

# St. Jude Children's Research Hospital Graduate School of Biomedical Sciences



## Graduate Student Association Official Handbook

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# GSA Purpose and Goals

The purpose of the St. Jude Children's Research Hospital Graduate School of Biomedical Sciences Graduate Student Association (St. Jude GSA) is to; provide a structure to vocalize student needs, contribute to maintaining a strong graduate school community, and create opportunities to support deeper graduate school training.

The goals of the St. Jude GSA are:

1. To facilitate communication between the graduate school students and graduate school staff, faculty, and the greater St. Jude community.
2. To foster a strong graduate school community through scientific, professional development and social events.
3. To support our core value of diversity and inclusion by promoting respect and the inherent value of all students, faculty and staff within the graduate school community through honest conversations and student advocacy.
4. To give back to the communities that support the graduate school, especially St. Jude Children's Research Hospital and the City of Memphis.

# Executive Officer Descriptions

## President

### Eligibility:

- Full-time, on campus student in good standing
- Limited to one term
- 3<sup>rd</sup> year or higher
- Has previously served on the GSA Executive Board

### Responsibilities:

- Plan and execute all GSA meetings
- Communicate with committee Chairs monthly to provide assistance if needed and ensure that tasks are being completed efficiently
- Formulate budget with the Associate Dean, oversee expenses, assign budgets to committees
- Meet regularly with Graduate School staff to discuss and effectively address issues and information regarding the student body
- Represent the Graduate School student body when necessary (i.e. meet with applicants and academic visitors, speak at events)
- Serve as the student body representative on the Graduate Council and the Board of Trustees.

## Vice President

### Eligibility:

- Full-time, on campus student in good standing
- Limited to one term
- 2<sup>nd</sup> year or higher

### Responsibilities:

- Serve as substitute if the President is not available for a meeting or event
- Prepare the agenda for each GSA meeting
- Maintain a record of all GSA meeting minutes, events, and expenses
- Distribute GSA meeting minutes to the appropriate parties
- Serve as liaison for any cohorts that do not yet have a representative

## Chair of Diversity and Inclusion

### Eligibility:

- Full-time, on campus student in good standing
- No term limits
- 2<sup>nd</sup> year or higher
- May serve as cohort representative and Chair of D&I at the same time

Responsibilities:

- Elevate and amplify the voices of underrepresented groups and differently abled students within our Graduate School community
- Advocacy within the Graduate School when making decisions pertaining to the student body
- Partner with the Office of Diversity and Inclusion at St. Jude to provide diversity and inclusion training
- Organize programming that aims to develop a more knowledgeable scientific workforce by enhancing student competencies and capacity relevant to diversity and inclusion

## **Representative**

Eligibility:

- Student in good standing
- Member of the cohort which would be represented

Responsibilities:

- Communicate matters pertaining to their classes to the GSA
- Act as the representative voice for their cohort
- Be responsible for their cohort receiving all relevant information from the GSA by completing the newsletter template and circulating it monthly
- Schedule meetings between their cohort and the Dean when necessary and record minutes at these meetings and report to their cohorts

**All members of the GSA Executive Board will serve on the Honor Board. This will include attending Honor System Training at the beginning of the term. The Honor System Proceedings are outlined in the Policies and Procedures on page 24-35 in the handbook. Additional Honor Board Alternates, who will be identified during GSA Elections, will also attend the training.**

# GSA Meetings

Meetings of the St. Jude GSA must take place monthly on a consistent schedule. Each meeting will consist of both an Open Session and a closed Executive Session.

GSA Open Sessions are open to all students of the St. Jude Graduate School. Attendance and minutes will be recorded by the Vice President. The President will facilitate the meeting. Each meeting must include, while not being limited to:

- a general update on the GSA Executive Board's current action items
- a reminder and description of upcoming events
- an open forum to allow students to voice any comments or concerns

GSA Executive Sessions are closed and may only be attended by the elected Executive Officers. Students wanting to speak directly to the Executive Board to voice concerns, discuss a proposal, give a progress update on an event, or other may be invited to speak at the beginning of the Executive Session and then dismissed for the Board to conduct business. Attendance and minutes will be recorded by the Vice President. The President will facilitate the meeting. Each meeting must include, while not being limited to:

- discussion on any concerns brought forward in the open session
- review of any new event proposals
- review of any recently completed events
- update on committees by the President
- update from each Representative on any concerns from their cohort
- update from the Chair of Diversity and Inclusion

# **GSA Committees Purpose and Goals**

The purpose of the St. Jude GSA Committees is to support the goals of the GSA by planning programming and events, establishing supportive networks and promoting a student collaborative effort. All full-time students of the St. Jude Graduate School are expected to participate in at least one committee, with the exception of the Executive Board, though the Chair of Diversity and Inclusion and Representatives may choose to participate in committee(s).

## **Social Events Committee**

The overall goal of the GSA Social Events Committee is to support a strong Graduate School community. Comradery is critical in the high stress environment created by Graduate Study. This committee will focus on supporting that comradery and providing opportunities to enjoy each other and celebrate our progress.

## **Recruitment Committee**

The overall goal of the recruitment committee is to provide a student perspective to the Graduate School recruiting process. Involving students in recruitment efforts will provide potential students with an accurate representation of student life, as well as allow us to continue to recruit students that contribute to our strong community.

## **Outreach Committee**

The overall goal of the Outreach Committee is to encourage strong, productive relationships between the St. Jude Graduate School and the St. Jude community. This includes St. Jude Faculty, Post-Docs, external graduate students, etc. Programming and events that support these efforts can be focused around social interactions, sharing scientific work, and/or professional development. Participating with these groups will allow St. Jude students to take full advantage of the rich environment at St. Jude.

## **Community Service Committee**

The overall goal of the Community Service Committee is to give back to St. Jude Children's Research Hospital and the overall local Memphis community. We are extremely fortunate to train at St. Jude and live in the Memphis area and it is important that we identify opportunities to serve these communities.

# Committee Meetings

It is expected that each committee schedule regular, monthly meetings. Once scheduled, these meetings will appear on the official GSA calendar. If there is no business to discuss in a given month, the Committee Head may cancel the meeting after notifying the GSA President. However, committee meetings should not be cancelled in consecutive months.

## **The first committee meeting:**

- Schedule regular monthly meetings
- Elect a Committee Head
- Discuss goals for the term
- Prepare a list of major events for the year
- Select Activity Heads for each major event
- Propose a rough date for each event
- Review annual budget allotment

## **Following the first meeting the Committee Head must provide the GSA President with:**

- Name of the Committee Head
- Dates of monthly meetings
- List of goals
- List of major events and proposed dates for any large events (i.e. Formal, Symposium, etc.)

