If no determination on a sanction can be reached during the meeting with the appointed Council, the Chair of the Council will inform the Office of the Dean that an acceptable resolution was not reached, and all involved parties will receive a copy of the notification.
 - 8.4.9.1** At this time, the accused student may request a full Hearing of the Progress & Promotion Committee or elect to have the Dean adjudicate the manner.
- 8.5** If a Hearing is requested by the accused student, a date shall be set for a Hearing, and the parties shall be notified by the Committee of the time, date, and place. Hearings shall adhere to the following procedure:
- 8.5.1** The Office of the Dean shall send a copy of the request for a Hearing and the response of the student to both the charging party and the other persons who received an original copy of the original charge.
 - 8.5.2** There shall be no less than five (5) working days between the date of notification and the date of the Hearing unless there is mutual agreement between the student and the Committee to

schedule the Hearing at an earlier date.

- 8.5.3** The Committee shall make every effort to hear the case with reasonable promptness. If the student is found guilty, sanctions shall be imposed even if the student drops or withdraws from the course.
- 8.5.4** Each party shall have the right to present witnesses and evidence at a Hearing and to be present during the presentation of all witnesses and evidence.
- 8.5.5** Each party shall arrange for the attendance of their own witnesses.
- 8.5.5.1** The Office of the Dean shall assist in securing the attendance of witnesses if a written request for assistance is made to that office at least five (5) working days in advance of the Hearing date.
- 8.5.5.2** When either party requests that additional witnesses be present, the Committee may, after determining good cause, defer the Hearing until such time that the witnesses may appear and be questioned.
- 8.5.5.3** The Committee may request the appearance of additional witnesses if the Committee believes that such witnesses could present relevant information.
- 8.5.5.4** A witness who feels a need to be excused should, in advance of the Hearing, confer with the Office of the Dean whose decision shall be communicated to the parties and the Committee.
- 8.5.5.5** When a witness fails or refuses to appear, the Committee shall decide whether to proceed based on other evidence available. If the decision is in favor of proceeding, the Committee shall disregard the challenged portions of any written statements that may have been made by the absent witness.
- 8.5.6** A student's prior record of academic dishonesty sanctions shall be inadmissible as evidence to prove innocence or guilt.
- 8.5.7** The charged student is encouraged to give a statement and to cooperate with the Committee in processing their case. However, failure of the student to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence.
- 8.5.8** The burden of proof rests with the charging party and shall be satisfied by any clear and convincing evidence in the record considered as a whole.
- 8.5.9** The Committee shall conduct its deliberation in a closed and confidential session and shall submit findings and recommendations to the Dean.
- 8.5.9.1** Committee recommendations shall be made by a simple majority vote of the committee. Abstentions on a vote of guilty/not guilty will be counted as votes for acquittal. The Committee chairperson shall only vote to break a tie or when functioning as part of a quorum.
- 8.5.10** The Hearing shall be recorded, and a copy shall be made available to each party if requested.
- 8.5.10.1** Committee deliberations shall not be recorded.

