

Materials from Schools and Colleges of Pharmacy distributed at the
Regional Meeting on Student Behavior

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Auburn University

I. Code of Ethical and Professional Conduct

1.00 **PREAMBLE**

1.01 A pharmacy student holds the health and safety of patients to be of primary importance. The student renders to each patient the full measure of his/her ability as an essential health care practitioner.

1.02 A pharmacy student strives to gain professional knowledge and to render the best professional judgment.

1.03 A pharmacy student is required to obey the law, to uphold the dignity and honor of the profession, and to accept its ethical principles. The student shall not engage in any activity that will discredit the profession. The student shall expose, without fear or favor, illegal, and unethical conduct in the profession.

1.04 The principles of professional conduct for students of the School of Pharmacy have been established to guide the student in his/her relationship with fellow students, faculty, staff, practitioners, other health care professionals and the public. Toward this end, the students and faculty of the School of Pharmacy have adopted this Code of Ethical and Professional Conduct, hereafter referred to as the "Code."

2.00 **PLEDGE**

2.01 As a condition of acceptance to the School of Pharmacy, the applicant shall be required to sign a pledge that shall read as follows:

This is to certify that I have read and understand the Code of Ethical and Professional Conduct of the Auburn University School of Pharmacy and further, I agree to uphold and abide by the provisions contained therein, effective immediately and until my enrollment in the School of Pharmacy is terminated.

2.02 During the orientation program provided for incoming students, or sometime prior to enrollment in the professional program, a "Reaffirmation of Pledge" shall be signed by each new student and shall read as follows:

I reaffirm my acceptance and understanding of the Code of Ethical and Professional Conduct of Auburn University School of Pharmacy and further, I agree to uphold and abide by the provisions contained therein until my enrollment in the School of Pharmacy is terminated.

2.03 A student who refuses to sign the reaffirmation (Section 2.02) will not be allowed to enroll in the professional programs of the School of Pharmacy.

2.03.1 The Office of the Dean will deny admission to any student who refuses to sign the reaffirmation as required in Section 2.02.

- 2.04 The Office of the Dean will administer and maintain all records pertaining to the pledge (Section 2.01) and reaffirmation (2.02).
- 3.00 **VIOLATIONS**
- 3.01 Violations of the School of Pharmacy Code of Ethical and Professional Conduct pertaining to academic honesty **include but are not limited to:**
- 3.01.1 The receipt, possession or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations, or any class assignment to be submitted for credit as a part of a course or to be submitted to fulfill School of Pharmacy requirements. The receipt, possession or use of any aid or material prohibited by the instructor while an examination or quiz is in progress.
- 3.01.2 Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, or laboratory data and products.
- 3.01.3 Knowingly giving assistance not authorized by the instructor to another while an examination or quiz is in progress.
- 3.01.4 Lending, giving, selling or otherwise furnishing to another any material or information not authorized by the instructor which can be shown to contain the questions or answers to any examination or quiz scheduled to be given at a subsequent date.
- 3.01.5 The submission of papers, reports, projects or similar course requirements, or parts thereof, that is not the work of the student submitting them. Also, the use of direct quotations or ideas of another in materials to be submitted for credit without appropriate acknowledgment.
- 3.01.6 Knowingly submitting a paper, report, examination or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or regarding.
- 3.01.7 Altering or attempting to alter an assigned grade on any official School of Pharmacy or University record.
- 3.01.8 The instructor may delineate in advance other actions he/she considers to be a violation of the Code.
- 3.02 Violations of the School of Pharmacy Code of Professional Conduct pertaining to professional conduct include:
- 3.02.1 Purposely falsifying applications, forms or records prior to admission to the School of Pharmacy, or while enrolled in the School's professional programs.
- 3.02.2 Knowingly producing false evidence (or rumors) against another or providing false statements or charges in bad faith against another. Knowingly publishing or circulating false information concerning any member of the University faculty, student body, staff or community.

- 3.02.3 Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research or extension programs of the School of Pharmacy or University, either on the campus or at affiliated training sites.
- 3.02.4 Threatening or purposely committing physical violence against any member of the University faculty, student body, staff, or community.
- 3.02.5 Misusing or misrepresenting one's status as a Pharmacy student or the right to use any University property and facilities.
- 3.02.6 Stealing, damaging, defacing, or unauthorized use of any property of the School of Pharmacy or University. Diversion of any School of Pharmacy or University property to one's own use.
- 3.02.7 Engaging in any facet of Pharmacy practice prior to graduation unless under the direct supervision of a licensed practitioner or otherwise allowed by law.
- 3.02.8 Intentionally revealing the names of the charging party, the accused, witnesses or the facts involved in an alleged violation except in accordance with the provisions of this Code, or revealing the confidential proceedings of an Honor Board hearing.
- 3.02.9 Failure to report known violations of the School of Pharmacy Code of Ethical and Professional Conduct.
- 3.02.10 Use, possession, or participating in the trafficking of illegal drugs or substances.
- 3.02.11 Unauthorized accessing of information about faculty, staff, or students of the School of Pharmacy, or patients/clients, that is private or confidential.
- 3.02.12 Unauthorized revealing of information about faculty, staff, or students of the School of Pharmacy, or patients/clients, that is private or confidential.

4.00 **SANCTIONS AND RECORDS**

The following sanctions, alone or in combination, may be imposed for violation of the Code by the Dean of the School of Pharmacy upon recommendation by the Board of Ethical and Professional Conduct:

- 4.01 Reprimand with inclusion of a letter of reprimand in the student's file that is maintained in the Dean's Office for a period of time designated by the Dean. This letter will remain in the student's file for not less than the following two academic terms of residence.
 - 4.01.1 It will be the responsibility of the student to request removal of the letter of reprimand from his/her file after the designated time period. Such requests must be submitted in writing to the Dean of the School of Pharmacy.
- 4.02 Assignment of a grade of "F" in the course in which the violation(s) occurred.

- 4.03 Assignment of a grade of "F" in the course in which the violation(s) occurred and a notation of "assigned for academic dishonesty" placed on the student's transcript for a designated period of time.
- 4.03.1 It will be the responsibility of the student to request removal of the notation of sanction associated with the assignment of a grade of "F" after the designated time period. Such requests must be submitted in writing to the Dean of the School of Pharmacy.
- 4.04 Disciplinary probation for a stated period of time which will include loss of privilege to represent the School of Pharmacy, hold an elected office or appointment to any School committee or participation in the School's extracurricular activities. A notation of the conditions of probation will be included in the student's record. A student who fails to abide by the conditions of his or her probation will be subject to further disciplinary action, including suspension or expulsion.
- 4.04.1 It will be the responsibility of the student to request removal of the notation of probation after this sanction has expired. Such requests must be submitted in writing to the Dean of the School of Pharmacy.
- 4.05 Suspension from the School of Pharmacy for a stated period of time during which the student will not be allowed to take any courses in the School of Pharmacy.
Furthermore, the School of Pharmacy will not accept credit for any coursework that was completed by the student at Auburn University or any other institution while he/she was suspended from the School. The appropriate notation of "suspension for academic dishonesty" or "suspension for violation of the code of professional conduct" will be placed on the student's transcript.
- 4.05.1 It will be the responsibility of the student to request removal of the notation of suspension after this sanction has expired. Such requests must be submitted in writing to the Dean of the School of Pharmacy.
- 4.06 Expulsion from the School of Pharmacy. Expulsion for violation of the Code will be noted permanently on the student's transcript.
- 4.07 If a student has been subjected to sanctions for violation of the Code previously, the minimum sanction for the current violation will be suspension.
- 4.08 Sanctions including probation, suspension and expulsion will apply only to the School of Pharmacy and its academic programs.
- 5.00 **THE BOARD OF ETHICAL AND PROFESSIONAL CONDUCT**
- 5.01 Composition of the Board of Ethical and Professional Conduct, hereafter referred to as the "Board."
- 5.01.1 The Board will consist of four pharmacy student members and three faculty members. Two student members and one alternate will be elected to represent the P1 class. Two student members and one alternate will be elected to represent the P2 class. Two student members (one to be appointed Chairperson) and one alternate will be elected to represent the P3 class. Two student members and one alternate will represent the P3T

class through Spring Quarter, 2000. Two student members and one alternate will be elected to represent the P4 class. One faculty member and an alternate will be appointed by the Dean to represent each of the three academic departments of the School of Pharmacy.

5.01.2 The student members and student alternates will be elected each year in elections conducted by the Student Council of the School of Pharmacy by the process described below. The results of the elections will be forwarded to the Dean by the President or Vice-President of the Student Council within one week. Each student member and alternate elected will serve a one-year term beginning immediately following the election. If a vacancy occurs during the year, the Dean will appoint a replacement to complete the term.

PROFESSIONAL YEAR P1: Within the first three weeks of the fall quarter, the Council will call for nominations of P1 students to represent their class on the Board. After the nominations are closed, the President or Vice-President of the Council will contact each nominee to determine their willingness to serve on the Board. The Council will then prepare a ballot listing the names of all nominees willing to serve and conduct an election in which only members of the P1 class are eligible to vote. The nominees who receive the first and second highest number of the votes will be elected as the P1 student members, and the nominee who receives the third highest number of votes will be elected as an alternate member.

PROFESSIONAL YEAR P2: Within the first two weeks of the spring quarter, the Council will call for nominations of third quarter P1 students to represent their class on the Board during their P2 year. Two weeks will be allowed for placement of names in nomination. After the nominations are closed, the President or Vice-President of the Council will contact each nominee to determine their willingness to serve on the Board. The Council will then prepare a ballot listing the names of all nominees willing to serve and conduct an election in which only members of the P1 class are eligible to vote. The nominees who receive the highest and second highest number of the votes will be elected as the P2 student members and the nominee who receives the third highest number of votes will be elected as the P2 alternate member.

PROFESSIONAL YEAR P3: Within the first two weeks of the spring quarter, the Council will call for nominations of third quarter P2 students to represent their class during the P3 year. Two weeks will be for placement of names in nomination. After the nominations are closed, the President or Vice-President of the Council will contact each nominee to determine their willingness to serve on the Board. The Council will then prepare a ballot listing the names of all nominees willing to serve and conduct an election in which only members of the P2 class are eligible to vote. The nominees who receive the highest and second highest number of the votes will be elected as the P3 student members (one to be designated as Chairperson by the Dean as stipulated in Section 5.01.4) and the nominee who receives the third highest number of votes will be elected as the P3 alternate.

PROFESSIONAL YEAR P4: Within the first two weeks of the spring quarter, the Council will call for nominations of third quarter P3 students to represent their class on the Board during their P4 year. Two weeks will be allowed for placement of names in nomination. After the nominations are closed, the President or Vice-President of the Council will contact each nominee to determine their willingness to serve and conduct

an election in which only members of the P3 class are eligible to vote. The nominees who receive the highest and second highest number of votes will be elected as the P4 members and the nominee who receives the third highest number of votes will be elected as the P4 alternate member.

- 5.01.3 The faculty members and faculty alternates will be appointed to three-year, staggered terms by the Dean. All necessary faculty appointments will be made by the end of the second full week of September.
- 5.01.4 Each year the Dean will appoint one of the P23 student members as Chairperson and one of the faculty as Vice-Chairperson.
- 5.01.5 In the event that any member or alternate cannot complete his/her term, the Dean will make the appointments necessary to fill the vacancies.
- 5.02 The duties of the Board Chairperson:
 - 5.02.1 To call all regular and special meetings of the Board and to preside at all meetings.
 - 5.02.2 To receive and review, with the Vice-Chairperson, all notifications of alleged violations of the Code, and to notify all parties involved in the alleged violation as described in Section 11.00 and 12.00.
 - 5.02.3 To submit to the Dean in a timely manner, a written report of all findings and recommendations of the Board.
 - 5.02.4 To assist the Office of the Dean in the dissemination of information concerning the provisions of the Code.
- 5.03 The duties of the Vice-Chairperson will include:
 - 5.03.1 Notification of Board members of all regular and special meetings called.
 - 5.03.2 To record the minutes of all regular and special meetings held by the Board.
 - 5.03.3 To receive and review, with the Chairperson, all notifications of alleged violations of the Code, and to assist the Chairperson in the notification of all parties involved in the alleged violation as described in Sections 11.00 and 12.00.
 - 5.03.4 To assist the Chairperson of the Board and the Office of the Dean in the notification of witnesses who are to be present at a hearing.
- 5.04 The functions and responsibilities of the Board:
 - 5.04.1 All members and alternates may assist the Chairperson, Vice-Chairperson and Office of the Dean with the dissemination of information concerning the provisions of the Code.
 - 5.04.2 All members and alternates may attend and participate in all called meetings of the Board, excluding hearings (Section 5.04.3).

- 5.04.3 To hear cases of alleged violations of the Code:
 - 5.04.3.1 Hearings requested by students charged with violation of the Code will be heard by a Board Hearing Committee which will consist of the Chairperson, Vice-Chairperson, and the other student and faculty members of the Board.
 - 5.04.3.2 In the event that a student or faculty Board member is excused or cannot be present to hear a case, the Chairperson may appoint the alternate to represent the appropriate pharmacy class as a member of the Board Hearing Committee in place of the excused or absent member.
 - 5.04.3.3 In the event that a member of the Board Hearing Committee is involved as a charging party or witness in the violation to be heard by the committee, the Chairperson will excuse that member and may appoint the alternate to represent the appropriate pharmacy class as a member in place of the excused member.
 - 5.04.3.4 In the event the Chairperson is involved as a charging party or witness, or is the accused in the violation to be heard by the committee, the Vice-Chairperson will excuse the Chairperson and will appoint the alternate from the P3 class. In this case, the Dean will appoint a temporary Chairperson.
 - 5.04.3.5 In the event the Vice-Chairperson is involved as a charging party or witness, or is the accused in the violation to be heard by the committee, the Chairperson will excuse the Vice-Chairperson. In this case, the Dean will appoint a temporary Vice-Chairperson.
 - 5.04.3.6 If neither a member or alternate can be present to hear a case, the Board Hearing Committee may proceed provided the Chairperson, Vice-Chairperson and three other members, or duly appointed alternates, are present.
 - 5.04.3.7 Board Hearing Committee members or duly appointed alternates must be present during the entire hearing process to participate in subsequent deliberations.
 - 5.04.3.8 All recommendations of the Board Hearing Committee will be determined by simple majority vote. Each member present will cast a vote of guilty or not guilty. The Chairperson will vote only in the event of a tie.
 - 5.04.3.9 All recommendations and findings of the Board Hearing Committee will be forwarded to the Office of the Dean in a timely manner by the Chairperson.

6.00 **RESPONSIBILITIES OF THE OFFICE OF THE DEAN**

- 6.01 To administer the pledge (Section 2.01) and the reaffirmation of the pledge (Section 2.02) to all students entering the professional programs of the School of Pharmacy.
- 6.02 To provide information concerning the provisions of the Code and modifications of the Code to faculty, students and staff of the School of Pharmacy.
- 6.03 To assist the Board Hearing Committee and any party involved in cases of alleged violation of the Code if such assistance is requested at a reasonable time prior to the scheduled hearing (Section 12.02).

- 6.04 To maintain confidential files regarding violations of the Code and all records concerning the findings and recommendations of the Board Hearing Committee.
- 6.04.1 All records concerning violations of the Code will be filed for a period of six (6) years following hearing the case. Access to these records will be limited as indicated by applicable law, University policy concerning student records, and the provisions of the Code.
- 6.05 To notify the accused party and the charging party of Board Hearing Committee recommendations and to implement sanctions as described in Section 15.00.
- 6.06 To hear all appeals as described in Section 15.00.
- 6.07 To implement all sanctions as described in Section 4.00.

7.00 **HEARING**

A student has the right to a hearing for any charge of violation of the Code. If the student desires a hearing, he/she must file a written request with the Chairperson or Vice-Chairperson of the Board as set forth in Section 11.02. The right of a student to be heard will be waived if such a request is not filed within the time required by Section 11.02.

8.00 **RIGHTS OF THE ACCUSED PARTY**

The party accused of a violation of the Code has the following rights:

- 8.01 The right to be informed in writing of the specific charge or charges made against him/her and of any sanctions recommended by the charging party.
- 8.02 The right to be informed in writing of the right of hearing, procedures involved in the hearing and the names of known witnesses.
- 8.03 The right to receive written notice of the time and place of the hearing regarding the charge or charges if a hearing is requested by the student.
- 8.04 The right to present witnesses and evidence and to be present throughout the presentation of all witnesses and evidence at the hearing, if a hearing is requested by the student.
- 8.05 The right to have sanctions deferred until completion of the process described herein, including appeals to the Dean of the School of Pharmacy and the President of Auburn University.

9.00 **RIGHTS OF THE CHARGING PARTY**

A member of the faculty, staff or student body who has submitted a written notice of an alleged violation (Section 11.00) is a charging party and as such has all the rights guaranteed the accused, including the right of appeal (Section 8.00).

10.00 **PROCEDURES FOR FILING CHARGES**

- 10.01 When an instructor detects or witnesses a violation of the Academic Honesty Code, he/she shall provide a written notice of the alleged violation and any recommended sanctions to the Chairperson or Vice-Chairperson of the Board within ten (10) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.
- 10.02 A student or person other than an instructor who detects or witnesses a violation of the Code pertaining to academic honesty is advised to consult with the instructor in charge of the course in which the alleged violation occurred. Under these circumstances the instructor will then prepare a written notice and file the notice as described in Section 10.01 if he/she determines that the facts warrant such action. A student or person other than an instructor who detects or witnesses a violation of the Code pertaining to academic honesty may file written notice of the alleged violation directly to the Chairperson or Vice-Chairperson of the Board within ten (10) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.
- 10.03 Any person who detects or witnesses a violation of the Code pertaining to professional conduct shall provide written notice of the alleged violation to the Chairperson or Vice-Chairperson of the Board within ten (10) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.

11.00 **PROCEDURES FOR PROCESSING CHARGES**

- 11.01 The Chairperson and/or Vice-Chairperson of the Board will receive all written notices of alleged violations of the Code, and they shall prepare a written notice of charges which includes a specific listing of the charge or charges, the names of any known witnesses and a statement of the student's right to a hearing as well as the procedures involved in the hearing. Copies of this written notice are to be provided to the student accused of the violation, the charging party and the instructor in charge of the course in which the alleged violation occurred within five (5) working days. Written notice shall be sent "Certified Mail Return Receipt Requested Deliver to Addressee Only."
- 11.02 If the student charged with violation of the Code desires a hearing before the Board, he/she must file a written request for a hearing to the Chairperson or Vice-Chairperson of the board within five (5) working days after receipt of notice of the charge(s) (Section 11.01). This request should include any reply or response the accused student wishes to make to the charges and the names of witnesses willing to testify on his/her behalf. The Chairperson or Vice-Chairperson will then send a copy of the request for hearing to all parties who received a copy of the written notice described in Section 11.01.
- 11.03 If the student charged with a violation of the Code does not request a hearing or fails to request a hearing within the time allowed (Section 11.02), the Board Hearing Committee will consider the case based on the evidence available and will submit its findings and recommendations to the Dean. Such deliberations shall be completed no later than fifteen (15) class (working) days after the student charged has received the notice of the charge(s) (Section 11.02).
- 11.04 If the student charged with a violation of the Code requests a hearing, a date shall be set for a hearing and all parties involved notified by the Board of the date, time and place.

The hearing shall not be scheduled less than five (5) working days from date of the request for hearing (Section 11.02).

12.00 **PRESENTATION OF EVIDENCE AND WITNESSES**

12.01 Each party shall have the right to present evidence and witnesses at the hearing and to be present throughout the presentation of all witnesses and evidence.

12.02 Each party shall arrange for the attendance of their own witnesses. The Office of the Dean may assist in securing the attendance of witnesses if a written request for such assistance is submitted to that office a reasonable time in advance of the hearing date. If either party requests, for good cause as determined by the Chairperson of the Board, that additional witnesses be present, the Board Hearing Committee may defer the hearing until such time that the witnesses may appear and be questioned.

12.03 The Board Hearing Committee may request the appearance of additional witnesses if the Board determines that such witnesses could present relevant information.

12.04 Any witness who wishes or needs to be excused should, in advance of the hearing, confer with the Office of the Dean. The decision reached during this conference will be communicated immediately by the Dean to the Chairperson or Vice-Chairperson of the Board who will then promptly relay any such information to all parties.

12.05 If a witness fails or refuses to appear, the Board Hearing Committee shall first determine whether or not to proceed on the basis of other evidence or witnesses available. If it is the decision of the Board Hearing Committee to proceed, the challenged portions of any written statements that may have been made by the absent witness shall be disregarded

13.00 **HEARING PROCEDURES**

13.01 The Board Hearing Committee will conduct the hearing and all of its deliberations in closed and confidential session.

13.02 The hearing will be called to order by the Chairperson who will then identify by name members of the Board Hearing Committee who are present for the record.

13.03 The Chairperson will then identify by name the student charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses.

13.03.1 In the event the student charged with the alleged violation of the Code or any of his/her witnesses or the charging party or any of his/her witnesses fail to appear, the Board Hearing Committee shall determine whether or not to proceed based on the witnesses and evidence available.

13.04 The Chairperson will read the charge and poll each member of the Board Hearing Committee to determine if any member has a prior opinion of guilt or innocence.

13.04.1 Any member of the Board Hearing Committee who has a prior opinion of guilt or innocence will be excused.

- 13.05 The presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee will proceed generally as described by the following:
 - 13.05.1 The charging party will present his/her evidence and witnesses.
 - 13.05.2 The student charged with an alleged violation of the Code will present his/her evidence and witnesses.
 - 13.05.3 The members of the Board Hearing Committee will ask questions of all parties to the Board's satisfaction.
 - 13.05.4 The Chairperson may recognize others present to speak if the Chairperson believes that the information provided is needed for the Board Hearing Committee to discharge their duties.
 - 13.05.5 Following presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee, all parties will be excused while the Board Hearing Committee deliberates.
 - 13.05.5.1 The parties will remain available in the event that they are recalled as described in Section 13.06.
 - 13.05.6 The Chairperson may recall the parties for further questioning if it is deemed necessary for the Board Hearing Committee to discharge their duty. All parties have the right to be present during further questioning.
- 13.06 The Chairperson may grant a recess at the request of members of the Board Hearing Committee or the parties involved to allow time for further preparation.
- 13.07 The Chairperson and members of the Board Hearing Committee shall not discuss the evidence or testimony in the presence of the parties.

14.00 **BOARD HEARING COMMITTEE DELIBERATIONS**

- 14.01 The burden of proof rests with the charging party and will be satisfied by any clear and convincing evidence in the record when considered as a whole.
- 14.02 The failure of the student charged with an alleged violation of the Code to make a statement or to answer any or all questions shall not be considered in the determination of guilt or innocence by the Board Hearing Committee.
- 14.03 The Board Hearing Committee will begin deliberation immediately following the hearing and continue their deliberations until verdict of guilty or not guilty is reached. The verdict will be determined by simple majority vote as stipulated in Section 5.04.3.6.
- 14.04 A student's prior record of sanctions shall be inadmissible as evidence to provide innocence or guilt. The student's prior record of sanctions must be considered by the Board Hearing Committee in the determination of the appropriate sanctions if the student is judged guilty of the present violation.

- 14.05 In the event a verdict of guilty is reached, the Board Hearing Committee will consider recommended sanctions as stipulated in Section 4.00.
- 14.05.1 The deliberation and determination of sanctions to be recommended may be postponed until precedental cases can be reviewed. Deliberations concerning sanctions must be completed within two working days after the determination of the guilty verdict.
- 14.06 In the event a verdict of guilty is reached, the Board Hearing Committee will submit its findings and recommended sanctions to the Office of the Dean as stipulated in Section 15.00.
- 14.06.1 The findings and recommendations of the Board Hearing Committee shall be submitted to the Office of the Dean in a timely manner by the Chairperson.
- 15.00 **ACTIONS IN RESPONSE TO BOARD HEARING COMMITTEE'S FINDINGS.**
- 15.01 The Dean will receive the findings and recommendations of the Board Hearing Committee, and notify the parties involved of the action to be taken by the School of Pharmacy.
- 15.01.1 The Dean will notify the student charged, in writing, of the findings and, in the case of a guilty verdict, any sanctions to be imposed. Copies of this notification of action shall be sent to all parties.
- 15.02 Upon notification of action, either party may appeal to the Office of the Dean as stipulated below:
- 15.02.1 The appeal must be filed in writing within five class days after receipt of notification of the action described in Section 15.01. The appeal must include a statement of the asserted facts and the argument concerning appeal.
- 15.02.2 The Office of the Dean shall send a copy of the appeal to all parties who received the notification of action described in Section 15.01.
- 15.02.3 The other parties may submit a written response to the appeal within five class days of receipt of the appeal described in Section 15.02.1.
- 15.03 The Dean shall consider the appeal and any responses by the other parties.
- 15.03.1 The Dean may return the case to the Board Hearing Committee if additional evidence is brought to his/her attention which was not presented during the hearing and which could affect his/her decision regarding the case. In this event the Board Hearing Committee will consider the additional evidence and report its findings and recommendations to the Dean.
- 15.03.2 Prior to any change in recommendation or sanction, the Dean will confer with the Board Hearing Committee.
- 15.04 The Office of the Dean shall notify all parties of his/her decision(s) regarding the appeal. This notification shall represent the School of Pharmacy's final action.

- 15.05 Upon notification of final action (Section 15.04), either party may appeal to the President of Auburn University.
- 15.05.1 Such appeals must be made in writing within five (5) working days after receipt of notification from the Office of the Dean regarding the preliminary appeal (Section 15.04). Appeals to the President of Auburn University must include a full statement of asserted facts and the argument concerning appeal. The appealing party shall send a copy of the appeal to the Office of the Dean of the School of Pharmacy, and that office will send a notice of appeal to all parties who received notice of the actions to be taken by the School of Pharmacy as stipulated in Section 15.01. The other party may submit a written response within five (5) working days of notification of appeal to the President. The President will consider the appeal and any response. Prior to a change in the sanction(s), the President will confer with the Office and the Dean and the Board Hearing Committee of the School of Pharmacy. He will then respond in writing to the appealing party and send notification of this response to all parties who received notice of this appeal. The President's decision will constitute the final action of Auburn University.
- 15.06 The Dean shall notify the Registrar in writing when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Such notification shall not be given for five (5) working days after the Dean's notification of findings and sanctions (Section 15.01) or until after completion of all appeals (Sections 15.02 and 15.05), whichever is later.
- 15.07 The Office of the Dean shall monitor probation.
- 15.08 A student may not graduate during the appeal process.
- 15.09 The student shall be responsible for requesting removal of any notation of sanction from his/her record (Section 4.00) when the period of sanction has expired. Such requests must be made in writing to the Office of the Dean, who will notify the Registrar in writing to remove the notation of sanction from the student's record.
- 15.10 A student returning after completion of a suspension will follow the same procedure of registration as any other returning student.

16.00 **AMENDMENTS AND REVISIONS**

Proposed amendments and revisions shall be submitted to the faculty and student body of the School of Pharmacy through the Board of Ethical and Professional Conduct. A majority vote of the student body and a majority vote of the faculty is necessary for the adoption of amendments, with a majority defined as greater than 50% of those voting. Amendments and revisions so adopted are then subject to the approval of the Dean of the School of Pharmacy and the President of Auburn University.

Revision Approved Fall 1999 by Students and Faculty of the School of Pharmacy.

II. A Covenant Between Students and Faculty of the Harrison School of Pharmacy

Pledge

Faculty

- ❖ We pledge our best effort to ensure a high quality educational program for our students.
- ❖ As mentors, we will maintain high professional standards in our interactions with students, our colleagues, and staff.
- ❖ We respect all students regardless of gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who disrespects students because of biased attitudes or beliefs and will take appropriate actions against such individuals.
- ❖ We pledge to be cognizant when students are having personal or academic problems and seek appropriate resources to provide help.
- ❖ In encouraging and nurturing the intellectual, personal, and professional growth of our students, we celebrate expressions of professional attitudes and behaviors, as well as academic achievement.
- ❖ We do not tolerate any abuse or exploitation of our students (or faculty).
- ❖ We encourage any student who experiences mistreatment or who witnesses mistreatment or unprofessional behavior to report the facts (preferably in writing) immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Students

- ❖ We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty AND our obligations to patients.
- ❖ We hold the professional virtues of honesty, compassion, integrity, fidelity, and dependability as standards to conduct in a profession.
- ❖ We respect all faculty members, staff, and fellow students regardless of gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who disrespects faculty, students, or staff because of biased attitudes or beliefs and will take appropriate actions against such individuals.
- ❖ We pledge to conduct ourselves as professionals, demonstrating respect for faculty, colleagues, and staff.
- ❖ In meeting our professional obligations, we pledge to assist our fellow students in meeting their professional obligations as well.

* Adapted from, Cohen, JJ. Our compact with tomorrow's doctors. *Academic Medicine*. 77;6: 475-480.

III. Standards of Professional Attire (Updated February 26, 2003)

Upon acceptance and entry into Auburn University's Harrison School of Pharmacy, students begin a process of developing the knowledge, skills and attitudes that comprise the fundamental core of the profession of Pharmacy. Although assimilation of competencies and transformation to Doctoral Pharmacy Practitioners takes several years, early initiation of professional behaviors facilitates the developmental and professionalization process.

Pharmacy is one of the oldest and most respected professions. Patients trust their pharmacist as a source of medical information and depend upon them to act in their best interest while providing safe and accurate pharmaceutical services. Each student and graduate pharmacist inherits this time-honored legacy as part of their profession and is obligated by oath to its preservation and enhancement.

Throughout history, health professions have adopted standards of attire for their practitioners to collectively identify themselves as professionals and provide assurance to patients that they are interacting with individuals who can be trusted in performing services. In today's health care system, the concept of pharmaceutical care has introduced pharmacists as providers of care. Pharmacists are assuming a greater responsibility and a more active role in maintaining the health of the population they serve. Image alone will not assure the desired excellence in pharmaceutical care; however, it often provides the basis for the public's perception of the profession and particularly guides first impressions.

Just as all obligations and responsibilities of the profession require some effort and sacrifice, assumption of a professional image requires an active individual resolution and may necessitate modification of life-style practice upon entering the professional program. By entering the Harrison School of Pharmacy, students willingly accept the obligations of the profession and are expected to act accordingly. Abiding by the standards of attire at the Harrison School of Pharmacy is a component of the educational process that internalizes esteem and emphasizes professionalization.

A set of accepted standards of attire for Auburn University Harrison School of Pharmacy students is also of particular importance since various patient care activities are being delivered within the Walker Building as well as the Auburn community, and in health care facilities across the state and nation.

APPROPRIATE ATTIRE FOR STUDENTS AT THE AUBURN UNIVERSITY SCHOOL OF PHARMACY

The following standards for attire apply to all students enrolled in Auburn University's Harrison School of Pharmacy.

These standards should be followed during all hours in which the School is open to the public (generally 7:45 a.m. to 5:00 p.m., Monday through Friday).

Part I

General Personal Care Standards:

1. Adequate precautions should be taken to maintain good personal hygiene. These precautions include regular bathing, use of deodorants and regular dental hygiene.
2. Hair maintenance
 - 2.1 Women: neat and clean, styled off the face and out of the eyes. If close contact with patients occurs (e.g. physical assessment procedures), hair longer than shoulder length should be secured.
 - 2.2 Men: neat and clean, styled off the face and out of the eyes. If close contact with patients occurs (e.g. physical assessment procedures), hair longer than shoulder length should be secured. Beards and mustaches should be clean and well groomed.

3. Other personal care considerations
 - 3.1. Cologne, perfume or aftershave is not recommended in the patient care setting due to patient allergies and sensitivities.
 - 3.2. Cosmetics should be used in moderation.
 - 3.3. Nails should be well groomed, manicured and of short to medium length to facilitate patient care activities.
 - 3.4. Jewelry and accessories should be non-distracting.

Part II

Appropriate Attire Standards for Routine Harrison School of Pharmacy Attendance

1. Attire:
 - 1.1 Women: Clean, business casual *styled* clothing and shoes.
 - 1.2 Men: Clean, business casual *styled* clothing and shoes.
 - 1.3 An approved identification badge must be worn *on the student's person* and visible at all times.
2. Items specifically not permitted under any condition:
 - 2.1 Hats or caps (except headgear considered a part of religious or cultural dress).
 - 2.2 Denim clothing or jeans of any color;
 - 2.3 Shorts, cargo pants, culottes, skirts or mini-skirts and capri pants;
 - 2.4 Sweatpants, sweatshirts, non-collared T-shirts or T-shirts with lettering, or midriff tops (business casual *styled* turtlenecks and mock turtlenecks may be worn);
 - 2.5 Athletic shoes, causal sandals, clogs, such as “Flip-Flops,” “Birkenstocks” or beach shoes. Open toed shoes are discouraged and are not permitted in patient care areas.
 - 2.6 Scrubs (tops or pants);
 - 2.7 Buttons, large jewelry or accessories that could interfere with patient care or safety should be avoided.
 - 2.8 Jewelry in pierced noses, lips, tongues or other exposed body areas, *other than ears*.
3. Exceptions

3.1 After Hours and Weekend Attire: Students should dress neatly at all times while in the Walker Pharmacy Building. Care should be taken not to wear clothing that might be deemed inappropriate for a professional.

3.2 Activities in specific laboratories and patient areas in which the instructors or institutional policy supersedes this policy.

3.3 Any medical conditions that inhibit adherence should be discussed with the Associate Dean for Academic and Student Affairs.

Part III

Appropriate Attire Standards in the Context of Patient Care or Public Interactions:

Defined to include but not limited to the following situations:

- a) **Advanced Practice Experiences (APE)**
 - b) **Pharmacy Practice Experiences (PPE)***
 - c) **Professional Seminar Series (PSS)****
 - d) **Auburn University Pharmacy Care Clinic (AUPCC)**
 - e) **Professional meeting functions**
 - f) **End-of-year exams**
 - g) **When prior notification is given (i.e. a patient will be in class)**
 - h) **Any context where the student is representing the School in Public**
1. An approved identification badge must be worn *on the student's person* and visible at all times. (All students are expected to conform to this standard at all times.)
 2. Attire:
 - 2.1 Women: Clean, professionally styled clothing and shoes (i.e. dresses or skirts of medium length, non-denim tailored slacks, and appropriate tops). A clean, white, long sleeved waist-length pharmacy jacket is required in appropriate contextual settings.
 - 2.2 Men: Clean, professionally styled clothing and shoes including a collared dress shirt with an appropriately knotted/secured necktie. A clean, white, long sleeved waist-length pharmacy jacket is required in appropriate contextual settings.

* In the event of a discrepancy between these standards and the PPE Manual, the PPE Manual shall supersede this standard.

** In the case of PSS, students are encouraged to dress according to the standards set for the context of public interactions. However, at a minimum they must dress in accordance with the standards of attire set for routine attendance.

Part IV.

Enforcement Standards:

- 1) Standards of Attire are intended to be self-regulated.
- 2) Students inappropriately dressed or groomed may be dismissed (from classes) and requested to comply with the standards set forth in this document.
- 3) Questionable or disputed cases of dress or grooming shall be presented to the Board of Ethical and Professional Conduct (Honor Board).
- 4) Repeated actions judged to be violations by the Board of Ethical and Professional Conduct will be considered improper professional behavior and may result in disciplinary action.
- 5) Other policies may be implemented as warranted to ensure adherence to these standards.

Campbell University

I. Campbell University Course syllabus

Course Title and Number
Course Description
Course Prerequisites
Course Learning Objectives
Course Text(s)
Professor Name
Professor Contact Information
Course Grading Criteria
Course Attendance Policy

The following statement should appear precisely as printed:

“Students with documented disabilities who desire modifications or accommodations should contact the office of Student Support Services located in the University’s Hight House.”

An integrity statement should appear on all syllabi. Example: “Students are expected to adhere to the highest standard of academic integrity and refrain from any action that is deemed unethical or dishonest. Students are expected to submit their own work for all exams, quizzes, and assignments. Cheating in ANY manner will result in the grade of “F” for the course and may also include a referral to the student affairs committee for further action. All students are subject to the academic integrity and behavioral expectations of the University.”