## **Subsequent meetings:**

- The Committee Head will present the responses to any event proposals
- Each Activity Head will give an update
- Activity Heads will assign any necessary tasks to committee members
- Committee members will propose any new event ideas

## **Committee Leadership Responsibilities**

### Committee Head Responsibilities:

- Plan and facilitate committee meetings
- Oversee budget
- Coordinate Activity Heads
- Communicate monthly with the GSA President

### Activity Head Responsibilities:

- Organize event in a timely manner
- Delegate tasks to committee members
- Present updates at committee meetings
- Fill out event proposal and event summary forms



# Event Planning Procedure

**Ideally, GSA committees will begin to plan all major events for the calendar year at the FIRST committee meeting. Beginning this process as early as January/February will allow the GSA Executive Board to build an effective calendar for the year and share with students and staff. Our goal is to announce events with ample time to ensure all students are able to participate, if desired.**

1. At the first committee meeting of the year, each committee should propose dates for all key events and select Activity Heads. However, each committee maintains the flexibility to propose additional events throughout the year.
2. Each Activity Head should fill out the Event Proposal Template and submit it to the GSA President. The earlier this is done the better to allow the GSA Executive Board to schedule events in a timely manner.
3. The GSA President will review event proposals with the Executive Board. For some events, the Activity Head may be invited to attend an Executive Session to answer questions and discuss details.
4. The GSA President will submit the approval or denial of the event proposal, as decided by Executive Board vote, to the Activity Head. They will also provide any feedback from Exec and confirm the event's budget.
5. Depending on the complexity of the events, the GSA President may require periodic updates on event planning.
6. After the event, Activity Heads will submit a completed Post-Event Template to the Vice President to be filed. This allows us to track our expenses and maintain a record of successes and struggles to inform future committees.

Below is a list of major events that are suggested to each committee that could be placed on the calendar at the start of the GSA term:

## **Social Committee**

- Spring Formal
- Winter Social
- Summer Social
- 1-2 Casual Social Events

## **Community Service**

- Tri Delta Events
- Trick or Treating
- MLK Day
- Marathon

## **Recruitment**

- Recruiting Events
- NSUR
- Interviews
- 2<sup>nd</sup> Visits

## **Outreach**

- Graduate School Symposium
- Local Election/ Science Policy Event (to be coordinated with the Chair of Diversity and Inclusion)
- ~2 Professional Development Events

**Chair of Diversity and Inclusion may choose to plan or consult on additional events utilizing committees and/or the Executive Board members. Please see the Chair of Diversity and Inclusion Handbook resources for examples of successful events.**

## **Rough Sample GSA Calendar**

**Parties responsible for facilitating each event are given in parenthesis.**

### **January**

- Officer Turnover (Executive Board)
- Committee Sign Up (Executive Board)
- MLK Day (Community Service Committee)
- Interviews (Recruitment Committee)
- Event with Global Child Health Masters Students (Social)

### **February**

- International Day of Women in Science (Chair of Diversity and Inclusion)
- Tri Delta Event (Community Service Committee)
- Honor Board Training (Executive Board)

### **March**

- Spring Break (Graduate School)
- Professional Development Event (Outreach Committee)
- Potential Students Second Visit (Recruitment Committee)

### **April**

- Qualifying Exam and Defense Season (Graduate School)
- Tri Delta Event (Community Service Committee)

### **May**

- Qualifying Exam and Defense Season (Graduate School)
- Graduate School Formal (Social Committee)

**June**

Qualifying Exam and Defense Season (Graduate School)  
Graduation (Graduate School)  
Pride Month (Chair of Diversity and Inclusion and Social Committee)  
Tri Delta Event (Community Service Committee)

**July**

New Student Orientation (Executive Board)  
Event with Global Child Health Masters Students (Social Committee)  
NSUR (Recruitment)

**August**

Tri Delta Event (Community Service Committee)

**September**

GSA Sponsored DTLs (GSA Executive Board)  
Local Election/ Science Policy Event (Chair of Diversity and Inclusion and Outreach Committee)  
Casual Social Event (Social Committee)

**October**

Annual Graduate School Symposium (Outreach Committee)  
St. Jude Trick or Treating (Community Service Committee)  
Tri Delta Event (Community Service Committee)

**November**

Professional Development Event (Outreach Committee)

**December**

St. Jude Marathon (Community Service Committee)  
Tri Delta Event (Community Service Committee)  
GSA Elections (Executive Board)  
Winter Break (Graduate School)

# Templates

The following pages contain various templates to assist in GSA business and activity. All members of GSA are students and their studies must come first. Therefore, resources such as these are meant to simplify GSA responsibilities and improve efficiency.

The current existing templates include:

- GSA Election Nomination/ Platform Statement
- GSA Meeting Minutes Newsletter
- Event Proposal Form
- Post-Event Summary Form



## CANDIDATE PLATFORM

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Name:

Year:

Program (PhD or Masters):

Position(s) for which you are running:

If not elected to GSA Office, would you be willing to serve as an Alternate Member on the Honor Board? (Y/N):

*Please write a Platform Statement of no more than 500 words describing what position(s) you are running for, why you are running, and what strengths you will bring to this/these position(s). You may include any prior responsibilities or experiences that you believe qualify you for this Office.*

Platform Statement (500 words or less):

## **GRADUATE STUDENT ASSOCIATION NEWSLETTER**

Meeting Date: *Date of last meeting*

General Session Items: *Description of what was discussed during the general session of the meeting*

Motions and Adoptions: *Any motions that were passed and effect student life*

Important Notices and Reminders: *Any important notices or deadlines*

Upcoming Events: *Any upcoming Graduate School events (social, professional development, etc.)*

In Progress Items: *Items that are not ready for announcement but are being worked on (Executive Session items)*

Next Meeting Date, Time, and Location: *Next meeting information*

Next Meeting General Session Items: *List/description of items that will be discussed during the general session of the upcoming meeting*



## St Jude Graduate Student Association Event Proposal

**Event Title:**

**Committee:**

**Committee Head:**

**Activity Head:**

**Brief Event Description:**

**Targeted Audience (Students (PhD or Masters), Staff, Post-Docs, APO, etc):**

**Proposed Date/Time:**

**Proposed Location:**

**Resources Needed from GSA (funding, connections to speakers/training, on campus room booking, etc):**

**Target GSA Goal and How that Goal is Being Met:**

**Date Submitted by Committee Head:**

**Date Approved by GSA Exec:**



## St Jude Graduate Student Association Post Event Summary

**Committee:**

**Committee Head:**

**Activity Head:**

**Activity:**

**Activity Date:**

<b>EXPENSE REPORT</b>		
<b>Expenditure</b>	<b>Amount</b>	<b>Vendor</b>
Expense 1	\$X	X
Expense 2	\$X	X
Expense n	\$X	X
<b>Total:</b>	\$X	

**Attendance:** X PhD

X MScGCH

X Staff

X Faculty

X Guests

X Other

**Notes:**



# **GSA Constitution and Bylaws**

The following pages contain the St. Jude Children's Research Hospital Graduate School of Biomedical Sciences Graduate Student Association Constitution and Bylaws in their entirety. This document was originally ratified January 2020. It is meant to be reviewed at least annually for potential amendments to allow GSA to adapt as the St. Jude Grad School grows.

