

# CENTRA COLLEGE

## CATALOG & STUDENT HANDBOOK

### **Spring 2021 ADDENDUM:**

#### Honor Council

**Primary Location:**

Centra College  
905 Lakeside Drive, Suite A  
Lynchburg, VA 24501  
Phone: 434.200.3070  
Fax: 434.200.5239  
[www.centracollege.edu](http://www.centracollege.edu)

**Branch Location:**

Centra College (Nurse Aide Education Program)  
Bedford Memorial Hospital  
1613 Oakwood Street  
Bedford, VA 24523  
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College of Nursing ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

## HONOR COUNCIL

### RULES AND REGULATIONS OF THE HONOR COUNCIL

#### *Article I. Name*

The name of this organization shall be the Honor Council of Centra College.

#### *Article II. Purpose of the Honor Council*

The purpose of the Honor Council is to consider infractions of the Honor Code. The integrity of the nursing student concerning the Honor Code is to be applied in academic settings and clinical areas.

#### *Article III. Functions*

The functions of the Honor Council are to set forth and define regulations, responsibilities and violations, and to establish a fair system of justice regarding violations of the individual student in relation to the Honor Code.

#### *Article IV. Membership*

The Honor Council shall:

- A. Consist of an appointed ADHOC committee of 4 uninvolved faculty and at least 1 appointed student who are willing to assume responsibility and be held accountable.

#### *Article V. Member Responsibilities*

Member responsibilities at the time of an infraction are as follows:

- A. Dean
  1. Duties:
    - a. Serves as chair; preside over all meetings with non-voting privileges.
    - b. Notify the accused student and the accuser in writing of the time, date, and place of the hearing and of the accusation. The confidentiality of the meeting will be held with respect to the Honor Council and the students involved.
    - c. Notify all persons involved of the Honor Council's final decision.
    - d. Maintain security of all Honor Council transactions pertaining to minutes of the meetings. All minutes of hearings are to be retained and held in locked cabinets in the administration file room for a minimum period of three years.
    - e. Maintain confidentiality of cases outside of meetings, hearings, and appeals
    - f. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.
    - g. If a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed.
- B. Honor Council Faculty Members
  1. Duties:
    - a. Attend meetings, hearings, and appeals as assigned;
    - b. Cast one vote in the Honor Council's final decision;
    - c. Take the responsibility of not hearing cases involving personal bias;

- d. Act as an aide to the Dean
  - e. Maintain confidentiality of cases outside of meetings, hearings, and appeals
  - f. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.
  - g. If a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed, and they will be unable to sit on an honor council for one year.
- C. Secretary
- 1. Duties
    - a. Record minutes at every meeting with non-voting privileges.
    - b. Provides copies of meeting minutes for the Dean
    - c. Maintain confidentiality of cases outside of meetings, hearings, and appeals
    - d. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.
    - e. If a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed, and they will be unable to sit on an honor council for one year.
- D. Student Representatives
- 1. Duties:
    - a. Attend all meetings, hearings, and appeals as assigned.
    - b. Cast one vote in the Honor Council's final decision.
    - c. Take the responsibility of not hearing cases involving personal bias.
    - d. Contact the Dean in the event of a necessary absence from any assigned hearing.
    - e. An alternate will be chosen and will assume the responsibility of the representative in his/her absence.
    - f. Maintain confidentiality of cases outside of meetings, hearings, and appeals
    - g. Will sign a Centra College Confidentiality Pledge that will be applied to associated meetings, hearings, and appeals.
    - h. If a breach in Confidentiality occurs, student representative will receive a documented verbal warning for first occurrence will be provided and they will be unable to sit on an honor council for one year.
- E. Accuser, Accused Student(s), and Witness(es) if applicable
- 1. Duties:
    - a. Attend all meetings, hearings, and appeals as assigned.
    - b. Maintain confidentiality of cases outside of hearings and appeals
    - c. Accuser, Accused Student(s), and Witnesses(es) outside of Centra College (if applicable) will sign a Centra College Confidentiality Pledge
    - h. If Accuser, Accused Student(s), and Witness(es) are currently enrolled or employed at Centra College and a breach in Confidentiality occurs, Centra Human Resources Progressive Disciplinary Action policy will be followed or a documented verbal warning for first occurrence will be provided.