- 8.6** If the accused student fails to request an Honor Code Council Meeting or a Hearing within the time allowed, the Committee will then be notified of the charges and response of the student to consider the case based on evidence available and will submit its findings and recommendations to the Dean.
- 8.7** Once an Honor Code Council Meeting is successfully concluded or the Progress & Promotions Committee has reviewed all evidence and carried out a Hearing if requested by the accused student, the Dean shall consider the outcome of the Meeting or Committee report and determine the action to be taken.
- 8.7.1** If the decision of the Dean differs from the Committee's recommendation, the Committee chair shall be consulted before the charged student is officially notified.
- 8.7.2** If, after the Committee Hearing, additional evidence not presented in the Hearing which could affect the decision of the Dean comes to their attention, the Dean shall return the case to the Progress & Promotions Committee for consideration of additional evidence.
- 8.7.3** The Dean shall notify the charged student in writing of findings and sanctions to be imposed.
- 8.7.3.1** Copies of this notification shall be sent to the instructor in charge of the course in which the alleged violation occurred, the Campus Program Director, the Provost of Bluefield University, and the person who initiated the action.
- 8.7.3.2** The Registrar shall be notified in writing by the Office of the Dean when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Probation shall be monitored by the Associate Dean for Academic Affairs or Campus Program Director in which the student is registered or to which he or she transfers, with the assistance of the Office of the Dean.
- No action shall be taken by any of the parties above for five (5) working days after notification of the decision by the Dean or the completion of an appeal, whichever is later.
- 8.8** If the course ends before final action has been taken, the instructor shall assign the accused student a grade of incomplete.
- 8.9** Upon notification of action, either party may appeal to the Provost of Bluefield University.
- 8.9.1** The appeal must be made in writing within five (5) working days after receipt of notification of the action of the Dean and must include a written statement of asserted facts and argument for why either the decision of guilt or sanction imposed by the Dean is incorrect.
- 8.9.1.1** In cases involving more than one (1) accused student, the response is conditioned to five (5) days upon final involved party's receipt of notification of the action of the Dean.
- 8.9.1.2** The appealing party shall send a copy of the appeal to the Office of the Dean, which shall send a notice of the appeal to all parties who received notice of findings and sanctions.

- 8.9.2** Appeals may only be considered if:
- 8.9.2.1** New evidence or information is discovered that could potentially impact the decision. For new information to be considered it must have been unknown to the person appealing at the time of the original Hearing.
 - 8.9.2.2** The proper procedure for a Hearing was not followed.
 - 8.9.2.3** The proposed sanctions are considered disproportionate in comparison with the violations committed.
- 8.9.3** The party that is not appealing may submit a written response within five (5) working days of receipt of the appeal.
- 8.9.4** After reviewing the appeal but prior to any change in the sanctions, the Provost of Bluefield University shall confer with the Dean and the Progress & Promotions Committee. The Provost of Bluefield University shall then respond in writing to the appealing party. Notice of this action shall be sent to the parties that received notice of the appeal.
- 8.9.5** The Provost of Bluefield University's is final decision shall constitute the final action of the Academic Honesty Procedure.
- 8.10** All records of proceedings of Academic Honesty cases shall be filed in the Office of the Dean for a period of six (6) years following the Hearing of the case.
- 8.10.1** Access to these records shall be limited on an academic need-to-know basis as indicated by applicable law and Bluefield University policy concerning student records.

9. DURATION OF POLICY

This Academic Honesty Policy for the Master of Health Science in Anesthesia Program established by MHSA Program Administration is effective as of the date above and shall remain effective until amended or terminated by the Dean of Anesthesiologist Assistant Programs or the Provost.

9.1 Publication

This policy shall be widely published and distributed to the Program community to ensure publication and distribution thereof. The Office of the Dean of Anesthesiologist Assistant Programs will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the MHSA Program community within 14 days of approval by the Program Oversight Board.
- Submit the policy for including in the online *MHSA Program Student Handbook* within 14 days of approval by the Program Oversight Board.
- Post the policy to the appropriate audiences on the policy's content, as necessary; and

- Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

9.2 Review Schedule

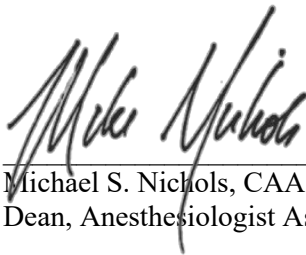
List the following:

Next Scheduled Review Date:	03/01/2025
Ratification by, Date:	Program Oversight Board, March 30, 2024 <i>(pending)</i>
Revision History:	11/01/2023. 12/19/2023.
Supersedes:	Not applicable

9.3 Related Documents

8.4.1 *MHSA Student Handbook*

8.4.2 *Academic Honesty Hearing Procedures*



Michael S. Nichols, CAA, MBA
Dean, Anesthesiologist Assistant Program