**ST. JUDE CHILDREN’S RESEARCH HOSPITAL GRADUATE SCHOOL  
OF BIOMEDICAL SCIENCES**

**GRADUATE STUDENT ASSOCIATION**

**CONSTITUTION AND BYLAWS**

**Article 1: Name and Association**

Section 1: The name of this organization shall be the St. Jude Children’s Research Hospital Graduate School of Biomedical Sciences Graduate Student Association (GSA).

Section 2: The GSA is recognized as a student organization affiliated with the St. Jude Children’s Research Hospital Graduate School of Biomedical Sciences (Graduate School).

**Article 2: Objectives and Purposes**

Section 1: The GSA was created within the guidance of the GSA Constitution to support Graduate Students and the best interests of the Graduate School. The GSA facilitates engagement among students, workers, faculty, staff, and the community at large. In collaboration with these groups, the GSA acts in support of community needs both on and off campus. The GSA holds itself and those it works with responsible for improving and maintaining high standards of accountability and transparency.

Section 2: This organization will provide a structured forum in which to open avenues for student interests, contribute to maintaining an optimal graduate school culture, and offer opportunities to accept leadership roles.

Section 3: This organization will serve as a resource for communication among the student body and the Graduate School staff, faculty, Graduate Council, and Board of Trustees.

Section 4: The elected Executive Board Officers of this organization will be tasked with voting as representatives of their respective constituencies on matters pertaining to the Graduate School.

**Article 3: Membership, Qualifications, and Executive Board**

Section 1: The GSA welcomes all students enrolled in the Graduate School.

Section 2: The GSA Executive Board Officers are comprised of a President, Vice President, Chair of Diversity and Inclusion, a Class Representative from each PhD program cohort by year of matriculation (Years 1-5), and one Class Representative from the Master’s Program (Together “Executive Board” or “Officer”).

Section 3: Candidates eligible to be Executive Board Officers shall be students enrolled and in good standing in the Graduate School, as confirmed by the Registrar.

Section 4: Only students enrolled in the Graduate School Master's program(s) are eligible to hold a Master's Officer position. Only students enrolled in the Graduate School PhD program(s) are eligible to hold a PhD Officer cohort position. Only students enrolled in a full time on-campus program of the Graduate School are eligible for the remaining positions.

Section 5: The position of President is limited to a doctoral student in the 3rd year or higher who is in good standing and has served in a GSA executive position previously. The position of Vice President is limited to a doctoral student in the 2nd year or higher who is in good standing. The position of Chair of Diversity and Inclusion is limited to a doctoral student in the 2nd year or higher who is in good standing and may concurrently serve as a Class Representative.

#### **Article 4: Elections**

Section 1: All members of the student body may participate in Executive Board elections for the positions of President, Vice President, and Chair of Diversity and Inclusion. Elections will occur within each PhD class for Class Representatives. Elections will occur within each Master's program for the election of Master's representatives.

Section 2: Candidates for all Executive Board Office positions may be identified by self-nomination or by acceptance of a nomination during the first two weeks of each December. Upon confirmation of "good standing" status by the registrar, candidates will submit a platform statement (of up to 500 words) to the current President, who will share them with the applicable cohorts. The current President will create a ballot to be filled out during official election events held throughout the third week of December. If a student is absolutely unable to attend all election events, votes may be emailed to the President with the registrar cc'd. The current President will collect the ballots, assign a standing committee to tally them before the end of December, and announce the newly elected Executive Board Officers. Students enrolled in a Master's program (s) will follow the same process for nominating Representative candidates, who will also submit platform statements. Off-campus Master's programs will vote during their winter on-campus learning experiences. At the discretion of the Maser's program Representative, the nomination and election process may be expedited for these groups to best complement their program structure.

Section 3: In the instance of a tie between two candidates for an Executive Board Office, there will be a re-vote amongst the relevant group (i.e., whole student body, PhD Cohort, or Master's program). If the re-vote still results in a tie, then the newly elected Executive Board will have an internal vote to determine which candidate will become an Officer. In the instance of an individual being elected to two or more Offices, he or she will be awarded the highest ranking office unless they request otherwise. There will then be a re-vote within the relevant group between remaining candidates for the lower ranking Office(s). In the event that there are no nominees for an Executive Board Office, a second call for nominees will occur after the completion of the election process. During this second call, the new Executive Board Officers will be encouraged to nominate students whom they feel would be successful in the open position.

Section 4: The annual transition from current to newly elected Executive Board Officers will occur during the month of January. Newly elected Officers will attend a training event, where they will meet with their former counterparts and become acquainted with the other newly elected Executive Board Officers.

Section 5: The President and Vice President positions may only be held by a student for a single one-year term, except for students serving as an interim President/Vice President, who may run for either of these positions at the conclusion of their interim term. At the conclusion of their term, Presidents and Vice Presidents may run for a different position (i.e., Chair of Diversity and Inclusion or Class Representative). Representatives (PhD and Master's) and the Chair of Diversity and Inclusion may be re-elected and have no term limits.

Section 6: In the event that the President is unable to complete his or her term of office, the Vice President will serve as interim President for the remainder of that term. In the event that the Vice President is unable or ineligible to serve as interim President (i.e., in their 2nd year of study), the Executive Board will elect either one of the PhD Class Representatives from years 3-5 or the Chair of Diversity and Inclusion if he or she is in year 3-5 to the position of interim President. In the event that the Vice President is unable to complete his or her term, the Executive Board will elect either a Class Representative from years 2-5 or the Chair of Diversity and Inclusion to serve as interim Vice President. If a Class Representative is elected to interim President or Vice President, then that cohort will hold a secondary election to appoint a new Class Representative. If the Chair of Diversity and Inclusion is elected to interim President or Vice President, then the student body will hold a secondary election to appoint a new Chair.

#### **Article 5: Elected Executive Board Officer Responsibilities**

Section 1: The President of the GSA is the direct contact between the Graduate School staff and the GSA. He or she will: plan and execute all GSA meetings; communicate with committee Chairs to provide assistance if needed and ensure that tasks are being completed efficiently; oversee expenses; formulate budgets; communicate with the Associate Dean regarding budgetary matters; assign budgets to each committee Chair; meet monthly with Graduate School staff following each GSA meeting to discuss and effectively address issues and information regarding the student body; represent the Graduate School student body when necessary (i.e. meet with applicants and academic visitors, speak at events); and serve as the student body representative on the Graduate Council and the Board of Trustees.

Section 2: The Vice President will serve as substitute if the President is not available for a meeting, event, or is unable to finish his or her term; act as the alternative representative on the Graduate Council and the Board of Trustees; prepare the agenda for each GSA meeting; maintain a record of all GSA meeting minutes and events; and distribute GSA meeting minutes to the appropriate parties, including the Registrar who will maintain a file of approved minutes of each GSA meeting.

Section 3: The Chair of Diversity and Inclusion will raise awareness for minority groups and students with unique circumstances within the Graduate School to be taken into consideration when making decisions pertaining to the student body; and partner with the St. Jude Chief Diversity and Inclusion Officer to provide diversity and inclusion training. This role may be held by a Graduate Student who also serves as a Class Representative on the GSA.