Additional course policies, requirements, and expectations. Example: “Professional behavior is required of all students enrolled in this course. Such behavior includes: appropriate dress; arriving on time for class; respect for the lecturer; respect for fellow classmates; no whispering or talking in the audience.”

II. Experiential Learning Program Campbell University School of Pharmacy

The following contains excerpts from the website for the Experiential Learning Program at Campbell University School of Pharmacy. The complete website can be found at <http://sop.campbell.edu/~experiential/pepprogram/pepoverview.htm> This website is made available to pharmacy students and preceptors as a source of information and a guide for our Early and Advanced Practice Experiences.

Program Description

The experiential component of the curriculum consists of a Clinical Skills Development Course (including a "shadow program" and participation in a community health screening) in the first year, early practice experiences commencing in the summers between the first and second academic years, and advanced practice experiences in the fourth professional year.

Program Direction

The Experiential Learning Program is under the direction of the Chairman of the Department of Pharmacy Practice. The day-to-day operation and responsibility for the practice experience program is assigned to the Director of Experiential Programs. The Director of Experiential Programs is responsible

for coordinating the day to day operations and for supervising these respective programs. Those responsibilities include developing schedules, monitoring the progress of students (including submission of grades) and evaluating the preceptors/sites.

Goals

The fundamental goal of the experiential program is to provide a structured, practical and closely supervised, professional experience that enables the student to better assume his/her future role as a competent pharmacist. This goal includes the development of professional judgment, practice competency and technical skills. With this goal as the foundation, the preceptor must be prepared and willing to assume the role of teacher and the student must be prepared and willing to participate as an active learner.

Objectives

To establish student competency and confidence in the realm of pharmacy practice

- To provide practical experience in the operation and management of a community or hospital pharmacy and/or drug distribution system.
- To aid the student in the development of communication skills so that he/she can interrelate effectively with the patient and health care professionals.
- To instill recognition of the continuous need to grow professionally in order to maintain/enhance personal competency and skills.
- To introduce the student to advanced patient care skills that will accrue benefit to patients regardless of practice site.
- To train the student to apply clinical and scientific knowledge in daily practice.
- To provide the student opportunities to engage in scholarly activities (i.e., special projects, inservice presentations, research activities, and others).
- To provide practical experience in the operation and management of advanced specialty practices (i.e., drug information, pharmacokinetics, total parenteral nutrition, pharmacy consult service, infectious disease service, research service, and others).

CLINICAL CODE OF CONDUCT

Experiential Learning Program

Campbell University School of Pharmacy

Students and faculty of The Campbell University School of Pharmacy adopted the following code of conduct to guide ethical behavior in hospitals, community pharmacies, and various rotation sites included as clinical Practice Experiences. We feel that the magnitude of our responsibility as health care professionals necessitates the establishment of the highest standards of professional conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, preceptors or faculty to the Chairperson of the Student Affairs Committee may be investigated by this Committee with respect to both the magnitude and the frequency of incidents considered. It should also be understood that these general standards might not afford guidance in every possible infraction.

The Student Affairs Committee will be charged with the responsibility for promptly investigating alleged in fractions of this code. All cases will require the submission of a report of findings and appropriate recommendations to the Dean's Office in a timely manner.

Students should read, discuss and sign the School of Pharmacy Honor Code prior to enrollment in the School of Pharmacy.

The students and faculty of the School of Pharmacy created this code of conduct. Modification of this code will require majority approval of both the faculty and student body.

Respect and Concern for the Welfare of Patients

The pharmacy student will:

- Treat patients and their families with respect and dignity both in their presence and in discussion with others.
- Recognize when one's ability to function effectively is compromised & get relief or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise him/herself or patient care.

Respect for the Rights of Others

The pharmacy student will:

- Deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit towards all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference or socioeconomic status.
- Respect the patient's modesty and privacy.

Trustworthiness

The pharmacy student will:

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others or promote one's self at the expense of the patient.
- Not misrepresent him or herself as a pharmacist, physician, physician assistant, or other health professional.
- Accurately acknowledge the source of all information reported. Failure to comply shall be considered plagiarism as defined in the CUSP Honor Code.

Responsibility and Sense of Duty

The pharmacy student will:

- Participate responsibly in the care of the patient to the best of his or her ability and with appropriate supervision.
- Undertake clinical duties and preserve until they are complete.

- Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

Professional Demeanor

The pharmacy student will:

- Maintain a neat and clean appearance, and dress in attire that is accepted as professional to the patient population served.
- Be thoughtful and professional when interacting with patients and families.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.
- In addition to the standards we have adopted for the conduct of ourselves, we expect to be treated with respect as participants in the delivery of health care.

Preceptor Conduct

A pharmacy student:

- Should be challenged to learn, but should not be belittled, humiliated or abused in front of patients, peers or other health professionals.
- Should not be sexually harassed, either verbally or physically.
- Should not be discriminated against on basis of gender, race, religion or sexual preference.
- Should be a participant in patient care decisions whenever possible.
- Should have his or her pharmacy education take priority over routine, menial tasks.

If a preceptor feels a student lacks adequate knowledge or skills, they have the responsibility to inform and instruct that student so he can improve his or her performance.

If a student feels that a preceptor has committed infractions against the above standards, they have the responsibility to inform that preceptor, whether by direct contact or by way of an honest preceptor evaluation at the end of rotation, of such feelings so that he or she can improve his or her performance.

NOTE: The above standards of conduct are based on the code of conduct for Duke University Medical Students and have been adapted to meet the individual needs of the Campbell University School of Pharmacy.

Program Policies

Attendance and Absence

- Complete the 160 hour minimum obligation within the time frame of the rotation, or make up deficiencies within an acceptable time frame as determined by the preceptor, Director, or University Policy.
- Attend all scheduled activities (e.g., work rounds, attending rounds, preceptor conferences, etc.) for a minimum of 8 hours per day, Monday through Friday (unless otherwise directed by the preceptor).
- Notify the preceptor as soon as possible if he/she will be late or unable to be present at the site on a given day.

- Use reasonable discretion in absence from a site due to personal illness. Any absence of two days or more will require a written evaluation by a licensed physician.
- Recognize that an unexcused absence from a rotation is considered unprofessional behavior and one unexcused absence may be grounds for failure of the rotation.

Confidentiality

- Uphold the highest standards of practice including confidentiality of prescription information, patient profile information, site pricing systems or fee structures, drug orders (including narcotics), professional policies, etc.
- To protect the confidentiality of each patient. Not photocopy any part of the patient's chart or discuss with persons not involved in the patient's care. This may seem obvious, but this means students should not identify any patient by name or discuss a patient's medical problems in any public place (such as coffee shops, halls, elevators, etc.).

Dress Code

It is the expectation of the Department of Pharmacy Practice that all students project a professional image. It is with this purpose that the following policies have been established.

- Students are expected to wear appropriate professional dress for all rotation activities. This includes wearing a clean, neatly pressed short white lab coat with the Campbell University School of Pharmacy badge and student name tag. Men are required to wear neckties, neat shirts, and slacks.
- The following items are examples of apparel considered unacceptable:
 - t-shirts
 - mid-drift or low cut tops
 - sneakers or sandals
 - sweat shirts
 - short skirts
 - shorts or short sets
 - jeans, cargo pants, or capri pants
 - backless, low cut or bare shouldered clothing
 - flip flops, bedroom slippers, or tennis shoes
 - leggings
 - sunglasses
- Artificial finger nails are also prohibited on rotations where direct patient care is involved as they have been linked to infectious disease transmission.
- Individual practice sites may have a more rigorous dress code. Students should adhere to specific preceptor/site requirements. If you have questions regarding the site-specific dress code policy, please contact your preceptor.
- Students who fail to adhere to these guidelines will not be permitted to participate in rotation activities.

Employment and Other Coursework

Students may not accept or receive remuneration, either directly or indirectly, for participation in the professional experience program. Preceptors should not attempt to compensate students for time spent on rotations.

Students should also understand that rotations are a full-time commitment. This means that a full eight-hour day, five days per week is expected. In most cases, students should expect that often they will have to complete work (such as working on special assignments, looking up information, preparing for patient case presentations, etc.) after they get home from the rotation site in the evening. Students are discouraged from taking other coursework during rotations. Leaving a rotation site for class or for other work (such as evening or weekend employment) is not an excused absence.

Misconduct

Cheating and Plagiarism

While it is often necessary to obtain information from other sources in clinical practice situations, the willful or inadvertent use of information from another source without acknowledging it (including all types of commercial term paper preparation services, internet sources for term papers, journal clubs, or case presentations, and other students' work) is considered plagiarism. Plagiarism is a violation of Campbell's Student Code of Honor. Ignorance is NOT an excuse.

The Student Handbook defines plagiarism as "...using the words or ideas of another source directly without proper acknowledgement of that source." Examples of plagiarism include, but are not limited to, the following:

- When using wording verbatim from another source, use of a whole sentence or more from a source without noting it as a quote (i.e.. placing it in quotations and providing the source) will be considered plagiarism.
- The use of original ideas or information from another source without acknowledging where the idea(s) came from (eg. referencing or footnoting) will be considered plagiarism.
- Submitting a written assignment (paper, journal club, clinical case, or any other assignment) that has been copied, in part or entirety, from another source/student without prior expressed permission from the instructor to submit joint work will be considered plagiarism.
- On rotations, students are expected to generate original work that is timely and accurate. Re-submitting work previously produced for other rotation sites/preceptors without expressed prior permission from the instructor will be considered plagiarism.

Plagiarism also includes the unattributed use of any portion of a computer program, web page, or data file. The student bears the responsibility to learn from the individual instructor the procedure for acknowledging sources as required for each assignment. Any student caught plagiarizing work will at a minimum receive a grade of "0" for that assignment, plus he/she may receive a failing grade for the rotation and will be referred to the Student Affairs Committee for consideration of additional appropriate actions.

Drugs and Alcohol

Any student who presents at a rotation site under the influence of alcohol or other drug substances will be dismissed immediately and will fail the rotation.

Sexual Harassment

Sexual harassment is most often defined as almost any verbal or physical conduct of a sexual nature in which submission to the harassment is made an implicit or explicit term or condition of employment, is

used as a basis for employment decisions, or substantially interferes with an employee's performance or creates a hostile work environment. Sexual harassment also includes unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes deliberate, repeated making of unsolicited gestures or comments or the deliberate repeated display of offensive graphic material which is not necessary for business purposes.

What to do if you are harassed:

- Make your displeasure known. The law requires that the comments be unwelcome. Therefore, it is necessary for you to voice your objection to the behavior. In addition, the incident should be reported to someone higher in the chain of command or a school official. In other words, notify the Director of Experiential Programs.
- Keep written records. Record the time and place of each incident, what the person did or said and your response.
- Look for witnesses and other evidence. Get the names of the people who were present at the time the offensive behavior occurred. In addition, if there are graphic pictures, notes or other written or pictorial materials which are given to you and which you find offensive, save these materials. They can later be used as evidence should you file a complaint.
- Get emotional support. Victims of sexual harassment often feel that they are doing something to encourage this behavior. This is not true. Share your concerns with family members or friends. Consider seeking professional help if the situation becomes so stressful that it affects performance or interferes with other aspects of your life.

III. Campbell University School of Pharmacy Academic Regulations and Honor codes

The following contains excerpts from the 2004-2006 Academic bulletin of the Campbell University, School of Pharmacy. The complete academic bulletin can be found at www.campbell.edu/pharmacy/general/Bulletin04-06.pdf

Mission Statement

The mission of the School of Pharmacy is to educate students in a Christian environment to be pharmacists or pharmacy-related professionals who will meet existing and future healthcare needs and who will provide leadership to their profession and to organizations that represent pharmacy.

Student Life

Dress Code

In order to prepare pharmacy students to enter a responsible health profession, the students and faculty of Campbell University School of Pharmacy expect dress which gives the impression of cleanliness, orderliness, and sense of purpose. Proper professional attire signals to patients and other health professionals a student's self-confidence, knowledge level, and willingness to participate in responsible decision-making processes. As increasing responsibilities are rapidly placed on a student's shoulders as he or she progresses through our Doctor of Pharmacy program, professional attire is encouraged upon entrance to our program and demanded in all clinical experience settings. The short-length white lab coat is essential for pharmacists in training. During the first three didactic years of our program, "business casual" attire is appropriate for classroom and examination sessions. Business casual attire for men includes collared shirts and khaki or dress slacks; for women knee-length skirts or dress slacks with tailored blouses. The following dress and accessories are unacceptable in the clinic and classroom: hats, caps, T-shirts, mens' sleeveless shirts, blue jeans, sweat pants, athletic attire, tank tops, tube tops, bare midriffs, and visible tattoos or any body piercing (other than earrings).

Complaint Procedure

Students have the right to file formal written and signed complaints regarding policies and procedures of the school to the Dean's Office. Student complaints will be evaluated by appropriate administrators as referred by the Dean. Students should expect a timely, fair, and comprehensive review of their complaints to include personal discussions with appropriate administrators, and the opportunity to supply supportive documentation or the testimony of fellow students regarding their complaints. A written response to a student complaint will be provided following review by the school's Executive Committee. The student's original complaint and Executive Committee's response will be kept on file for a period of six years and be subject to review by appropriate accreditation agencies.

Excepts from the Academic Regulations for the School of Pharmacy related to student behavior

I. Attendance

To receive credit for any course, a student must attend at least 80% of the hours prescribed for the course. Individual professors have the prerogative of imposing a more restrictive policy consistent with the following exceptions:

1. Absence due to serious illness, injury, or death in the student's immediate family;
2. Authorized representation of the School or of the University. In the above cases, a student may be permitted to make up work missed. It is the student's responsibility, whenever possible, to notify School officials in advance that he/she will be absent.

M. Counseling

Upon registration in the School of Pharmacy, each student will be assigned a faculty advisor to provide assistance during his/her enrollment in the School. This faculty member, the Dean, and the staff are available to discuss personal and academic problems that may arise.

Campbell University School of Pharmacy Honor Code

We, the students and faculty of Campbell University School of Pharmacy, recognize that pharmacy and its related professions are among the most noble and honorable callings to which one may aspire. These are professions that demand of their members the highest degree of professional competence, ethical behavior, and morality. They require continuous educational development, constant personal and professional self-examination, and an ever-present awareness and sensitivity to human problems. It is the responsibility of every pharmacy related professional, from the day that his/her professional career begins, to seek to achieve the highest aspirations and goals inherent in the profession; to exhibit honor and integrity in the use of his/her special skills for the betterment of humankind; and to act at all times in a manner which will instill public confidence in the profession. We therefore adopt this Honor Code in an attempt to set forth the minimum standards by which our conduct should be governed.

Article 1: Academic Matters

A. General Statement

Recognizing that it is impossible and inadvisable to set forth with specificity a range of conduct that is prohibited, we nevertheless realize that questions arise occasionally with respect to what a student may or may not do in connection with an academic matter. This Honor Code therefore sets forth the minimum standards of conduct with the hope and expectation that a Campbell University pharmacy program student will never approach, and certainly never fall below, these minimum standards. It is the obligation of the students and faculty to participate in making the honor system viable by reporting violations of all academic matters.

B. Definition

An academic matter means any one of the following: any activity which may affect a grade in a course; any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation, or cocurricular activities of an academic nature including student publication and competitions.

C. Prohibited Activities With Respect to Academic Matters

Campbell University pharmacy program students shall not:

1. Use materials during an examination other than those specifically authorized by the instructor. To avoid even the appearance of impropriety during an examination, all books, notebooks, briefcases, and the like should be placed in the front or rear of the examination room.
2. Use of materials in any research or assignment that are specifically forbidden by the instructor. This includes reuse of the student's own work.
3. Engage in any form of plagiarism. Plagiarism is using the words or ideas of another source directly without proper acknowledgment of that source. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without acknowledging it (including all types of commercial term paper preparation services; Internet or electronic database sources for term papers, journal clubs, or case presentations; and other students' work) is considered plagiarism. Ignorance is NOT an excuse. The student bears the responsibility to learn from the individual instructor the procedure for acknowledging sources and indicating quotations as required for each assignment.
4. Give, solicit, or receive information or assistance to or from any person or source during an examination, makeup examination, or written assignment unless specifically authorized to do so by the instructor.
5. Submit modified or changed tests, answer sheets, or assignments for regrading.
6. Intentionally deface, remove without authorization, or secrete any material from the Campbell University School of Pharmacy, Drug Information Center, or any other library.
7. Make an unauthorized or improper use of a computer or computer program, including unauthorized use of programmable calculators during an examination.
8. Fail to report to the Student Affairs Committee any first hand knowledge of any violation to any of the provisions of Article 1 of this Honor Code.
9. Willfully conceal or misrepresent information material to an investigation of any alleged violation of this Honor Code when the information is sought by the Student Affairs Committee, faculty, Dean, or the Dean's designee.

Article 2: Nonacademic Matters

A. General Statement

Campbell University School of Pharmacy students are hereby informed that in their personal and professional lives they represent not only themselves, but also the School of Pharmacy and the pharmacy profession. Therefore, while they have the right and freedom to exercise individual autonomy, they also have the responsibility to exercise that autonomy in a manner that will bring honor to themselves, their pharmacy school, and their chosen profession.

B. Prohibited Activities with Respect to Nonacademic Matters

Pharmacy program students are subject to the same level of conduct as all Campbell University students; students residing in university housing are subject to the rules for all students who reside in university housing. Any infractions of these rules will be handled by the Student Affairs Committee. All students are encouraged to study the sections concerning these violations (Bylaws I, Titles I-VIII) in the current Campbell University Student Handbook.

In addition, the Campbell University pharmacy program student shall not:

1. Fail to conform his/her conduct to the ethical and moral standards of the pharmacy profession as articulated in the Student Clinical Code of Conduct (APPENDIX 1).
2. Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.
3. Purposely furnish false information.
4. Perpetrate any form of theft, forgery, falsification, or fraudulent use of university or work-site property.

5. Willfully conceal or misrepresent information material to an investigation of an alleged violation of this Honor Code when the information is sought by the Student Affairs Committee, faculty, Dean, or the Dean's designee.
6. Use or remove unauthorized prescription or nonprescription drugs or appliances from the site of a clinical rotation.

Article 3: Violations: Civil Law

The School of Pharmacy shall direct all cases concerning violations of civil laws to the Student Affairs Committee. Any violations will be handled by the faculty of the Student Affairs Committee as described in the University Handbook. All students are encouraged to study the section concerning these violations (Bylaw I, Title IX) in the Campbell University Student Handbook.

Article 4: Penalties

A. The Dean of the School of Pharmacy may impose the following penalties for any of the violations listed above. Recommendations to the Dean are submitted by the Student Affairs Committee. Following proper procedures listed in Article 5 of this Honor Code, the Student Affairs Committee may recommend to the Dean ONE OR MORE of the following penalties:

1. Separation: Separation is a state in which the student is not permitted to continue his/her program at the university. The student shall be withdrawn from all uncompleted courses in which he/she is currently enrolled. The student will not be permitted to reenter the School of Pharmacy's educational programs.
2. Suspension: Suspension is a temporary state of separation for a definite period from the university including the programs, facilities, and activities. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the Dean.
3. Probation: Probation can be of two types:

Level One: probation for a stated period carrying with it a loss of eligibility for:

- a) holding or running for elected office in student professional organizations;
- b) representing the University in any capacity both on campus and away from campus;
- c) competing for honors and distinctions, and
- d) active participation as an elected representative or member of an honorary organization.

Violation of the terms of level-one probation may result in extended probation, level-two probation, or in the student's suspension.

Level Two: probation for a stated period carrying with it a loss of eligibility for attendance at any and all School of Pharmacy sponsored activities. A student who is placed on level two probation will automatically be placed on level one probation. Violation of the terms of level two probation may result in extended probation or in the student's suspension. The terms of probation will be enforced by the Student Affairs Committee. Other persons may be appointed by the Dean or the Student Affairs Committee to help enforce said terms.

4. Pharmacy School Community Service: Community service for a stated number of hours will require a student to perform tasks that will benefit the community or the School of Pharmacy. Tasks will be assigned and administered by the Associate Dean for Student Affairs. Failure to perform required service in an appropriate fashion may result in probation.
5. Loss or Lowering of the Course Grade: All students who are found guilty of the act of cheating or plagiarism shall receive a score of zero (0) on that specific component of the course (quizzes, tests, projects, assignments, etc.) Specific penalties for these violations may also include, but are not limited to, course failure, probation, suspension, and/or separation from the program and the University. A second act of cheating or plagiarism by the student will result in the SEPARATION of the student from the University.
6. Reprimand: An official reprimand will be given by the Student Affairs Committee when the charges are not dismissed. A summary of the offense and the reprimand will be placed in the student's file in the Dean's Office of the School of Pharmacy.

B. Any professor may define penalties for a student who violates particular course regulations. The professor must clearly state these regulations and penalties in his/her course syllabus. The student has the right to appeal such penalties to the Student Affairs Committee.

Article 5: Student Affairs Committee

A. General Statement

The Associate Dean for Student Affairs is responsible for the administration of the School of Pharmacy's disciplinary system. This responsibility is exercised on behalf of the President of the University and entails the supervision of several bodies. Alleged violations of the University Student Code of Conduct or Civil Laws will be handled by the University policies as written in the "Campbell University Student Handbook." Alleged violations of the Pharmacy School Honor Code will be evaluated by the Student Affairs Committee.

B. Organization

The Student Affairs Committee is composed of four faculty members, four pharmacy students (one from each class) and the Associate Dean for Student Affairs (ex-officio). An ad-hoc member will be chosen to replace any member who cannot or chooses not to attend the proceedings. The Dean will appoint this member. This committee serves as a hearing board for incidents of misconduct involving violations of the Pharmacy School Honor Code. The Pharmacy School Honor Code includes standards for academic, nonacademic, and clinical behavior. The Student Affairs Committee will make recommendations to the Dean of the School of Pharmacy. The Dean will then notify the student in writing of actions concerning alleged violations. Records of disciplinary action normally are maintained by the Dean's Office until the student graduates or leaves the School of Pharmacy. Students may examine the contents of their file by appointment with the Associate Dean for Student Affairs.

C. Instigation of Hearings

When there is a suspicion of academic misconduct, investigation and appropriate actions may be pursued by either the professor of the course in which the alleged misconduct occurred or by the Student Affairs Committee. In either case the matter must be promptly resolved.

If the professor decides to deal with the incident on his/her own, he/she should report his/her actions to the Chairperson of the Student Affairs Committee. Individual faculty policies concerning misconduct should be clearly stated in the course syllabus. The accused student has the right to appeal any action by the faculty to the Student Affairs Committee, in which case normal Committee procedures will be followed.

Charges of misconduct may arise from a student (or group of students), professor, adjunct professor, or preceptor. Within three (3) days of the alleged misconduct or discovery of alleged misconduct, the accuser(s) should discuss the situation with either the Associate Dean for Student Affairs or the professor in charge of the course. Dated notes should be taken to describe the discussion. Every effort should be made to maintain confidentiality in these discussions. If the accuser(s) has (have) opted to bring the matter before the Associate Dean for Student Affairs, the Associate Dean should meet with the professor and the Chairperson of the Student Affairs Committee to explore options. This meeting should take place no longer than five (5) days after the matter was brought to the attention of the Associate Dean. The options available for resolution of the situation include:

1. The professor can opt to deal with the situation, in which case the student(s) must be informed of allegations and afforded an opportunity to defend him/herself.
2. The case can be referred to the Student Affairs Committee for resolution. Referral to the Committee must be by a written memo which names the student, describes the alleged misconduct (including pertinent dates and times), and summarizes the content of earlier meetings regarding this case.
3. The case may be dismissed.

Within five (5) days of referral of the case to the Student Affairs Committee, the Chairperson of the committee will provide a copy of the referral memo to the accused student(s). In addition, the

Chairperson will schedule an initial hearing for any charged student with the Committee. This hearing should be held within ten (10) days of the referral of the case to the Committee.

D. Proceedings

The Chairperson will begin preliminary investigation of the allegations. Whenever possible, this should include a personal interview with the student, witnesses, and professor involved.

Preliminary findings shall be presented at the initial meeting with the Student Affairs Committee. The Chairperson shall objectively present his/her findings to the Committee. The accused student(s) shall meet with the Committee and be informed of the allegations and afforded an opportunity to defend him/herself. Although the purpose of this hearing is exploratory and fact finding in nature, the accused student does have the right to solicit advice and to offer witnesses to support his/her position.

The Committee shall vote on whether or not preliminary findings warrant a full hearing by a simple majority vote. If a hearing is deemed necessary, the Chairperson will notify the student and witnesses of the hearing date in writing at least three (3) days prior to the hearing. A waiver of his/her notice may be made if the student so chooses. A full hearing should be held within ten (10) days of the preliminary investigation.

If the Committee votes that no hearing is warranted, the case will be dismissed. The chairperson will file the minutes in the permanent files of the Student Affairs Committee and a copy shall be placed in the Dean's Office until the student graduates or leaves the School of Pharmacy. Should additional information become available, the chairperson may reopen the case and ask the Committee to consider the new information.

All sessions of the Committee will be closed to all individuals except those immediately concerned in the case, except by the expressed wish of the accused that the hearings be open. No attorney shall be present, as this is not a court of law. In case of a closed hearing, all persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case. Revelation of such details will be considered a violation of the Honor Code.

In the case of closed hearings, the testimony of each witness shall be given while the other witnesses in the case are out of the room. In open hearings, the witnesses of both parties shall be present during the entire proceedings. The Committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the Committee on any matter. The Committee shall set rules for the conduct of all cases and all arrangements connected with the taking of evidence. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be a simple majority.

Deliberation of the Committee shall take place in private and remain secret. Voting on decisions of guilt shall be by secret ballot. If the Committee determines that the student was in violation of the Honor Code, it will consider and recommend the appropriate penalty. The student should be informed immediately of the judgment and the recommended penalty in case of guilt. The Dean of the School of Pharmacy may uphold or reject any decision or penalty recommended by the Committee. A letter from the Dean's office will serve as the official notice of judgment and sentence.

All minutes and evidence shall be placed in the permanent files of the Student Affairs Committee, and a copy will be sent to the Dean's Office where it shall remain until the student graduates or leaves the School of Pharmacy.

Article 6: Rights of the Student

With respect to violation of the student Honor Code, a student of Campbell University is guaranteed the following rights:

1. The right to a reasonable amount of time to prepare for his/her hearing;
2. The right to a prompt hearing;
3. The right of being presumed innocent until proven guilty;
4. The right to solicit advice;
5. The right to appeal;
6. The right to know his/her accuser;
7. The right to expect that the Student Affairs Committee will deal with his/her case in a confidential manner.

Article 7: Appeals Process

Any decision reached by the Student Affairs Committee may be appealed to the Dean. An appeal shall be requested by the student in writing, within three (3) days following the date the student receives the decision of the Student Affairs Committee. All appeals to the Dean should be delivered in person or by Registered Mail to:

**Campbell University
School of Pharmacy
Dean's Office
P.O. Box 1090
Buies Creek, NC 27506**

Article 8: Notes and Definitions

1. The word student in this manual refers to any person who is enrolled in any course offered by the Campbell University School of Pharmacy.
2. The words professor or instructor in this manual refer to any person who is authorized by the university to hold and teach a class sponsored by the university or precept a student during an off-campus practice experience.
3. The words university and school refer to Campbell University and the School of Pharmacy of Campbell University, respectively.
4. The phrase Student Affairs Committee refers to that committee that is assigned by the Dean of the School of Pharmacy to review situations in which pharmacy program students are involved in academic or professional misconduct.
5. The word handbook in this manual refers to the current edition of Campbell University Student Handbook.
6. The word day(s) refers to official school days — not holidays, weekends or summer session. Campbell University School of Pharmacy reserves the right to change, delete or modify any item in this document at any time. Proper notification concerning changes, deletions or modifications of said document will be sent to all students within four weeks.

Article 9: Student Clinical Code of Conduct

The Campbell University School of Pharmacy students and faculty have adopted the following code of conduct to guide ethical behavior in hospitals, community pharmacies, research and production facilities, and various rotation sites included as clinical practice experiences. We feel that the magnitude of our responsibility as healthcare professionals necessitates the establishment of the highest standards of professional conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, preceptors or faculty to the Chairperson of the Student Affairs Committee may be investigated by this Committee with respect to both the magnitude and chronicity of incidents considered. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

The Student Affairs Committee will be charged with the responsibility of promptly investigating alleged infractions of this code. All cases will require the submission of a report of findings and appropriate recommendations to the Dean's Office in a timely manner.

Students should read, discuss and sign the School of Pharmacy Honor Code prior to enrollment in the School of Pharmacy.

This code of conduct was created by the students and faculty of the School of Pharmacy. Modifications of this code will require majority approval of both the faculty and student body.

Respect and Concern for the Welfare of Patients

The pharmacy program student will:

- Treat patients and their families with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise themselves or patient care.

Respect for the Rights of Others

The pharmacy program student will:

- Deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference or socioeconomic status.
- Respect the patient's modesty and privacy.

Trustworthiness

The pharmacy program student will:

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
- Not represent himself/herself as a pharmacist, physician, physician's assistant, or other health professional.
- Accurately acknowledge the sources for all information reported.

Failure to do so will be considered plagiarism.

Responsibility and Sense of Duty

The pharmacy program student will:

- Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
- Undertake clinical duties and persevere until they are complete.
- Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

Professional Demeanor

The pharmacy program student will:

- Maintain a neat and clean appearance, and dress in attire that is accepted as professional to the population served.
- Be thoughtful and professional when interacting with patients and families.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

Student Rights

In addition to the standards we have adopted for the conduct of ourselves, we expect to be treated with respect as participants in the delivery of healthcare.

The pharmacy program student:

- Should be challenged to learn, but should not be belittled, humiliated or abused in front of patients, peers or other health professionals.
- Should not be sexually harassed, either verbally or physically.
- Should not be discriminated against on the basis of gender, race, religion or sexual preference.
- Should be a participant in patient care decisions whenever possible.
- Should have his or her pharmacy-related education take priority over routine menial tasks. If a preceptor feels a student lacks adequate knowledge or skills, he or she has the responsibility to inform and instruct that student so he or she can improve his or her performance. If a student feels that a preceptor has committed infractions against the above standards, he or she has the responsibility of informing that preceptor, whether by direct contact or by way of an honest preceptor evaluation at the end of a rotation, of such feelings so that the preceptor can improve his or her performance.

NOTE: The above standards of conduct are based on the Code of Conduct for Duke University Medical Students and have been adapted to meet the individual needs of the Campbell University School of Pharmacy.

Article 10: Pledge

PLEDGE: A student's signature indicates that he/she agrees to uphold the following pledge. This pledge must be signed prior to entry into the School of Pharmacy.

I _____, having read and having a clear understanding of the basis, spirit and interpretation of the Honor Code of Campbell University School of Pharmacy, pledge my personal honor. I will uphold this Code and it's standards in all matters. If at any time I should violate the letter or the spirit of this Pledge, I shall accept full responsibility for my actions.

Student's Signature Date

Medical University of South Carolina

1. Honor Code

Board Approved - October 12,
2001 Revision 5/21/2003

Amendments to the Honor Code may occur during the course of the year. Please refer to this website for the most up-to-date version.

Chairman, University Honor Council & MUSC-SGA Academic Vice President

Hunter Burch, VP Academic Affairs	College of Medicine	whitehr@musc.edu
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University Honor Council Presidents 2004-2005

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*non-voting

Preamble :

Professional education is in part the acquisition of knowledge from textbooks, laboratories, research, and clinical experience through the combined efforts of students, administration, and faculty. This education is not the only kind, nor is it necessarily the most important. Total development of the student

into a professional must include the display of high moral character expected of this status. In governing their actions, students must look to their own judgment. Individuals of professionally acceptable moral character are those who have established high ethical standards for themselves and who consistently abide by them.

When entering the Medical University of South Carolina (MUSC), students become part of a much larger professional community, extending far beyond the boundaries of this campus. It is a community whose foundation is healing but whose bricks and mortar are compassion, honesty, trust and integrity. Even though sources of ethical principles may differ, students must aspire to reach certain standards of behavior.

The student Honor Code at MUSC provides the framework in which each student may practice exacting principles of character in order to achieve the highest standards of self-development. Accordingly, college honor councils are entrusted primarily with demonstrating to the students who have lapses of integrity the precise nature of their mistakes and only secondarily to mete punishment. In their deliberations, honor councils will adjudicate cases based on the premise that students can and should develop a character befitting their roles as professionals.

Students at MUSC are expected to achieve and display high standards of character. Thus, students are responsible for monitoring activities that support the goal of self-development. This responsibility assumes the student body can deal with violations of honor and misconduct as justly as the administration. This privilege of the honor councils to judge their own cases is at the same time their greatest obligation. The close relationship students enjoy with the faculty enables the honor councils to meet the needs of individual students and MUSC equitably. Faculty and students are in the process of education and share a common objective. All have a fundamental investment in the enterprise of academic work, and all must share the responsibility for ensuring its integrity.

The health care professions require men and women of impeccable character who can live private and professional lives that exemplify high standards of moral conduct. An atmosphere in which the individual can adequately develop professional skills and moral standards can be achieved with an Honor Code. For this reason, students and faculty regard a breach of the Honor Code as a serious offense. A violation of the Honor Code is an affront to each of us independently as well as collectively.

The central purpose of the Honor Code is to sustain and protect an environment of mutual respect and trust in which students can enjoy the freedom to develop their intellectual and personal potential. Essential to the community of trust is the acceptance of individual responsibility. The foundation of the Honor Code depends entirely upon the willingness of every individual to live up to the standards set by the student body, the individual colleges, MUSC, and each of the professions the students are entering. If the students are to enjoy the benefits of the community of trust and integrity, which the Honor Code fosters, they must hold themselves to the basic principles of honesty and agree never to lie, cheat, steal, or tolerate those who do. Accordingly, students or faculty who believe that a breach of the Honor Code has occurred are obligated to report the suspected breach to their college honor council.

A positive commitment to promote an atmosphere of trust is established when an Honor Code is adopted. Under it students are expected to tell the truth, to live honestly, to advance on individual merit, and to demonstrate deep respect for others in the academic, clinical, and research communities. The Honor Code does not intend merely to prevent students from lying, cheating, and stealing or simply to punish those who violate this Honor Code, nor to place restrictions that might conflict with personal values on students. Rather, the acceptance of the Honor Code assures that the integrity of students is unquestioned and accepted by all in the academic, clinical, and research communities.

Acceptance of the Honor Code bestows upon students the responsibility to respect and protect the integrity of MUSC and also assures that the integrity of students is unquestioned and accepted by all in the academic, clinical, and research communities. The Honor Code presumes the absolute honesty of each individual and as a result, students live with the freedom of knowing that: 1) their integrity, intentions, work, and word are unquestioned; 2) their personal property and academic work is respected and free from theft; and 3) classroom, clinical, and research environments for learning and evaluation are honorable. Trust in these beliefs is established, maintained, and protected by students rather than by faculty.

The honor councils subscribe to the following concepts to attempt to adjudicate cases fairly for the accused, MUSC, and all others concerned:

1. 1. Presumption of innocence --The accused is presumed innocent until proven guilty based upon a preponderance of the evidence.
2. 2. Expediency --All charges will be investigated and resolved as quickly as possible within the guidelines of a thorough investigation and ample opportunity for the accused to prepare a defense.
3. 3. Confidentiality --Information pertaining to honor council hearings or any matters under investigation are confidential. Only those persons involved in a particular case or with a legitimate need to know will be informed.

Purpose of the Honor Councils:

Paradoxically, the goal of the honor councils is to render themselves unnecessary. Insofar as they can instill high standards of character within the student body and promote professional ethics, they will for the most part become obsolete. This goal cannot be obtained without the personal involvement of students, administrators, mentors, and faculty. The system requires that students develop academically and morally while being supported by the advice, criticism, enthusiasm, and example of peers, faculty, and mentors.

Each college at MUSC has its own honor council composed of elected members from that college. These honor councils are responsible for educating everyone in their respective colleges on the meaning and importance of the Honor Code, investigating reported infractions within the college and participating in hearings in an unbiased manner.