#### *Article VI. Hearings*

- A. Hearings will be scheduled as needed.
- B. Persons involved will be informed that an infraction has been reported and that a hearing is to take place.
- C. If multiple students accused, meetings, hearings, and appeals (if applicable) must take place on the same day.

#### *Article VII. Procedure for Reporting Infractions*

- A. A student or faculty member observing an infraction will report to the Academic Director or Dean.
- B. If an infraction occurs during a test or examination and a faculty proctor is present, the infraction will be reported by the accuser immediately to the proctor.
- C. If the infraction is observed in the clinical area, the instructor will be immediately informed of the student's infraction. Any immediate action necessary for the welfare of the patient will be handled by the instructor and then reported to the Academic Director.

#### *Article VIII. Procedure for Hearings*

- A. The Chair will begin the proceedings by explaining the confidentiality of the Honor Council's hearing.
- B. Each member will be introduced by the Dean.
- C. The accused and accuser will have the privilege of asking for the dismissal of an Honor Council member if they feel bias is present.
  - Should the accused or accuser request removal of the Honor Council member, sufficient documented evidence must be presented as to member bias.
  - If the Honor Council member does not wish to be dismissed, the Dean will make a final decision regarding the matter.
  - If an Honor Council member is dismissed from the hearing, an alternate chosen by the Dean will occupy the vacancy.
- D. The accuser will present facts of accusation. The accuser will have no more than 10 minutes to present evidence to the Honor Council.
- E. The accuser may present a witness or witnesses of the infraction on his/her behalf. Limit to no more than 2 witnesses.
- F. The accused will present his/her defense. The accused will have no more than 20 minutes to present evidence to the Honor Council.
- G. The accused may present a witness or witnesses on his/her behalf. Limit to no more than 2 witnesses.
- H. Honor Council members will be permitted to ask any question pertinent to the case.
- I. After all the facts have been presented, all parties will be dismissed except for the Honor Council.
- J. Honor Council will discuss the case and will vote by secret ballot.
- K. The Dean will count the ballots.
- L. A unanimous vote will be required to pronounce a student guilty.

- M. The accused will be notified via a FedEx certified letter that requires an adult signature after a final decision is written by the Dean. The letter will be mailed within 2 business days of the hearing.
- N. The Dean will present all decisions and Honor Council recommendations immediately after notifying the accused.
- O. The dean will present all decisions and Honor Council recommendations to the Faculty Instructors, Adjunct Faculty, and/or Preceptors if the progression in the program is impacted. These individuals will be made aware of the importance of maintaining confidentiality and will not communicate with the accused student until their certified letter is received.
- P. Time limit of 5 business days from the original hearing will be allowed for the student to request an appeal and for the appeal to be scheduled. All appeals must take place within 7 business days of the original hearing.
- Q. The basis for an appeal is new evidence to be presented and/or feelings of injustice. The same Honor Court will preside.
- R. The accused will be notified of the appeal results via a FedEx certified letter that requires an adult signature after a final decision is written by the Dean. The letter will be mailed within 2 business days of the appeal hearing.

#### *Article IX. Recommendations of Penalties*

- A. Penalties will be set with recommendations from the Dean.
- B. The incident and penalty will go on the College record, to be expunged upon graduation.

#### *Article X. Amendments*

- A. Amendments to the Rules and Regulations of the Honor Council bylaws may be proposed by any member of the student government and/or administrative staff, and submitted in writing to the President or faculty advisor of the Student Government Association.
- B. All proposed amendments shall be prepared by and submitted to the Dean.
- C. After approval by the Dean, the proposed amendments shall be presented to the student government.

#### *Article XI. Honor Code Pledge*

Upon admission, the Honor Code Pledge will be acknowledged by the student's reading and signing of an Honor Code Pledge.