Section 4: The PhD Class Representatives (Years 1-5) are responsible for communicating matters pertaining to their classes to the GSA; act as the representative voice for their cohort; be responsible for their cohort receiving all relevant information from the GSA by completing the newsletter template and circulating it monthly; schedule meetings between their cohort and the Dean when necessary; and record minutes at these meetings and report to their cohorts.

Section 5: The Master's Representatives will attend GSA meetings as time in their schedule allows; communicate matters pertaining to the Master's students to the GSA; relay information obtained by the GSA to the Master's students; work with the Executive Board during the Officer transition to establish how best to maintain communication throughout the year. A Master's Representative may choose to select in writing another member of the Executive Board to vote for him or her by proxy as necessary.

Section 6: No Executive Board Officer is authorized to incur any obligation, financial or otherwise, binding upon the Graduate School or St. Jude or in their names, unless he or she is authorized in writing by the Graduate School and St. Jude.

## **Article 6: Committees**

Section 1: Each GSA standing committee is comprised of one Committee Chair and additional Activity Heads for individual activities as deemed necessary by the Chair. All students enrolled in a Graduate School on-campus program must serve on one committee (as all Graduate School students are members of the GSA per Article 3 Section 1), excluding members of the Executive Board, and the PhD/Master's Representatives and Chair of Diversity and Inclusion may elect to join committees. Each committee will elect its Chair by nomination or acclimation at the first meeting and subsequently elect the Activity Heads.

Section 2: Each standing committee will have minimum expectations set by the Executive Board and will be assigned a budget by the President.

Section 3: The standing committees and their current minimum expectations are as follows:

- **Community Service:** The Community Service Committee must hold two community service events (i.e. St. Jude Trick or Treating, Tri Delta Place Dinners) and communicate volunteer opportunities to the student body as they arise (i.e. Marathon water stations, MLK day community service).
- **Social Events:** The Social Events Committee must hold two social events per semester. Social events must be scheduled and announced to the Student Body one month prior to the event.
- **Outreach:** The Outreach Committee must hold one event that interacts with each of the following groups: APO Graduate Students, Post-Docs, and Graduate Faculty. This can be a social event or a constructive interaction (i.e. Career development, poster session, guest speaker)
- **Recruitment:** The Recruitment Committee will organize a social event with interviewees and the student body and help the Graduate School staff organize second visit itineraries.

Section 4: The opportunity to sign up for standing committees will occur following Executive Board Officer turnover in January. The GSA reserves the right to form new committees comprised of students of the Graduate School as needed throughout the year.

Section 5: The Activity Heads are responsible for communicating regularly with their Chairs. Each Chair will communicate progress and concerns from the committee to the Executive Board as needed. Following the conclusion of events, Activity Heads will complete a template report documenting the event details. The report is to be filed by the committee

## **Article 7: GSA Meetings**

Section 1: The GSA will meet monthly during the academic year or more frequently as needed. GSA meetings will be coordinated with Graduate School events to effectively plan or debrief when assembled.

Section 2: Meetings of the GSA may be called by any Executive Board Officer. The purpose of the requested meeting is to be described in advance in writing and the inclusion of an additional meeting must be approved by a simple majority vote of the Officers.

Section 3: Special meetings of the GSA may be called by the President or by formal petition of at least twenty-five percent of the GSA membership with at least 48 hours written notice to the Executive Board Officers.

Section 4: GSA meetings shall conform to the most recent edition of Robert's Rules of Order at the discretion of the President. Meetings shall be informal without objection.

Section 5: Members of the Graduate Faculty or other invited guests may attend GSA meetings as non-voting observers after approval by the President.

Section 6: The Vice President shall keep a record of meeting attendance and include attendance in the meeting minutes. To receive credit for meeting attendance, a member must sign the attendance sheet, which shall serve as the official list of members present. Failure to properly sign in will be documented as an absence.

Section 7: All persons eligible for GSA membership shall have speaking rights at GSA meetings. Additional meeting participant speaking rights (e.g. attending Graduate Faculty or other invited guests) may be provided at the discretion of the Executive Board or by majority vote of the GSA.

Section 8: Students of the Graduate School may put forth concerns to Class Representatives in advance of a GSA meeting and request matters to be added to the agenda. The student may be invited to attend a GSA meeting to present the matter(s) and then will be excused. A student who wishes to remain anonymous may ask his or her Class Representative or the Chair of Diversity and Inclusion to present their matter.

Section 9: The agenda for an upcoming meeting must be circulated to Executive Board Officers at least two weeks in advance of the meeting. General Business will be discussed first on the agenda and is open to attendance by all Graduate School students. Following General Business, Executive Board Officers will adjourn the meeting to a closed executive session consisting of only Executive Board Officers.

Section 10: A quorum must be physically present to transact official business. The quorum must include at least 2/3 of the voting members, including the elected, appointed, and ex-officio members, and excluding Master's Representatives who may not be readily available.

Section 11: Each Executive Board Officer has one vote in the GSA. All matters will be decided by a simple majority vote. Motions with tied votes will be automatically rejected having not reached a favorable majority. Voting matters shall be announced to all Officers upon distribution of the upcoming agenda. Should any Officer be unable to attend a meeting, they may submit their vote to the President prior to the meeting at which the vote is to be held. Any Officer may make a motion to table a vote if that Officer believes more discussion is needed to make an educated decision. Motion to Table requires a Second and the motion must be passed by a simple majority. The Chair of

Diversity and Inclusion may make a motion to table a vote to consult with the St. Jude Chief Diversity and Inclusion Officer. Motion to Table for consult with St. Jude Chief Diversity and Inclusion Officer does not require a Second but must pass by a simple majority vote.

#### **Article 8: Amendments**

Section 1: The GSA Constitution will be reviewed, and after debate, may be amended depending on the vote of the GSA. At minimum the GSA Constitution will be reviewed annually in the final two months of the Executive Board Officers' term to discuss how to improve or modify operations and for amendment as needed.

Section 2: Amendments may be suggested by any Executive Board Officer at any point during the academic year. Proposed amendments must be circulated in writing to the Officers at least two weeks prior to the meeting at which the amendment will be considered. Amendments will require a Second and considered only after a 2/3 secret ballot vote of the Executive Board.

Section 3: Amendments that pass Executive Board consideration shall then be circulated to all GSA members two weeks prior to holding a general election for acceptance and ratification. Amendments will require a 2/3 vote from GSA members for adoption.

#### **Article 9: Ratification**

Section 1: The Constitution and Bylaws shall be ratified after discussion based upon a motion by an Executive Board Officer to ratify, a second from another Officer, followed by 2/3 vote to approve the motion to ratify by the Graduate Student Association members in attendance.

Section 2: The newly adopted Constitution or Constitution and Bylaws Amendments shall supersede any previous Constitution and Bylaws and shall be the sole Constitution and Bylaws of the GSA.