The presidents of each college's honor council serve as that college's representative on the University Honor Council. The Student Government Association's Vice President of Academic Affairs serves as Chair of the University Honor Council and organizes meetings at least once each semester. The University Honor Council allows sharing of ideas and insights gained from experiences around MUSC so that the individual colleges' honor councils can better perform their duties. The University Honor Council meets at the end of each semester to report and discuss any violations that have occurred during that semester. The presidents of the individual honor councils are to bring a report of all charges, decisions, and sanctions. All names are to be removed from these documents to ensure confidentiality. The Chair of the University Honor Council will compile these reports, remove any reference to college or program, and present this information to the Student Government Association. Any charges, decisions, and sanctions will be posted in the Minutes of the Student Government Association General Meeting and on the University-Wide- Honor Code's website. A student with a *not guilty* verdict can request to have his or her name included in this report. This forum also allows for reporting violations, decisions, and sanctions while maintaining the privacy of the convicted student.

Scope:

The honor council in each college functions to discharge the responsibility entrusted by students and faculty to discourage dishonesty and, within their purview, recognize dishonest practices that directly bear upon students and their relationships with their fellows, faculty, patients, college, and MUSC. Every student enrolled at MUSC is expected to abide by the Honor Code.

The Honor Code applies to all activities and all behaviors pertaining to the academic, research, and clinical work of every student enrolled at MUSC, as well as any conduct within the MUSC community which undermines either the trust of one's fellow students or the spirit of the Honor Code. All academic assignments, all laboratory work, all research, all examinations, and all clinical work are encompassed, as is the professional character and conduct of students enrolled at MUSC.

This Honor Code cannot anticipate every offense. Any unethical behavior not specifically mentioned in this code is a violation. Specific incidents must be considered with regard to the context in which they occur, the alleged infraction, as well as the magnitude of the alleged offense.

Violations of the Honor Code include, but are not limited to, the following acts that violate academic integrity:

1. 1. Lying: Lying is the statement of an untruth with the intent to mislead fellow students, faculty, patients, hospital staff, or administrative officials. Lying includes "lies of omission" or failure to divulge voluntarily the whole and complete truth. Fabrication or falsification of information (verbal or written) in any academic or clinical exercise is in violation of the Honor Code. Lying also includes any false testimony presented during Preliminary or Formal Hearings.

.2. Cheating: All tests, quizzes, written work, laboratory work, research, and examinations at the Medical University of South Carolina are conducted under the Honor Code. Cheating is defined as using or attempting to use unauthorized assistance, devices, material, or study aids in or prior to examinations or any other academic work; or cheating or attempting to prevent others from using authorized assistance, material or study aids.

.a. Plagiarism: using the ideas, information, work, or writings of another person and accepting credit for the work as one's own without proper acknowledgment on any paper, test, essay, lab work, research, or similar course activity.

.b. Altering records: misrepresenting or tampering with transcripts, academic records, research data, or computer programs; obtaining or using another's ID code, social security number, or electronic password.

.c. Knowingly using, buying, selling, transporting, or soliciting, any or all of or in part of the contents of an examination or other assignment not authorized for release, including the use of previously administered exams without the permission of the instructor.

1. 3. Stealing: Possession of MUSC property or another individual's private property without permission or knowledge.

.4. Any of the following also constitute a violation of the Honor Code, but this list should not be interpreted as all-inclusive.

.a. Facilitating academic dishonesty: colluding with another in the violation of any provision of this code.

- .b. Breach of appropriate standards of behavior in the presence of patients.
- .c. Breach of confidentiality with respect to information about patients.
- .d. The use of pressure, threat, abuse, bribery, or other practices that results in harassment.
- .e. The failure to report any violation of this Honor Code or the withholding of evidence pertinent to any case under investigation.

5. Unauthorized entry or presence in any office, laboratory, clinic, or other location is a violation of the Honor Code. Likewise, the abuse or destruction of any instruments, equipment, supplies, property, or books constitutes an offense of the Honor Code.

Membership and Elections:

Each college has an honor council. The honor councils for the Colleges of Dental Medicine, Medicine, Nursing, and Pharmacy consist of two representatives from each class, at least two faculty representatives, and an honor council faculty advisor. The honor council for the College of Nursing consists of four representatives from each class, at least two faculty representatives, and an honor council advisor. The honor councils for the Colleges of Graduate Studies and Health Professions consist of one representative from each program, at least two faculty representatives, and an honor council faculty advisor. Each college will publish specific guidelines for the election of honor council representatives.

Student representatives: Student members serve as members of the honor council until the end of their time on campus. Upon departure, a new student member from the same class or program shall be selected by student elections.

Faculty/Administrative representatives: Faculty members serve a one -year term, and may be reappointed. The faculty representatives are voting members and can vote in the Formal Hearings. The dean appoints faculty representatives.

Faculty advisors: Every three years, at the end of the spring semester, the honor council elects, by simple majority, an Honor Council Faculty Advisor who serves a three-year term. Faculty advisors must be full-time faculty members in the college for which they serve. They may serve multiple and consecutive terms. If the advisor is presently serving as a faculty representative when elected, the dean appoints a replacement faculty representative. If the faculty advisor is not able to perform the necessary duties, a faculty representative will temporarily fill the required position. Faculty advisors are not voting members, but they ensure due process and to provide guidance and continuity from year to year.

Resignation:

An honor council member who misses hearings or meetings without a professional excuse, is unable to maintain a cumulative GPA of at least 2.0 for the preceding grading period, is placed on professional or academic probation, or is found guilty of violating the Honor Code will be asked to resign. Further, members can be removed from the honor council by a two -thirds majority vote of the honor council. In the case of resignation by a member of the honor council, the class or college of the resigning member promptly selects a new representative from the same class or program.

Officers:

The honor council officers are a president, vice president, secretary, and faculty advisor. These officers

are elected by a simple majority of the current honor council members.

Honor Council President: This student must have at least one year of experience on the honor council. The president also serves as a representative on the University Honor Council. The president arranges for and presides at all hearings and meetings of the college honor council and performs all duties common to this office. The president does not vote during the deliberations in Formal Hearings to decide guilt or innocence. The president can, however, cast the deciding vote on sanctions in the event of a tie. The president administers the following oath to new members:

I do solemnly promise to uphold the policies of the honor council and to perform the duties of my office to the best of my ability.

Vice President: The vice president assumes the duties of the president in the event of his or her absence.

Secretary: The secretary assists the president in matters relevant to the function of the honor council. The secretary also notifies those concerned of the time and place of hearings and meetings and records minutes of all honor council meetings. Further, the secretary maintains detailed minutes of hearings, both Preliminary and Formal, before the honor council. These minutes will be kept as the official record as they contain the date of the hearings, participants, charges, testimony, findings, verdicts, recommendations, and penalties. The dean assists the honor council in maintaining a secure, permanent location for all confidential records.

Faculty Advisor: The faculty advisor attends all subcommittee meetings and hearings in an advisory capacity and serves as a resource for honor council members. The faculty advisor does not vote in proceedings, but may voice his or her opinion. The faculty advisor serves as a resource for an accuser when unsure if a violation has occurred.

The term of each student officer is one academic school year. Officers may serve two or more consecutive terms, if so elected.

Meetings:

Following the election of student representatives and appointment of faculty representatives by the dean, the Honor Council President calls a meeting of the student and faculty representatives. This mandatory meeting is held to organize and elect council officers.

The president calls a meeting of the honor council at the beginning of the fall semester soon after student elections to introduce and induct the new representatives and familiarize them with the functions of the honor council.

The president may call additional meetings at any time. Two-thirds of the members constitute a quorum.

Formal Charges:

Any individual(s) who has reason to believe that an Honor Code violation has occurred must make a formal charge before the honor council can take any action. However, it is understood that there is

potential for interaction between the accuser and the accused before formal charges are submitted. The individual(s) making the formal charge must submit a statement in writing to include the following:

1. Name of the person believed to have violated the Honor Code.
2. Description of the alleged violation.
3. Time and date of the alleged violation.
4. Time and date the individual making the charge became fully aware of the circumstances of the violation.
5. Signature of the individual making the formal charge.

The formal written charge is confidential and therefore should be sealed and hand-delivered to the Honor Council President or through an honor council member or through the accused student's dean's office. Once the Honor Council President receives the formal charges, the Honor Council President initiates an investigation of the charges. The accuser shall remain anonymous to the accused until the Notification Conference.

At no time after submitting a formal written charge should the accuser discuss any aspect of the charges with anyone not directly involved, nor should any honor council member mention the charges. After the Formal Hearing, honor council members may refer any inquiries on charges, decisions, or sanctions to the Minutes of the Student Government Association General Meeting and the University-Wide Honor Code website.

Due Process:

Once the president of the honor council receives the formal charges, he or she notifies the Honor Council Faculty Advisor and appoints two representatives from the honor council. The representatives are responsible for collecting evidence, interviewing witnesses, and presenting findings during the Preliminary and, if necessary, Formal Hearings. Within 2 working days of receiving the formal charges, the president notifies the accused student of the alleged violation in writing, his or her rights, and the date of the Notification Conference. If the charge relates to scientific integrity, however, MUSC policy on scientific integrity must be followed, which (in compliance with federal law) requires sequestering of the data before any notification takes place. All charges will be heard at the Notification Conference. Every effort will be made for a timely investigation. Confidentiality is important during this process, and representatives will remind each witness that discussions are confidential.

In the event that an accused student is enrolled in a joint degree program, the formal charges are to be delivered to the Honor Council President or dean's office of the portion of the program that the student is currently working on. The representatives and Honor Council Faculty Advisor are to be from that college. A joint council will be arranged to include members from both colleges.

Rights of the Accused:

1. The accused student must be informed in writing of any charges within two working days after the Honor Council President receives the formal charges and at least two working days before the case is heard at the Notification Conference and must be provided with a copy of the Honor Code. If the accused student or anyone involved in the investigation has questions about the process he or she should contact only the Honor Council President, Honor Council Faculty Advisor, or dean of the respective college.
2. The accused student has the option of being excused from any tests, assignments, or

examinations for a period extending from 48 hours prior to the Notification Conference until 48 hours following notification of the final decision of the honor council.

3. At the discretion of the dean, the accused may be removed from classes and clinical work during the time that a Preliminary and/or Formal Hearing is taking place if there is a clear and present danger to patients, faculty, or other students. The dean may also grant permission to continue classes and clinical work after a final decision has been reached if notified in writing that the case is being appealed. Under no circumstances may a student graduate until the case and all appeals have been resolved.

4. Honor council hearings are not courts of law, and as such no legal counsel will be allowed in the hearing. Each accused student does have the right to be accompanied by an advisor (faculty, family member, or other). The honor council officers must approve any additional advisors. Advisors may actively participate and speak on behalf of the accused student throughout the Formal Hearing.

5. The accused will be given reasonable and adequate time for the preparation of a defense. The accused will have prior access to and notice of evidence to be presented to the honor council at the Formal Hearing and have the right to call witnesses in his or her defense.

6. The accused has the right to an expedient resolution of the charges, and every effort should be made to resolve such matters quickly. However, the time requirements should be considered guidelines only. Due to the nature of MUSC's environment, unavoidable delays may occur. Such delays do not take precedence over the process itself and are not grounds for dismissal of the charges. Only gross and inexcusable delays, which are solely the fault of the honor council, may serve as grounds for dismissal. A request for dismissal should be made (in writing) to the dean.

7. The accused student has the right to confront his or her accusers and to cross-examine any witnesses at the honor council hearing.

8. The accused student has the right to examine any evidence prior to the Formal Hearing, including the transcript of the Notification Conference. These materials cannot leave the dean's office but may be examined under supervision in the dean's office or may be copied, at the student's own expense, by personnel of the dean's office. The accused student must sign a statement that all information taken out of the dean's office is confidential and is only for his/her eyes and that of his/her advisor.

9. The accused may decline to discuss any and all aspects of the charges. The decision to do so will not be construed as an admission of guilt. Failure to enter a plea, failure to participate in the hearing process, or disruption of the hearing process by the accused or his/her advisor will not alter the proceedings. A plea of *not guilty* is entered for the student, and the process continues with or without the student and his/her advisor present.

10. All records of prior social or academic infractions having no direct bearing on the present charges are excluded from evidence. These records are only used in the deliberations for appropriate penalties or sanctions.

11. The accused has the right, in the event of a *not guilty* verdict, to request that this finding be made public. The student must make a written request to the president (within five official school days) to include his or her name in the report to the University Honor Council and Student Government Association.

12. In the event an accused student should withdraw from MUSC after a charge has been made against him/her and before the hearing, the hearing will not be held. If the hearing is not held, the charges will be permanently filed with the appropriate college's dean's office and the University Honor Council. The charge must be cleared up by the honor councils before the student is readmitted to MUSC.

The Notification Conference:

Members of the Preliminary Hearing are the Honor Council Faculty Advisor as chair, the two honor

council members as representatives, and the president of the class or program of the accused student. If a first year student is accused before the election of the class president, the sophomore class president will substitute. The members of the Notification Conference do not have a vote in the Formal Hearing. This structure allows the accused student to have a fair and objective hearing based solely on the evidence presented.

The purpose of the Notification Conference is to determine whether the charges against the accused student have sufficient factual support and represent sufficiently serious misconduct to warrant a Formal Hearing before the honor council. The Notification Conference will be taped and transcribed in a non-identifying manner (i.e., deleting all direct name references) by the dean's office of that college. The investigating council members will gather relevant evidence and present their findings during the Notification Conference in a timely manner after the initial complaint. The accused student may be present at this meeting but will not be required to enter a plea, as the purpose of the Notification Conference is not to establish guilt or innocence but to determine whether sufficient evidence exists to pursue a Formal Hearing before the honor council.

Following presentation of evidence, the members at the Notification Conference vote. The Honor Council Faculty Advisor does not vote in these proceedings. The accused will not be present during the voting. If the vote is unanimous against pursuing a Formal Hearing, all pertinent evidence will be destroyed, and the case will be dismissed. If any member feels the case presents sufficient doubt of the accused student's compliance with the Honor Code, the case will proceed to the honor council for a Formal Hearing. If the case is to be pursued, the Honor Council President must inform the accused student in writing within three business days of the Notification Conference. The notification includes a concise summary of the charges and a reminder that failure to appear at the hearing will cause the hearing to proceed in the student's absence. The student will also be given a list of University Honor Council members to provide the accused the opportunity to identify potential personal conflicts. In addition, the dean must be advised in writing of any action to proceed. The Formal Hearing by the honor council must take place within ten working days of the student's notification of the results of the Notification Conference. The time limits may be extended if there are unanticipated problems and/or by mutual agreement of all parties.

Procession of Formal Hearing:

A. Quorum -- A quorum of the honor council is two-thirds of the voting members. A quorum is required in order to begin a hearing. In Formal Hearings involving students enrolled in joint degree programs, a quorum requires at least one-third representation from each college involved. Honor council members must be present for the entire hearing in order to vote. An honor council member may disqualify himself or herself from hearing a case if he or she feels that circumstances exist that prevent his or her objectivity. In addition, the honor council, by a simple majority vote, may disqualify a member for other grounds (e.g., relation by blood or marriage to the accused). In order to make quorum, the University Honor Council President may select from other college Honor Councils. However, a simple majority of the Honor Council members must be from the college of the accused.

B. Records --An official record is kept of all proceedings of honor council hearings. Upon completion of any hearing, all recorded or transcribed records are delivered to the dean's office of that college for confidentiality and safekeeping.

C. President's Responsibilities --The president presides over the hearing, rules in issues of admissibility of evidence, decides appropriateness of questioning, schedules events, and all other matters necessitating judicial resolve. The Honor Council President convenes the hearing, instructs all participants in their respective roles, and charges all participants with strict confidentiality. The

president administers the following pledge to all persons presenting testimony during the Formal Hearing:

"I, _____, will tell the truth in relation to the inquiry about which I am to give testimony. I further affirm that all matters relative to this hearing shall be held in strictest confidence."

D. Procedure -- The honor council and the accused will remain present throughout the hearing.

1. The president will read aloud a statement of the charges against the accused.

2. Plea -- The accused replies to the charges by pleading *guilty* or *not guilty*. If the accused student pleads *guilty*, the honor council can choose to hear witness testimony prior to proceeding with its deliberations for an appropriate sanction. The accused is given the opportunity to make any statements in mitigation or explanation to the council before deliberations. If the plea is *not guilty*, the formal hearing on guilt or innocence shall proceed.

3. Presentation of Evidence -- The two investigating honor council members (who will not vote upon the guilt or innocence of the accused) will present all of the information gathered in their investigation followed by an opening statement by the accused. After opening statements are concluded, the investigators will call witnesses to support their case. After testimony and cross-examination, the defendant will call his/her witnesses to rebut. Witnesses will be called one at a time, sworn in, and leave the room after answering questions. The investigators, the accused or his or her advisor, and the members of the honor council (in that order) may all question witnesses. Following the accused student's presentation of evidence, the voting members of the honor council may ask questions of the investigators, accused, and witnesses to clarify uncertainties.

4. Closing Statements --The investigators will make a summary statement of the evidence presented, after which the accused may make a closing statement.

5. Deliberations --After closing statements, the honor council will retire to discuss and decide the case. These discussions will not be recorded. The honor council will vote by secret ballot upon the guilt or innocence of the defendant, and the verdict shall be based on a preponderance of the evidence. A three-fourths vote is required for a guilty verdict. If the vote results in a verdict for acquittal, the case will be closed, and the records of the proceedings will be destroyed in the presence of witnesses. If the acquitted party is involved in a related case involving another student, the name of the acquitted party will be deleted from the official record of the related case. If the verdict is *guilty*, the honor council will, after further discussion, decide upon a sanction befitting the severity and circumstances of the violation. Sanctions will be decided by a simple majority vote.

6. Reading of the Decision --The president will reconvene all participants in the hearing (excluding accusers and witnesses) and will read aloud the decision and sanction to the accused. The president will also inform the student found guilty of the option to appeal to the dean of the appropriate college. The president will then adjourn the hearing. The president will notify the accuser in confidence of the verdict and sanctions following the formal hearing.

7. Recommendations to the Dean --If a student is found *guilty* by the honor council, the Honor Council President will forward all records of the investigation and hearing, the decision, and the sanction to the dean of the college for appropriate action.

Sanctions:

Within two business days of the conclusion of the Formal Hearing, the Honor Council President will deliver to the convicted student a written description of the decisions regarding each charge and the sanctions.

The following actions may be taken against a student who is found guilty of a violation of the Honor Code:

1. Verbal or written reprimand.
2. Probation: Any probation rendered by the honor council will be entered into the student's academic record but be removed upon the student's graduation, or before, based on the discretion of the dean and recommendations of the honor council. This penalty can have bearing on future sanctions if other Honor Code violations are committed. Furthermore, any party receiving a copy of the student's transcript before graduation or the lifting of the probation will have record of this probation.
3. Failure of Course: The honor council may recommend to the dean of the college, subject to his or her final authority, that a student be given a failing grade in a course connected to the Honor Code violation.
4. Suspension: The student will be suspended for a minimum of one academic semester, and this will be entered permanently on the student's transcript. The conditions for readmission will be stated in the order of suspension and must at least require the repetition of the academic semester in which the violation(s) occurred.
5. Expulsion: Permanent dismissal from the college and/or MUSC. This will be entered permanently on the student's transcript.
6. A combination of the above sanctions or any other penalty deemed appropriate by majority vote of the honor council based on the severity of the infraction, past performance of the student, the student's attitude, and the student's potential for future performance.

Appeal:

In the absence of an appeal, the decision of the honor council stands. The student may submit in writing an appeal to the dean of his/her respective college. In the case of multiple degree students, the student selects only one dean to receive the appeal. An appeal should be submitted within 10 work days after completion of Formal Hearing.

The dean will notify the Honor Council President and the accused student in writing as to the final decision of the appeal in a timely manner. In the event an appeal is upheld and the sanction(s) altered by the dean, the dean will communicate the basis and reasoning of the final decision and /or sanction(s) to the honor council and the convicted student.

The dean has the power to reduce (but not increase) the penalty. The decision of the dean is final.

Official Record:

An official record of all Preliminary and Formal Hearings will be made. The Honor Council Secretary is responsible for delivering these records to the dean's office for safekeeping.

The Honor Council Secretary must destroy by appropriate means any honor council record pertaining to a specific individual upon that person's graduation from the MUSC. Following a not guilty verdict, the official records will be destroyed in the presence of witnesses. A summary of the case (with the

student's name deleted) may be kept by the dean, College Honor Council, and University Honor Council for future reference.

The posting, or publishing, of all charges and sanctions discussed in a Formal Hearing is the duty of the University Honor Council Chair via the Student Government Association. These reports will be made at the next meeting of the Student Government Association once the case is closed and will not make reference to any individual or college.

Notification:

By being an enrolled student of MUSC, you acknowledge that you are held accountable to all aspects of the current Honor Code.

Distribution:

The Honor Code shall be available on the MUSC Webpage at www.musc.edu/honorcode/, and each college's Dean's Office, and the Student Programs Office. Upon acceptance for admission to MUSC, each student will be sent a copy of the University Honor Code by his or her college along with the following statement which the student must sign before registration has been completed:

I, the undersigned, signify that I have read the Honor Code and hereby pledge my support. I understand what is expected of me as a student of the Medical University of South Carolina and realize that the University Honor Council will not accept a plea of ignorance.

Signed _____

Print
Name _____

The signed pledge will be collected by the appropriate dean's office and be kept for the length of the student's enrollment in that college.

At the beginning of the academic year, the entering class will hold a meeting at which an honor council member will review the Honor Code. A full explanation of all provisions will be made, and any questions answered.

Bills and Amendments:

A faculty member or student through any honor council member may propose amendments to the Honor Code. All bills must be submitted in writing. Bills are ratified in the following order:

1. An affirmative vote by three-fourths of the College Honor Council members must be obtained in order to continue the ratification process.
2. The proposed amendment(s) will require an affirmative vote by a simple majority of the members of three of the other five honor councils to proceed.
3. The bill is then voted on by the Student Government Association body in which a majority of votes must favor the bill in order to continue ratification.
4. The bill is then presented to the deans of the six colleges at their monthly meeting. A majority of the deans must approve the bill in order to obtain an amendment status to the University Honor Code. In the event that a dean is not able to attend this meeting, that dean must submit a letter of decision for the bill(s) to the University Honor Council.

A quorum must be present in the first three voting bodies mentioned above in order to ratify a bill at that level. A quorum is two-thirds of the voting members of the respective body. The ratification should be thorough yet expedient in obtaining an acceptance or rejection of the bill.

Last Update-4-29-200

II. MUSC College of Pharmacy Course Policies

- (1) Attendance is expected for all classes.
- (2) Students are responsible for all material assigned including assigned readings, and material covered in class including handouts and class discussion.
- (3) Students are required to take all exams. However, the faculty recognizes that unforeseen circumstances may arise. Students must provide the Associate Dean with documentation for the reason that the exam was missed. If accepted by the Associate Dean, a makeup exam will be administered within two business days of the original test date or at the discretion of the course coordinator in consultation with the student. As an alternative, if an exam is missed, the worth of the other exams will be increased proportionately when the final grade is determined. Without an excuse, a grade of 0 will be recorded. If more than one exam is missed, the student will be dropped from the course. If a final is missed, the student must re-take the final within a reasonable length of time (as determined by the course coordinator).
- (4) The value of the questions on tests from each lecturer will be approximately proportional to the number of contact hours.
- (5) The faculty recognizes that prompt feedback on exams is important. The faculty will grade and post exam scores as soon as possible, however students need to recognize that grading/processing examinations require time and that scores will not be available immediately.
- (6) The faculty reserves the right to curve the final course grades. Individual exam grades will not be curved.
- (7) The final exam may or may not be cumulative at the discretion of the course coordinator. For cumulative final exams, the number of questions from each lecturer/topic will reflect the entire course, though proportionally more questions will be given on material after the last administered exam to compensate for no previous tests on this material.
- (8) If a student has questions about class material or the exam, he or she must first meet with the individual instructor. If the question or issue is not resolved, the student must meet with the course coordinator. If the question or issue is still not resolved, the student should meet with the appropriate department chairman to resolve the question or concern.
- (9) Students have the right and are encouraged to review their exams during the semester. However, students are not allowed to keep or copy the exam without permission of the instructor/course coordinator.
- (10) For exams administered via computer (e.g., WebCT):

- a. hard copies (printed copies) of exams will not be provided to students during the exam, and
- b. exam results will not be shared with students until all students have completed the exam.

(11) All faculty and students will adhere to the Medical University of South Carolina Honor Code. Any student suspected of violating the honor code will be reported to the College of Pharmacy Honor Council.

III. College of Pharmacy Dress Code (Approved by faculty 8-20-03)

Students of the MUSC College of Pharmacy should at all times dress in a manner consistent with the professional nature of the program. Enforcement of the dress code is the responsibility of class officers, preceptors, and instructors. In the absence of a stated policy for an individual course or setting, the following dress code will apply:

Professional Dress

- **Professional dress** is required for Pharmacy Care Laboratory, Pharmacy Experiential Units, all rotations, and at all times in patient care areas.
- Your **MUSC identification badge** must be worn on an outer garment as close to eye level as possible.
- **White professional jackets** must be worn and be clean and neatly pressed.
- **Footwear** should be clean and appropriate for the setting (no athletic shoes or sandals).
- **Men** will wear a dress shirt, tie, and full-length pants
- **Women** will wear a dress or, blouse or sweater with a skirt, skort, or dress pants (all garments must be of appropriate length).
- **Cosmetics** should be used in moderation.
- **Perfumes, colognes or heavy fragrances** should not be worn, as many people are offended by, or allergic to, chemical scents or odors.
- **Jewelry** should be conservative in style and kept to a minimum to prevent loss or injury to self or patients. Visible pierced body jewelry is limited to two small pairs of earrings in earlobes. Dangling earrings and bracelets/bangles should not be worn. Wristwatches may be worn. Rings and bracelets are limited to a total of three each. A single short necklace may be worn. Jewelry is to be removed if it is excessive and/or interferes with safe delivery of patient care.
- **Fingernails** must be clean, short, and neatly trimmed. Clear or light colored nail polish is acceptable. Extreme nail polish colors and artificial fingernails, tips, wraps or fillers may not be worn.

COLLEGE OF PHARMACY DRESS CODE (cont'd.)

- **Inappropriate attire for professional settings includes:**
 - T-shirts
 - Isolation gowns or patient gowns
 - Recreational attire including: exercise/jogging shorts or sports outfits
 - Mini skirts, sun dresses, halter tops, tank tops
 - Blue denim jeans and pants made of spandex or lycra material
 - Party clothes such as glitter, sequins, or other evening attire
 - “Revealing” clothes such as low-cut, sheer, see-through, or tight/form fitting attire
 - Leather clothing
 - Dark glasses (except for documented medical reason)
 - Head wear including hats, sweatbands, and bandannas
 - Surgical scrubs worn by non-OR staff
 - shorts of any style
- If for **religious, medical or cultural reasons**, there is a need to deviate from this policy, the student must:
 - a. make a request to the Associate Dean in writing.
 - b. be willing to provide required documentation.
 - c. have written approval from his Associate Dean

Classroom and Campus Dress

- MUSC identification badge worn on an outer garment
- clean and neat clothing suitable for the setting (including jeans and shorts)
- clothing which might embarrass or offend others will not be worn

Mercer University

I. Southern School of Pharmacy Code of Conduct

The University recognizes the need for students to maintain a standard of conduct befitting an academic community. To protect that standard, certain regulations for student behavior and conduct must be established and enforced by the University. Therefore, any conduct determined as having an adverse effect on the Mercer community may be subject to disciplinary action. Misconduct that adversely affects Mercer University shall include:

1. Theft of or damage to property.
2. Intentional disruption of institutional activities, which includes classroom and teacher activities, social activities, campus housing, and related University functions.
3. Obstruction, coercion, intimidation, or abuse of any member of the Mercer community.
4. Possession or consumption of alcohol or drugs on campus or at University-sponsored events.
5. Possession or use of dangerous weapons or explosives.
Firearms must be stored with the Mercer Police Department.
6. Obscene or disorderly conduct.
7. Hazing.
8. Disregard of the University judicial procedure, which includes refusing to appear before a disciplinary body when directed or purposely giving false testimony or evidence.
9. Misrepresentation of identity to University officials.
10. Aiding in or abetting any of the above infractions.

Nothing in this code or any of the laws, rules and regulations resulting therefrom shall be construed in any way to deprive the President of the University of his responsibility and power to act as the final arbiter and authority in matters of discipline and conduct as set forth in the Charter and By-Laws of the University.

If a student is charged only with an off-campus violation of federal, state or local laws, but not with any violation of this Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. pled “no contest” or “nolo contendere”).

University disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of this Code of Conduct (e.g. if both violations result from the same factual situation), without regard to the pendency of criminal or civil proceedings. University disciplinary proceedings may be carried out prior to, simultaneously with, or following criminal or civil proceedings.

Judicial Policies

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Associate Dean for Student Affairs and Admissions. Any charge should be submitted as soon as possible after the event takes place.
2. The Associate Dean for Student Affairs and Admissions may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Associate Dean for Student Affairs and Admissions. Any such administrative disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Associate Dean for Student Affairs and Admissions will convene a Disciplinary Committee to hear the matter and render a decision.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, no less than five days after the student has been notified.
4. Hearings shall be conducted by the Disciplinary Committee according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the Disciplinary Committee.
 - c. The complainant and the accused may be assisted by any advisor they choose, including legal counsel, at their own expense. However, the parties are responsible for presenting their own cases, and thus advisors are not permitted to speak or participate directly in the hearing.
 - d. The complainant and the accused may present written evidence and witnesses, subject to cross-examination by the Disciplinary Committee.
 - e. Hearings shall be conducted under informal procedures. All procedural questions are subject to the final determination of the chair of the Disciplinary Committee.
 - f. After the hearing, the Disciplinary Committee shall determine by majority vote whether the student has violated the Code of Conduct, and if so what sanction(s) should be imposed. The Disciplinary Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code.
5. A single verbatim record, such as a tape recording, shall be made of all hearings before the Disciplinary Committee. The record shall be the property of the University.
6. The following sanctions may be imposed for violations of the Code of Conduct:
 - a. Warning — a written notice that the student has violated institutional regulations.
 - b. Probation — a written reprimand for violation of specified regulations, with notice that further violations during the probationary period include the probability of more severe sanctions.
 - c. Loss of Privileges — denial of specific privileges.
 - d. Fines — not to exceed one hundred dollars.

- e. Restitution — Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.
 - f. Discretionary Sanctions — Work assignment, service to the University, other community service, or other creative sanctions.
 - g. Suspension — Temporary separation of the student from the University for a specified period of time. Conditions for readmission may be specified.
 - h. Expulsion — Permanent separation of the student from the University.
7. Disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential record shall be expunged of disciplinary actions other than suspension or expulsion.

Suspension or expulsion shall be expunged from the student’s confidential record five years after final disposition of the case.

Appeals

1. A decision reached or a sanction imposed by the Disciplinary Committee may be appealed by the accused student or the complainant to the Associate Dean for Student Affairs and Admissions. Such appeals shall be in writing, stating the reasons (s) for the appeal, and shall be delivered to the Associate Dean for Student Affairs and Admissions within two days of the student’s receipt of notice of the decision.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented in accordance with prescribed procedures.
 - b. To determine whether the evidence presented at the hearing was sufficient to support the decision.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation.
 - d. To consider new evidence or facts not brought out in the original hearing because they were not known to the appealing party at the time of the hearing.
3. In cases involving appeals by a student accused of violating the Code of Conduct, review of the sanction (s) upon appeal may not result in more severe sanctions for the accused student than those imposed by the Disciplinary Committee.
4. In cases involving appeals by complainants, the Associate Dean for Student Affairs and Admissions may, upon review of the case, reduce or increase the sanctions imposed by the Disciplinary Committee or remand the case to the Disciplinary Committee for consideration.

II. Southern School of Pharmacy Honor Council Constitution

ARTICLE I NAME

Section 1. The name of this organization shall be the Honor Council of the Southern School of Pharmacy of Mercer University.

ARTICLE II PURPOSE

Section 1. The purposes of this organization are to:

- (a) Investigate and hear all cases involving School of Pharmacy students accused of academic dishonesty;
- (b) Act as a judicial body and determine the guilt or innocence of students who have allegedly committed such violations;
- (c) Recommend the disciplinary action to be taken in all cases in which there has been a violation;
- (d) Work with the faculty, the Associate Dean for Student Affairs and Admissions, the Senior Associate Dean, and the Dean in all matters regarding the administration of the Honor Code;
- (e) Educate the faculty and students on the Honor Code of the School of Pharmacy.

ARTICLE III HONOR CODE VIOLATIONS

Section 1. Cheating, plagiarism, lying, and academic theft are considered Honor Code violations. These violations serve as the basis for reporting cases to the Honor Council and by which the Honor Council will recommend the proper penalty or dismissal for each case presented.

(a) Cheating - Cheating includes but is not limited to a deliberate submission of coursework, for a grade or credit, that is not one's own or that violates the professor's instructions for the assignment. Any other student or students who contribute to the submitted coursework in question will be held equally responsible for violating the Honor Code as the student who accepted and submitted the coursework. It includes but is not limited to:

- 1. The unauthorized use of prior years testing materials as a study guide.
- 2. Possessing or having in close proximity, any unauthorized materials or devices containing test information during an examination.
- 3. Any form of communication between students pertaining to exam information or answers during an examination.

(b) Plagiarism - Plagiarism is the copying of words, phrases, ideas, or facts belonging to another individual without giving that individual proper acknowledgement. It includes but is not limited to:

- 1. Inserting sentence fragments, entire sentences, or paragraphs from another's work without properly citing the original individual within one's work.
- 2. Rearranging words or replacing words with terms that are synonymous of another individual's work without properly citing the original individual within one's work.

(c) Lying - Lying is to make a statement that one knows is false with the intent to deceive. It includes but is not limited to:

1. Lying to an administrator, faculty member, or Honor Council member about academic matters concerning an Honor Code violation.
2. Falsifying any Mercer University document by word or symbol manipulation, addition, or deletion.

(d) Academic Theft - Academic theft is the removal of academic materials depriving or preventing others from having equal learning opportunities. It includes but is not limited to:

1. Removal of an exam during examination periods.
2. The unauthorized removal of an exam from a professor's office.
3. Computer theft of an exam.

ARTICLE IV PENALTIES

Section 1. Upon determination of a violation of the Honor Code or admission of responsibility (regardless of whether proceedings were instigated through the Honor Council, Honor Council advisor, or on the Academic Integrity Violation Report Form), the following penalties shall be assigned:

(a) First Offense

A grade of "0" on the exam or assignment in question.

A grade of "F" for the course in question.

If the alleged violator accepts responsibility for the incident, the recommended penalty is a "0" on the exam or assignment in question. If the alleged violator denies responsibility, but is determined by an Honor Council hearing to have violated the Honor Code, the recommended penalty is an "F" in the course.

(c) Second Offense

A grade of "F" for the course in question AND dismissal from the Southern School of Pharmacy.

Section 2. The penalty imposed may be appealed to the Senior Associate Dean who may accept or negate the penalty.

ARTICLE V INSTIGATION OF PROCEEDINGS

Section 1. All persons having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report personally the fact to a member of the Honor Council or to the faculty advisor to the Honor Council, or to the professor, or course coordinator involved within 30 school days of the alleged violation. (A school day shall be defined as a day in which pharmacy classes are in

session. Weekends, holidays, and breaks between semesters or rotations will not count towards the 30 school days).

Section 2. In cases in which there is no physical evidence, two or more witnesses to the violation shall usually be required in order to support a conviction.

Section 3. The procedure of reporting cases to the Honor Council as stated in Section 1 of this article shall apply also to the faculty of the Southern School of Pharmacy of Mercer University.

Section 4. Failure to report will be considered a form of illegal aid covered under Article VI, Section 1.

Section 5. If a faculty member observes cheating or any other Honor Code violation, the faculty member in conjunction with the course coordinator may discuss the situation with the student(s) suspected of cheating. The faculty member should then take one of three actions: (a) report the incident (verbally or in writing) to the Honor Council, (b) report the incident (verbally or in writing) to the advisor to the Honor Council, or (c) submit an ACADEMIC INTEGRITY VIOLATION REPORT FORM. Every effort must be made to ensure that the student fully understands the Honor Code, including penalties and procedures. The Dean of Student Affairs and Admissions will inform the course coordinator of the penalty.