# **Honor System Policies and Procedures**

The following pages contain the Policies and Procedures for the St. Jude Children's Research Hospital Graduate School of Biomedical Sciences Honor System. The Honor System operates independently of the GSA, but GSA exec are required to serve on the Honor Board. Therefore, the policies and procedures have been included here for easy reference.



**ST. JUDE CHILDREN’S RESEARCH HOSPITAL GRADUATE SCHOOL OF  
BIOMEDICAL SCIENCES**

**STUDENT HONOR SYSTEM**

**Article 1: Preamble and Purpose**

Section 1: Preamble

The St. Jude Children’s Research Hospital Graduate School of Biomedical Sciences (“Graduate School”) is dedicated to graduate education that exemplifies academic integrity, responsibility, and excellence. As such, the Graduate School expects that all students uphold these qualities in their academic interactions with each other, faculty, staff, and other research personnel. These expectations form the basis of the Graduate School Honor System, by which all students are required to abide.

Section 2: Purpose

The purpose of the Honor System is to uphold the Honor Code, defined in Article 2 Section 2, through clear and consistent channels outlined within this document.

**Article 2: Student Honor Code**

Section 1: Scope

Honor System proceedings shall pertain to academic violations, as outlined in Article 3. Other circumstances that may warrant Honor System involvement are:

- (a) Research misconduct that occurs during a laboratory rotation or student dissertation/thesis research is subject to investigation by the St. Jude Research Integrity Officer. If the research misconduct also affects the academic progress of the student (i.e. Candidacy Qualifying Exams, Dissertation Defense, etc.), the Honor Board may conduct an independent Honor System proceeding.
- (b) Conflicts arising between students that are not related to academic activities are subject to investigation by the Graduate School Deans, who may elect to consult with the Honor Board during their investigation.

Section 2: Honor Code

Graduate School students must conduct all academic activities with personal integrity and responsibility. This includes conducting themselves professionally and ethically with regard to:

- (a) The classroom, in person or online, including without limitation:
  - (i) Tests, examinations, and all other graded assignments, oral, written, or practical;
  - (ii) Non-graded assignments, oral, written, or practical;
  - (iii) The use of electronic technology; and
  - (iv) Any classroom requirements set forth by faculty, staff, students, or teaching assistants.
- (b) Laboratory work pursuant to the student’s academic progress, including without limitation:
  - (i) PhD and/or MSc Laboratory Rotations;
  - (ii) PhD Candidacy Qualifying Examinations;
  - (iii) PhD Dissertation Defense Examinations; and
  - (iv) Master’s Thesis Defense Examinations.

### Section 3: Student Honor Code Pledge

All students must sign the following pledge during the first two weeks of the start of classes:

*I have carefully read the Student Honor System of the St. Jude Children's Research Hospital Graduate School of Biomedical Sciences and understand its meaning and significance. I agree to abide by the standards set forth in the Student Honor Code while enrolled in the Graduate School and agree to accept its implications in full.*

A student's signature under this pledge signifies the student's commitment to personal academic integrity and responsibility, and obligates the student to comply with the Graduate School Honor Code.

### Section 4: Graduate School Compliance with the Honor Code

All Graduate School faculty and staff are expected to comply with the guidelines set forth in the Student Honor System, including without limitation:

- (a) Reporting perceived Honor Code violations;
- (b) Participation in Honor System proceedings; and
- (c) Enforcement of Honor Code violation penalties as recommended by the Honor Board.

Graduate School Policies and Procedures include complementary language that reflects these expectations.

## **Article 3: Violations of the Student Honor Code**

### Section 1: Honor Code Violations

A violation of the Student Honor Code is defined as any activity that interferes with the academic progress of a student through an unfair advantage, that may also disenfranchise another student(s). Violations of the Honor Code include without limitation:

- (a) Plagiarism by presenting another person's ideas, contributions, words, projects, creations, or other work as their own;
- (b) Submission of the same assignment for credit in more than one course without prior authorization;
- (c) Using, providing, or receiving unauthorized assistance or materials for any assignment or examination (especially in the instance of online assessments):
  - (i) Collaborating with others on independent assignments and activities;
  - (ii) Sharing materials with individuals not enrolled in the Graduate School;
  - (iii) Posting lectures or resource materials to external sites;
  - (iv) Recording audio or video of lectures without authorization;
- (d) Falsifying, fabricating, or misrepresenting data and results as they relate to academic progress;
- (e) Substituting for another student or having another student substitute for oneself to complete exams or assignments;
- (f) Forging a signature or allowing forgery of any academic-related document;
- (g) Engaging in any activity that places another student at an unfair disadvantage, such as taking, altering, or withholding resource materials;

- (h) Failing to follow faculty instructions on exams or assignments that may compromise the integrity of the assignment;
- (i) Maliciously accusing another student of violating the Honor Code;
- (j) Retaliation or other malicious acts against the Reporting Person;
- (k) Discussing or revealing confidential information pertaining to the Honor System;
- (l) Complicity in Honor Code violations;
- (m) Failure or refusal to sign the Honor Code Pledge; and
- (n) Engaging in any acts of academic dishonesty.

## **Article 4: Student Rights**

### **Section 1: Accused Student Rights**

Any Accused Student(s) will be afforded the following rights and be given the opportunity to waive any of these rights to expedite the Honor System proceedings; such a waiver must be submitted to the Honor Board Chair in writing as a letter or email. The Honor Board Chair will make a final determination as to the appropriateness of a waiver and whether or not to accept the waiver.

- (a) Individually participate in a pre-Hearing meeting, at least ten (10) business days prior to the scheduled Hearing, with the Honor Board Chair and Vice Chair to review the allegations, possible penalties, and Accused Persons rights;
- (b) Access and review of all Graduate School Honor System policies and procedures;
- (c) Written notification of any potential outcomes that will be levied from an alleged Honor Code violation;
- (d) Contest the allegation(s) and request a Hearing;
- (e) Privacy of the student's educational records to the extent permitted or required by law;
- (f) Presence of an Advisor or other support person during the Honor Board Hearing:
  - (i) The Advisor or support person may only be present at the Hearing and may not participate in the proceedings;
- (g) A Hearing to determine culpability of the alleged Honor Code violation(s) if the Investigative Committee has found evidence to support such a Hearing;
- (h) Decline to answer questions or provide self-incriminating evidence during Honor System proceedings:
  - (i) The Accused Student may elect not to be present at the Hearing with the understanding that any decision and subsequent penalties will be based on the information available at the Hearing in their absence;
- (i) The ability to ask the Honor Board Chair questions pertaining to the Honor System and receive answers to the extent the Chair is permitted and able to respond;
- (j) Provide and review appropriate information, including witness(es) written statements, that could be used in the Honor Board decision-making process:
  - (i) A written submission of all information, including potential witnesses, must be given to the Honor Board Chair at least eight (8) business days prior to the scheduled Hearing. No new information will be accepted for consideration after this time, unless express written permission is granted by the Chair.
  - (ii) The accused student and their Advisor or support person, if applicable, shall receive the case file five (5) business days prior to the scheduled Hearing for inspection.

- (k) Request that information regarding the case, including witness(es) statements, be reviewed for relevance:
  - (i) The Honor Board Chair shall perform this review and submit a decision, with justification, in writing to the Accused Student and to the Reporting Person, five (5) business days prior to the scheduled Hearing. The Accused Student may appeal to the Dean of the Graduate School for reversal or modification of the Chair's decision;
- (l) Participate in the Hearing, including provide information or testimony, listen to witness testimony, and question the witness(es) through the Honor Board Chair;
- (m) Have a decision and any resulting penalty, if applicable, be based on the Preponderance of Evidence standard;
- (n) Request reasonable accommodations if disabled, in accordance with any applicable law:
  - (i) Student(s) in need of accommodations at any point during the Honor System proceedings should contact the Honor Board Chair as soon as possible;
- (o) Submit an appeal of the Hearing Board decision, in writing, in accordance with Article 9;
- (p) Request permission to participate in the Hearing via audio or video call-in from another location, and/or participate in such a manner that the Accused Student avoids direct contact with the Reporting Person, as long as the request does not infringe on the Accused Student's right to question the Reporting Person or other witnesses through the Honor Board Chair, and does not impede the Honor Board's ability to conduct the Hearing; and
- (q) Receive written notification of the final outcome of the case.

## Section 2: Reporting Person Rights

Any Reporting Persons will have the following rights afforded to them throughout the Honor System proceedings:

- (a) Individually participate in a pre-Hearing meeting, at least ten (10) business days prior to the scheduled Hearing, with the Honor Board Chair and Vice Chair to review the allegations, possible penalties, and Reporting Persons rights;
- (b) Access and review of all Graduate School Honor System policies and procedures;
- (c) The ability to ask the Honor Board Chair questions pertaining to the Honor System and receive answers to the extent the Chair is permitted and able to respond;
- (d) Provide appropriate information, including witnesses, that could be used in the Honor Board decision-making process:
  - (i) A written submission of all information, including potential witnesses, must be submitted to the Honor Board Chair at least eight (8) business days prior to the scheduled Hearing. No new information will be accepted for consideration after this time, unless express written permission is granted by the Chair;
  - (ii) The Reporting Person, and their Advisor or support person, if applicable, shall deliver the Reporting Person's statement and any submitted information five (5) business days prior to the scheduled Hearing for review. The Reporting Person shall not be granted access to the entire case file;
  - (iii) The Reporting Person may submit any questions for the Accused Student to the Vice Chair at least eight (8) business days before the Hearing to be asked by the Chair during the Hearing;
- (e) Ability to request that information or witnesses directly related to themselves be reviewed for relevance

- (i) The Honor Board Chair shall perform this review and submit a decision, with justification, in writing to the Accused Student and to the Reporting Person, five (5) business days prior to the scheduled Hearing. The Reporting Person may appeal to the Dean of the Graduate School for reversal or modification of the Chair's decision;
- (f) Presence of their Advisor or other support person during the Honor Board Hearing:
  - (i) The Advisor or support person may only be present at the Hearing and may not participate in the proceedings;
- (g) Participate in the Hearing, including providing information or testimony, listening to witness testimony, and answering questions raised by the Accused Student through the Honor Board Chair;
- (h) Receive written notification of the final outcome of the case;
- (i) Request permission to participate in the Hearing via audio or video call-in from another location, and/or participate in such a manner that the Reporting Person avoids direct contact with the Accused Student, as long as the request does not infringe on the Accused Student's right to question the Reporting Person or other witnesses through the Honor Board Chair, and does not impede the Honor Board's ability to conduct the Hearing; and
- (j) Decline to answer questions or provide self-incriminating evidence during Honor System proceedings.

## **Article 5: Honor Board**

### Section 1: Honor Board Definition

The Graduate School Honor Board is made up of a panel of Graduate School students tasked with carrying out academic misconduct investigations, Hearings, and verdicts.

### Section 2: Honor Board Members

Appointment to the Honor Board shall coincide with election as a Graduate Student Association Officer. Roles of each GSA Officer are defined in this Article 5 Section 2 subsection (a).

- (a) Graduate Student Association Officer Position and Honor Board Appointment:
  - (i) GSA President: The President of the GSA will serve as the Chair of the Honor Board and be a non-voting Member.
  - (ii) GSA Vice President: The GSA Vice President shall serve as the head of the Investigative Committee and Vice Chair during Honor Board Hearings and be a non-voting Member.
  - (iii) GSA Chair of Diversity and Inclusion: The GSA Chair of Diversity and Inclusion shall serve as a voting member of the Honor Board during Hearings. The Chair of Diversity and Inclusion may be called upon to consult during an investigation.
  - (iv) GSA Cohort Representatives (PhD and Master's): The GSA Cohort Representatives shall serve as voting members of the Honor Board during Hearings.

### Section 3: Alternate Honor Board Members

The Honor Board will have a panel of Alternate Members that may be called upon to serve in instances where a conflict of interest exists, or impartiality cannot be maintained by the primary Honor Board Member(s). All students who appear on the ballot for the Graduate Student

Association Executive Board will be asked to serve as Alternate Members and will undergo Honor System training along with the Honor Board Members.

#### Section 4: Advisory Staff and Faculty

Graduate School staff and faculty may be called upon by the Honor Board Chair to assist in Honor Code violation investigations and Hearings. Faculty and staff appointed by the Chair shall serve in an advisory capacity, unless otherwise specified.

#### Section 5: Impartiality

All Honor Board Members must remain impartial throughout the course of Honor System proceedings. In the event that impartiality cannot be maintained by an Honor Board Member, that Member must recuse himself or herself from the Honor System proceedings. The Honor Board Chair shall appoint an Alternate Member to serve during the Honor System proceedings in place of a recused Member(s). Specific Member appointment contingencies are listed below:

- (a) Inability of a Cohort Representative to serve: The Chair shall appoint an Alternate Member to this position;
- (b) Inability of Chair of Diversity and Inclusion to serve: The Chair shall appoint an Alternate Member to this position;
- (c) Inability of the Vice Chair to serve: The Chair of Diversity and Inclusion shall be appointed to the role of the Vice Chair, and as such head the Investigative Committee. An Alternate Member shall be appointed by the Chair to fill the vacancy left by the Chair of Diversity and Inclusion; or
- (d) Inability of the Chair to serve: The Vice Chair shall be appointed to the position of the Chair and the procedure for replacing the Vice Chair enacted.

Should an Honor Board Member not recuse, and a conflict of interest is later discovered, that Member shall be subject to an Honor System proceeding. In this instance, the Chair may elect to reopen the initial case as well.

### **Article 6: Administration of Honor System**

#### Section 1: Responsibilities for Administering the Honor System

All Graduate School students, faculty, and staff shall be made aware of the Honor System through the following channels:

- (a) The Honor System shall be posted to the Graduate School website, and students, staff, and faculty will be given instructions on how to access it;
- (b) Incoming first-year students shall receive an introduction to the Honor System during their orientation and will sign the Honor Code Pledge at that time. These signatures will be submitted to the Registrar to become part of each student's official file;
- (c) Students may inquire about Honor System policies and procedures to the Honor Board Chair at any time;
- (d) Honor Board Members and Alternate Members shall receive annual Honor System training during Graduate Student Association Officer turnover.