If a student alerts a faculty member to possible cheating or any other Honor Code violation and the faculty member has not directly observed the alleged cheating, the faculty member should encourage the reporting student to still go to the Honor Council according to Section 1 of Article V of the Honor Council Constitution.

Section 6. If the student accepts responsibility, the course coordinator shall assign a penalty from Article IV of the Honor Code. The course coordinator shall inform the Senior Associate Dean and the Associate Dean for Student Affairs and Admissions in writing via the academic integrity violation report form of his/her decision.

Section 7. If the student maintains innocence and the faculty member wishes to pursue this matter, the faculty member will report the matter in writing to the Honor Council for resolution. In such cases the faculty member, course coordinator and student will be bound by the decision of the Honor Council.

Section 8. The student may appeal the decision of the Honor Council to the Senior Associate Dean according to proceedings outlined in the Honor Code.

ARTICLE VI PRE-HEARING PROCEDURE

Section 1. Cases shall be acted upon within 30 days of receiving information about a possible violation.

Three Honor Council representatives, who are not in the same professional year class as the student suspected of the violation, shall act as a pre-hearing review board. The pre-hearing review board's responsibilities shall be: to interview witnesses, review evidence, and decide whether to present the case to the entire Honor Council in a full hearing.

(a) Within seven school days of receiving the case, the pre-hearing review board shall decide by majority vote if there is sufficient evidence to proceed with a hearing. If the majority vote is negative, the case will be dropped. If the majority vote is positive, the case will be presented to the Council.

(b) If the case is accepted for a full hearing, the faculty advisor will promptly notify the accused orally and in writing that he or she has been accused of a violation. The accused shall be informed in writing of his or her violations and rights as follows:

1. The defendant will be allowed to speak on his or her own behalf regarding this incident. The defendant also has the option of not speaking on his or her own behalf, in which case his or her identity will not be revealed to the full Honor Council.

2. The defendant may present information that supports his or her position in this alleged incident.

3. The defendant can choose another pharmacy student as his or her defense counsel.

4. The defendant may bring others to speak specifically about the incident in question and present information to support the accused student's position. These people are limited to those having knowledge of or direct evidence surrounding the alleged incident of academic dishonesty. The defendant may not bring others to speak on his or her behalf regarding issues that are outside the scope of the alleged incident (i.e., "character witnesses").

5. The defendant may question people who present information concerning the alleged incident of academic dishonesty.

6. Issues outside the scope of the alleged incident, including previous alleged violations of the Honor Code; may not be addressed by other participants in this proceeding.

7. 7. All participants in the pre-hearing and hearing process shall not reveal any details of the alleged incident. Disclosure to outsiders of any information about the case by any participant shall be considered a violation of the Honor Code.

(c) Upon notification of allegation, the accused may waive his or her right to a full hearing by entering a plea of guilty to the charges which indicates the student's acceptance of the penalties stated in Article IV.

(d) If the accused chooses to waive his or her rights to a full hearing by entering a plea of guilty to the charges, then the student body and faculty will be informed of a violation of the Honor Code. The notice will include the alleged violation, the alleged violator's class (P1, P2, P3 or P4), the date of the Honor Council hearing, the outcome and the penalty.

Identifying information concerning all participants will not be included in the notice and will remain confidential. This violation will be submitted to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). If the original violation went through the Honor Council, then the president of the Honor Council will be the one to inform the student body and faculty. If the original violation bypassed the Honor Council by means of the ACADEMIC INTEGRITY VIOLATION REPORT FORM, then the Associate Dean for Student Affairs and Admissions shall be the one to inform the student body and faculty.

ARTICLE VII
FULL HEARING PROCEDURE

Section 1. A full hearing of the Honor Council may be called to determine the responsibility of an alleged violator of the Honor Code, and to assign a penalty if judged guilty. All representatives of the Honor Council will be invited to attend a full hearing. A quorum consisting of two-thirds of the Honor Council members representing first, second, third, and fourth year students is required. At least one of the three pre-hearing review board members should be present. If a fourth year student is involved in an alleged incident of academic dishonesty, at least one fourth year Honor Council representative should be present. In addition to Honor Council members, presence at a full hearing will be limited to the faculty advisor, defendant, pharmacy student serving as defense counsel, and witnesses to the alleged incident.

Section 2. Pro-tem representatives, representing the first-year class during the fall, may participate in full hearings only until such time as first-year representatives have been elected. After selection of first-year representatives, pro-tem members will not be considered active Honor Council representatives.

Section 3. Hearings of the full Honor Council will be closed. Witnesses to the alleged incident will be interviewed separately in the presence of the alleged violator.

Section 4. Identity of witnesses and the alleged violator.

(a) The alleged violator will not be informed of the identity of the witness(es) unless ALL of the following conditions are met:

1. The alleged violator requests to confront the witness during a Council meeting;
2. The Honor Council is using the witnesses' testimony in determining the responsibility of the alleged violator;
3. The witnesses agree to be confronted by the alleged violator. If the witness refuses to confront the accused as part of a full Honor Council hearing, his/her testimony cannot be used.

Section 5. The procedure for conducting a trial shall be as follows:

(a) The Honor Council representatives will assemble. A quorum will be established, and a member will be selected to document the proceedings in writing. Additionally, the proceedings of the full hearing will be recorded (audio or video).

(b) The President of the Honor Council will preside over the hearing. In the absence of the President, the Secretary shall preside.

(c) Members of the pre-hearing review board present their findings regarding the alleged incident to the other members present.

(d) The alleged violator will be called into the room. The alleged violator may be assisted by one other pharmacy student serving as defense counsel. This student may not act as a witness on the alleged violator's behalf.

- (e) The Honor Council President or officer presiding over the hearing will introduce the violator to the members present, indicate the date and time of the hearing, and indicate the nature of the alleged violation.
- (f) The presiding officer will ask if the alleged violator accepts responsibility for the incident, and the violator will respond. The response will be recorded in writing.
- (g) Witnesses to the alleged incident will be called into the room individually.
- (h) Honor Council representatives will begin questioning of witnesses. Information provided by the witnesses will be restricted to that pertaining to the alleged incident. Information about the violator's character, academic performance, past behavior or previous Honor Code violations will not be allowed.
- (i) The Council may allow the introduction of evidence other than testimony of witnesses if the Council determines that the evidence is relevant to the alleged incident.
- (j) The alleged violator will have opportunity to question witnesses and examine other evidence. Questions will be limited to the alleged incident. Information about the witnesses' character, academic performance, past behavior or previous Honor Code violations will not be allowed.
- (k) After hearing all testimony and reviewing all relevant evidence, the alleged violator and all witnesses will be excused while the Honor Council deliberates.
- (l) The Honor Council shall ask the question: "Is the alleged violator responsible for this incident of academic dishonesty?" Honor Council members will vote by secret ballot, with a vote of YES to find the violator responsible, a vote of NO finding the violator not responsible.
- (m) Two-thirds majority of the Honor Council representatives present must vote YES to find the alleged violator responsible of academic dishonesty and to impose a penalty outlined in Article IV. The votes will be tallied by the Honor Council secretary (if present, and not presiding over the hearing) or another member designated by the presiding officer. The member designated to record the hearings in writing will not tally the votes.
- (n) The alleged violator will be recalled and informed of the outcome of the vote by the presiding officer. If guilt has been determined, the presiding officer will also then inform the violator of the penalty recommended and the course of action available.
- (o) The Honor Council Advisor shall notify the violator of the judgment of the Honor Council in writing. The faculty advisor will also verify the penalty, and advise the violator about the appeals process. The Faculty Advisor to the Honor Council will also formally notify the Associate Dean for Student Affairs and Admissions and the Senior Associate Dean of the outcome and the penalty.
- (p) Written and recorded proceedings shall be signed by the presiding officer. If the alleged violator has been determined responsible, the proceedings will be provided to the Associate Dean for Student Affairs and Admissions with the formal notification of hearing outcome. Access to the written and recorded proceedings will be limited to the Associate Dean for Student Affairs and Admissions and the Senior Associate Dean.

(q) In cases in which the alleged violator is determined to be not responsible for academic dishonesty, all transcriptions and tapes shall be destroyed immediately.

(r) A notice of the outcome of a full Honor Council hearing will be distributed to the student body and faculty by some expedient means, including electronic (via email) or public display (via bulletin board). The notice will include the alleged violation, the alleged violator's class, the date of the Honor Council hearing, the outcome and the penalty. Identifying information concerning all participants will not be included. The Honor Council president will be the one to distribute this information to the student body and faculty in the case of a full hearing of the Honor Council resulting in a verdict of guilty

Section 6. Appeal of an Honor Council Determination

(a) In cases where the alleged violator has been found responsible for academic dishonesty in a full hearing of the Honor Council, the defendant may appeal the decision of the Honor Council to the Senior Associate Dean, who may uphold or negate the Council's decision.

(b) The appeal process shall be initiated no more than 30 days following the determination of the full Honor Council.

Section 7. Confidentiality of the Hearing Process

(a) Hearing proceedings will remain confidential. Individuals who will have access to information from an Honor Council hearing, other than the Honor Council members present, include the violator and those individuals in the School or University administration who may be involved in carrying out a disciplinary action.

(b) Faculty and administrators likewise will keep information confidential. Faculty members who may be privy to information from an Honor Council hearing are the Faculty Advisor to the Honor Council; any faculty member acting as a witness to an alleged incident of dishonesty; any faculty member asked to impose a penalty recommended by the Honor Council; the Associate Dean of Student Affairs and Admissions; and the Senior Associate Dean.

(c) Revealing confidential information related to any Honor Council hearing will be considered to be a violation of the Honor Code.

ARTICLE VIII AUTHORITY

Section 1. The authority to revise and enforce the Honor Council Constitution lies with the Senior Associate Dean and Associate Dean for Student Affairs and Admissions. Any changes to Article IV, Penalties require faculty approval.

ARTICLE IX MEMBERSHIP

Section 1. The Honor Council shall consist of 12 elected members, three members from each professional year class. P4 year students completing out of town advanced practice experiences (APE's) are not eligible to be elected. A fourth member of the second, third, and fourth year classes

shall serve as pro-tem members for the first year class the first year members are elected. In order to be nominated, one must fulfill the requirements of the Council of Students' Constitution. Terms of office shall last from May 1 until April 30.

Section 2. Vacancies on the Honor Council shall be filled by pro-tem members or by special election.

Section 3. The duties of the members are to:

- (a) Attend all meetings of the Honor Council (absences must be approved by the Honor Council President in order not to be considered unexcused);
- (b) Participate in trial procedures;
- (c) Assist in educating students and faculty on the Honor Code of the School of Pharmacy;
- (d) Keep all matters discussed at closed meetings confidential.

Section 4. The following exceptions may be made to participation of members in trial procedures:

- (a) If, for a special reason, a member of the Honor Council considers that he/she should not take part in the decision of a particular case, he/she should report the fact to the President of the Council.
- (b) If the President considers that, for some special reason, one of the members should not sit on a particular case, he/she shall inform him/her accordingly.
- (c) If the Council considers, for some special reason that the President should not sit on a particular case they may remove him/her by a simple majority vote.
- (d) If, in any such case, a member and the President disagree, the question shall be decided by the Honor Council by a majority vote using a secret ballot process.

Section 5. Recall of Honor Council members will follow the procedures for the recall of members of the Council of Students, which are set forth in the C.O.S. Constitution.

Section 6. The Honor Council will have a faculty advisor who will be appointed by the Dean of the School of Pharmacy. The faculty advisor will not have a vote in Honor Council decisions. A faculty member cannot serve as the advisor if he/she is directly involved in a case before the Council. If the appointed advisor initiates an investigation of a student, the Dean will replace the advisor with another faculty member until that case is completed. The duties of the faculty advisor shall be to:

- (a) Advise the Honor Council on procedural matters;
- (b) Ensure that fair procedures are followed in all cases before the Honor Council, act as an advisor on matters of precedent and be present at all hearings;
- (c) Act as an advisor to accused students regarding the Council's procedures and determinations throughout the progression of the case.

Section 7. All members of the council are expected to attend all meetings. A maximum of two unexcused absences will be allowed (one per semester). Failure to adhere to this requirement shall be considered neglect of office. A special election will be held to replace officers who neglect their office within two weeks.

ARTICLE X OFFICERS

Section 1. The officers of the Council shall consist of a President and a Secretary, chosen from and by the Council.

Section 2. The duties of the President shall be to:

- (a) Preside over all meetings;
- (b) Act as prosecutor at all trials;
- (c) Represent the Honor Council in all matters;
- (d) Supervise the investigation of all cases;
- (e) Insure that the Honor Council follows established procedures in its operation.

Section 3. The duties of the Secretary shall be to:

- (a) Maintain written minutes of all Council meetings;
- (b) Keep a true and accurate record, by tape and in writing, of all trial proceedings;
- (c) Prepare written communications from the Council to accused students regarding violations and Council actions;
- (d) Prepare written communications to the Associate Dean for Student Affairs and Admissions and the Senior Associate Dean regarding Council actions;
- (e) Inform the members of the Council of all meetings.

ARTICLE XI SCHEDULING MEETINGS

Section 1. A meeting of the Honor Council shall be held to orient new members to their duties and responsibilities. At the end of spring term the newly elected members shall meet to elect officers for the coming year.

Section 2. Meetings may be called at any time by the president who will determine the meeting time and place for all meetings.

Section 3. In the event that the council must meet during regularly scheduled class time, the members of the council shall be excused from all classes and advanced practice experiences to attend the meetings.

ARTICLE XII AMENDMENTS

Section 1. Amendments to the present statute may be proposed by the Honor Council or by petition of one-half of the members of the Council of Students of the Southern School of Pharmacy. Such proposals shall become effective as amendments when ratified by three-fourths of the members of the Honor Council at the next meeting following the proposal of the amendment.

Section 2. Ratified amendments shall become effective thirty days after ratification.

III. Southern School of Pharmacy Professional Appearance / Attire

Students who have made Mercer's School of Pharmacy their choice should be aware that the School expects all students to maintain a neat and clean appearance. As a School whose students are preparing primarily for careers in the health profession, objection is raised concerning students whose appearance is unkempt. During any time when participating in an on-site pharmacy practice experience, all students are required to wear appropriate attire to patient care settings.

(Excerpted from *Student Handbook*)

IV. Core Values of the School

The Southern School of Pharmacy bases its educational program and position in the pharmacy community upon certain core values. The core values of the School are excellence, integrity, caring, innovation, learning, professionalism, and commitment.

Profile of the Graduate

V. Professional Curriculum Outcomes

1. Find, understand, analyze, evaluate, and synthesize information and make informed, rational and responsible ethical decisions in order to promote pharmaceutical care to patients in both familiar and unfamiliar context.
2. Demonstrate effective reading, writing, speaking, and listening skills and the use of data, media, computers and other information technologies to effectively send and respond to communication for varied audiences and purposes.
3. Demonstrate sensitivity to and facility with personal values, ethical principles and caring in professional and social context.
4. Demonstrate a basic understanding of the strengths and problems of cultural diversity, social awareness and the historic responses of society, as they relate to oneself and others.

5. Effectively self-assess and satisfy learning needs on an ongoing basis.
6. Demonstrate effective leadership and involvement in professional and social endeavors.

VI. Pledge of Professionalism

LEADER: As a student of pharmacy, there is a need to build and reinforce a professional identity founded on integrity, ethical behavior and honor. This development, a vital process in your education, will help to ensure that you are true to the professional relationship established between yourself and society as you become a member of the pharmacy community. Integrity will be an essential part of your everyday life, and you will pursue all academic and professional endeavors with honesty and commitment to service. To accomplish your goal of professional development, you are asked to make this pledge:

STUDENTS: As a student of pharmacy, I will:

DEVELOP a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.

FOSTER professional competency through life-long learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

SUPPORT my colleagues by actively encouraging personal commitment to the “Oath of a Pharmacist” and the “Code of Ethics for Pharmacists” as set forth by the profession.

DEDICATE my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.

MAINTAIN the highest ideals and professional attributes to ensure and facilitate the professional commitment required of the pharmaceutical caregiver.

LEADER: The profession of pharmacy is one that demands adherence to a set of ethical principles. These high ideals are necessary to ensure the quality of care extended to the patients you serve. As a student of pharmacy, this does not start with graduation; rather it begins with your membership in this professional college community. Therefore, will you strive to uphold this pledge as you advance toward full membership in the profession?

STUDENTS: I voluntarily make this pledge of professionalism.

Adapted from the Pledge of Professionalism developed and adopted by the American Pharmacists Association Academy of Students of Pharmacy

VII. Code Development / Amendment Process at the School of Pharmacy

The School of Pharmacy's Honor Council Constitution (Honor Code) is revised as necessary by the Honor Council (consisting of twelve current students), with approval of School administration.

The School of Pharmacy's Code of Conduct and Dress Code are developed by School administration and faculty with input from students.

University of Arkansas for Medical Sciences

I. Academic Progression Review Procedure Draft

The Scholastic Standing Committee meets to review the records of all students approximately *two* weeks after final grades are assigned by the faculty. When a student does not meet scholastic standards as defined in the “College of Pharmacy Handbook,” the Scholastic Standing Committee will review that student’s record in detail and *determine the appropriate application of the College of Pharmacy Scholarship Rules and Regulations*.

The Scholastic Standing Committee *determination* will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. *The Chair of the Scholastic Standing Committee will notify the student of the determination* in writing.

Academic Review Appeal

Within seven (7) working days of the date of the *determination* notice, the student may appeal, in writing, to the Chairman of the Committee that a (1) substantial mistake of fact occurred, (2) a fundamental misinterpretation of official policies is evident, or (3) a significant procedural defect took place. These are the only bases for appealing the *determination*. If a student appeals the decision of the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student’s contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its *determination* and revise it if appropriate. The *Committee’s final determination* will be forwarded to the Dean or the Dean’s designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

Final Decision by the Dean or Dean’s Designee

After receipt of a *determination* from the Scholastic Standing Committee resulting from an academic procedure, the Dean or Dean’s designee may accept the *determination* or refer it back to the Scholastic Standing Committee for additional consideration. The decision of the Dean or the Dean’s designee shall be final, and there shall be no further appeal. *The Chair of the Scholastic Standing Committee will notified the student in writing of the final decision.*

Scholastic Non-Cognitive Progression Review Procedure

When a student does not meet academic honesty or minimal scholastic non-cognitive standards as defined in the “College of Pharmacy Handbook,” the Scholastic Standing Committee will review that student’s record in detail and make a *determination*. If the class syllabus for a particular class states a specific academic honesty policy different from the College policy, the class policy takes precedence. The Scholastic Standing Committee may meet at any time during the calendar year. Additional information on the procedures and possible outcomes of the Scholastic Non-Cognitive Evaluation can be found on pages 60-61 of this Handbook.

The members of the Scholastic Standing Committee and student(s) whose situation(s) will be considered in detail will be notified, in writing, of the meeting by the Chairman of the Scholastic Standing Committee. The notice will be hand delivered to the student(s) or delivered by mail to his/her last known address. The notice will include the date, time, and place of the meeting, the issues that will be considered, and the possible consequences.

The student may submit a written statement to the Chairman of the Scholastic Standing Committee prior to the meeting that sets out reasons why the determination of the Committee should be in his/her favor. The student may also submit written statements from others in his/her behalf, and may appear in person, make an oral statement, and answer questions from members of the Committee. This interaction shall be in the nature of an informal give-and-take rather than a formal evidentiary hearing. Legal counsel may not be present. The student may not present witnesses without prior consent of the Chairman.

The *determination* of the Scholastic Standing Committee will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. The Scholastic Standing Committee shall not reconsider a determination made by the Grievance Panel or the Student/Faculty Affairs Committee concerning a student. Students may not be present during the Committee deliberations. *The Chair of the Scholastic Standing Committee* will notify the student in writing *of the determination*.

Scholastic Non-cognitive Review Appeal

Within seven (7) working days of the date of the *determination* notice, the student may appeal, in writing, to the Chair of the Committee that a (1) substantial mistake of fact occurred, (2) a fundamental misinterpretation of official policies is evident, or (3) a significant procedural defect took place. These are the only bases for contesting the decision. If a student appeals the *determination* of the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student's contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its *determination* and revise it if appropriate. The *Committee's* final *determination* will be forwarded to the Dean or the Dean's designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

Final Decision by the Dean or Dean's Designee

After receipt of a *determination* from the Scholastic Standing Committee resulting from a scholastic non-cognitive procedure, the Dean or Dean's designee may accept the *determination* or refer it back to the Scholastic Standing Committee for reconsideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no further appeal. *The Chair of the Scholastic Standing Committee* will notify the student in writing of the final decision.

2. Class Attendance/Extended Absence from Class/Excused Absence to Attend Professional Meetings

Students are required to be diligent in their studies and regular in their attendance at classes. They will be held responsible for making satisfactory arrangements with their instructors regarding absences. Students will not be permitted *unexcused* absence from a class in excess of the semester hours of credit for that course. Repeated absences will be reported to the office of the Dean. Excused absences *are those* phoned in, not emailed, to the Dean's office *on the same day before* classes will be missed. *The Dean may also excuse absences associated with attendance at an approved professional meeting if the excused absence is requested before the meeting.*

In the event that a student has unexcused absences in excess of the semester hours of credit for a course, the student will be required to meet with the Associate Dean for Student Affairs to explain the absences. If the student has an unexcused absence after this meeting, a negative Student Non-Cognitive Evaluation (SNCE) will be prepared by the Associate Dean for Student Affairs. A second negative SNCE resulting from unexcused absence (or other reason) will result in the student being referred to the Scholastic Standing Committee.

Excessive absences, even if excused, may require that the student meet with Associate Dean for Student Affairs for a discussion of the student's class attendance and possible additional attendance requirements for that student.

As the individual faculty member is the expert with regard to the requirements for their individual courses, if a specific attendance policy is stated in a course syllabus, that course attendance policy will take precedence in determining appropriate attendance for that class.

Extended Absence from Class Policy

Regular attendance at lecture, laboratory and other didactic exercises is fundamental to successful completion of the Doctor of Pharmacy degree. Failure to attend two or more consecutive meetings of any class constitutes "Extended Absence". Any student compelled to be absent for an extended period must secure approval from the Associate Dean for *Student Affairs* before any reasonably predictable absence commences. If an emergency (e.g. serious illness of student or immediate family member, extreme family hardship, disability) leads to extended absence, the student is responsible for notifying the Associate Dean for *Student Affairs* as soon as practicable after the absence begins.

The Associate Dean for *Student Affairs*, in consultation with the student and the instructors involved, shall determine the proper means for the student to make up any extended absence. It is not sufficient for the student to make arrangements with individual instructors. It is also not sufficient for the student to arrange to receive class notes and other information from students in attendance *as* class participation is a key element of the Doctor of Pharmacy curriculum. If a student fails to notify the Associate Dean for *Student Affairs* in a timely fashion of foreseeable

extended absence, or delays in notifying the Associate Dean for *Student* Affairs of an unexpected extended absence, then the ADSF will prepare a negative SNCE and refer the student to the judgment of the Scholastic Standing Committee.

Student Request for Excused Absence to Attend Meetings or Conventions

Students who wish to attend professional organization meetings, such as the APhA Midyear Regional Meetings, or other conventions must complete the Excused Absence form available in the Dean's office and request the signature of each class professor. This form must be on file in the Dean's office prior to the meeting.

3. Conduct

A College of Pharmacy student is considered to be a mature adult whose attitude, conduct and morals are compatible with the functions and missions of the University of Arkansas as an educational institution, and with the ethical standards of the profession of pharmacy. Each student is expected to comply with requests of University officials in the performance of their duties; to obey the laws of the city, state and nation; and to refrain from conduct which would demean the ethics and integrity of the profession of pharmacy. Misconduct on the part of a student shall be reviewed by the appropriate Committee of the College and a recommended action shall be communicated to the Dean of the College for review and action. Complete information concerning procedural steps for the review of misconduct (Scholastic Non-Cognitive Evaluation) is detailed in this Handbook.

Dress Code

As a student in a professional school, UAMS College of Pharmacy students are expected to dress appropriately. Students will be notified by the particular course coordinator of any dress requirements in their courses or labs. Senior students in clerkships will be notified of and expected to conform to professional appearance standards. Baseball caps and other hats are not to be worn on campus. Short (hip-length) labcoats are mandatory.

Drug Testing Policy

An important part of your education involves clinical experience in hospitals and other health care facilities. Use of these facilities in training is essential for students to complete their assigned clerkships. Nationwide, many hospitals and health care facilities are developing procedures to do drug testing of employees and potential employees. Facilities such as the VA hospitals, that provide clinical clerkships to College of Pharmacy students may have in effect, or may adopt in the future, drug testing programs that apply to students. Because of the use of the VA and other health care facilities is essential to a pharmacy student's education, students should be aware that these policies exist at the VA and may exist or come to exist in other facilities. Students should be prepared to comply with the drug testing policies and procedures at any facility where they engage in clinical clerkships or clinical learning experiences. Students who refuse to participate in training in these facilities because they do not want to submit to drug testing, or who are terminated from training in these facilities because they violate the drug testing or drug use policies of the facilities, are subject to dismissal from the College of Pharmacy on academic grounds.

Intern License and Criminal Background Checks

All students must obtain an intern license from the Arkansas State Board of Pharmacy. It is required that the intern license be renewed with the Arkansas State Board of Pharmacy on a yearly basis. In order to progress to the third professional year, the student must have earned 80 experiential hours in a hospital or community pharmacy. If the student does a summer internship or a senior clerkship outside of the state of Arkansas, the student must obtain an intern license in that state as well. The intern license must also be renewed in the spring semester of the senior year since the student must be licensed while waiting to take and pass the national licensing exam upon graduation.

The Arkansas State Board of Pharmacy has begun performing mandatory criminal background checks on all applicants for a technician, intern or pharmacist license. College of Pharmacy students applying for an intern license from the Arkansas State Board of Pharmacy will undergo a mandatory criminal background check as part of the intern licensing process. Students obtaining an intern license in other states for summer internships or senior clerkships may be subject to a criminal background check as part of that process as well.

If a student is not eligible to be licensed as an intern, has the license revoked by or surrenders the intern license to the Arkansas State Board of Pharmacy, the student will be suspended from the UAMS College of Pharmacy and cannot progress in the curriculum. If subsequently the student is able to obtain an intern license from the Arkansas State Board of Pharmacy, the student's return and progress in the professional curriculum is dependent upon review by the Scholastic Standing Committee.

Scholastic Non-Cognitive Performance Evaluation

Scholastic non-cognitive performance is evaluated on the basis of certain demonstrated characteristics that are important to individuals preparing for a career in Pharmacy. Characteristics included in these evaluations are attentiveness, demeanor, maturity, cooperation, inquisitiveness, responsibility and respect for authority. Students shall receive a grade of "Outstanding" or "Inadequate" when appropriate. The lack of either grade indicates that the student has been judged to possess the demonstrated characteristics or that contact with the student has been insufficient to allow evaluation. Faculty members of each course in which the student is enrolled will make evaluations.

If the student receives two (2) or more grades of "Outstanding," the Associate Dean for Student Affairs will notify the student in writing of the fact, and will place a letter of commendation in the student's file.

If the student receives the grade of "Inadequate" in two (2) or more separate situations or incidents, the Associate Dean for Student Affairs will undertake the following action (in the case of a serious violation, a single grade of "Inadequate" will suffice): (1) notify the student in writing that he/she has received an excessive number of "Inadequate" evaluations; (2) require the student to arrange a formal interview within one week with the individual(s) submitting the written report(s); and (3) will forward to the Scholastic Standing Committee the results of this interview, including the student's explanation for his/her behavior. The Scholastic Standing Committee may choose any or several of the following:

(1) take no further action; (2) counsel the student in writing only; (3) interview and counsel the student; (4) interview and counsel the student and place him/her on leave of absence for an interval to be recommended by the Associate Dean for Student Affairs and approved by the Scholastic Standing Committee; (5) interview and counsel the student and place him/her on scholastic non-cognitive probation for an interval to be recommended by the Associate Dean for Student Affairs and approved by the Scholastic Standing Committee; (6) interview the student and recommend the student repeat the entire academic year; or (7) interview the student and recommend his/her dismissal from the College.

Scholarship Rules and Regulations

Scholastic Rules for Progression

To be eligible for graduation from the College of Pharmacy, a student must demonstrate to the Faculty that he/she is adequately and satisfactorily prepared to enter the profession of Pharmacy. To guarantee accomplishment of this goal, the student must make satisfactory progress toward completion of requirements for the degree sought while attending this College.

A. In order to graduate, a student must attain a cumulative GPA of 2.0 or better.

B. To advance to the Second Professional Year in Pharmacy, a student must successfully complete all courses of the First Professional Year, have a cumulative GPA of 2.0 or better and no more than 10 semester hours of "D" grades.

C. To advance to the Third Professional Year in Pharmacy, a student must successfully complete all courses of the Second Professional Year, have a cumulative GPA of 2.0 or better and no more than 10 semester hours of "D" grades.

D. To advance to the Fourth Professional Year in Pharmacy, a student must successfully complete all courses of the Third Professional Year, with a cumulative GPA of 2.0 or better and no more than 15 hours of "D" grades.

E. No student may graduate if grades of "D" have been recorded in more than 15 semester hours of all credit attempted toward meeting the requirements for the degree sought.

F. Students must successfully complete all courses in one professional year within no more than two calendar years and no courses may be attempted more than two times.

G. A student who has previously repeated any course or courses and removed a grade or grades of "F" in one professional year who earns a grade of "F" in any subsequent didactic course shall be dismissed from the College of Pharmacy.

H. Failure to meet these requirements for scholastic progression will result in dismissal from the College of Pharmacy.

I. Rules pertaining to the fourth professional year:

“F” A student who fails a fourth year clerkship shall be withheld from any further scheduled clerkship until the failed clerkship is repeated at the earliest available vacancy.

“WF” A student who withdraws at any time during a fourth year clerkship and is failing at the time of the withdrawal will be given a “WF”. The student must repeat the same type of clerkship, required or elective, (e.g. adult medicine, ambulatory care). If the student receives a second “WF” or an “F” grade, the student will be dismissed from the College of Pharmacy. A student may repeat only one experiential clerkship to remove a grade of “F” (failing grade) or “WF” (withdraw failing). A second “F” or “WF” in any other experiential clerkship will result in dismissal from the College of Pharmacy.

“WP” A student who withdraws at any time during a clerkship and at that time has a passing grade as judged by the preceptor will receive a grade of “WP”. The student may repeat the clerkship in which the “WP” was received, some part of that as designated by the preceptor, or any other clerkship so long as the student meets the experiential requirements for graduation.

“I” A grade of “I” (incomplete) is assigned when a student, for reasons sufficient to the preceptor, has not been able to complete some vital portion of the clerkship. If the incomplete work is not made up within six months following the beginning of the clerkship, or if arrangements for completing the work are not made within six months following the beginning of the clerkship, the grade will become an “F”, unless the Dean, in conjunction with the preceptor, grants an extension of time.

Substance Abuse Policy (Under Revision)

Any student known to the College of Pharmacy Dean’s Office to have a substance abuse problem or engaged in substance abuse must abide by the following regulations in order to continue to matriculate in the College. The faculty of the College of Pharmacy has approved the following Pharmacy Student Impairment Program for pharmacy students.

Goal

To provide appropriate and timely assistance to pharmacy students impaired as a result of alcohol or drug use and/or other behavioral/emotional disorders that may interfere with a student’s educational process.

Statement of the Problem

The growing problem of impairment resulting from alcohol or drug use and/or other behavioral/emotional disorders produces a significant negative influence on the educational and professional development of any young adult pharmacy student. Therefore, the UAMS College of Pharmacy has established the Faculty Impaired-Student Committee (FIS). The Committee consists of five faculty members appointed by the Dean.

Identification/Assessment/Treatment/Monitoring

Ideally, a student will self-identify an impairment to a Committee member or the administration. However, this is recognized as a rarity. Otherwise, when an incident occurs which appears to be dysfunction related to alcohol or drug use or other behavioral/emotional disorders, these should be

reported to a member of the Committee. Subsequently, the Committee will meet to review the incident, talk with the student and decide what course of action to take. As long as the student maintains compliance with the Committee directives, the student will generally be allowed to continue his/her educational progress.

If an assessment of the student is indicated, the student will be referred to the treatment facility currently utilized by the Arkansas Board of Pharmacy. Should a student require treatment, the same treatment program will be utilized.

As long as the student maintains compliance with the treatment and aftercare program and upon the advice of the treating health care professional, the student will be allowed to continue his education. Failure to complete the treatment or aftercare process is considered grounds for dismissal from the College.

University of Florida

I. Academic Policies for the Doctor of Pharmacy Curriculum Academic Performance

Academic Probation and Dismissal

University Probation

A student with less than a 2.00 overall grade point average shall be placed on scholarship probation. Such probation will continue until the deficit is satisfied.

University Dismissal

A student with 15 or greater grade point deficits below a C average (2.00) shall be dismissed from the University. Upon readmission the student must achieve conditions for probationary status in order to remain at the University of Florida.

College of Pharmacy Probation and Dismissal

College of Pharmacy students are subject to University regulations which pertain to overall grade point deficits (scholarship probation and dismissal for academic reasons). In addition, students must make normal academic progress in the College's professional curriculum.

General Academic Policies for the College of Pharmacy

A student with a grade point deficit of 10 or less points below a C average in required pharmacy courses (exclusive of elective courses) shall be placed on College probation. The student shall be permitted one semester immediately following notification of probation (except the Summer Semester) to eliminate the grade point deficit and return to a C average in required pharmacy courses. Failure to do so shall mean dismissal from the College of Pharmacy.

A student on academic probation will be limited to the necessary minimum number of course hours required for that semester.

A student on probation will not be permitted to seek or hold offices in any student organization or to represent the College of Pharmacy in any capacity.

A student who has been dismissed or has withdrawn from the College of Pharmacy and subsequently readmitted will be subject to the current curriculum and regulations on probation and dismissal.

A student who has a grade point deficit of 10.5 or more points below a C average in required pharmacy courses, exclusive of elective course work, shall be dismissed from the College of Pharmacy.

A student who is placed on academic probation for a second time must make up the grade point deficit points below a C average by the end of the probationary semester. A student shall not be placed on academic probation for a third time but shall be dismissed from the College of Pharmacy.

A student who is on academic probation is not permitted to withdraw or drop pharmacy classes unless approved to do so by the Academic Performance Committee.

A student will not be allowed to graduate until the conditions of academic or conduct probation have been satisfied.

A student must repeat all required pharmacy courses, exclusive of elective courses, in which an E grade was received. All repeat course work must be completed with a satisfactory grade prior to consideration for graduation.

Students must have at least a C average in required pharmacy courses prior to enrollment in clerkship courses, and make a C grade in selected coursework (pharmacotherapy IV and V).

Students are not permitted to enroll in clerkship courses unless they pass all coursework offered in the PharmD curriculum prior to clerkships.

A student who has completed the professional curriculum but who does not attain a minimum 2.00 overall grade point average in required pharmacy courses as well as a minimum 2.00 grade point average for all courses while enrolled in the College of Pharmacy shall not be considered for the Doctor of Pharmacy degree.

Academic Policies for Specific Course Sequences

Students must have at least a C average in all clerkships coursework attempted. Students must make at least a C grade in pharmacotherapy IV and V.

Academic Policies for Progression in the Professional Program

A student who does not attain at least a C average (2.0) in required pharmacy courses in the first professional year of study will not be allowed to take pharmacy courses required in the second professional year. Similarly, students in the second professional year of pharmacy studies must attain at least a C average in required pharmacy courses for that professional year in order to take required pharmacy courses in the third professional year. Likewise, a student in the third professional year must achieve at least a C average in required pharmacy courses exclusive of clerkships in order to enter into clerkship courses.

A student who does not attain at least a C average in required pharmacy courses in a professional year of course work will have one semester of academic probation to remove grade point deficits so that at least a C average in required pharmacy courses is achieved.