#### Section 2: Responsibility and Procedure for Reporting Violations

All Graduate School students, staff, and faculty must report a reasonable belief of student academic misconduct in a timely fashion through the process outlined below:

- (a) Reporting process: A Graduate School student, staff, or faculty member shall report perceived violations of the Honor Code to any primary Member of the Honor Board within five (5) business days of witnessing the alleged violation. Honor Board Members must then report the allegation to the Honor Board Chair within two (2) business days of receiving the report.
- (b) Written documentation of the date(s) and all personnel involved will be documented in a formal report to maintain a timeline of Honor System proceedings.

### Section 3: Investigations of Alleged Honor Code Violations

Upon receipt of an Honor Code violation report, the Honor Board Chair shall notify the Vice Chair to initiate an investigation of the alleged violation. The Chair shall also assign two Alternate Members to the Investigative Committee who will serve under the Vice Chair, as the Head of the Investigative Committee. The Investigative Committee will investigate and determine the facts of the alleged violation. The Vice Chair will then submit a written report summarizing the findings of the Investigative Committee to the Chair and a determination on the merits of the allegation.

- (a) If the Vice Chair does not find a Preponderance of Evidence to support a formal charge, the Chair shall review this recommendation and justification and determine if the finding is appropriate. If the Chair agrees the Preponderance of Evidence has not been met, they shall dismiss the formal charge.
- (b) If the Vice Chair determines that there is sufficient evidence to support that the alleged violation has occurred, they will recommend the Chair issue a Notice of Charge. The Chair shall review the recommendation and evidence to determine if the Notice of Charge is appropriate; if so, a written Notice will be sent to the Accused Student, Reporting Person, and the Graduate School Dean.
  - (i) The identity of the Reporting Person will remain confidential throughout the investigation. If a Notice of Charge is issued, the Accused Student will then be notified of the name(s) of the Reporting Person(s) by request to the Honor Board Chair.

### Section 4: Notice to the Accused Student and Response from the Accused Student

Upon determining there is sufficient evidence to support a charge of Honor Code violation, the Chair shall issue a Notice of Charge to the Accused Student, to which the Accused Student must respond.

- (a) Notice of Charge must be a written document delivered to the Accused Student within three (3) business days of determining such a charge should be issued. The Notice of Charge shall include:
  - (i) Factual basis of the charge(s);
  - (ii) The student's right to a Hearing if the charge(s) is contested;
  - (iii) Penalties that may be incurred if the Accused Student is found to be culpable during a Hearing;
  - (iv) The proposed penalties if the student waives their right to a Hearing;
  - (v) The contact information of the Chair so the Accused Student may request a Hearing;
  - (vi) A statement indicating that the request must be received no more than seven (7) business days from the Notice of Charge issue date; and

- (vii) A statement indicating the Accused Student's right to a faculty advisor or support person.
- (b) Upon receipt of the Notice of Charge, the Accused Student must submit a written response to the Honor Board Chair no more than seven (7) business days from the issue date of the Notice of Charge and include:
  - (i) Acknowledgement of the charge and that they agree to accept the proposed penalties; or
  - (ii) Denial of the alleged violation and a request for a Hearing to contest the charge(s).
- (c) Notice of Charge and the Accused Student response must be delivered either electronically or through the mail.
  - (i) Electronic documents will be sent using students' St. Jude email addresses.
  - (ii) Documents sent through USPS will be addressed to the student's address on file with the Registrar.

#### Section 5: Honor Board Hearing Procedure

If a Hearing is requested by the Accused Student, the Chair shall schedule an Honor Board Hearing. All Honor Board Members (primary and any selected alternate) must be present, excusing students enrolled in distance-learning programs when off-campus. Once scheduled, the Chair will issue a notice of Hearing date, time, and location to the Accused Student and Reporting Person. Honor Board Hearings must meet the following standards:

- (a) All Final Determinations will be decided by majority vote of the Honor Board voting Members according to the Preponderance of Evidence Standard;
- (b) Honor Board voting Members shall determine the weight of presented evidence and credibility of witnesses;
- (c) The facts of the case will be determined by the Honor Board in a closed session following the Hearing. Only evidence presented during the Hearing will be considered;
- (d) Hearings will be audio recorded only and will be the sole property of the Graduate School;
- (e) Only material evidence will be considered during the Hearing, in accordance with Article 4 Section 1 Subsection (j) and Article 4 Section 2 Subsection (e);
- (f) The Accused Student and Reporting Person will have the opportunity to present relevant information;
- (g) Witnesses:
  - (i) May be arranged by the Accused Student and Reporting Person to voluntarily present;
  - (ii) Witness questions will be facilitated through the Chair:
    - (1) Questions will be preliminarily reviewed by the Chair, and any deemed inappropriate may not be asked;
  - (iii) Witnesses will not be sworn in but will be told they are required to tell the truth:
    - (1) Witnesses found to be untruthful in their testimony may face a separate Honor Code violation charge;
  - (iv) Witnesses may submit a written testimony in lieu of appearing in person at the Hearing:
    - (1) This testimony shall be read aloud, and the Accused Student and Reporting Person given the opportunity to respond or rebut the testimony;
  - (v) Inability or unwillingness of a witness to appear at the Hearing shall not invalidate the Hearing;



- (h) A student or witness may choose not to answer any or all of the questions posed to them during the Hearing;
- (i) The Accused Student or Reporting Person may identify Honor Board Member(s) that they feel have a conflict of interest or will be unable to remain impartial throughout the Honor System proceedings and request the recusal of that Member(s). The Honor Board Chair shall review the request and make a Final Determination; this decision may be appealed to the Dean of the Graduate School for reversal or modification.
- (j) All Hearings shall be conducted in private;
- (k) In cases involving multiple related allegations, information provided in relation to one allegation may be used in consideration of another allegation if relevant;
- (l) In general, Hearings should proceed as follows:
  - (i) Review of Hearing protocol
  - (ii) Review of allegation(s)
  - (iii) Introductory statements from the Accused Student and Reporting Person
  - (iv) Presentation of evidence by the Vice Chair
  - (v) Questioning of witnesses by the Chair
  - (vi) Presentation of evidence by the Reporting Person and questioning of the Reporting Person by the Honor Board Hearing Panel
  - (vii) Presentation of evidence by the Accused Student and questioning of the Accused Student by the Honor Board Hearing Panel
  - (viii) Closing statements from the Accused Student and Reporting Person
  - (ix) Deliberation of the Honor Board (closed to everyone but Honor Board Members, and not recorded)
  - (x) The Honor Board may elect to verbally share their Final Determination with the Accused Student.

#### Section 6: Notice of Final Honor Board Determination

Upon Final Determination of the Honor Board, the Chair shall submit in writing the Final Determination to the Accused Student, Reporting Person, and Graduate School Dean within 2 business days after the conclusion is reached.

- (a) The Honor Board shall find the Accused Student “Responsible” or “Not Responsible”;
- (b) The rationale or evidence leading to this finding;
- (c) If the Accused Student is found to be Responsible, the Final Determination notification shall include recommended penalties; and
- (d) The final notice shall include applicable information on the appeal process.
- (e) Record of Honor Board proceedings will be maintained in the Registrar’s file, even in instances when the Accused Person withdraws from the program before the penalties are levied.

### **Article 7: Honor Code Violation Penalties**

Section 1: Upon finding the Accused Student Responsible, the Honor Board shall recommend one of the following penalties be incurred by the accused student:

- (a) Formal reprimand: The Accused Student shall receive a formal reprimand, and this reprimand will be sent to the Registrar to be included in the student’s official file;

- (b) Failure of the assignment: If the Honor Board finds cause that the Accused Student should fail the assignment (including Laboratory work milestones), this recommendation will be submitted in writing to the Graduate School Dean, who is tasked with communicating this penalty to the faculty member that gave the assignment;
- (c) Failure of the course: If the Honor Board finds cause that the Accused Student should fail the course in which the violation occurred, this recommendation will be submitted to the Graduate School Dean, who is tasked with communicating this penalty to the appropriate Course Leader(s);
- (d) Suspension: If the Honor Board finds cause that the Accused Student's violation warrants suspension, this finding will be submitted to the Graduate School Dean in writing. The Graduate School Dean shall review the recommended penalty and its rationale and make the Final Determination of whether or not to suspend the Accused Student; or
- (e) Expulsion: If the Honor Board finds cause that the Accused Student's violation warrants expulsion, this finding will be submitted to the Graduate School Dean in writing. The Graduate School Dean shall review the recommended penalty and its rationale and make the Final Determination of whether or not to expel the Accused Student from the program.

## Section 2: Requirements of the Graduate School to Comply with the Honor Board's Recommendations

Upon submission of a 'Responsible' Final Determination by the Honor Board to the Graduate School Dean, the Graduate School shall be responsible for fulfilling the proposed penalties.

- (a) If an appeal is not filed by the Accused Student, as outlined in Article 8, the Graduate School Dean must review the penalty put forth within the Final Determination and communicate with the necessary parties (i.e. Faculty, Graduate School Staff, etc.) to ensure the penalty is carried out within 10 business days.
- (b) If an appeal is filed by the Accused Student, as outlined in Article 8, the Graduate School Dean must review the appeal and Final Determination to determine if the appeal is justified or if the penalty proposed in the Final Determination has merit. The Dean shall come to a decision and impose either the Honor Board's recommended penalty or a modified penalty and communicate his decision to the appropriate parties (i.e. Accused Student, Faculty, Graduate School Staff, Honor Board, etc.). The Dean must also ensure that whatever penalty he or she deems appropriate is carried out; this decision and enforcement must occur within 10 business days of receipt of the appeal.

## Article 8: Appeals

### Section 1: Appeals process

All Accused Students found "Responsible" for an Honor Code violation by the Honor Board may appeal the Honor Board's penalty recommendation to the Graduate School Dean. A written request and justification must be submitted, as a letter or an email, within 10 business days of receipt of the Honor Board's Final Determination.

- (a) The appeal may only address the recommended penalty, not the Honor Board's finding that an Honor Code violation was committed;
- (b) The Accused Student has the burden of proving the recommended penalty is unreasonable;

- (c) The Dean of the Graduate School shall send a written decision to the Accused Student within 10 business days of receipt of the appeal. This decision will also be sent to the Registrar to be maintained in the Accused Student's records.

## **Article 9: Adoption and Amendments**

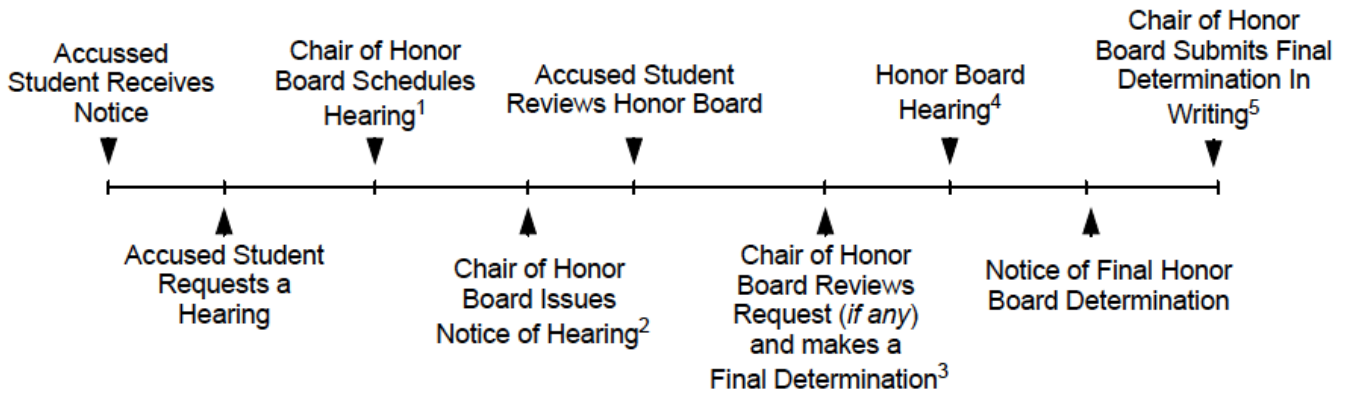
Section 1: Amendments to the Honor System may be proposed by any Honor Board Member at any point during the academic year. A special meeting of the primary Honor Board Members to discuss the proposal shall be scheduled and proposed amendments must be circulated in writing to the Honor Board at least two weeks prior to this meeting. Amendments must be seconded and considered only after a 2/3 anonymous ballot vote of the Honor Board.

Section 2: Amendments that pass Honor Board consideration shall then be circulated to all Graduate School students two weeks prior to holding a general election for acceptance and adoption. Amendments will require a 2/3 affirmative vote from the Graduate School students to be adopted.

Section 3: The newly adopted Honor System or Honor System Amendments shall supersede any previous Honor System and shall be the sole Honor System of the St. Jude Graduate School of Biomedical Sciences.

## Honor Board Hearing Procedure

Event	Notice of Accusation	Scheduling of Hearing	Honor Board Members Review	Honor Board Hearing	Final Honor Board Determination
Timeline	1-7 business days				1-2 business days



<sup>1</sup>Time must be allotted for scheduling of hearing as all Honor Board Members (primary and any selected alternate) must be present, excusing students enrolled in distance-learning programs when off-campus.

<sup>2</sup>Honor Board Hearings must meet the standards outlined in Section 5 of the Student Honor System.

<sup>3</sup>The decision may be appealed to the Dean of the Graduate School for reversal or modification.

<sup>4</sup>In general, Hearings should proceed as outlined in Section 5 of the Student Honor System.

<sup>5</sup>The Final Honor Board Determination shall be submitted in writing as outlined in Section 6 of the Student Honor System.