4D Policy

A student who makes a total of four D's or D+'s or E's or any combination of these letter grades in required pharmacy courses will be dismissed from the College of Pharmacy.

Dean's Honor Roll

Pharmacy students who achieve a 3.5 GPA in required pharmacy courses during a semester will be listed on the Dean's Honor Roll. Students must take at least 12 semester credits of required courses (excluding electives) to qualify for the academic honor. Students receiving an I, N or U grade during the semester will not be considered for the Dean's Honor Roll. Students in the third professional year in the spring semester are eligible for the Dean's Honor Roll with a minimum of 12 credit hours inclusive of two credits of pharmacy elective coursework.

Academic Honors (Effective August 2004 for the graduating pharmacy class of 2008 and thereafter)

Graduation with Cum Laude

- Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum.
- A grade point average of 3.50 or higher in required pharmacy courses.

Graduation with Magna Cum Laude

- Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum.
- A grade point average of 3.60 – 3.79 in required pharmacy courses.
- Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy guidelines.
- Approval by the student's supervisor, the supervisor's department chair, and the Graduate Studies Council.

Graduation with Summa Cum Laude

- Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum.
- A grade point average of 3.80 or higher in required pharmacy courses.
- Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy guidelines.
- Approval by the student's supervisor, supervisor's department chair, and Graduate Studies Council.

Petitions - Appeals - Academic Performance Committee

All requests for waiver of regulations must be submitted in writing to the Academic Performance Committee. In many instances, the petition must be accompanied by written proof, (e.g., a letter from a physician or a copy of a court order, etc.). Failure to provide such proof may constitute grounds for denial of a petition. Faculty advisor can direct students in the proper procedure. An appeal from a committee decision shall be treated as a new petition with the provision that the student must submit further evidence of increased hardship or changed conditions for the appeal to be considered.

Academic Performance Committee

Each student is responsible for submitting his/her own petition. The Academic Performance Committee of the College of Pharmacy will act on all petitions concerning internal matters within the College of Pharmacy. The University Senate Committee on Student Petitions acts on all other matters. Students may seek guidance from the Office for Student Affairs in all matters concerning petitions.

GRADES

Student grades are permanently recorded in the Office of the University Registrar.

Passing Grades and Grade Points⁽¹⁾:

A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
S ⁽²⁾	0.0

Failing Grades - No Grade Points

E	Failure
U	Unsatisfactory ⁽²⁾
WF	Withdrew failing
I	Incomplete ⁽³⁾
X	Absent from examination, not in GPA ⁽³⁾

⁽¹⁾ The degree-granting college may require a minimum grade of C in particular courses.

⁽²⁾ Satisfactory/Unsatisfactory grade option.

⁽³⁾ A grade of I or X is not considered failing for the term in which it is received. If it has not been changed by the end of the next term for which the student is enrolled, it will be counted as a failing grade and used in computation of the student's grade point average. Note: I or X grades awarded to graduating students are calculated immediately as failing grades.

Other Grades - No Grade Points

N	No grade reported
W	Withdrew
H	Deferred grade assigned only in a modular course or in exceptional circumstances as approved by the Office of the University Registrar.

Satisfactory/Unsatisfactory Grade Option

Students may take elective coursework and receive a grade of S-satisfactory or U-unsatisfactory. Grades received under the S/U option do not carry grade point values and are not computed in the grade point average, but the grades do become part of the academic record.

Students may not elect the S/U grading option for elective clerkship courses.

Students should note that other academic institutions or agencies may interpret a grade of U as a failing grade in their grade point average computation.

To be eligible to enroll under the S/U option, a student must be in good standing, may not be on any type of probation; and must have approvals of the instructor and the department offering the course and the Dean of the student's college. Only one course per term ordinarily will be approved.

The deadline for electing the S/U option is the last day of drop/add. Students who elect the S-U option may request that their instructors later assign a standard grade; however, the instructor may **not** approve a change from standard grading to the S/U option past the drop/add deadline.

Grade Point Averages and Deficits

The term "average," as used in any University regulation, refers to the grade point average for work completed at the University of Florida. Grades received at other institutions are NOT averaged with grades received at the University of Florida for the purpose of meeting University average requirements. Other agencies and honorary societies will compute averages in accordance with their own standards and policies.

Averages are determined by computing the ratio of grade points to semester hours attempted.

A grade point deficit is defined as the number of grade points below a "C" average on hours attempted at the University of Florida. If the grade point average is less than 2.0, there is a grade point deficit.

Only grades higher than "C" will lower a deficit. Every credit of C+ earned removes .5 from a deficit (a C+ in a three-credit course removes 1.5 deficit points); every credit of B removes 1 deficit point; and every credit of A removes 2 deficit points.

Computation of a grade point deficit is dependent upon first calculating the grade point average. Multiply the total UF hours carried for a grade by 2 (for 2.0 GPA) and subtract the total grade points earned to determine the deficit.

SAMPLE CALCULATION

	<u>Credits</u>		<u>Grades</u>		<u>Grade Points</u>
PHA 5541	4		C		8.0
PHA 5100	3		C		6.0
PHA 5560C	3	3	D+		4.5
PHA 5727	4		C		8.0
PHA 5433	1		D+		1.5
PHA 5237	1		C		2.0
PHA 5941C	1	1	C		<u>2.0</u>
	17				32.0

17 credits x 2 = 34 34-32 = 2 deficit points
 Grade point average = 32/17 = 1.88

REPORTING GRADES

A student's right to privacy is protected by Florida Statute and the federal Family Educational Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment. Student academic information is confidential. Any academic record with a student's name or social security number must be protected. Student numbers are considered identifiable even when names are removed. Student grades cannot be posted by a social security or student identification number. Instructors must ensure student confidentiality when posting grades. There are two possible options:

- Each student can provide a code, known only to the student and the instructor. Grades will be posted using a scrambled list of these codes. Each student can provide the instructor with a self-addressed, stamped postcard or envelop, including course name and number. The instructor can then print the grade and return the card to the student.

Grades submitted on time are available after 6PM the Monday following commencement. Students can call TeleGator, 37-GATOR (374-2867), or access ISIS at <http://www.isis.ufl.edu>.

CONCERNS ABOUT EVALUATION OF PERFORMANCE

Students with concerns about their evaluation may not appeal for grade changes unless there is an allegation of unfairness or where a grade penalty has been imposed without proper authority. (*See UF Student Guide on handling grievances.*) If a student has a grievance regarding their evaluation in a course, he/she should follow these procedures:

1. Discuss the situation with the professor responsible for the course.
2. If this discussion does not result in a satisfactory resolution, the student should discuss the situation with the course coordinator.
3. The student may also discuss the situation with the department chairperson.
4. Beyond the above procedure, the student may discuss the situation with the Dean of the College of Pharmacy and then, if necessary, the University Ombudsman in the Office for Academic Affairs in Tigert Hall.

STUDENT - FACULTY RELATIONS REGARDING COURSE MANAGEMENT

Students should communicate general concerns about the conduct of a course to their class representatives. The class representatives will meet with the professor to discuss these concerns. Students should allow the class representatives to complete this responsibility and not create a separate initiative to address these concerns. Class representatives should provide timely feedback to students on this meeting. Class representatives may meet with the Associate Dean for Professional Affairs if the outcome of the meeting with the faculty member and the Department Chair is unsatisfactory.

Students who have individual concerns associated with a course (e.g., grading, personal interaction with faculty, illness, personal problems, etc.) may meet with the faculty member in charge of a course. Class representatives are not expected to represent students on an individual basis. The chain of responsibility for handling individual student concerns is the same as stated above.

2. CHEMICAL IMPAIRMENT POLICY FOR PHARMACY STUDENTS

COLLEGE OF PHARMACY, UNIVERSITY OF FLORIDA

(Revised Policy: September, 1997)

Because pharmacists are trusted as the legal custodians of drugs, it is imperative that pharmacy students honor this special trust and do not abuse or illegally deal drugs.

The University of Florida College of Pharmacy is committed to instilling in its students, as part of their sense of professionalism, an understanding of an adherence to all laws pertaining to controlled substances. The College is also supportive of the efforts of chemically dependent students to become free of their dependency. In order to facilitate the recovery process the procedure for dealing with chemically dependent individuals involves active intervention and recovery contracts dictating treatment strategies and rehabilitation programs.

The Impaired Pharmacy Student Policy of the University of Florida College of Pharmacy is designed to identify and treat students suffering from chemical dependency, including alcohol, in a compassionate manner. It is the goal of this program to promote the safety and interests of patients, students, and faculty.

The College of Pharmacy adheres to the University of Florida Policy on Drug Use as stated below:

The possession and use of controlled drugs by members of the University of Florida Community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Regents of the State of Florida, and the rules of the University of Florida, which include the Student Conduct Code. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Fla. Stat. (controlled substances and "designer drugs") unless dispensed and used pursuant to prescription or otherwise authorized by law. Possession, sale, and delivery of such substances is prohibited unless authorized by law.

Under the Student Conduct Code, students at the University of Florida who possess, use, or deliver controlled substances and "designer drugs" not dispensed and used pursuant to prescription are subject to disciplinary action, up to and including expulsion from the University. Disciplinary action against a student under University rules does not preclude the possibility of criminal charges against that individual. Conversely, the filing of criminal charges does not preclude action by the University.

The University of Florida College of Pharmacy accepts the following statements regarding chemical impairment. The University of Florida College of Pharmacy:

- recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.
- advocates referral of chemically impaired students to recovery programs in the state for appropriate evaluation and referral for treatment.
- accepts the need for cooperation with the State Board of Pharmacy wherever public safety may be endangered by impaired students.
- accepts responsibility for providing professional education concerning chemical dependency in entry level programs at the College.

- encourages research in chemical dependency in pharmacy.
- encourages College participation in public education and prevention programs concerning chemical dependency.
- accepts responsibility for the development and promotion of student wellness programs as a component of the student orientation process or entry level curriculum.

Goals

The goals of the Chemical Impairment Policy are:

1. To identify students who consistently exhibit unusual or inappropriate behavior that could be attributable to drug or alcohol misuse.
2. To offer assistance, for chemically impaired or co-dependent students as appropriate.
3. To provide assistance in a way that protects the rights of the impaired student to receive treatment in confidence.
4. To afford recovering students who are not legally restricted and are no longer chemically-impaired the opportunity to continue their pharmacy education.
5. To monitor the student's progress after rehabilitation to identify relapses.
6. To protect society from harm that impaired students may cause.
7. To provide educational leadership in the development of curriculum content on the issues of drug abuse and promotion of healthy lifestyles.

Reporting

A College of Pharmacy Committee on Impaired Pharmacy Students (CIPS) composed of three pharmacy students, three faculty members, and one practicing pharmacist will screen reports of chemically-impaired students. The members of this Committee shall be appointed by the Dean of the College of Pharmacy. The Committee will attempt to insure that confidentiality is maintained for both the reporting source and the suspected chemically-impaired individual to the extent permitted by law and University of Florida and Board of Regents rules, policies, and procedures.

Chemically-impaired students are encouraged to self report problems with drug misuse to members of (CIPS). Faculty, staff, students, spouses, and significant others are encouraged to report suspected impaired students to the CIPS. All cases reported to the Committee on Impaired Pharmacy Students will be reviewed in confidence. The individual will receive an assigned code number for the initial review. A member or members will be responsible for discussing the circumstances of the case with the individual student to obtain further information for the Committee's review.

The Committee will refer cases it believes need further investigation to the Physician Recovery Network (PRN) Program (endorsed by the Florida Pharmacy Association) for evaluation and possible treatment. A faculty member on the Committee will be responsible for attending to the administrative details of this procedure (e.g., notification to the student personally and in writing of the referral, correspondence with the Director of PRN, communication with the Registrar about medical leave of absence, signing of the contract for evaluation by the PRN, etc.).

The Dean's Office will be informed by the Director of the PRN if a pharmacy student is placed in the treatment program. Once the student is referred for treatment he or she must sign a contract with the College of Pharmacy regarding details of participation in the recovery program and criteria for readmission to the College of Pharmacy.

The Executive Associate Dean will be informed of all documented cases of impaired pharmacy students.

A file separate from the student file in the Office for Student Affairs will be kept on the chemically-impaired student.

The Board of Pharmacy will be informed by the Director of the PRN of the name of a student placed in the treatment program. The internship license will be suspended until such time as the student successfully completes the program and is permitted to resume studies at the College of Pharmacy. The College of Pharmacy will contact the Board of Pharmacy and inform them the student has been suspended.

Intervention

Reports of suspected cases of substance abuse will be screened by a College of Pharmacy CIPS. The assigned code numbers will be used to insure anonymity.

If the Committee believes that the case warrants an investigation by the PRN, the student will be asked to voluntarily attend an evaluation session with officials of the PRN.

If a suspected student does not voluntarily attend an evaluation session, then the Committee will refer the case to Student Judicial Affairs for possible disciplinary proceedings which could result in a sanction requiring evaluation by the PRN. This does not preclude other sanctions by Student Judicial Affairs such as probation, suspension, and expulsion. Violations of the University of Florida Code of Conduct may result in immediate suspension. If in the determination of the Director of Student Judicial Affairs, the student poses a significant danger of imminent and serious physical harm to himself/herself or to others at the University; or immediate suspension is necessary to protect the health safety, or welfare, of the student or others at the University, the Director of Student Judicial Affairs, with approval of the Vice President for Student Affairs may suspend the student pending a hearing before the appropriate hearing body.

An intervention program for treatment will be carried out after initial reports of suspected impairment are confirmed.

Urine and/or blood samples may be required at the discretion of the physician in the above program.

Treatment

Intervention will be supervised and monitored through the PRN. However, another program approved by the College of Pharmacy may be used by the impaired pharmacy student for treatment and rehabilitation.

The expense for this program will be the responsibility of the impaired student.

The impaired student will be granted a medical leave of absence from the College of Pharmacy for the purpose of completing Phase I (Evaluation) and Phase II (Rehabilitation) of the PRN.

The impaired pharmacy student must sign a contract describing the treatment plan, the responsibility of the student, and consequences of successful and unsuccessful completion of the program. A copy of the Contract will be sent to the Associate Dean for Professional Affairs for the College of Pharmacy and kept in the separate file for the student. Such a contract should include the following:

- length of the treatment program (inpatient and outpatient)
- length and type of aftercare program
- mandatory participation in an appropriate support group
- periodic reports from aftercare therapist, employers and support group network
- mandatory announced and unannounced urine and/or blood analyses
- conditions under which the student may return to the College of Pharmacy
- assurance of confidentiality
- notification of clinical preceptors in clerkships regarding the status of the student in the rehabilitation program.

The pharmacy student must have a letter of certification from the Director of the PRN attesting to a successful rehabilitation and a readiness to resume studies for a degree in pharmacy before he or she will be allowed to resume studies at the College of Pharmacy. If the letter of certification is not provided within 12 months, the student shall be deemed no longer in the College of Pharmacy.

The pharmacy student must have a letter of certification of rehabilitation before entering any of the experiential pharmacy programs (i.e., internship and clerkship).

A follow-up program through the PRN will be initiated once a formerly impaired student is readmitted to the College of Pharmacy. The student will adhere to all prescribed outpatient treatment programs inclusive of psychiatric evaluation and counseling that may be a requirement in the rehabilitation contract. A report from an appropriate medical authority (e.g., psychiatrist, physician, clinical psychologist) on the student's progress will be sent to the Associate Dean for Professional Affairs after each semester is completed or at any time at the discretion of the Associate Dean for Professional Affairs. Random samples of urine and/or blood may be requested at the discretion of the supervising physician.

The student in a rehabilitation program is encouraged to inform pharmacists who serve as employers or preceptors in experiential training about his/her impairment prior to beginning employment or educational activities.

The College of Pharmacy's Office for Student Affairs will notify clinical preceptors for clerkships regarding the status as a participant in the rehabilitation program.

If an impaired student is charged with noncompliance with the rehabilitation contract with the College of Pharmacy, he or she will be given a hearing before the Academic Performance Committee. This Committee will make a recommendation to the Dean regarding the status of the student in the College of Pharmacy. The student may be dismissed from the College of Pharmacy by the Dean for failure to adhere to the rehabilitation contract.

Records pertaining specifically to the impairment situation of a student who has successfully completed contractual terms will be maintained pursuant to University records retention policies.

Related Issues

Participation in a recovery program does not make the chemically-impaired pharmacy student immune to legal proceedings for criminal acts involving drug misuse, or illegal use.

The academic standing of a chemically-impaired pharmacy student will not change while the student is on a leave of absence for therapy. If the student is academically ineligible to continue in the pharmacy curriculum, participation in the rehabilitation program will not preclude administrative action for dismissal from the College of Pharmacy for academic reasons.

Likewise, participation in the rehabilitation program will not preclude disciplinary action on other grounds (e.g., misconduct, illegal drug use) by Student Judicial Affairs for the University of Florida.

Impaired pharmacy students undergoing a rehabilitation program will not be allowed to participate in experiential components of the educational program, including internship, until permission is granted by the College of Pharmacy after receipt of assurances from officials, physician or PRN, that the student is ready to resume this part of the pharmacy curriculum.

3. CONFIDENTIALITY OF STUDENT RECORDS

The University of Florida assures the confidentiality of student educational records in accordance with State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment.

Directory information is that information which can be released to the public on any student. It is limited to: name, gender, class, college, and major; dates of attendance; degree(s) earned; honors and awards received; local and permanent addresses; telephone number; participation in officially recognized activities and sports; and the weight and height of members of athletics teams.

Currently enrolled students who wish to withhold information in these categories should complete a "Restriction of Directory Information" form, available through the Office of the University Registrar.

Students have the right to review their educational records for information and to determine accuracy. A photo I.D. or other equivalent documentation or personal recognition by the custodian of record will be required before

access is granted. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights upon presentation of proof of the student's dependent status.

4. POLICY ON HAZING

It is a violation of Florida state law, Board of Regents policy and University of Florida policy for students to engage in any activity that may be described as hazing. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; or which inflicts or intends to cause mental or physical harm or anxieties; or which may demean, degrade or disgrace any person regardless of location, intent or consent of participants. In addition, hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of the University of Florida. The University believes that any activity which promotes a class system within organizations is inappropriate. Subservience in any form is unacceptable. Subsequently, activities which facilitate inappropriate levels of authority over students may be deemed as hazing and will not be allowed.

Any student organization found to have violated this policy may face loss of recognition as a student organization. Further, any student found to be involved in any hazing activity will face disciplinary action, and is subject to a maximum sanction of expulsion or suspension from the University. Students, as well as their respective organizations, are also subject to civil and criminal action as it relates to the state law prohibiting hazing. For more information, contact the Office for Student Services or refer to Florida Statute 240.252.

POLICY ON THE USE OF ALCOHOLIC BEVERAGES

The College of Pharmacy adheres to the University's Policy on the Use of Alcoholic Beverages by students and organizations. The policy can be found in the University of Florida Student Guide. A summary of this policy follows.

The sale, service, and consumption of alcoholic beverages on the University of Florida campus must be within the guidelines established by federal and state law and municipal and county ordinance. The sale, service, or consumption of alcoholic beverages is not allowed in classrooms, laboratories, offices, and outdoor areas of the campus.

Alcoholic beverages may not be served or consumed at social events held in conjunction with fraternity "rush" or any organized drive to recruit students on campus. Social events held by student groups that are open to the public and in which alcoholic beverages are sold and consumed are permitted only after permission is obtained from the Office for Student Services (student organizations, fraternities, and sororities) or the Director of Housing (residence halls, student groups) and only under applicable University rules.

Any student, student group, or employee of the University who is found to be in violation of the law or the University alcohol policy shall be subject to disciplinary action by the University.

Any group that holds a function at a location where consumption of alcoholic beverages is permitted shall abide by the following principles when conducting the function.

- a. The group holding the event must establish precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to intoxicants.
- b. At the function, a person (or persons) over the legal drinking age must be designated as the server(s). All alcoholic beverages to be served must be placed in such a manner and location so that access to them can be had only through the designated server(s).
- c. The only alcoholic beverages that may be possessed or consumed at the function are those alcoholic beverages served at the function, and the alcoholic beverages must be consumed within the designated area in which the function is being held.
- d. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- e. No social event shall include any form of drinking contest or any other activities which encourage the rapid and/or excessive consumption of alcohol at the event.
- f. Alcoholic beverages may not be served or consumed at any social event held in conjunction with fraternity rush or other organized drive to recruit students on campus.
- g. If the function is sponsored by a student group (or groups), the group(s) and event must be registered with the Office for Student Services (student organizations/fraternities/sororities) or the Housing Office (residence hall student groups) prior to the event.
- h. All announcements or advertisements including but not limited to flyers, banners, t-shirts, and newspaper and radio announcements concerning the function must note the availability of non-alcoholic beverages as prominently as the availability of alcoholic beverages and that proper identification must be presented in order to be served or sold alcoholic beverages. Promotional materials must not make reference to the amount of alcoholic beverages available at the event nor to any form of drinking contest.
- i. A uniformed member of the University Police Department, or a substitute approved by the Chief of the University Police Department, must be present at all times during the function and be paid by the sponsoring group.
- j. Advertising which promotes campus events must not portray drinking as a solution to personal or academic problems of students nor as necessary to social, sexual, or academic success.
- k. Promotion of alcoholic beverage brands at sponsored events must not encourage any form of alcohol abuse nor should it place emphasis on quality and frequency of use.
- l. Alcoholic beverages, including kegs or cases of beer, shall not be provided as awards to individual students or campus organizations.
- m. A student adjudicated guilty of a violation of the Alcoholic Beverage Policy of the University shall be guilty of a violation of the Student Conduct Code and subject to sanctions which may include one or more of the following penalties as provided for in rule (C1-4.16(2)) of the Florida Administrative Code: reprimand, conduct probation, suspension or expulsion. Sanctions shall be commensurate with the offense and any aggravating and mitigating circumstances.

5. *STUDENT RIGHTS AND RESPONSIBILITIES*

UNIVERSITY OF FLORIDA HONOR CODE

In the Fall of 1995, the University of Florida student body voted to enact a student honor code:

HONOR CODE

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

STUDENT CONDUCT

Each student is urged to read and become familiar with the University of Florida Student Conduct Code. A conviction for a violation under the Code may result in a penalty which can range from severe reprimand to imposition of penalty hours, suspension, or expulsion.

The Academic Performance Committee establishes the conditions under which a suspended student may be readmitted.

Student Conduct in the Classroom

The College of Pharmacy has a Student Conduct Policy that specifies expected behaviors of pharmacy students as they pursue professional studies. Administration, faculty, and students share the responsibility to maintain appropriate student conduct in the classroom.

Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes a professor in making a presentation or conducting class will not be tolerated.

Disruptive behavior includes, but is not limited to, talking too loudly, reading non-class related materials, eating in class, and passing notes.

Disruptive student behavior may be dealt with entirely within the confines of the faculty-student relationship. Faculty have the authority to: (1) identify students who are disruptive, (2) instruct students to refrain from disruptive behavior, (3) assign students to specific seats in a classroom to prevent disruptive behavior, and (4) require that disruptive students leave the classroom. Faculty who assign a student to a specific seat due to disruptive behavior, or who require that a student leave the classroom, may inform the Associate Dean for Professional Affairs that this action has occurred. If the Associate Dean for Professional Affairs is informed of such an incident, then a letter of reprimand will be sent by the Associate Dean for Professional Affairs to the student. As a condition of returning to attend subsequent classes, faculty may require that a student who is told to leave class due to disruptive behavior obtain permission from the Associate Dean for Professional Affairs. Students who defy a professor's instruction regarding seating or instruction to leave the classroom will be referred to the Office for Student Judicial Affairs for misconduct proceedings.

Faculty members are not the only parties responsible for professional behavior in the classroom. Students or faculty may refer complaints regarding disruptive classroom behavior to the Associate Dean

for Professional Affairs. All such complaints must identify students who are disruptive in class and describe the nature of the disruptive activity. The Associate Dean for Professional Affairs will investigate all such complaints. This investigation may include interviews with students and faculty and attendance at class by the Associate Dean for Professional Affairs or his/her designee. If the Associate Dean for Professional Affairs concludes that the student has been disruptive in class, then a warning letter will be sent to the student. If the student is involved with a second disruptive classroom incident at any time during the student's tenure in the College of Pharmacy, then the Associate Dean for Professional Affairs will investigate. If the Associate Dean for Professional Affairs concludes that the student has been disruptive in class a second time, then the student will be required to sit in an assigned seat and be required to attend every class meeting of each class for which the student is enrolled for the duration of the academic year in which the incident occurred. Should an incident occur during the last four weeks of an academic year, assigned seating and attendance restrictions will apply for the entire subsequent year. The student will be referred to the Office for Student Judicial Affairs for misconduct proceedings if he or she does not sit in the assigned seat, does not attend class as required, or engages in further disruptive behavior (confirmed by investigation of the Associate Dean for Professional Affairs).

If at any time, the Associate Dean for Professional Affairs learns that student conduct in the classroom poses a threat to the health or welfare of any student, faculty, or staff, then the Associate Dean for Professional Affairs has the authority to immediately take action as is necessary to protect the health or welfare of those involved.

The faculty's expectations for academic and personal integrity are very high for students enrolled in the College of Pharmacy. Violations of academic honesty are very serious breaches of expected professional behavior. The College is committed to promoting a sense of professionalism and a desire to adhere to the highest ethical standards and to any laws that pertain to the pharmacy profession. Students must adhere to the highest standards of professional conduct, avoiding not only impropriety, but even the appearance of impropriety. The standard for conduct and behavior for students in the professional degree programs is the Code of Ethics approved by the American Pharmaceutical Association (APhA).

In addition to the Code of Ethics published by APhA, faculty expect students to abide by the Student Conduct Code of the University of Florida and the Student Conduct Code of the College of Pharmacy. The College's Student Conduct Code expects and requires professional pharmacy students to exhibit certain attributes in the cognitive, affective, and psychomotor domains that are necessary for completion of the requirements for a professional degree in pharmacy.

The College of Pharmacy Student Conduct Code has been formulated through discussions by student representatives on the Student Council, Department Chairpersons, and College Administrators. This document has been endorsed by the faculty of the College of Pharmacy and the Student Council of the College of Pharmacy.

The student Conduct Code contains the following elements.

Cognitive Standards

Management of problems that arise in this area are handled by the Academic Performance Committee of the College. A summary of the significant standards are reproduced for this document.

Satisfactory Academic Standing: All students must maintain at least a 2.00 average (C average) on a 4.00 scale in required pharmacy course work and receive no more than 3 D, D+, or E grades in required pharmacy courses to be considered in satisfactory academic standing in the College of Pharmacy.

Academic Requirements for Graduation: Students must complete 146 semester credits for the Doctor of Pharmacy degree in the College of Pharmacy with at least a 2.00 grade point average in required pharmacy courses and in all courses attempted while in the College of Pharmacy.

In order to graduate, Pharmacy students who have made an E in a required pharmacy course must have retaken this course and received at least a D grade, even if they have attained a 2.00 grade point average in required pharmacy courses and in all courses attempted in the College. Students who make a D+, D, or E in selected courses that require at least a C grade, are required to retake the course and make at least a C grade. Such courses are identified by each department in the College and in course syllabi.

Pharmacy students must also have completed the necessary prepharmacy course requirements. The University of Florida College of Pharmacy specifies that pharmacy students must complete the required general education courses for an Associate in Arts or baccalaureate degree. Students must also have approval of the faculty of the College of Pharmacy in order to be granted a degree in pharmacy.

Academic Probation: Students with cumulative grade point averages below a 2.00 in required pharmacy course work will be placed on academic probation for one semester. The student must attain a 2.00 cumulative grade point average in required pharmacy courses at the end of the probationary semester or he/she will be dismissed from the College of Pharmacy. Students may petition the Academic Performance Committee for an extended semester of academic probation.

Academic Dismissal: Students with cumulative grade point averages below a 2.00 in required pharmacy course work as defined by a cumulative grade point deficit of 10.5 or greater will be dismissed from the College of Pharmacy. Students who do not meet the requirements of their academic probation will be dismissed from the College of Pharmacy. Students who have been placed on academic probation for the third time will be dismissed from the College of Pharmacy. Students may petition the Academic Performance Committee for extended probation or for readmission to the College of Pharmacy.

Dean's Honor Roll: Students who achieve a 3.5 grade point average in required pharmacy course work attempted in a semester will be recognized on the Dean's Honor Roll in the Office for Student Affairs. Each student will receive a congratulatory letter from the Associate Dean for Professional Affairs. Students must take at least 12 semester credits in order to qualify. Students with I or H grades are not eligible for the Dean's Honor Roll.

Graduation with Cum Laude: Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum. A grade point average of 3.50 or higher in required pharmacy courses.

Graduation with Magna Cum Laude: Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum. A grade point average of 3.60 – 3.79 in required pharmacy courses. Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy guidelines. Approval by the student's supervisor, the supervisor's department chair, and the Graduate Studies Council.

Graduation with Summa Cum Laude: Completion of all pharmacy coursework in the Doctor of Pharmacy curriculum. A grade point average of 3.80 or higher in required pharmacy courses. Completion of a project, submission of a report, and presentation via adherence to College of Pharmacy

guidelines. Approval by the student's supervisor, supervisor's department chair, and Graduate Studies Council.

Affective Expectations

Affective expectations encompass ethical, behavioral, and emotional considerations that reflect the way that pharmacy students should act while undergoing professional education and training. Specific behaviors expected of pharmacy students are described below. Other types of behavioral violations of the University's Student Conduct Code are listed later in this document under the section on Violations and Sanctions.

- Cooperate with the orderly conduct of classes. Students should respect their peer's right to learn. This expectation includes, but is not limited to, the following types of behaviors: refrain from conversations while the instructor is making a presentation; do not gather materials to leave the class until the professor has completed his/her remarks; be on time for the class; do not leave the class during lecture unless a reasonable circumstance prescribes this action (e.g., illness); refrain from making disrespectful sounds during lecture (e.g., hissing); refrain from distracting activities during class (e.g. reading a newspaper, eating, drinking beverages, etc.)
- Treat faculty, staff, and students with respect. The student body, faculty, and staff are a diverse group. Respect for and understanding of individuals from diverse racial, ethnic, and cultural backgrounds is a part of a college education. Prejudices against individuals of other races, ethnic, or cultural backgrounds will not be tolerated in the College of Pharmacy.
- Faculty and staff work to provide a quality educational program for pharmacy students. Misunderstandings, changes in curriculum, and mistakes in administrative aspects of the program will occur from time to time. Students are expected to display mature judgment and abide by the reasonable decisions communicated by faculty and staff. Profane language or disrespectful behavior by students will not be tolerated. Appropriate mechanisms exist to communicate student concerns about the operation of the College through faculty advisors, College administrators, and student representatives on committees.
- Avoid actions that reflect poorly on the College of Pharmacy or the profession of pharmacy. Specific examples of poor judgment and behavior that adversely reflect on the individual pharmacy student, the College of Pharmacy, and the profession include: theft, vandalism or inappropriate access to personal property (offices, desks, computers, or other College, University, or student property), acts of physical violence, aggression, and sexual harassment against students, faculty, or staff; and involvement with drug diversion and illicit drug use. The Chemical Impairment Policy for Pharmacy Students is included in this handbook.
- Maintain professional confidentiality. Pharmacy students are obligated to respect all confidences revealed to them such as patient conditions, medical and pharmaceutical records, economic information, fee payments, and any privileged information from committees on which a student is a member.
- Adhere to appropriate dress. Attire and personal grooming are expected such that they do not distract from nor compromise the professional integrity of the University of Florida College of Pharmacy or the pharmacy profession. Students are expected to abide by course dress

requirements (e.g., white lab coats in clerkship and laboratories, pharmacy logo shirts for Practicum courses).

- Adhere to the academic honesty standards of the College of Pharmacy and the University. Academic honesty standards maintain and preserve the moral character and integrity vital to academic pursuits and the practice of pharmacy. The Academic Honesty Guidelines are printed in this handbook. Violations of the Academic Honesty Guidelines include, but are not limited to, the items listed below:

Taking information - copying graded homework (including lab) assignments from another person; copying a computer program or any graded assignment written by someone else; working together on a take-home test or homework assignment when not specifically permitted by the instructor; looking at another student's paper during an examination; looking at text or lecture notes during an examination when not permitted.

Plagiarism - quoting text or other works on an exam, term paper, or homework without citation; presenting someone else's work as your own; handing in a paper purchased from a term paper service; retyping another student's paper in your name and handing it in; copying homework answers from your text to hand in for a grade.

Conspiracy - planning with one or more fellow students to commit any form of academic dishonesty together.

Tendering information - giving your work to another to be copied; giving someone answers to examination questions when the exam is being given; informing another person in a later section about the questions that appear on an exam you have taken; giving or selling a paper to another student.

Giving false information - lying to a professor to increase your grades or to attain special consideration in the grading process (e.g., lying about the reasons for wanting to take a make-up examination in order to have more time to study or find out the answers to the questions on the exam from those who took it at the regularly scheduled time).

Bribery - offering, giving, receiving, or soliciting money or any item or service to a teacher or any other person so as to gain academic advantage for yourself or another.

- Cooperate with faculty, staff, and administrators in addressing problems in any of the above mentioned areas. Pharmacy students enjoy the rights and privileges that accrue with membership in the University and College community and are subject to the responsibilities which accompany that membership. One of those responsibilities is to report academic dishonesty or other violations of the Student Conduct Code to the instructor for a course or another appropriate official (Associate Dean for Professional Affairs). Students have the responsibility to tell the truth about matters of academic dishonesty or misconduct committed by themselves or by other pharmacy students.

Psychomotor and Learning Expectations

Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific disabilities such as sensory deficits or

sensory-motor coordination problems should cooperate with faculty and staff in addressing these problems in order to meet academic standards. Students with physical disabilities are encouraged to register with Disabled Student Services in the Office for Student Services (P202 Peabody Hall).

Leaves of Absence

A student may need to take a leave of absence for a number of reasons including, but not limited to, illness, call to military service, bereavement, pregnancy, child care, and rehabilitation. A student should provide advanced notice to the Office for Student Affairs if they must take a leave of absence. The College of Pharmacy requires the cooperation of the student in determining conditions for re-entry to the professional curriculum (e.g., letters from physicians attesting to satisfactory health or acceptance of a change in course offering due to curriculum modifications since the leave of absence).

The College of Pharmacy may initiate procedures to require a student to take a leave of absence if in the judgment of faculty members, administrators, and health care professionals this action is taken in the best interest of the student and society. The Office for Student Affairs will be notified if a student's performance in the College is believed to require an evaluation by a health professional (e.g., a psychiatrist or other physician). The student will be informed of the concern and asked to be evaluated. If the student refuses to be evaluated, the student's progress in course work (didactic or experiential) can be suspended pending a hearing arranged by the Office of Judicial Affairs (see section on suspension under Violations and Sanctions in this document). In cases in which an evaluation of the student's mental and /or physical health indicate drug impairment or psychological problems or other health problems that pose a risk to fellow students, faculty, staff, or patients, the College of Pharmacy, through the Office for Judicial Affairs, can require a leave of absence until the student's rehabilitation is documented by an expert in the care of the student. Upon readmission to the College of Pharmacy, the student must meet conditions specified either by the Academic Performance Committee or the Dean (e.g., signing a contract for maintenance health program with provisions that specify conditions for continued satisfactory standing in the College of Pharmacy).

UNIVERSITY OF FLORIDA STUDENT CONDUCT CODE VIOLATIONS, SANCTIONS AND PROCEDURES

The expectations within the Student Conduct Code of the College of Pharmacy are in agreement with the broader, more detailed Student Conduct Code of the University of Florida. Pharmacy students who allegedly violate the College's Student Conduct Code will abide by the University's policies and procedures for handling such cases.

This section describes the process for addressing allegations and violations of the University's Student Conduct Code and also sanctions for specific offenses. Detailed information on students' rights under the University's Student Conduct Code is described in the University of Florida Student Guide. A summary of the significant points with regard to students' rights, procedures for due process, and sanctions for violations of the University's Student Conduct Code is presented below.

Student Rights

The Office for Judicial Affairs is responsible for handling cases of misconduct that violate the Student Conduct Code. The Health Center Student Conduct Standards Committee is responsible for handling cases involving alleged academic dishonesty by pharmacy students. The Health Center Student Conduct Standards Committee makes recommendations on guilt or innocence and penalties to the University's Dean of Student Services.

The Office for Judicial Affairs will furnish to students charged with an offense the rules of procedure which shall insure basic procedural fairness including, but not limited to:

- The right to be notified in writing of the charges against him/her with sufficient detail and time to prepare for the hearing;
- The right to a prompt hearing before an appropriate official committee or court;
- The right to know the nature and source of the evidence which will be used against him/her;
- The right to present evidence on his/her behalf;
- The right to freedom against compulsory self-incrimination; and
- The right to appear with an advisor at the hearing.

Violations

Violations of the Student Conduct Code for the University of Florida or the College of Pharmacy may result in immediate suspension. In the case of a pharmacy student violating the conduct code, upon the recommendation of the College of Pharmacy, the Director of Student Judicial Affairs may determine that a student poses the danger of imminent and serious physical harm to himself/herself or to others at the University; or immediate supervision is necessary to protect the health, safety, and welfare of the student or others at the University. In such a situation, the Director of Student Judicial Affairs, with approval of the Vice President for Student Affairs, may suspend the student pending a hearing. The hearing will take place within a reasonable time after notification of the suspension. This means that a pharmacy student in this situation would not be allowed to continue in didactic or experiential course work until they are cleared of the stated concerns regarding individual and societal protection.

The types of violations of the University's Student Conduct Code are listed in the University of Florida Student Guide. A summary of these violations is provided below.

- Furnishing false information to the University
- Forgery, alteration, or misuse of University documents
- Unauthorized use, taking, possession of, or destruction of public or private property on campus
- Actions or statements which amount to intimidation, harassment, or hazing
- Disorderly conduct
- Failure to comply with any University rule, including but not limited to, the Alcohol Beverage Rule and the Academic Honesty Guidelines
- Violations of housing, inter-residence hall association, and area government regulations
- Violation of conduct probation
- Illegal possession, use, or delivery of controlled substances as defined in Florida Statutes
- Possession or use of a firearm on the University campus except as specifically authorized in writing by the University
- Actions or conduct that interfere with enforcement of the Student Conduct Code
- Failure to appear before any of the disciplinary authorities and to testify as a witness when reasonably notified to do so
- Violations of any municipal ordinance, state law, rule promulgated by the Florida Board of Regents, or law of the United States

- Ticket scalping
- Possession or use of fireworks, explosives, dangerous chemicals, ammunition or weapons
- Actions which are committed with disregard of the possible harm to an individual or group
- Any actions, including those of a racial or sexual nature or involving racial or sexual activities, which are intimidating, harassing, coercive, or abusive to another person, or which invade the right to privacy of another person
- Any action without authorization from the University which results in access, use, modification, destruction, disclosure, or taking data, programs or supporting documents residing in or relating in any way to a computer, computer system, or computer network

Sanctions

A student adjudicated guilty of violations of the University's Student Conduct Code shall be subject to sanctions commensurate with the offense and any aggravating or mitigating circumstances.

- Reprimand - The student is given formal written notice and official recognition is taken of the offense committed.
- Conduct Probation - The student is not deemed in good standing and cannot represent the University on any athletic team other than intramural or hold office in any student organizations registered with the University.
- Suspension - The student is required to leave the University for a period of time.
- Expulsion - The student is permanently deprived of his/her opportunity to continue at the University in any status.
- Payment of Damages - The student is required to pay for damages to University property.
- Reduced or Failing Grade - The student is given a reduced or failing grade for the class in which the offense occurred (for violations of the Academic Honesty Guidelines), but only by the faculty member involved and upon recommendation thereto.
- Community Service, Counseling or other Appropriate Requirement - The student is required to complete a specified amount of community service, meet with a counselor for specified period of time and/or complete some other requirement considered appropriate by the hearing body based on the nature of the offense.

Appeals

Appeals may be made to the Director of Student Judicial Affairs. The decision of the Director of Student Judicial Affairs may be appealed to the Dean of Student Services. The decision of the Dean for Student Services may be appealed to the Vice President of Student Affairs.

All appeals must be made in writing to the appropriate official within five days after notice of last action taken unless otherwise agreed upon in writing by the appellant and the person to whom the appeal is directed.

Procedures

If a pharmacy student is charged with misconduct, the evidence should be presented to the Associate Dean for Professional Affairs. If the student admits to the misconduct, the case will be referred to the Director of Student Judicial Affairs for a hearing and decision on discipline. The College of Pharmacy through the Associate Dean for Professional Affairs can make a recommendation to the Director of

Judicial Affairs on the type and severity of the discipline for misconduct. If the student does not agree that misconduct occurred, the Associate Dean for Professional Affairs will determine from the evidence if the case warrants a review by the Director of Student Judicial Affairs. If the case is referred to the Director of Student Judicial Affairs, the procedural alternatives for hearing the case will be presented to the student by the Director.

In cases of alleged academic dishonesty, the pharmacy student will be presented with the evidence for academic dishonesty by the professor of the course, usually in the faculty member's office. The student may have his faculty advisor present or another person if the student so chooses. If the student admits that he/she was responsible for the academic dishonesty and this is first offense, the faculty member and student will sign an adjudication form from the Office for Student Affairs. This form details the circumstances of the academic dishonesty case, clearly states that the student admits guilt, and specifies the academic penalty for the dishonesty. The adjudication form is forwarded to the Director of Judicial Affairs for inclusion in the student's record. A copy is retained for the student's file in the Office for Student Affairs of the College of Pharmacy.

In the above situation, if the student had a prior conviction for academic dishonesty, the Director of Student Judicial Affairs would be notified and the case would be referred directly to the Health Center Student Conduct Standards Committee for a hearing. If the student denies that he/she committed academic dishonesty, the evidence by the faculty member is presented to the Associate Dean for Professional Affairs. The student's argument against the circumstances of the alleged academic dishonesty will also be reviewed by the Associate Dean for Professional Affairs. If the Associate Dean for Professional Affairs believes there is sufficient evidence for hearing before the Health Center Student Conduct Standards Committee, he will ask the Director of Student Judicial Affairs to call a meeting of the Committee. The student will be referred to the Director of Student Judicial Affairs for counseling about student rights and procedures for the hearing before the Health Center Student Conduct Standards Committee. The Health Center Student Conduct Standards Committee is composed of several pharmacy faculty members, faculty members from another Health Center college, and students from other Health Center colleges. Up to three pharmacy students appointed by the Dean also serve on the Committee. Recommendations of the Committee are reviewed by the University's Dean for Student Services for final action. All information on charges and procedures are kept confidential within the College of Pharmacy and the University of Florida as permitted by the regulations of the University.

UNIVERSITY REGULATIONS

Pharmacy students are expected to follow all University and College of Pharmacy regulations which apply to them. Students should be knowledgeable about all official University and College of Pharmacy notices and rules. For further information on Student Responsibilities, please see the University of Florida Student Guide.

COMPUTER - ACCEPTABLE USE POLICY

INTRODUCTION

As part of its educational mission, the University of Florida acquires, develops, and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research and service missions; university administrative

functions; student and campus life activities; and the free exchange of ideas within the university community and among the university community and the wider local, national, and world communities.

This policy applies to all users of university computing resources, whether affiliated with the university or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may govern specific computers, computer systems or networks provided or operated by specific units of the university. Consult the operators or managers of the specific computer, computer system, or network that you are interested in for further information.

RIGHTS & RESPONSIBILITIES

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So too, however, do the responsibilities and limitations associated with those rights. The university supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. However, the use of university computing resources, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. Thus, legitimate use of a computer, computer system or network does not extend to whatever is technically possible.

GENERAL RULES

Users of university computing resources must comply with federal and state laws, university rules and policies, and the terms of applicable contracts including software licenses while using university computing resources. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Florida Computer Crimes Act, the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities; the university's Student Code of Conduct; the university's Sexual Harassment Policy. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. Users with questions as to how the various laws, rules and resolutions may apply to a particular use of university computing resources should contact the Office of the General Counsel for more information.

ENFORCEMENT

Users who violate this policy may be denied access to university computing resources and may be subject to other penalties and disciplinary action, both within and outside the university. Violations may be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed by the Office of Student Judicial Affairs. However, the university may temporarily suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

E-MAIL

For purposes of this document, e-mail includes point-to-point messages, postings to newsgroups and listserves and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including

those used by student organizations, are held to the same standards as those for individual use by members of the University of Florida community. E-mail is also generally subject to the Florida Public Records Law to the same extent as it would be on paper.

Examples of Inappropriate Uses of E-mail

While not an exhaustive list, the following uses of e-mail by individuals or organizations are considered inappropriate and unacceptable at the University of Florida. In general, e-mail shall not be used for the initiation or retransmission of:

- **Chain mail that misuses or disrupts resources** - E-mail sent repeatedly from user to user, with requests to send to others;
- **Harassing or hate-mail** - Any threatening or abusive e-mail sent to individuals or organizations that violates university rules and regulations or the Code of Student Conduct;
- **Virus hoaxes;**
- **Spamming or e-mail bombing attacks** - Intentional e-mail transmissions that disrupt normal e-mail service;
- **Junk mail** - Unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it; and
- **False identification** - Any actions that defraud another or misrepresent or fail to accurately identify the sender.

WEB PAGES

Official university pages (including colleges, departments, bureaus, centers, institutes, etc.) represent the university and are intended for the official business functions of the university. Each official homepage must use an address that ends in "ufl.edu" and be registered with the university's web administrator who will then include it as a link from the UF Web Sites page. The following information must be readily accessible on the main page:

- the name of the unit or group represented by the page;
- a means of contacting the person(s) responsible for maintaining the page content;
- the date of last revision;
- the university wordmark; and
- an active link to the UF homepage.

For more information on including the university's wordmark on a web page, please refer to UF's Graphical Standards Policy. To assist users in finding a wordmark suitable for a particular web site, the Office of University Relations and the UF Communications Network have put together a page of official web graphics.

Employee pages represent the individual in his or her primary role as a UF employee. Incidental personal information on employee pages is deemed acceptable so long as it does not interfere with the function or desired presentation of the unit, cause disruption of normal service, incur significant cost to the university or result in excessive use of resources. Faculty and staff who wish to publish substantial personal information not related to their University functions should use an Internet service provider rather than using university web resources.

Personal pages represent an individual as a private person and are permitted for students only.

Organizational and other pages. Organizational pages represent recognized organizations, clubs, associations, sororities, fraternities, workgroups and committees affiliated with the university.

Commercial Pages

Using UF web pages for personal gain is forbidden. Any private commercial use of UF web pages must be pre-approved pursuant to existing university policies and procedures regarding outside employment activities. The university may require pages involving commercial use to reside on a specific domain such as ufl.org or ufl.com. For advertising, web page authors should be familiar with the university's policies regarding Advertising and Donor Recognition on WWW.

External Links

UF accepts no responsibility for the content of pages or graphics that are linked from UF pages. However, web page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the University. Links to pages where you have a personal monetary interest are likely to violate policies regarding advertising and commercial use and should be avoided.

University of Georgia

1. Competency Statement 10

Demonstrate professional behaviors and values.

TO 10.1 (Characterization) Display professional behavior toward faculty, staff, peers, patients, and other health professionals in the classroom, laboratory, and clinical settings.

EO 10.1.1 (Organization) Modify behavior to interact effectively in classroom, laboratory, and clinical settings.

- *Shows courtesy to faculty, staff, peers, patients, and other health professionals*
- *Asks appropriate questions*
- *Asks questions in a respectful manner*
- *Does not initiate or participate in extraneous conversations*
- *Focuses on assignments*
- *Demonstrates ability to prioritize projects*
- *Demonstrates preparedness to interact in classroom, laboratory, and clinical settings*

EO.10.1.2 (Organization) Modify behavior to communicate effectively with faculty, staff, peers, patients, and other health professionals.

- *Demonstrates courtesy and respect in verbal and written communications*
- *Uses language appropriate to the academic setting*
- *Addresses faculty, staff, peers, patients, and other health professionals with the appropriate name and/or title*
- *Displays body language appropriate to the person and setting*
- *Takes initiative to update personal information (changes in name, address, phone number) in various University and College databases*

EO 10.1.2.1 (Organization) Demonstrate skills of conflict resolution.

- *Demonstrates diplomacy in expressing opinions/ideas*
- *Resolves conflicts independently, effectively, and positively*
- *Defends ideas/positions when appropriate*
- *Addresses problems/issues initially with those involved (before bringing in outside sources)*

EO 10.1.2.2 (Synthesis) Formulate constructive evaluation of others= performance.

- *Demonstrates use of appropriate and professional language*
- *Constructs a positive written/oral evaluation of others, pointing out strengths and weaknesses*
- *Evaluates others in a direct, concise, clear, and honest manner*
- *Focuses the evaluation on the individual's performance without making comparisons to others*

EO 10.1.2.3 (Organization) Display positive attitude when receiving constructive criticism.

- *Acknowledges criticism and determines the validity*
- *Formulates a plan for corrective action*

EO 10.1.2.4 (Valuing) Formulate written communications with professional content and tone.

- *Uses clear, concise, professional, and appropriate language*
- *Differentiates the appropriate use and legality of various types of written communication (e.g., e-mail, letter, memo, chart)*

EO 10.1.2.5 (Organization) Demonstrate confidence in actions and communications.

- *Takes initiative when appropriate*
- *Identifies situations where assistance is needed*
- *Defends ideas/positions when appropriate*
- *Demonstrates poise/demeanor appropriate to one's experience level*
- *Responds quickly, accurately, and decisively under pressure.*

EO 10.1.3 (Organization) Show regard for persons in authority in classroom, laboratory, and clinical settings.

- *Challenges authority in an appropriate time, place, and manner*
- *Demonstrates regard for the other person's position, responsibilities, time, commitments, knowledge, and accomplishments*
- *Accepts decisions of persons in authority*
- *Differentiates decisions for which the other person has final authority*

EO 10.1.4 (Organization) Demonstrate dependability to carry out responsibilities.

- *Completes assigned tasks in a timely manner*
- *Completes tasks/assignments independently without supervision*
- *Completes tasks/assignments without reminders or interventions*
- *Acknowledges, clarifies, and carries out assignments and responsibilities*

EO 10.1.5 (Valuing) Differentiate appropriate interpersonal interactions with respect to culture, race, religion, ethnic origin, and gender.

- *Demonstrates sensitivity toward others with choice of language, tone, and inflection*
- *Demonstrates sensitivity in tone of written and verbal communications*
- *Demonstrates appropriate physical interactions, including body language*
- *Demonstrates a tolerance of diversity*

EO 10.1.6 (Organization) Demonstrate regard for differing values and abilities among peers, other health care professionals, and patients.

- *Shows respect for others' beliefs, opinions, choices, values, and socioeconomic status*
- *Demonstrates tolerance of others' physical, mental, and social limitations*

EO 10.1.7 (Characterization) Act with honesty and integrity in academic matters and professional relationships.

- *Demonstrates high moral and ethical standards*
- *Adheres to UGA Culture of Honesty policy*
- *Encourages honesty and integrity from peers*
- *Shows willingness to admit mistakes*
- *Shows willingness to admit deficiencies in knowledge and/or practice skills*
- *Shows willingness to seek corrective action for mistakes*

EO 10.1.7.1 (Characterization) Demonstrate attitude of service by putting others' needs above one's own.

- *Demonstrates sense of commitment*
- *Demonstrates commitment to the profession and its special needs*
- *Shows sensitivity to others' requests/needs*
- *Demonstrates willingness to accommodate others' needs or seeks alternative solutions*
- *Shows empathy toward others*

EO 10.1.7.2 (Characterization) Demonstrate a desire to exceed expectations.

- *Demonstrates pride in accomplishments*
- *Demonstrates professional involvement*
- *Demonstrates initiative to take on additional tasks without expectation of compensation*
- *Shows willingness to follow up after completing a task or assignment*

EO 10.1.8 (Characterization) Promote appropriate drug-taking behavior.

- *Recommends medications only when appropriate.*
- *Dispenses medications in accordance with established rules, regulations, or laws*
- *Does not abuse/misuse prescription drugs*
- *Does not abuse/misuse nonprescription drugs*
- *Does not use illegal drugs/substances*
- *Does not abuse alcohol*
- *Seeks treatment for potential substance abuse problems*
- *Refers others for substance abuse problems*

EO 10.1.9 (Characterization) Demonstrate professional interactions with patients.

- *Demonstrates concern, empathy, and respect for patients*
- *Demonstrates willingness and ability to listen to patients*
- *Recognizes and respects patients' needs for personal space*
- *Asks appropriate questions and provides factual information*

EO 10.1.9.1 (Comprehension) Describe the covenantal relationship between a pharmacist and patient.

- *Maintains nonjudgmental demeanor with patients*
- *Shows respect for patient confidentiality*
- *Adheres to rules, regulations, and laws governing patient confidentiality*
- *Acts in the patient's best interests*
- *Demonstrates tolerance of diversity*

EO 10.1.9.2 (Analysis) Identify instances when one's values and motivation are in conflict with those of the patient.

- *Considers cost, benefit, risks, and side effects in relation to the patient's health care needs*
- *Considers the patient's cultural, religious, socioeconomic, and lifestyle needs when making recommendations*

EO 10.1.9.3 (Organization) Relate to patients in a caring and compassionate manner.

- *Shows concern for patients*
- *Shows respect for patients' culture, religion, socioeconomic status, and lifestyle*
- *Formulates empathetic responses to patients*

EO 10.1.9.4 (Organization) Demonstrate ethical standards related to pharmacy practice.

- *Identifies references/sources containing ethical standards related to pharmacy practice*
- *Develops an acceptable basis for formulating personal ethical standards*

EO 10.1.10 (Characterization) Exhibit fitting behavior when representing the University of Georgia College of Pharmacy in extracurricular activities and professional meetings outside the College of Pharmacy.

- *Adheres to UGA student conduct regulations*
- *Dresses in an appropriate professional manner*
- *Attends and participates in program sessions*
- *Demonstrates courtesy and respect to others in meetings and programs*

TO 10.2 (Characterization) Demonstrate punctuality in academic and professional environments.

- *Arrives prepared and on time for required classes, labs, and experiences*
- *Notifies instructor or preceptor in advance or at earliest possible time with regard to absence or tardiness*
- *Notifies preceptor in advance for information about upcoming rotation*

EO 10.2.1 (Responding) Adhere to established times for classes, laboratories, clerkships, and meetings.

- *Acknowledges academic priorities over personal commitments*
- *Shows respect for professors' and preceptors responsibilities/time commitments outside of established class/meeting times*
- *Performs throughout the allotted times for class, labs, and experiences*
- *Asks permission from professor or preceptor to alter established schedule and accepts final decision*

EO 10.2.2 (Responding) Comply with established verbal and written deadlines.

- *Keeps up-to-date with deadlines*
- *Shows responsibility for maintaining information regarding assignments*
- *Completes assignments without reminders*

EO 10.2.3 (Responding) Respond to requests (written requests, verbal questions, e-mails, telephone calls) in a timely fashion.

- *Demonstrates responsibility to check mail, e-mail, voice mail, and other forms of communication on a regular basis in order to receive requests/assignments*
- *Acknowledges established deadlines or sets deadlines appropriate to the request*
- *Completes assignments on time or within an acceptable time frame*

EO 10.2.4 (Responding) Perform pharmaceutical care responsibilities in a timely manner.

- *Prioritizes tasks in relation to a patient's needs*
- *Performs tasks in a timeframe consistent with a patient's needs.*

TO 10.3 (Characterization) Maintain a professional appearance when representing the College of Pharmacy.

- *Takes into account perceptions and values of patients and other health professionals when determining one's professional appearance*
- *Follows established guidelines in classroom, laboratory, and patient care settings regarding appearance*
- *Takes initiative to identify appropriate appearance when guidelines are unclear or not specified*

EO 10.3.1 (Valuing) Modify dress appropriate to classroom, laboratory, clinical, and professional settings.

- *Adheres to established guidelines regarding dress, jewelry, and body adornments*
- *Recognizes and respects authority of faculty and preceptors with regard to determining appropriateness of dress, jewelry, and body adornments*
- *Values the importance of dress, jewelry, and body adornments for conducting effective patient interactions*

EO 10.3.2 (Valuing) Maintain personal hygiene and grooming appropriate to the academic or professional environment.

- *Follows established guidelines regarding personal hygiene and grooming*
- *Considers health implications for others with regard to personal hygiene (e.g., handwashing, cologne, tobacco products)*
- *Values the importance of personal hygiene and grooming for effective interpersonal interactions*

TO 10.4 (Responding) Comply with student health requirements for working with patients in various health care environments.

- *Demonstrates awareness of various health requirements regarding personal and patient health and safety*
- *Complies with requirements for routine medical test (e.g., PPD, drug screening) needed for working in various health care settings*
- *Complies with deadlines for fulfilling student health requirements*

TO 10.5 (Organization) Maintain appropriate records (e.g. intern license, CPR certification, immunizations, insurance, skills) to demonstrate professional competence.

- *Produces records upon request from authorized faculty, staff, preceptors, or health care facilities*
- *Maintains appropriate renewals of credentials and licenses*

TO 10.6 (Responding) Comply with federal, state, University, College of Pharmacy and institutional requirements regarding confidentiality of information.

- *Completes required training related to confidentiality of information*
- *States regulations regarding confidentiality of patient information*
- *States requirements for maintaining confidentiality of institutional data*

TO 10.7 (Characterization) Produce quality work in academic and professional settings.

- *Takes initiative to have standard of work defined*
- *Responds to constructive criticism to improve quality of work*
- *Takes initiative to prepare adequately for classes, labs, meetings, or experience training*
- *Demonstrates completeness in carrying out assignments*

EO 10.7.1 (Organization) Utilize time efficiently.

- *Conducts personal business outside established times for classes, labs, or experience training unless authorized*
- *Demonstrates good organizational skills*
- *Prioritizes responsibilities in carrying out assignments*
- *Demonstrates ability for multi-tasking*

EO 10.7.2 (Organization) Demonstrate self-direction in completing assignments.

- *Seeks assistance from faculty, TA's, or preceptors to clarify assignments or directions*
- *Maintains focus in completing assignments*
- *Demonstrates ability to work independently*

EO 10.7.3 (Characterization) Demonstrate accountability for decisions.

- *Accepts responsibility for personal, academic, and patient-care decisions*
- *Provides rationale for decisions in a professional manner*
- *Documents actions and outcomes of decisions*

EO 10.7.4 (Characterization) Demonstrate characteristics of lifelong learning.

- *Keeps abreast of changes in drug therapy and disease management*
- *Keeps abreast of changes in laws, rules, and regulations pertaining to the practice of pharmacy*
- *Takes initiative to research questions or problems independently*
- *Critically evaluates the accuracy and validity of information related to patient care*

2. Fulfilling Professionalism Requirements in the Doctor of Pharmacy Curriculum

In a professional school, the curriculum of study consists of knowledge, skills, abilities, and attitudes/behaviors. The curricular goals and objectives of the Doctor of Pharmacy program at the University of Georgia College of Pharmacy are articulated in the document entitled, *Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Program*. Procedures for addressing academic competency and progression associated with students' knowledge, skills, and abilities are addressed in the College's Progression Policy. Procedures for addressing attitudes, i.e., professional competency, are addressed by the following policy.

Professional behavior is expected among all students of the University of Georgia College of Pharmacy in order to fulfill curricular requirements for graduation. Professional attitudes/behaviors, as well as examples of unprofessional behavior, are discussed with students during Orientation, stated in various course syllabi, and reinforced at selected points throughout the academic year. Students who exhibit appropriate behaviors/attitudes progress in the professional components of the curriculum, whereas students who do not display competence in professional behaviors and attitudes are subject to informal and/or formal corrective action.

Any student, faculty, staff member, or individual associated with the College's academic programs may report a student for lack of professional behavior to the Assistant Dean for Student Affairs. Under usual circumstances, the incident should have been brought to the student's attention and resolution attempted before reporting the incident to the Assistant Dean.

Upon receiving a report regarding unprofessional behavior, the Assistant Dean will determine the legitimacy of the report in accordance with his/her interpretation of Competency Statement 10 (in the College's document on educational outcomes, *Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Program*), the severity of the incident, and the urgency by which it needs to be addressed administratively. Depending on the nature of the behavior, the Assistant Dean may act on a single behavioral report or wait to act until he/she receives multiple reports of unprofessional behavior on a student. Once the Assistant Dean determines that administrative action is warranted, each case will be addressed in the following manner:

1. For the first action to address unprofessional behavior, the Assistant Dean will meet with the student to counsel him/her on the seriousness of the behavior and the potential consequences to the student of such actions, including potential dismissal from the College of Pharmacy for repeated unprofessional behavior. The discussion will also include strategies to correct the behavior or address the problem. Following the session, the student and Assistant Dean will sign and date a statement acknowledging the student's behavior and his/her awareness of potential consequences for similar behavior in the future. The Assistant Dean will notify the person(s) who initiated the complaint that the student has been counseled.
2. For the next reported offense, the Assistant Dean will notify the student and the chair of College of Pharmacy Professionalism Committee. The student will appear before the Professionalism Committee to discuss the behavior. Following this session, the committee may recommend to the Associate Dean that the student be placed on professional probation in the College of Pharmacy, a final warning of the impending consequences of a third offense.
3. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Professionalism Committee. After meeting with the student, the Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavior problem or continuation of an ongoing problem. Possible outcomes will be professional probation, continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy.

Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy upon further problems with unprofessional behavior.

4. Students may appeal decisions of the Professionalism Committee to the Dean of the College of Pharmacy.

University of Kentucky

I. Health Sciences Student Professional Behavior Code

NOTE: [Suggested revisions are underlined, new information from the UK Student Code of Conduct has been added as appropriate, and Harry Dadds has approved the document]

ARTICLE 1: INTRODUCTION

Article II of the revised University of Kentucky Code of Student Conduct states: “The Code does not cover decisions of the faculty of a professional school as to character, moral or ethical, required of a student for purposes of awarding a degree or certificate, or for continuation as a candidate for such degree or certificate....”

The credibility of a health care professional is based, to a large extent, on the high degree of trust accorded by the individuals he or she serves. Students entering the health care professions have a particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

Moreover, each health profession has a code of professional conduct administered by a professional body and/or regulatory agency that prescribes and imposes higher standards of conduct and principles of professionalism upon its members. This requires, as part of the professional education process, adherence to similar standards, while a student, in order to prepare students to conduct themselves in the manner expected by their profession.

This document, the Health Sciences Student Professional Behavior Code, hereafter denoted as HSSPBC, provides the standards and procedures to be used in the health profession sciences colleges (Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, Public Health) (hereafter referred to as Colleges of the Medical Center) where questions of character, to be defined in terms of professional conduct, arise regarding a student enrolled in courses or programs, including clinical programs, in any of the Colleges of the Medical Center.

The HSSPBC shall be uniformly applicable to all Colleges of the Medical Center. The HSSPBC shall be applicable to all students enrolled in the Colleges of the Medical Center, including graduate students enrolled in the courses or programs offered by the colleges, and students licensed to practice. For guidance and matters of interpretation of standards or propriety of conduct, the professional standards and interpretations, thereof by the student’s prospective professional organization should be consulted and considered.

At the start of each academic year, all students will sign a statement acknowledging that they have received and read the HSSPBC and that they have made a personal commitment to uphold the code and abide by its principles. The signed statement must be returned to the appropriate health

professions college office within one week of the start of classes for the fall term and will be placed in the student's file.

ARTICLE 2: STANDARDS

Upon graduation or licensure, the health sciences student will be expected to adhere to accepted standards of professional practice.

Character, moral or ethical, is an important component of professional behavior and of the overall assessment of the performance of each health sciences student. A student's continued enrollment depends in part on the student's ability to adhere to recognized standards of professional practice and conduct. The standards are drawn from the duly legislated practice acts of the professions that have educational programs in the Colleges of the Medical Center.

Violation of one or more of the standards shall be sufficient grounds for the dean of the appropriate College of the Medical Center to initiate a review of the appropriateness of the student's continuing enrollment in courses or programs of the College.

All students who have entered health profession programs must possess the qualities of honesty and integrity and each student should apply these principles to his or her academic and professional career. All students are expected to have achieved a level of maturity that is reflected by appropriate conduct at all times. Although it is not possible to list every situation that violates the HSSPBC, the following areas of conduct and expectations should provide a reference point. They are presented as minimum standards.

ARTICLE 3: PROHIBITED CONDUCT

Punishable disciplinary offenses include, but are not limited to, the following:

[Note: Under current HSSPBC code the previous #1, 2, 4 are now included in # 11 and 14 from the new UK Code of Student Conduct]

1. Misappropriation or illegal use of drugs or other pharmacologically active agents;
2. *Any* condition or behavior which may endanger clients, patients, or the public, including failure to carry out the appropriate or assigned duties where lack of doing so may endanger the health or well-being of a patient or client;
3. Behavior or action which deceives, defrauds, or harms the public and/or profession;
4. Falsifying or, through negligence, making incorrect entries or failing to make essential entries in health records;
5. Deliberate deception of a patient or client through failure of the student to identify student status;

6. Failure to maintain client or patient confidentiality;
7. Obtaining any fee by fraud or misrepresentation;
8. Removal or suspension from any clinical setting by appropriate administrative authority for unprofessional conduct; or
9. Commission of any act which has the effect of bringing the student, the University, or the student's intended profession into disrepute, including, but not limited to, any departure from or failure to conform to the standards of acceptable and prevailing professional practice with the state and any departure from or failure to conform to the principles or code of ethics recognized by the licensing, certifying, or professional association or agency of the student's intended profession.

[Note: #10-27 are added from the UK new UK Code of Student Conduct]

10. Interference, coercion or disruption that impedes, impairs or disrupts University missions, processes or functions or interferes with the rights of others. The following, while not intended to be exclusive, illustrate the offenses encompassed herein: occupation of any University building or property, or part thereof, without authorization by the University; blocking the entrance or exit of any University building or corridor or room therein; setting fire to, or by any other means, damaging any University building or property or the property of others on University premises; any display of, or attempt, or threat to use firearms, explosive or other weapons upon University property without University authorization; prevention of the convening, continuation or orderly conduct of any University class or activity or of any lawful meeting or assembly upon University property; blocking normal pedestrian or vehicular traffic on University property; and failure to vacate premises when ordered to do so by a University official.
11. Use, possession, or distribution of narcotic or dangerous drugs, except as expressly permitted by law.
12. Disorderly, abusive, drunken, violent or excessively noisy behavior or expression.
13. The threat or commission of physical violence against self or other persons.
14. The commission of acts or the implementation of programs or activities that constitute a violation of local, state or federal law.
15. Failure to comply with directions of University officials acting in the performance of their duties.
16. Falsifying, altering or forging any official University records or documents, employing official University documents or records for purposes of misrepresentation, or causing any official University documents or records to be falsified by means of any misrepresentation.
17. Hazing by any action taken or situation created, intentionally or recklessly, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such abusive activities and situations may include, but are not limited to the following: illegal or harmful use and/or forced consumption of food, alcohol or drugs; paddling in any form; creation of fatigue; personal servitude; physical and/or psychological shocks; wearing

apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; degrading or humiliating games and activities; sleep or food deprivation; any meetings which unreasonably interfere with scholastic activities; and/or any other activities which are not consistent with the regulations and policies of the University of Kentucky.

18. Knowingly passing a worthless check or money order to the University or to a member of the University community acting in an official capacity; recurring financial over-obligation and nonpayment of debts to the University.
19. Theft of property or services; knowingly possessing stolen property.
20. Possessing a deadly weapon without authorization of the Dean of Students.
21. Defacing, disfiguring, damaging or destroying public or private property.
22. Giving false testimony or other evidence at any official hearing of the University or giving false information to any faculty or staff members acting in the performance of their duties.
23. Bribing any University employee.
24. Harassing anyone present on University property.
25. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; or participating in any gambling activity that involves intercollegiate athletics or amateur athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
26. Violation of conditions imposed in connection with one or more of the sanctions enumerated in Article II, Section 11 of this *Code*.
27. Violation of other published University regulations or policies. Such regulations or policies include, but are not limited to, policies regarding computer use, alcohol, hazing, entry and use of University facilities as well as regulations governing student organizations and residence halls.
28. Use of communication systems in whatever form in an intimidating, harassing, or illegal manner, or in a manner designed to interfere with or disrupt the educational process.
29. Any course of conduct, act or omission that would be considered unprofessional conduct as a basis for discipline under the professional standards applicable to the profession for which the student is in training.

ARTICLE 4: JURISDICTION

A student enrolled in a course or program in a College of the Medical Center shall be held to the Health Sciences Student Professional Behavior Code, the Code of Student Conduct, and Selected Rules of the University Senate of the University of Kentucky. If a violation of the Code of Student Conduct and also one or both of the other above referenced codes or rules allegedly has been committed in the same set of circumstances or facts, the Dean of the College in which the student is enrolled and the Dean of Students of the University of Kentucky shall consult. (In cases involving a graduate student, the dean of the college also shall consult the Dean of the

Graduate School.) They shall determine whether the Dean of Students, the Dean of the College, and/or the Dean of the Graduate School will investigate and pursue the case in accordance with the appropriate procedure(s) and authorities.

A decision taken by a dean under the HSSPBC shall not preclude or be precluded by any action for which the student may be liable for the same or a related offense under the Code of Student Conduct, Selected Rules of the University Senate of the University of Kentucky, or behavioral standards which may have been established in any specific course.

ARTICLE 5: ADMINISTRATIVE PROCESS AND SANCTIONS

[Note: this section has been re-ordered from the previous code. In addition, new information is underlined]

Notifications by Dean to the Student

When a dean of a college, after appropriate preliminary investigation into an alleged violation of the standards, believes a student has committed a violation of the standards, the dean shall:

1. Notify the student in writing at a meeting or by certified mail that the student is charged with the violation of one or more of the standards; and
2. Notify the student in writing of the student's rights:
 - a. The student has the right to waive the rights to a hearing and an appeal.
 - b. The student has the right to a hearing before an impartial committee of faculty and students from the student's college, which hearing shall be conducted in accordance with the procedure described herein. A request from the student for a hearing must be communicated in writing to the dean of the college and received within five (5) working days of the student's receipt of notification of the charge.
 - c. The student shall not be compelled to give testimony which might tend to be incriminating. Refusal to do so shall not be considered evidence of guilt.
 - d. The student shall receive a written statement of the conclusions and recommendation reached by the Hearing Committee.
 - e. The student shall have the right to appeal the decision of the dean to the Provost.

Hearing Committee and Procedures

Once the student has requested a hearing, a hearing committee will be convened to examine alleged violations of the Health Sciences Student Professional Behavior Code and to make recommendations to the dean.

1. The dean shall form an impartial ad hoc Hearing Committee with representation from the following groups:
 - a. Two college faculty members whose teaching occurs in a patient care setting, appointed by the dean;

- b. One representative of the college's full-time tenured faculty, who has no current academic or supervisory relationship with the student, chosen and appointed by the dean; and
 - c. Two students within 12 months of completing professional degree requirements and in good standing, selected by the college's Student Advisory Council.
2. The dean shall designate one of the above described representatives to be the Chairperson of the Hearing Committee. The Chairperson shall:
 - a. Be a voting member of the Committee; and
 - b. Convene the Committee within 15 calendar days of the dean's receiving the student's written request for a hearing.
3. A quorum shall be all five members of the Committee.
4. The Hearing Committee shall establish procedural rules for the hearing which will ensure the orderly conduct of its functions. The Hearing Committee shall maintain a record of its proceedings.
5. The standard that shall be applied in all cases brought before the committee is that the evidence against the accused student, in the majority opinion of the committee, must be by a preponderance of the evidence in order for a guilty finding to be rendered.
6. The hearing may be open or closed, according to the student's choice, which shall be specified in the student's request for a hearing (refer to Article 5 Hearing Committee and Procedures).
7. The student may have an advisor of the student's own choice who may advise the student and speak on the student's behalf; however, neither the student nor the student's advisor may examine any witnesses or committee members unless permitted by the Chairperson.
8. The student shall be able to hear all witnesses. Any questions the student may wish to ask of witnesses shall be furnished to the Chairperson, to be asked by the Chairperson, at the Chairperson's discretion.
9. When a student is found responsible for a violation of the Code, the hearing shall reconvene in a supplemental proceeding to determine the sanction that should be recommended. Both the accused and the complainant and College may submit additional relevant evidence or make relevant statements (oral or written) regarding the appropriate sanction. The past disciplinary record of the accused student shall only be supplied to the Hearing Officer during the supplemental proceeding.
10. The student shall enjoy all other rights specified at the time of notification of charges, cited above.

Reporting Procedures

Electronic mail (e-mail) is an accepted official form of written communication in the health professions colleges. E-mail may be used to communicate information regarding ethics code policies and procedures. E-mail correspondence between members of the Committee and other necessary parties is

permitted but students should be referred to by identification number and not by name whenever possible. Written communications in hard copy format also will be used when appropriate.

Hearing Committee Report

The Hearing Committee, after concluding the hearing and taking evidence, shall reconvene in executive session with Committee members only, to review the evidence, to make findings, and to determine whether or not a violation of the standards has occurred. If the Hearing Committee determines that a violation has occurred, they shall recommend an appropriate sanction to the dean. If the Committee determines that insufficient evidence exists to conclude that a violation of the standards has occurred, it shall so notify the dean. Within 7 days of the executive session, the committee's summary of findings, including its determination of whether or not a violation of the standards has occurred, and any recommended sanctions shall be communicated in writing to the dean.

Decision of the Dean

The dean shall not reverse the determination of the Committee as to whether or not a violation of the standards occurred. The dean shall take any recommendation of a sanction by the Hearing Committee under advisement. The dean may impose a sanction which is less than, the same as, or greater than that recommended by the Committee. The student shall be notified in writing by certified mail of the dean's decision within 7 calendar days, which shall be final unless appealed by the student.

Sanctions

All disciplinary sanctions imposed upon students are cumulative in nature and will be recorded in the student's disciplinary record. All prior disciplinary actions noted in a student's file may be used in subsequent cases of code violations committed by that student and may result in harsher consequences than would otherwise have been the case.

Sanctions that may be imposed by a dean for violation of the standards are:

1. Written warning;
2. Letter(s) of apology. A student found guilty of an offense is expected to show contrition;
3. Probation with specific conditions;
4. Suspension from a College of the Medical Center or suspension from that college's courses or programs for a definite period;
5. Dismissal from a College of the Medical Center for an indefinite period; the conditions for readmission shall be specified at the time of dismissal; readmission to the college courses or programs of the college from which the student has been dismissed shall be only with specified approval of the college's Admissions Committee and/or dean.
6. Termination as a student and/or candidate for professional degree or certificate in a

College of the Medical Center without possibility of readmission to that college. The College will provide the names of expelled students to the appropriate health professions State Licensing Board (i.e., State Board of Medicine, State Board of Pharmacy, etc.).

[Note: #7 is added from the UK new UK Code of Student Conduct]]

7. *Other Sanctions:* other sanctions or conditions may be imposed instead of or in addition to those specified above. Examples include, but are not limited to restriction of access to specific areas of campus, monetary penalty, monetary reimbursement, public or community service, research projects, compulsory attendance at education programs, compulsory psychiatric/psychological evaluation and counseling, such as alcohol and drug counseling.

ARTICLE 6: APPEAL

A student has the right to appeal a decision of the dean, unless waived, to the Provost within 7 calendar days of the date of student's receipt of written notification of the dean's decision.

[Note; this next section is directly from the UK new UK Code of Student Conduct]]

The written appeal shall clearly state the reason for appeal. Acceptable reasons for an appeal are an assertion and evidence that:

- a. Due process rights have been violated through the University Disciplinary Hearing Process;
- b. The sanction is inappropriate for the infraction for which the student was found responsible; or
- c. There is information that was unavailable at the time of the original hearing which would alter the determination of responsibility, or which would alter the sanction.

The Provost shall review the dean's decision on only those grounds which are cited in the appeal and for which written documentation is submitted with the student's written request for an appeal.

The Provost's decision, which shall be made within 15 calendar days of the receipt of request for an appeal, shall be final.

The Provost's decision shall be recorded in writing and made a part of the student's permanent record. The Provost shall notify the student by certified mail, with a copy to the dean of the college.

[Note; this next section is directly from the UK new UK Code of Student Conduct]]

ARTICLE 7: DISCIPLINARY FILES AND RECORDS

The record of disciplinary actions shall be maintained by appropriate the Dean of Students Office in the health professions college.

The file of a student found responsible for any violations of this Code shall normally be retained as a disciplinary record for seven years following the incident or five years after the last semester enrolled, whichever is longer. If a student transfers to another institution, the record shall be shared with the new institution upon request and if released by the student.

ARTICLE 8: AMENDMENT OF THE HEALTH SCIENCES STUDENT PROFESSIONAL BEHAVIOR CODE

As an Administrative Regulation, supplementary to the Governing Regulations of the University of Kentucky, amendment of the Health Sciences Student Professional Behavior Code shall be recommended by the Provost, after consultation with Colleges of the Medical Center deans and other administrators, to the President with final approval of all amendments to be made by the Board of Trustees.

II. Student Professionalism

i. General behavior

According to the academic ombud, "Instructors in professional preparation programs have a special responsibility to assist students in learning what constitutes professionalism, ethical and professional behavior and conversely, what actions and forms of behavior would be deemed unprofessional, unethical or otherwise unacceptable within the profession for which they are preparing."

Students will be expected to behave in a manner consistent with that of a professional during ALL scheduled College activities as outlined in the Health Professional Student Behavior Code and the Pharmacist's Code of Ethics (see attached).

All actions taken due to inappropriate behavior will be documented and forwarded to the student record in the College of Pharmacy Academic Affairs Office.

ii. Civility in the classroom

According to the academic ombud, "To describe someone as a 'scholar' is to acknowledge the many traits and abilities exhibited by an individual that are consistent with scholarship. Scholars (faculty and students alike) expect a certain degree of respect from other scholars regardless of the similarity or divergence of viewpoint and irrespective of age or experience. Faculty have the right – and the responsibility – to ensure that all academic discourse occurs in a context characterized by respect and civility."

The Department of Pharmacy Practice and Science agrees with and accepts this philosophy; therefore student behavior that detracts from the educational environment will not be tolerated. Examples of inappropriate behaviors include entering the classroom after class has begun, engaging in disrespectful debate, holding disruptive conversations with fellow classmates, receiving phone calls during class, reading newspapers during class, playing electronic games during class, sleeping during class meetings, attacks of a personal nature or statements or actions denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin, disability or other such factors.

All actions taken due to inappropriate behavior will be documented and forwarded to the student record in the College of Pharmacy Academic Affairs Office.

iii. Dress code

Students must be neat and clean whenever they are attending classes in the College or the Medical Center. Shoulders must be covered. The midriff area of the body or undergarments must not be visible. Short-shorts and miniskirts should NOT be worn.

Extremes in hairstyles, cosmetics and jewelry should be avoided. Nose rings, eyebrow rings and visible piercings other than earrings are not permitted during class in either the College of Pharmacy or Medical Center. ALL jewelry is prohibited when working in the aseptic compounding area as outlined in individual course syllabi.

Professional dress is expected in the professional laboratories and at other times as specified by course instructors in course syllabi. Professional dress means business like attire – dress pants and dress shirt/sweater for men and dresses or skirts/dress slacks and blouses/sweaters/jackets for women. White lab coats are required when working in the professional laboratory and when participating in patient care activities.

Specific dress code policies apply when working in the aseptic compounding laboratory. These policies are outlined in the individual course syllabi.

All students must wear the approved identification badge, issued and validated by Medical Center Security at all times when they are in the College or the Medical Center. Name badges will be worn clipped on the right pocket of shirts or jackets, or worn around the neck. Name badges shall NOT be worn at the waist level or in other inappropriate locations.

University of Mississippi

I. CONSTITUTION: THE UNIVERSITY OF MISSISSIPPI SCHOOL OF PHARMACY STUDENT BODY

Preamble .

We, the Student Body of the School of Pharmacy, in order to better coordinate the activities of each professional class and organization within the School of Pharmacy and to promote and support the profession of Pharmacy, do ordain and establish this Constitution of The University of Mississippi School of Pharmacy Student Body.

Article I: Name.

The name of this organization shall be The University of Mississippi School of Pharmacy Student Body.

Article II: Membership.

The membership of this organization shall include all students enrolled in the Professional Pharmacy courses of the School of Pharmacy, The University of Mississippi, beginning with those students designated as being in the first year (P1) of the Pharmacy curriculum through those students designated as being in the sixth year of the Pharmacy program. This shall include students enrolled in the Doctor of Pharmacy program as well as students enrolled in the Bachelor of Science in Pharmaceutical Sciences program.

Article III: Officers and Duties.

The officers of this body shall be the following:

- A. President: The President is the presiding officer and Chairperson of the Executive Council. The President, along with the Secretary/Treasurer shall have the power to co-sign checks, which allows the disbursement of Student Body funds. (See Honors Awards and Commencement Committee, Handbook Section 8).
- B. Vice President Oxford Campus: The Vice President Oxford Campus shall take the Chair in the event the President is incapacitated, and be responsible for coordinating all social events. He/She, along with the Vice President for External Campuses, shall coordinate student activities on the Oxford and External Campuses. (See Curriculum Committee, Handbook, Section 8).

- C. Vice President External Campuses: The Vice President External Campuses shall be elected from the fifth-year class designated as Doctor of Pharmacy students. He/She in addition to the fifth-year class president and vice president are to represent the Pharmacy School Student Body on the UMMC Associated Student Body Executive Committee. He/She shall be responsible for the collection and distribution of funds pertaining to the UMMC School of Pharmacy Student Body. The Vice President External shall also serve as liaison between students on the clinical campuses and those in Oxford, keep students on the external campuses aware of the activities of the various organizations within the School of Pharmacy, and keep Oxford campus students aware of concerns and activities of the External campus students. The prior year's Vice President External Campuses shall coordinate the election of the new P5 Class Officers and new Vice President of External Campuses.
- D. Secretary/Treasurer: The Secretary/Treasurer shall keep fair and correct minutes of the proceedings of the Executive Council meetings, and be responsible for the collection and distribution of funds pertaining to the Student Body. The Secretary / Treasurer, along with the President, shall have the power to sign the checks which allows for the disbursement of these funds. The Secretary/Treasurer shall pay no money withdrawn from the funds of the Student Body unless so authorized by the President. Upon the request of the President, the Secretary/Treasurer shall present a financial statement at the meetings of the Executive Council. Following each Executive Council meeting, the Secretary/Treasurer shall post a current Financial Report and the Minutes of the last meeting in the Student Lounge. Copies of Executive Council meeting minutes and financial reports shall be kept on file in the Associate Dean for Academic and Student Affairs office. (See Instructional Technology Committee, Handbook, Section 8).
- E. Elections Chair: The Elections Chair is a student elected in the Spring of their P3 year by the P3 class. This student will not be eligible to run for any elected office within student government in their P4 year. The duties of this position include coordinating all Student Body and Class Officer elections in agreement with this document. The Elections Chair will also be responsible for coordinating the election for his/her successor in April of his/her P4 year. Coordinating an election includes posting election application availability on all electronic student announcement pages, announcing when and where to pick up candidate applications, and making all deadlines clear and final. All applications should be posted in the Pharmacy Student Center, and ballots should be created, utilized, and counted in a timely manner. All results should be announced and posted on announcement pages.
- F. Student Organizational Liaison: The Student Organizational Liaison will be an appointed position, selected by the newly elected Executive Council in the fall semester. He/she will be responsible for maintaining an electronic calendar for the timely posting of all scheduled activities of the various student organizations and the Student Body and assisting those organizations in coordinating all events.
- G. Student Communication Coordinators: The Student Communication Coordinators are appointed by the Executive Council within the first two weeks of the fall semester. These students, a P3 and P4, would develop the student telephone directory including all P1-P4 students, at the beginning of the fall semester.
- H. Honor Council Chair: The Honor Council Chair is appointed by the Student Body President

in April after recommendation by the sitting Honor Council. The Student Body President is not required to accept the recommendation of the Honor Council. The Chair will be a rising P6 student. Candidates for the Honor Council Chair position will submit application to and be interviewed by the sitting Honor Council. Prior membership on the Honor Council is not necessary for appointment.

Article IV: Executive Council.

Section 1. The Executive Council shall be composed of the School of Pharmacy Student Body officers, the President of each of the professional pharmaceutical fraternities in the school, the President of each class (first through sixth years) of the professional program and the President of each of the professional pharmaceutical organizations within the school, and the Associate Dean for Academic and Student Affairs as Advisor. The Executive Council is chaired by the Student Body President. The Student Body President must notify members of Executive Council meetings and if such persons are not able to attend in person, they must be afforded the opportunity to attend via teleconference or conference call.

Section 2. Membership to the Executive Council shall be limited to those students who are in good standing and maintain a minimum G.P.A. of 2.75. If elections take place in the Fall Semester, the candidate must have a 2.75 G.P.A. from the previous year. If elections are in the Spring Semester, the candidate must have a 2.75 G.P.A. from the previous semester. A student considered in good standing shall have passed all required pharmacy courses during the previous two semesters to be eligible to run for an office that sits on the Executive Council. If during office a member of the Executive Council fails to remain in good standing or maintain the G.P.A. requirement, then that person shall step down from office and the next officer in line shall assume the position per the organization's Constitution and By-Laws (i.e. Vice President). These standards will be verified thru the Dean's Office prior to any Student Body, class, or organizational election and throughout the school year.

Section 3. The Executive Council shall have the power to enact ordinances to best serve the interests of the Student Body. These ordinances shall in no way conflict with the Constitution but rather uphold and clarify the rules stated and the virtues implied herein. These ordinances shall be binding and applicable to all students enrolled in the professional program.

Section 4. The Executive Council shall have the power to adopt resolutions, which will express the collective opinion of the School of Pharmacy Student Body.

Article V: Meetings.

The meetings of the Executive Council and the Student Body shall be on such dates as are selected by the President. The President shall call a minimum of one (1) Executive Council meeting per month during both the fall and spring semesters.

Article VI: Quorums.

A quorum for the Executive Council shall be 70 percent (70%) of the membership of the Council. A quorum for a Student Body meeting shall consist of a majority of the professional students present on the Oxford Campus. A quorum must be present when voting upon proposed issues.

Article VII: Presiding Officer.

In the absence of the President, the Vice President Oxford shall take the Chair. In the absence of both the President and Vice President Oxford, the Secretary/Treasurer shall preside. If the President, Vice President Oxford, and Secretary/Treasurer are all absent, the Vice President for External Campuses shall preside. This sequence shall also apply if the office of the President is vacated prior to the completion of the term.

Article VIII: Fiscal Year.

The Fiscal Year for the School of Pharmacy Student Body shall be from June 1 of each year through May 31 of the following year.

Article IX: Fee Assessment.

A student body activity fee shall be assessed to the first year (P1) students and third year (P3) students that are enrolled within the University of Mississippi School of Pharmacy. The fees will cover student activities planned by the Executive Council as well as by the Associated Student Body officers of the School of Pharmacy.

The (P1) students will be assessed a \$30.00 activity fee, which will cover the first and second years.

The allocation of the fee is as follows:

Ole Miss Pharmacist publication	\$10.00
Class dues	\$5.00
General Student Body Fund	\$5.00
Pharmacy Olympics	\$10.00

The P3 students will be assessed a one-time activity fee of \$75 to cover the third and fourth professional years. The allocation of the fee is as follows: \$10 Ole Miss Pharmacist publication, \$10 class dues, and \$20 Pharmacy Olympics. The remaining \$35 shall be placed in a general activity fund to be used at the discretion of the Student Body officers for the benefit of the students.

Notification of the obligation of fee payment for the first and third year students shall be made by the current Student Body President by way of a letter sent to the students during the summer months prior to the beginning of the Fall semester. Dues will be payable during the orientation periods at the beginning of the Fall Semester. A late fee, not to exceed 25% of the amount of dues, will be assessed if dues are not paid within thirty days of orientation.

Any student who takes an additional professional year on the Oxford campus for any reason shall do so without assessment of additional student activity fees for that year.

Any student that withdraws for any reason from the University of Mississippi School of Pharmacy has the right to petition in writing the student body officers for a refund of a portion of his or her activity fee. The reimbursement of funds to the student shall be done at the discretion of the student body officers.

Fifth and Sixth year students shall be exempt from assessment of any activity fees by the Executive Council or the Student Body officers. The basis for this exemption is that these students pay a student body fee of \$211.00 as members of the UMMC campus. That fee is allocated to the following items:

Yearbook \$35.00 (Fall semester only)

Party Fund (per student) \$8.00 (Fall semester only)

Which is available to the
P5 and P6 classes.

Student Union (60%) \$101.00

ASB (40%) \$67.00

Total Fall Semester \$211.00 Total Spring Semester \$168.00

The use of the "party fund" for expenses such as bereavement flowers is prohibited by UMMC policy. Such expenses on behalf of the P5 and P6 classes will be provided by the general Student Body account. Assembly absence fines paid by P5 students are credited to this account.

Article X: Elections .

Section 1. The officers of the Student Body, with the exception of the Vice President External Campuses, shall be elected from third-year (P3) class members designated as being in the practice track of the B.S. in Pharmaceutical Sciences program, via a printed ballot by a simple majority of students who cast votes from the Student Body on both the Oxford and External Campuses. The Vice President External Campuses shall be elected from the fourth-year (P4) class by a simple majority of fourth- and fifth-year class members who cast ballots. [The prior year's Vice President External Campuses shall coordinate the election of P5 class officers and new Vice President of External Campuses.] The election shall take place on the third Thursday of March of each year. Officers shall serve a period of one (1) year.

Section 2. First through fifth-year class officers shall be elected on the first Thursday of September of each year.

a. President. The President shall preside over matters concerning his/her class, serve on the Executive Council, serve on the Student-Faculty Relations committee and may serve on the Honor Council as an alternate to the Class Honor Council representative. The P5 President along with the Student Body Vice President External Campuses and P5 Vice President are to represent the School of

Pharmacy Student Body on the UMMC Associated Student Body Executive Committee.

b. Vice President. The Vice President shall preside in the absence of the President and shall assist the Student Body Vice Presidents in organizing all social functions. The Vice Presidents of the P3 through P6 classes also serve as non-voting members of the Curriculum Committee. (See Pharmacy Announcement, Handbook Section 9). The P5 Vice President sits on the UMMC Associated Student Body Executive Committee.

c. Secretary/Treasurer. The Secretary/Treasurer shall be responsible for all the funds involving the respective class after having received them from the Student Body Secretary/Treasurer. In addition, the Secretary/Treasurer shall assist the Student Body Secretary/Treasurer in the collection of the student body fee from the respective class. There is no Secretary/Treasurer of the P6 class. The Secretary/Treasurers of the P2, P3, P4 and P5 classes shall serve as non-voting members of the Instructional Technology Committee.

d. Honor Council Members. The Honor Council members, two (2) from each class P2 through P6, in addition to serving on the Honor Council, shall be responsible for conducting all Student Body and Class elections to include manning the polls, counting the ballots and posting the results. They shall also be responsible for taking attendance at Student Body assemblies when applicable.

Section 3. Elections for P6 Officers are held during the fourth block of in the P5 year. The External Elections Chairman posts and announces that he/she is accepting nominations to his/her personal email account for the offices of President, Vice President, and two (2) Honor Council members. The External Elections Chairman sets a three (3) day deadline for nominations. The External Elections Chairman prepares the ballot with the assistance of the P5 Vice President and voting takes place at a specified time to be announced at least one (1) week prior to the election. The External Elections Chairman along with the P5 Honor Council members check and count the ballots. The results are then posted to the P5 Announcement Page.

Section 4. Announcement of all Student Body and Class elections shall be made by the Elections Chairman at least seven (7) days prior to the election. Nomination forms for all election positions will be made available in the office of the Associate Dean for Academic and Student Affairs. This form will consist of a 100 – 200 word statement by the candidate on his or her reasons for running for the particular office and what they hope to achieve during their term of office. Candidates may also attach a recent photo to this form; however, a copy of each class photo composite will be available .

Section 5. Student Body and Class officer candidates may speak to the classes during a general assembly time to be determined by the School of Pharmacy administration. Campaign materials are limited to 8 and 1/2 by 11-inch posters. Campaign materials shall be the responsibility of the individual candidate, and must be removed within two (2) days of the completion of the election, including run-off elections.

Section 6. Candidates for student body offices who are presently members of the Executive Council shall relinquish their position on the Executive Council to the proper successor of the organization or class, which the candidate represents until the completion of the election.

Section 7. Should a candidate not receive a simple majority vote (51.0%) of the Student Body or the respective class members casting ballots, a run-off election shall be held. The top two (2) candidates receiving the most votes in the initial election shall be placed on the run-off ballot. The candidate receiving the simple majority in the run-off election shall be declared

the winner.

Section 8. Write-in votes are allowed for the Student Body and class elections but not in the case of a run-off election. A write-in candidate must fulfill all candidate requirements.

Section 9. Honor Council members are exceptions to the majority rule defined in Section 6 as the top two (2) candidates receiving the most votes shall be declared the winners. Specifications on the ballot shall indicate to vote for two (2) candidates and there shall be no run-off election.

Section 10. Candidates may contest the election up to one (1) week after the final election/run-off. All appeals shall be weighed and judged by the Executive Council.

Section 11. If the office of Student Body Vice President Oxford Campus, Vice President External Campuses or Secretary/Treasurer is vacated, the Student Body President shall select a successor.

Section 12. No Student shall be allowed to concurrently hold more than two (2) elected class or pharmaceutical organization offices. Student Body officers (President, Vice President, and the Secretary/Treasurer) on the Oxford Campus may not hold the position of President of any other organization and may not hold any class office.

Section 13. The election process shall be as follows:

- a. Elections shall be held at a location to be determined by the Elections Chairman and announced one week prior to the election with (1) ballot box for each class.
- b. There shall be only as many ballots at each box as there are students in that class.
- c. All ballots shall be grouped in packets of 25 until the total for each class is reached.
- d. As each person votes, he/she must add his/her name to a list for that class. Only 25 signatures per page are allowed.
- e. The Honor Council members from the preceding year shall be responsible for watching the polls. At least one (1) Honor Council member must be present during the voting.
- f. If the number of ballots and the number of signatures do not match, the election is null and void.
- g. Candidates shall not politic within twenty (20) feet of the polls. Violation thereof shall disqualify the candidate. Additionally, candidates are prohibited from using the student directory for e-mail or telephone for campaigning purposes.

- Ballot boxes shall be sealed immediately after the election, which shall begin and end
- h. at times to be decided by the Elections Chairman and announced one (1) week before the election.
 - i. The Elections Chairman, along with a minimum of two (2) Honor Council members shall count the ballots (see section “k” for exceptions). Honor Council members will count ballots only for elections other than their own class. For example, Honor Council members from the P4 class may count ballots from P1, P2, P3, P5, and P6 elections, but not P4 elections.
 - j. Ballots for the External Campuses shall go by e-mail attachment or shuttle in one envelope and shall be distributed and counted by the Honor Council members on that External Campus. The results shall be reported to the Elections Chairman on the Oxford Campus by telephone or e-mail before 8:00 p.m. the day of the election. The official ballots shall be returned by mail or shuttle to the Oxford Campus and kept for a period of one week.
 - k. In situations where there is no Honor Council member present on an External Campus, the Student Body President and the Associate Dean for Academic and Student Affairs shall decide the procedure for elections on that External Campus. The general rules of election conduct by the candidates shall remain the same as for all Student Body elections.

Nomination Form for Class or Student Body Office

Name: _____

Class: _____

Position: _____

(Please list entire title; ex. Pres. of P3 Class or VP of Student Body)

Class Offices: P1, P2, P3, and P4 - President, Vice President, Secretary/Treasurer, and Honor Council*
 *(2 members elected from each class to Honor Council)

Statement of Candidate (200 words maximum)

Explain:

- Reasons for running for this office.
- What you hope to achieve-*Optional*: Candidate may attach recent photo.

Each candidate must submit the completed nomination form to the office of the Associate Dean for Academic and Student Affairs by four (4) o'clock seven (7) days before the election. The Elections Chairman shall post a sample ballot within the Student Center by twelve (12) o'clock noon three (3) days before the election.

Article XI: Elections for Professional Pharmacy Organizations.

All professional pharmaceutical organizations within the School of Pharmacy will be required to hold elections for new officers each year. These officers will take office at the beginning of the fiscal year of each organization or as determined within organization bylaws or constitution. (See Article IV. Section 2 for qualifications for Presidents).

Article XII: Student Body Awards.

The Executive Council shall annually award the Helping Hand Award to a member(s) (maximum of three students) of the Student Body who is not a member of the Executive Council but has made a significant contribution of time, effort and assistance to the Council throughout the year. There shall also be a Most Outstanding Class Member elected from the first through the sixth-year classes of the pharmacy program. This person shall be elected by a majority of the members of the respective class.

There shall be an Outstanding Teacher of the Year Award for both Clinical and Pharmaceutical Sciences. The Outstanding Teacher of the Year for the Clinical Sciences shall be voted upon by the graduating sixth-year class of the Doctor of Pharmacy program. Furthermore, P6 students may nominate faculty for the Preceptor of the Year Award to be awarded annually to an out-standing externship preceptor. The Outstanding Teacher of the Year for Pharmaceutical Sciences shall be voted upon by the fourth-year students. Two teaching assistant awards shall be selected from among the tutors assigned to assist in P3 and P4 courses. Each class will select in late spring a recipient from among the tutors assigned to the courses completed in that academic year. The recipient of the P3 award shall be recognized at the Pharmacy Awards Assembly and the P4 award recipient at Commencement. Each award will consist of a plaque and \$250 credit to professional development expenses ordered through the Ole Miss Bookstore or applied toward travel expenses to a professional meeting. Two members of the graduating Doctor of Pharmacy class shall be elected to the Hall of Fame by the graduating sixth-year class. One member of the graduating Bachelor of Science in Pharmaceutical Sciences class shall be elected, if appropriate, to the Hall of Fame by the graduating fourth-year class. The recipient cannot be enrolled in the practice track. Criteria for these awards are presented under the Pharmacy Student Body description in this Handbook, Section 9.

Article XIII: Advisor for Executive Council.

The Associate Dean for Academic and Student Affairs shall serve as advisor to the Executive Council and shall be present at all Executive Council meetings whenever possible. The Associate Dean for Academic and Student Affairs shall serve in an advisory capacity only and shall not be allowed to vote on matters of the Council but is encouraged to provide input. In the event that this individual cannot be present, the Coordinator of Student Professional Development will serve as his/her alternate.

Article XIV: Addition of New Organizations to the Executive Council.

Any professional pharmaceutical organization that desires to become a member of the Executive Council of The University of Mississippi School of Pharmacy Student Body must present a letter of intent to the President of the Student Body. They must also present a copy of their local charter and a list of potential membership. A representative of the organization shall make a presentation before the Executive Council on what the intention and purpose of the organization will be. Approval and acceptance will be by a majority vote of the members of the Executive Council. Upon approval, the new organization will be placed under Probationary Membership for a period of one (1) semester. During this probationary period, the organization will be asked to demonstrate active participation on the Council, membership recruitment, a demonstrated level of activity as an organization within the school, and submit to the Executive Council a plan for growth as an organization within the School. After the probation period is expired and the new organization has successfully met the aforementioned requirements, then the organization shall be granted full membership on the Executive Council and all privileges and rights given with such membership.

Article XV: Probation for Inactive Organizations.

Any organization that is a member of the Executive Council that does not actively participate in Council meetings and Council related activities may be brought before the Executive Council by the Student Body President for a vote as to possible Probation. If the Council votes to place the organization on probation, then the organization would not be allowed to vote on matters of the Council for a period of one (1) semester. During this Probationary Period, the organization shall demonstrate a willingness and effort to become an active member of the Council and to become active within the School of Pharmacy. Failure to do so will result in a second vote by the Council that upon majority vote would result in the organization being removed from the Council. If, after the probationary period, the organization has shown a willingness and effort to become more active, then upon majority vote of the Council, they shall regain full membership status. In either case, failure to receive a majority vote forces the organization to remain on Probation for another semester. Organizations that have been removed from the Council may not petition to be placed back on the Council until after a period of three (3) years from the date of removal.

Article XVI: Honor Code.

The School of Pharmacy Student Body shall abide by the Honor Code (see section 3, page 62). Violation of any rule stated herein this Constitution is considered to be an Honor Code violation. Divulgence of any information derived from closed Executive Council meetings that is indicated as privileged or confidential is considered to be an Honor Code violation.

Article XVII: School Assembly Attendance.

Section 1. Attendance at School of Pharmacy assemblies is mandatory. The Honor Council members will be responsible for taking attendance at assemblies using duplicate forms.

These forms shall be collected in a locked box and delivered to the Office of the Dean for recording. The original of the duplicate form shall be kept in the Dean's Office and the copy shall be kept by the student. When applying for an excused absence it will be the student's responsibility to obtain an excuse form from the Chair of the Honor Council, complete the form, and return it to the President or an Honor Council member. A subcommittee of the Honor Council, composed of one of each class's representative honor council members, shall determine if a request for an excused absence is to be granted. It is the responsibility of the Student Body officers to annually determine the fee schedule. (The current schedule is de???? on page ?? of this handbook.)

It will be the student's responsibility to pay the balance of these fines before the close of the spring semester. The student will not be allowed to graduate or progress to the next academic year until all fines are paid. Payment shall be made to the Pharmacy Student Body General Account. The unexcused absence tally shall be reset at the beginning of each fall semester.

Section 2. All students are required to wear professional dress at all School assemblies. Professional dress for Oxford campus assemblies is defined as a dress shirt, necktie, slacks, and dress shoes for men. Women will wear dresses of an appropriate style and length, dress slacks and blouse, or a business suit. Footwear will be consistent with this type of clothing. Jeans, tank-tops, shorts, tee shirts, and flip-flops are not appropriate. Both men and women are required to wear their white coat. Appropriate dress for the UMMC campus is defined by the Pharmacy Practice Department which is in concert with the UMMC dress code. While collecting attendance slips, the Honor Council members will monitor professional dress. Students will be informed by the Honor Council when their appearance does not meet the standard. The lack of professional dress on a second occasion will be treated as an absence and a fine assessed. Arriving late for an assembly will be considered as an unexcused absence.

Article XVIII: Amendments and Revisions.

Section 1. These Articles of this Constitution shall be amended or revised only upon the vote of a majority of the members of the School of Pharmacy Student Body present on the Oxford and External Campuses.

Section 2. This Constitution shall be amended in no way that conflicts with the policies of the School of Pharmacy and/or The University of Mississippi.

VIII. SECTION 7 STUDENT DEVELOPMENT

I. Student Professional Development

Background

A hallmark of the pharmacy profession is the trusting relationship between the pharmacist and his or her patients. That relationship is sustained by a commitment to the highest levels of professionalism. All students enrolled in the School of Pharmacy are expected to adopt and reflect the characteristics of a professional, which include integrity, empathy, fairness, responsibility, and a commitment to ethical behavior. In addition, students will demonstrate respect for peers, faculty, and staff of the school and exhibit a high level of maturity that reflects their status as a member of the greater pharmacy community. To further emphasize the commitment to professionalism, the school conducts a White Coat Ceremony for entering Doctor of Pharmacy students signifying their transition to a health sciences campus. At this time, students sign the Pledge of Professionalism.

This section provides a collection of statements, policies, and procedures that relate to The University of Mississippi School of Pharmacy's views on the professional socialization of students and their professional conduct.

The concept of pharmacy student professional development is a continuous process and an area of continuous evaluation and evolution. It is recognized that terms such as "professional conduct," "unprofessional behavior," and "incivility" are somewhat ambiguous and open to substantial subjective interpretation. However, we believe there is a set of fundamental attitudes and behaviors that constitute the spirit of civility and professionalism that govern students' interactions with the faculty, staff, other students, and patients. The documents contained in this section are intended to be representative of these characteristics rather than a comprehensive list. We strive to inspire the adoption of the described qualities by our students, and hope the concepts will serve as guidelines as students progress through their academic careers.

We also believe it is reasonable to hold pharmacy students to a higher standard of professionalism because of the position to which they aspire. The level of responsibility associated with the covenant relationship pharmacists establish with their patients and society demands it, because the potential costs of violating this standard are so high. It is for this reason students are asked to affirm their dedication to the ideals of professionalism twice during their academic career at The University of Mississippi, once at the beginning of their P3 year and again at the beginning of their P5 year during the White Coat Ceremony. Those pledges of professionalism are included in this section.

This concern for student professionalism is not unique to The University of Mississippi School of Pharmacy. It has become a national topic of discussion as illustrated by the first document in this section: the *White Paper on Pharmacy Student Professionalism*. This is a report of a five-year discussion among members of the American Pharmaceutical Association Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans. Its purpose is to raise awareness and to stimulate discussion on the issue of student professionalism within the entire pharmacy community.

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Because students come to The University of Mississippi School of Pharmacy from diverse backgrounds, not all individuals possess the same level of maturity and appreciation for the professional norms promoted by the School. Consequently, it is necessary to have a procedure in place to address instances of behaviors that we believe are inconsistent with those norms. That

procedure is clearly defined in this section as well. Students, faculty, and staff are strongly encouraged to familiarize themselves with this procedure.

A. Statement on Student Professional Conduct

The profession of pharmacy demands adherence to a set of ethical principles. A student begins his or her professional development upon entering the academic program at The University of Mississippi School of Pharmacy. Therefore, there is a need at that time to begin the process of building and reinforcing a professional identity founded on integrity, ethical behavior, and honor. This development, a vital part of the educational process, will help to ensure that students are true to the professional relationship they establish with society as they become members of the pharmacy community. Integrity will be an essential part of students' everyday lives and they have a duty to pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional academic development, students in The University of Mississippi School of Pharmacy agree to accept the responsibility for their education, and to work toward becoming independent or active learners rather than dependent or passive learners. Students must develop a sense of loyalty and duty to the pharmacy community by adopting and reflecting that community's characteristics, which include maturity, honesty, integrity, and ethical responsibility, and by enthusiastically accepting the responsibility and accountability for success in their academic career.

Every student must maintain a high level of respect and civility for their fellow classmates, the faculty, and staff of the School, and maintain an appreciation for the value of diversity within the pharmaceutical community. This sense of respect extends to adherence to the principles, policies, and procedures expressed in the Student Body Constitution, the School of Pharmacy Student Handbook, and those of The University of Mississippi. **8/03 155**

9. Syllabus Template

10. SECTION 6

DEGREE PROGRAMS

(More detailed information regarding the undergraduate/professional program is available in the *School of Pharmacy Student Handbook* located online at <http://www.pharmacy.olemiss.edu>)

A hallmark of the pharmacy profession is the trusting relationship between the pharmacist and his or her patients. That relationship is sustained by a commitment to the highest levels of professionalism. All students enrolled in the School of Pharmacy are expected to adopt and reflect the characteristics of a professional, which include integrity, empathy, fairness, responsibility, and a commitment to ethical behavior. In addition, students will demonstrate respect for peers, faculty, and staff of the school and exhibit a high level of maturity that reflects their status as a member of the greater pharmacy community. To further emphasize the commitment to professionalism, the school conducts a White Coat Ceremony for entering students. At that time, students sign a Pledge of Professionalism.

TECHNICAL STANDARDS FOR PHARMACY SCHOOL ADMISSION

Candidates for the B.S. in Pharmaceutical Sciences and Doctor of Pharmacy degrees must be able to perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social. However, it is recognized that degrees of ability vary among individuals.

If you feel you are unable to meet these technical standards you are encouraged prior to application to discuss your disability with the Executive Director of Equal Opportunity and Regulatory Compliance at The University of Mississippi in order to determine whether or not reasonable accommodations can be

made. Student pursuing the academic program who lack the ability to appropriately comply with these standards and who do not seek accommodations may place themselves in academic jeopardy. The University of Mississippi School of Pharmacy is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the B.S.P.S. and Doctor of Pharmacy degrees.

1. Observation

All candidates must be able to:

- . • Observe lectures, demonstrations, experiments, and practice-based activities
- . • Observe physiologic and pharmacological demonstrations, evaluation of microbiological cultures, and microscopic studies of organisms and tissues and in normal and pathological states
- . • Observe a patient accurately at a distance and close at hand
- . • Read information on a computer screen
- . • Remain fully alert and attentive at all times in clinical settings

Additionally, candidates for the Doctor of Pharmacy degree must be able to evaluate visible patient signs and symptoms for the purposes of monitoring drug therapy

2. Communication

All candidates must be able to:

- . • Communicate effectively, sensitively, and rapidly with patients, caregivers, and members of the health care team
- . • Speak, listen, read, and write in the English language

• Effectively communicate with instructors and peers Additionally, candidates for the Doctor of Pharmacy degree must be able to:

- . • Communicate with health care practitioners specifically in reviewing and recommending verbal and written drug therapy orders
- . • Elicit information from patients, describe changes in mood, activity and posture, and perceive nonverbal communications

3. Psychomotor Skills

All candidates must be able to:

- . • Have sufficient motor function to execute all aspects of processing multiple types of drug orders and compounding of medications
- . • Engage in safe and aseptic handling of sterile preparations
- . • Safely and effectively operate appropriate equipment (e.g. microscope, computer keyboard, glucose monitors, peak flow meters)

Additionally, candidates for the Doctor of Pharmacy degree must be able to engage in basic physical assessment activities including palpation, auscultation, percussion, and other diagnostic maneuvers.

4. Intellect

All candidates must be able to:

- . • Comprehend three-dimensional relationships and to understand the spatial relationships of structures
- . • Solve problems involving measurement, calculation, reasoning, analysis, synthesis, and evaluation rapidly in a multi-task setting
- . • synthesize knowledge and integrate the relevant aspects of a patient's history, physical findings and monitoring studies

Additionally, candidates for the Doctor of Pharmacy degree must be able to use information to develop a drug therapy and monitoring plan in a reasonable amount of time.

5. Behavioral and Social Attributes

All candidates must be able to:

- . • Possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities
- . • Adapt to change, to display flexibility and to learn to function in the face of uncertainties and stressful situations
- . • Possess compassion, integrity, interpersonal skills, motivation, empathy, and concern for others
- . • Demonstrate ethical behavior
- . • Function effectively in situations of physical and emotional stress

- Accept appropriate suggestions and criticism and, if necessary, respond by modification

Additionally, candidates for the Doctor of Pharmacy degree must be able to:

- . • Exercise good judgment and prompt completion of all responsibilities involved in the pharmaceutical care of patients
- . • Have the capacity to develop mature, sensitive, and effective relationships with patients

II. HONOR CODE: THE UNIVERSITY OF MISSISSIPPI SCHOOL OF PHARMACY STUDENT BODY

August 17, 1989 Revised May 8, 1995 Revised July 3, 1996 Revised May 8, 1998 Revised May 1, 1999 Revised May 1, 2003 Revised September 29, 2004

Preamble:

As a professional, the first concern of a pharmacist is the health and safety of those to be served. It is essential to the profession and the public that the integrity of all of its members be beyond reproach. Toward these ends, the following code has been established pertaining to pharmacy and pharmaceutical studies.

Article I: General Provisions.

Section A. Upon matriculation at the School of Pharmacy of The University of Mississippi, all students (P2-P6) are subject to the provisions of the Honor Code and are deemed to have constructive knowledge of those provisions. The Honor Code shall apply to undergraduate students seeking degrees through the School of Pharmacy. P1 students and graduate students in the School of Pharmacy are subject to the Academic Discipline Code published in The University of Mississippi M Book. Undergraduates from other disciplines who are registered for courses in the School of Pharmacy also are subject to the M Book's Code or to the honor code in effect in the school in which they are seeking a degree.

Section B. It is assumed that performance on all tests and assignments shall represent the individual work of the student unless specified otherwise by the instructor of the course. It is the responsibility of the student to inquire if questions arise pertaining to outside assistance.

Section C. There shall be an orientation for incoming students that addresses the elements of the Honor Code.

Section D. The Faculty of the School of Pharmacy shall share with the students the responsibility for carrying out the provisions of the Honor Code. Faculty members may institute proceedings under this code by reporting suspected violations to the Associate Dean for Academic and Student Affairs or the Chair of the Honor Council. Faculty may also adopt such procedures in the classroom as they deem reasonable and necessary to the enforcement of the provisions of the Honor Code.

Section E. Academic dishonesty is a serious matter. Such conduct is totally inconsistent with the high standards of behavior expected of Pharmacist and the men and women who seek to enter this profession. It is important to understand that applications for graduate and professional licenses frequently require the applicant to state whether he/she has been found guilty of academic dishonesty. Moreover, when the penalties of suspension and expulsion are imposed for academic dishonesty, they will be recorded permanently on a student's transcript.

Article II: Violations.

Commission of any of the following acts, or aiding and abetting in such, shall constitute a violation of the Honor Code:

Section A. Lying, cheating, stealing, or plagiarizing in matters related to schoolwork.

- o Plagiarism includes, but is not limited, to:
 - Buying or stealing a paper and submitting the work as your own
 - Copying work (on papers, assignments, or tests) from another student even with his/her permission and submitting the work as your own
 - Allowing someone else to write a paper for you
 - Using ideas from a reference (including charts, graphs, statistics, pictures, etc.) without citing the source
 - Copying from a source and not putting the information in quotations (even if the source is cited)
 - Copy/pasting from the Internet without citing the source

Section B. Deliberately deceiving the faculty or staff about matters pertaining to performance in School of Pharmacy classes.

Section C. Submitting collaborative as one's own without appropriate recognition of others' contributions.

Section D. Violation of any rule stated in the Constitution of the Student Body including divulgence of privileged information from closed Student Executive Council meetings.

Section E. Failure to report suspected infractions of the Honor Code.

Section F. Breach of confidentiality of Honor Council proceedings.

Section G. Harassment of any parties to an Honor Council Proceeding.

Section H. Violating the confidentiality of a Faculty Committee by an elected student representative serving on that committee.

Section I. Any other action which tends to give one or more students an unfair advantage over other students in matters involving academic affairs such as, possession of prohibited course study aides (see Section 5, XXIV).

Section J. The School of Pharmacy's Honor Code is applicable to, and the Honor Council has jurisdiction over, undergraduate students seeking degrees through the School of Pharmacy. It also applies to such students when they are taking a non-pharmacy course. For example, a Law student taking a course in the School of Pharmacy is not subject to this Code while a Pharmacy School student taking a course in the School of Accountancy is subject to this Code.

Article III: Advisory Opinions.

The Honor Council may render advisory opinions to clarify provisions of the Honor Code.

Article IV: Honor Council Membership.

The Honor Council shall consist of the following 11 voting members:

Section A. The Chair of the Honor Council,

Section B. And two elected representatives from each of the second-, third-, fourth-year B.S. Pharmaceutical Sciences classes and fifth-year and sixth-year Pharm.D. classes.

Section C. In the event that the Chair of the Honor Council is unable to participate in a proceeding of the Honor Council, the President of the Student Body shall serve as an alternate member. In the event that elected representatives are unable to participate in a proceeding, the President of their class shall appoint an alternate.

Section D. A faculty member designated by the Dean of the School of Pharmacy shall be a non-voting member of the Honor Council.

Article V: Duties of the Honor Council Members.

Section A. The Chair of the Honor Council shall be appointed by the President of the Student Body.

Section B. The Chair shall be responsible for recording all Honor Council hearings except Council deliberations. When economically feasible, hearings shall be recorded stenographically by a court reporter as well as tape recorded.

Section C. If the Honor Council has found that no violation of the Honor Code occurred, it shall be the duty of the Chairman to erase or destroy the record.

Section D. Members of the Honor Council shall request to be excused from hearing or participating in the deliberation of any case should they feel unable to participate fairly and impartially. When so excused, they shall be replaced by the president of their class selected according to the provisions of Article X Section 2 of the Constitution. The Chair also has the discretion to dismiss a member from attending a hearing if there is obvious reason to expect that impartiality may be difficult to achieve.

Article VI: Proceedings.

Section A. No Definitive Evidence of Academic Dishonesty in an Academic Assessment.

In situations where a student thinks he or she may have observed academic dishonesty in an academic assessment, but there is no definitive evidence to support an accusation of cheating or dishonesty, the student will inform the instructor of record for that course of his or her suspicions. If the instructor of record is not present when such a suspected violation occurs, the student will inform the proctor of the examination, who will in turn notify the instructor of record of this suspicion. It will be the responsibility of the instructor of record to decide the appropriate course of action to take at that point, and the student who reports that suspicion initially will have fulfilled his or her

obligation under the Honor Code to report suspected infractions as required in Article II, Section E. Suspected violations should be reported as soon as possible within seven (7) days after the suspected violation has been observed.

In situations where a student overhears another student talking about how he or she engaged in academic dishonesty during an academic assessment, the student will inform the Associate Dean for Academic and Student Affairs or the chair of the Honor Council. It will be the responsibility of the Associate Dean and the Honor Council chair to decide the appropriate course of action to take at that point. The student who reports that information will have fulfilled his or her obligation under the Honor Code to report suspected infractions as required in Article II, Section E. Such information should be reported as soon as possible within seven (7) days of hearing the information.

Section B. Evidence of Academic Dishonesty

In time-sensitive situations (e.g. during an examination) where a student observes an overt act of academic dishonesty during an academic assessment and the student believes definitive evidence exists, the student will inform the instructor of record or the proctor of the examination immediately in order to confirm the existence of that evidence and to preserve it before the offender leaves the testing room. The instructor or proctor will, in the least disruptive manner possible, verify the existence of evidence of cheating. If possible, the instructor or proctor will confiscate the evidence, and it will be the discretion of the instructor whether to allow the offending student to complete the exam. The instructor will initiate an Honor Code violation complaint as soon as possible but within seven (7) days of the cheating event.

In situations where a student observes an overt act of academic dishonesty in any other aspect of academic performance, and the student believes definitive evidence exists, but the offense is not of a time-sensitive nature, the student will inform the Associate Dean for Academic and Student Affairs or the chair of the Honor Council. It will be the responsibility of the Associate Dean and the Honor Council chair to decide the appropriate course of action to take at that point. The student who reports that information will have fulfilled his or her obligation under the Honor Code to report suspected infractions as required in Article II, Section E. Such information should be reported as soon as possible within seven (7) days of learning of the information.

Section C. When a suspected violation has been reported, an investigating committee shall be appointed. This committee shall consist of one student appointed by the Chair of the Honor Council and one member of the faculty of the School of Pharmacy appointed by the Associate Dean for Academic and Student Affairs. Members of the Honor Council may not serve on an investigating committee. The Associate Dean for Academic and Student Affairs shall, in writing, notify the student accused of the violation that an investigative committee has been appointed. This notice shall inform the student of the allegations and that the investigation will be conducted with the utmost discretion and secrecy.

Section D. The committee promptly shall conduct an investigation to determine whether there is reasonable cause for the Honor Council to take further action. The committee shall report to the Chairman whether or not reasonable cause exists. The investigative committee shall not disclose any of the matters, which transpired before it and shall conduct its affairs with the utmost discretion and secrecy.

Section E. If the committee reports that it has found reasonable cause to suspect that a violation has occurred, it shall be the duty of the Chairman of the Honor Council to notify the accused of the allegations, and the date, time and place where a hearing before the Council shall be held. Also, the person(s) bringing the charges and all relevant witnesses that are identified in the Investigative Committee report shall be informed by certified letter that their presence at the hearing is required. The Investigating Committee shall assist the person(s) bringing charges by coordinating their preparations for the formal hearing. If members of the committee are unable to agree on a finding, the committee shall report, in writing, to the Dean, the Chair of the Honor Council, and to the accused student that no reasonable cause has been found to suspect that a violation of the Honor Code has occurred.

Section F. Notice to the accused shall contain a statement of the specific charges and grounds with some detail, which, if proven, would justify punishment under the Honor System.

The accused shall be requested to sign an acknowledgment of such notice in the presence of the Chair of the Honor Council, and the faculty member of the investigating committee, or if unavailable, in the presence of the Associate Dean for Academic and Student Affairs.

Section G. The Honor Council shall meet no less than five (5) working days (academic days) after the accused student receives the notice defined above in Section F. The Honor Council shall hear the testimony of all interested parties and witnesses. The hearing shall be closed to the public. (A suggested procedure for an Honor Council hearing is attached as an addendum to but not part of the Honor Code).

Section H. The accused, in conducting a defense, shall have the right to present witnesses on his/her behalf, and shall have right to assistance of any person, including retained counsel, at his/her own expense. This representative's role is advisory only. He/she will not be permitted to make statements, question witnesses, and so on. The accused shall further have the right to confront the accuser(s) and witnesses testifying in support of the charges and to present witnesses and evidence in his/her defense. The accused, but not his representative, shall have the right to question witnesses testifying against him. The accused shall be accorded the right to remain silent and no adverse inference shall be drawn therefrom. The accused shall enjoy the presumption of innocence.

Section I. The person(s) bringing the charges shall have the right to present witnesses on his/her behalf, and shall have the right to the assistance of any person, including retained counsel, at his/her own expense. This representative's role is advisory only. He/she will not be permitted to make statements, question witnesses, and so on. The persons bringing the charges shall have the right to confront the accused student and witnesses testifying in defense of the accused. The persons bringing the charges, but not their representative, shall have the right to question witnesses testifying in defense of the accused student.

Section J. The Honor Council shall have the right to legal assistance, including retained counsel. This representative's role is advisory only. He/she will not be permitted to make statements, question witnesses, and so on.

Section K. The Council shall hear all the evidence and present a determination whether a violation of the Honor Code has occurred. A violation shall be found only upon majority vote of the members of the Honor Council.

Section L. The Honor Council shall reach a decision and issue a written decision within five (5) academic days of the completion of the hearing. The written decision shall contain findings

of fact. This should include, at a minimum, the date, time, and place of the hearing, the Honor Council members present, the identity of the accuser(s), the charges brought against the accused, and a summary of the testimony presented at the hearing. The written decision should also contain the Council's conclusions and explain the basis for the Council's action including the Council's recommendations with respect to the penalty or sanction. This should include, at a minimum, the reasoning for the decision based on the evidence disclosed at the hearing, and the rationale involved in that decision with regards to any recommended penalty or sanction so that there is no question that the Council is fully aware of the consequences of its decision. If the Honor Council finds that a violation of the Honor Code has occurred, the Chairman shall give a copy of the written decision to the accused, to the person bringing the charges, to the Associate Dean for Academic and Student Affairs and to the instructor for the course in which the violation occurred. In cases where the accused is found guilty, the results will be posted only with the date and time of the proceedings and the recommended penalty. The identity(ies) of the guilty party(ies) will not be disclosed. If the Honor Council finds that no violation of the Honor Code has occurred, the Chair shall give a copy of the written decision to the accused, to the person(s) bringing the charge, to the Associate Dean for Academic and Student Affairs, and to the instructor for the course in which the violation occurred.

Section M. A student found to have violated the Honor Code may appeal the decision of the Honor Council to the Dean of the School of Pharmacy for review by the Honor Council Review Committee. This appeal must be filed with the Dean within five (5) working days of the student's receipt of the written decision of the Honor Council. Such appellate review shall be on the recording made at the hearing and shall not be a hearing de novo. The student and his or her counsel or representative do not have the right to present additional evidence or oral argument to the Dean and the Honor Council Review Committee, but may present in writing the specific reasons for the appeal.

Section N. The Honor Council Review Committee is an ad hoc committee appointed by the Dean and shall be composed of one voting faculty member from each of the academic departments in the School of Pharmacy minus the department from which the course in question originated. In the event of an appeal of a decision of the Honor Council, the Dean shall promptly have the Honor Council Review Committee review the record of the Honor Council's hearing and render a written decision that affirms, modifies, or reverses the Honor Council decision, including the Honor Council recommended penalty or sanction. The Honor Council Review Committee also has the authority to remand the matter to the Honor Council for a rehearing or for additional proceedings. The Dean shall consider the recommendation of the Honor Council Review Committee, but retains the right to make the final decision. The Dean shall promptly explain his/her decision in writing and this written decision shall be furnished to the accused and a copy shall be furnished to the Honor Council.

Section O. In the event that a change in grade is the recommended penalty, the final decision with respect to the change in grade shall be made by the instructor of the course in which the violation occurred. If the instructor of the course accepts the recommendation of the Honor Council and that recommendation has been affirmed by the Honor Council Review Committee and the Dean adopts the Honor Council Review Committee's recommendation, the process is complete and the decision is final.

If the recommended penalty involves suspension or dismissal from the School of Pharmacy, the affected student may, in writing, seek review from the Chancellor of The University of Mississippi within five (5) working days of his/her receipt of the Dean's written decision

(which was informed by the recommendation of the Honor Council Review Committee). If a student desires to appeal the decision of the Chancellor in cases involving suspension or expulsion, he/she may request a review of his/her case by the Board of Trustees of the State Institutions of Higher Learning by submitting a written application for review to the Board within thirty (30) days of his/her receipt of the Chancellor's written decision. Such an appeal will be in accordance with the rules and regulations of the Board.

Section P. All Honor Council proceedings shall be confidential except that the recordings of an Honor Council proceeding may be inspected by a student found in that proceeding to have violated the Honor Code and the posting of results mentioned in Article VI, Section L of the Honor Code. The student found to have violated the Honor Code may, at his/her own expense, have a transcript of the hearing prepared from the tape recording of the proceeding or from the stenographic record in the event the hearing was recorded by a court reporter.

Section Q. Hearings shall be conducted by the Honor Council in such a manner as to do substantial justice. The Chairman of the Honor Council shall preside over and shall determine the order of the hearings. The accused shall have the right to be present at all times during the hearing when testimony and/or any evidence is being presented to the Honor Council.

Section R. The deadlines specified in Sections A, B, and G of Article VI are discretionary, and reasonable extensions are permitted as required by University vacations, intersession and faculty absences. In no event shall a hearing be scheduled less than five (5) academic days after notice has been given to the accused student, unless that waiting period is waived by the accused student.

II Addendum to Honor Code Recommended Procedure for Honor Council Hearing

Proceedings

I. Introduction/Overview

- A. Statement for record of hearing (call to order should be read here)
- B. Reading of Honor Code Proceedings from School of Pharmacy Student Handbook
- C. Reading of charges (accusers present, all other witnesses, parents, extraneous persons exit before this)
- D. Defendant will enter a plea
 - 1. 1. If a plea of guilty is entered, the Council will recess to determine a penalty
 - 2. 2. If a plea of not guilty is entered, proceed with the following

II. Accuser(s) statements (defendant will be present at all times during this)

- A. Hear from each individual accuser in order of appearance in Investigation Committee report (other accusers will wait outside)
- B. After each statement, defendant will be offered an opportunity to respond to accusers

- C. Each accuser will be ushered in separately so no two accusers will hear each other's testimony
- D. Each accuser will have the opportunity to make any final statements
- E. Accuser(s) should not directly question the accused
- F. Witnesses for the accuser(s) will be ushered in individually. The Honor Council will ask questions. The accused may ask questions. The witness(es) will be excused.

III. Defendant's testimony

- A. The defendant will give his/her testimony (all accusers will be present)
- B. The accusers will have the opportunity to question the defendant
- C. The defendant will have the opportunity to respond to the accuser's questions and ask any questions of the accusers
- D. The defendant will have the opportunity to make any final statements
- E. Witnesses for the accused will be ushered in individually. The Honor Council will ask questions. The accuser(s) may ask questions. The witness(es) will be excused.

IV. Honor Council deliberation (all parties will be absent from the room during this time)

Any party can be called in to answer any further questions that the Honor Council may have during the process. The Honor Council may recall any party for further questioning. It will be at the Honor Council's discretion to have any or all persons, in addition to the accused, present during this time. Once the questioning is concluded, all accusers and witnesses will be excused and the defendant will be asked to wait in an area removed from the Council. Once the deliberations are over, all members of the Honor council will leave the premises. The defendant will be asked to return to the hearing room to hear from the Chairman and the Associate Dean for Academic and Student Affairs.

Footnotes to Honor Council Proceedings

1. 1. Any Honor Council member may ask any party a question at any time during the proceedings.
2. 2. Although any Honor Council member may request a break at any time during the proceedings, all breaks will be taken at appropriate times between, not during, any individual's testimony, and at the discretion of the Chairman.

Call to Order

This meeting of The University of Mississippi School of Pharmacy Student Body Honor Council is called to order. It is (**time** _____), (**date** _____) and we are in room (**room #** _____) in (**building name** _____). My name is, Chair of the Honor Council. We have assembled here today to review case # (**year and case [for example #96-1]**) wherein (**accused name**) has been accused of allegedly violating the School Honor Code Article _____ Section _____.

The members of the Honor Council present here tonight (**list all Honor Council members present**).

The person(s) bringing this charge are (**list all accusers and indicate their presence**). Other persons present are (**list all others present**).

I will remind you that this is a hearing before an Honor Council of a Professional School and as such this proceeding shall be handled in a professional and orderly manner. It is expected that each person present shall conduct himself or herself in the same manner. Those who may choose not to abide will be dismissed from these proceedings. I will also remind you that these proceedings are closed to the public and are confidential. Anyone who discusses anything about these proceedings outside of this hearing will be in violation of the Honor Code.

I will now read the order of the proceedings so that everyone will be familiar with what and when everything will happen. (Read proceedings)

Are there any questions? Good, let's proceed.

III. Development of Professionalism in Pharmacy Students:

Report of a Discussion by The University of Mississippi School of Pharmacy Student-Faculty Relations Committee, Spring Semester, 2001.

Preamble

As part of its efforts during the past academic year, the Student/Faculty Relations Committee engaged in considerable discussion concerning the development of professionalism in pharmacy students. The result of this discussion was not a set of recommendations for specific programs, policies, or procedures; rather the committee is submitting this report to use as a guide for the development of such programs. The committee felt that there is a lack of consensus concerning what pharmacy student professionalism is and who is responsible for it. Thus, before making suggestions concerning programs to enhance professionalism, the committee felt it was imperative to first address these issues, and to receive an endorsement from the faculty concerning the conclusions reached during our discussions. This report subsequently can be used as a guide by the committee, the Coordinator for Student Professional Development, school administration, faculty, and students in the development of programs, policies, and procedures related to professionalism.

Overview of Professionalism

Much of our discussion centered on “unprofessional” behaviors; actions that have taken place in or out of the classroom setting that are deemed to be uncivil (i.e., disrespectful, rude, etc.). However, being a pharmacy professional (and arguably other health professionals as well) means much more than not acting ill mannered or impolite. It means much more than not engaging in behaviors that might bring embarrassment to you or your professional colleagues. An analogy may be made to the definition of health; health is not merely the absence of disease (cellular, organ dysfunction), but it is a state of complete physical, mental, and social well being (World Health Organization). Thus, professionalism is more than not acting unprofessional; it encompasses actively demonstrating beliefs, attitudes, values, and behaviors of a professional. But what are these?

There is a rich literature from sociology and from the various professions concerning the concept of professionalism. At this time a complete review of this literature is not necessary. To

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summarize some of this literature, being a professional means:

- . • Possessing knowledge and skills of a profession.
- . • Being committed to improvement and life-long learning.
- . • Adopting a service orientation.
- . • Entering into covenant relationships with patients; relationships marked by a pharmacist who is willing to assume responsibility as a patient advocate committed to achieving optimal therapeutic outcomes, and at the same time willing to seek cooperation and participation from patients. This also means knowing one's position as a member of a patient's health care team and acting accordingly.
- . • Identification and pride in the profession.
- . • Making ethically sound decisions; being able to justify one's action based on ethical theories, if necessary.
- . • Being trustworthy, keeping one's word, and being accountable for one's actions.
- . • Assuming leadership positions.

¹ Much of this discussion is adapted from: White Paper on Pharmacy Student Professionalism. *Journal of the American Pharmaceutical Association*. 2000;40(1):96-102. **8/03** 166

- . • A belief in the role of professional colleagues in the maintenance of professional standards (i.e., self-regulation).
- . • A belief in the role of professional organizations.

Thus, professionalism means the active demonstration of the beliefs, attitudes, values, and behaviors outlined in the above list. Professionalization (or professional socialization), the process of developing professionalism, is ongoing, starts early in professional education, and encompasses many components. It is more than: (a) the establishment and enforcement of an Honor Code or a Code of Classroom Conduct; (b) telling our students that they are special or that we as faculty have high expectations of them as students; (c) an occasional program where an innovative practitioner tells students about his or her practice or the occasional assembly dedicated to the story of an impaired pharmacist and the subsequent discussion of the need for programs to help such individuals; (d) 1-2 lectures/discussions about what a profession is and society's expectations of professionals. *Professionalization is all of these and more and it is the responsibility of faculty, administrators, practitioners, and students.* It should permeate everything we do in the professional pharmacy program. As it is the responsibility of many stakeholders, we must also be aware that the process of professionalizing students requires that we have to find approaches for students who receive mixed messages (e.g., "that stuff you learned in school is meaningless in the real world" (White Paper 2000).

Guiding Principles

The following points would seem to represent important considerations as the School of Pharmacy strives toward instilling professionalism within our students:

1. 1. The faculty as a whole must recognize and accept the fact that students come to pharmacy school, both in the early entry program and at the P3 level, with a certain level of immaturity and a lack of training in appropriate behavior. *Therefore, it is the job of the faculty to educate those students in this regard.*
2. 2. The committee recognizes that some faculty members in the School of Pharmacy have not been trained as pharmacists and may not have the same scope of insights concerning the pharmacy professionalization process. Consequently, it is not reasonable to expect every faculty member to educate students on professionalism to the same extent. However, each faculty member has had

inculcated in them certain professional attitudes and behaviors, whether as a scientist or in some other scope of their education/training. Therefore, all faculty are expected to reinforce the concept of professionalism as often and to the extent that they are capable. Certainly all faculty are equipped to recognize and mediate demonstrations of immature, uncivil, and inappropriate behaviors and attitudes.

3. 3. The development of an internal sense of professionalism in students needs to be viewed as a continuous process that extends into and maybe beyond the P6 year. As such, all faculty members on both campuses have a responsibility to participate in that developmental process consistent with the students' status in their academic career.

4. 4. Although the professionalism education process begins on the Oxford campus, the faculty needs to understand that when the students go to Jackson for their P5 year they are an incomplete "product." Additional education and refinement is still required during that year, particularly since the learning process and environment are drastically different from anything they have experienced prior to then.

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1. 5. The faculty needs to recognize the evolution of the sense of professionalism commensurate with the students' progression through the curriculum. That is, the expectations of professionalism are different in the P1 through P4 years than in the P5 and P6 years.

2. 6. Students in every class will have varying levels of professionalism driven by the nature of their personalities, level of maturity, upbringing, and prior life experiences. Consequently, in any given class there will always be individuals who require more education about what it means to be a professional and how to conduct themselves in a professional manner. Conversely, it is important that we do not lose sight of the fact that the majority of students will already have a fairly clear notion of professionalism that only requires continual refinement. Therefore, imposing blanket sanctions on an entire class as if all members of that class were deficient in their sense of professionalism is inappropriate and can be insulting to those students. This is not to diminish the importance of exposing all students to continual messages and role modeling about professionalism.

3. 7. It seems that the most productive way to deal with instances of unprofessional or immature behaviors and attitudes would be to address the specific behaviors with the individuals exhibiting those characteristics.

4. 8. It must be recognized by the faculty that developing a sense of professionalism is much more than berating students with examples of how not to behave. It is more about the positive qualities possessed by professionals. In this regard, education for students in general as well as that targeted toward specific inappropriate behaviors needs to be weighted in favor of positive admonition rather than focusing on negative consequences of inappropriate behavior.

5. 9. In situations where a student exhibits behavior that is inconsistent with the professional ideal, that behavior should be reported to the Coordinator for Student Professional Development and/or the Associate Dean for Student and Academic Affairs as soon as possible. One or both of these individuals will be responsible for discussing the behavior with that student and educating him or her on how they can remedy that behavior.

6. 10. It is appropriate to express to the students that they are different in some ways than the rest of the University student population; however, it might be inappropriate to constantly suggest that they are "better" than students in other schools. Certainly, we should acknowledge that they are held to a more rigorous standard than most of their non-pharmacy colleagues, that they carry a substantially greater workload, and that we expect more from them. In addition, it is important to instill in them the notion that they are training for a profession that has significant, and in some cases life-preserving, responsibilities to other people, which requires these high standards and a professional attitude toward those responsibilities.

Summary

As the discussion of this topic continues, it is imperative that we operationalize professionalism not only as what it is not (e.g., unprofessional behaviors, conduct). We should also be asking ourselves if we as a school are sufficiently inculcating the beliefs, attitudes, values, and behaviors in our students that are consistent with what it means to be a pharmacy professional in today's environment. While classroom incivilities and destructive behaviors at school-sponsored events are inexcusable and intolerable and must be addressed, we should not be shortsighted in our endeavors. As a starting point, it might be worthwhile for all stakeholders to read the above referenced White Paper. It contains recommendations for students, educators, and practitioners.

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3. XVIII. Dress Code

The School of Pharmacy does not have a universal student dress code policy, with the exception of the requirement for professional dress at all school assemblies. Individual course directors and academic departments have the prerogative of establishing dress codes for their particular courses. Such codes are generally based on issues such as laboratory safety, protection of personal clothing, and/or contact with other health care professionals and patients.

The faculty of the Department of Pharmacy Practice has adopted a dress code for departmental courses offered on both the Oxford and UMMC campuses. Students are expected to wear appropriate professional attire while attending departmental classes or engaged in class related activities. The following are minimum dress code requirements for all Department of Pharmacy Practice courses.

- . • Denim jeans are prohibited.
- . • Men are required to wear a shirt with a collar, tie, slacks, socks and appropriate shoes.
- . • Women should not wear dresses and skirts greater than two inches above the knee.
- . • Women's blouses or tops should be conservative.
- . • Tee shirts and sweatshirts are prohibited as outerwear during class.
- . • Hats are prohibited during class.
- . • Rubber-soled shoes are permitted.
- . • Women may wear conservative open-toed sandals.
- . • Scrub suits are not appropriate attire for students during class (unless required at the rotation site)
- . • If beards or mustaches are worn, they should be kept neatly trimmed. Otherwise, men should be clean shaved. Two or three day growths are not acceptable.
- . • For P5 and P6 students, an ID badge identifying a student as a pharmacy student must be worn at all times.

Also, refer to Article XVII, section 2 of the Student Body Constitution for a description of the dress code in affect for student assemblies.

4. II. Student Leadership Development

The profession of pharmacy has made enormous advances over the last several decades in becoming integrated into the health care team. The expanding role of the pharmacist and the strides that have

been made in establishing credibility in patient care and disease state management are the result of a vision within the professional organizations and strong leadership of individual practitioners who are passionate about their profession.

In order to sustain this momentum, the profession needs a continuous stream of leaders who will carry the banner of responsibility for exploring new territory and moving the profession forward. For this reason it is imperative for the School of Pharmacy to embrace actively a program of student leadership development.

The goal of the leadership development program at The University of Mississippi School of Pharmacy is to produce future generations of effective leaders by:

- actively encouraging the development of leadership in all students;
- develop peer mentoring to model effective leadership;
- assist students in developing their abilities and commitment to shape the profession and the practice of pharmacy.

Leadership Workshop

The student leadership development program consist of a series of monthly workshops conducted over the course of the academic year. The theme of the workshops is the day-to-day management of the "nuts and bolts" that come with each office or leadership position. It was felt that the school needs to move beyond the motivation stage because there is a group of motivated individuals who come forward each year to embrace a leadership role. But it is also recognized that not all individuals come to those positions with the same skill sets, experience, and vision.

The workshops generally are progressive in nature in that each workshop builds on the discussions of previous workshops and student experiences in their respective leadership roles between workshops.

The program starts with a group discussion of the fundamental characteristics of effective leaders, the responsibilities and expectations of student officers, the identification of the kinds of challenges they are likely to encounter during their terms of office, and strategies for dealing with those challenges. The workshop uses a combination of faculty facilitation and peer mentoring throughout course of the program, and it draws upon the experiences of prior student leaders to assist current leaders and organization officers in how they approach their responsibilities.

At subsequent workshops, student leaders are asked to discuss their experiences, the problems and issues they have encountered, and how they managed those challenges. As in other efforts such as the Service Learning program, the process of reflection is a very valuable tool in solidifying lessons learned. Depending on the nature of the discussions and the availability of resources, outside speakers may be used to provide other perspectives on how to address the challenges encountered by students leaders.

In an effort to sustain the momentum gained from the workshops, at the end of their tenure each

student officer is asked to compile a summary list of issues and challenges they faced, how

they

addressed them, and the outcomes, as well as recommendations on how to avoid or address problematic issues proactively for the students who come after them. They also are asked to provide their thoughts on how well they were prepared for the office they held and what could have been done to better prepare them.

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Current student leaders are strongly encouraged to identify and to cultivate candidates to succeed them in their respective offices. This strategy has been used successfully to some extent in recent years within the school, and emphasis will continue to be placed on that effort as part of this program.

Student Leader Evaluation

While most students who obtain leadership positions aspire to become more effective leaders, some are more successful than others in achieving that goal. Peer evaluation and constructive feedback of leaders on their performance is an important concept in the health professions and addresses a core element of professional responsibility. For this purpose an assessment instrument was developed for the evaluation of class and organization presidents and vice-presidents, and all Student Body officers on the Oxford campus. (See Appendix). The assessment addresses the following areas of performance:

- Commitment, focus
The individual has a strong sense of dedication to the organization or office and to his or her vision and devotes sufficient time and energy on all aspects of that position.
- Communication skills, listening skills, interpersonal relationships
The individual has the necessary social and communication skills to clearly relate his or her vision for the office or organization, and the ability to motivate others to work productively for a common set of goals.
- Positive attitude, enthusiastic
The individual approaches the duties and challenges of the office in a proactive manner and with a sense of enthusiasm to achieve the stated goals.
- Problem solving abilities
The individual is a resourceful person who applies critical thinking skills to identify and evaluate problem situations, and develops rational and effective strategies for solving those problems and resolving issues.
- Vision, initiative, creativity, fostering meaningful change
The individual has a clear sense of the mission and goals of the position or organization he or she leads, is a self-starter in moving toward those goals, and uses a sense of creativity in developing tactics to make meaningful changes.
- Reliability, dependability, responsibility, follow-through, timeliness
The individual can be depended on to initiate and to follow through to completion activities associated with his or her office in a timely manner, whether directly responsible for those activities or indirectly through delegation and coordination.
- Promotes group collaboration, delegates well, ability to compromise, consensus builder

The individual has the skills to motivate individuals to work together as a productive group, delegates tasks effectively, facilitates group efforts, and has the ability to resolve differences of opinion and conflicting points of view among members of the organization.

- Organization

The individual has good organization and time management skills, and a working style that enhances the function of his or her position or organization, and that facilitates the productivity of others.

The Student Leadership Assessment is administered twice a year near the end of each semester. Each student officer is evaluated by the constituents they represent in terms of the manner in which they

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carried out their assigned duties. The assessments are conducted anonymously through electronic polling or hard copy evaluation forms. The data are tabulated by the Coordinator for Student Professional Development and shared with the individual in a confidential meeting to address areas of effective leadership and those where there could be improvement.

III. Peer Behavioral Assessment

A pilot program was introduced in the 2005 P3 class involving anonymous peer assessment of classmate behavior. The objective of the program was to provide peer review of the interpersonal skills of classmates and also of behavioral characteristics presumably related to professional development,

e.g. punctuality, appearance, etc. The feedback was envisioned as supporting development of desirable characteristics. Feedback was reported to the individual members of the class by the Associate Dean for Academic and Student Affairs. Students were urged to evaluate up to 14 of their peers, but only if they felt that they were well enough acquainted to provide a reliable evaluation. Each student received evaluations from at least seven individuals. The process will be repeated for these individuals in the spring of the P4 year and results compared to P3 values. Peer feedback was compared with self-evaluations of the same parameter. Student feedback on the program was highly positive and slight modifications of the ratings instrument will be incorporated administration to the 2005 P3 class. A copy of the original instrument comprises the next pages.

Appendix

Student Leadership Evaluation

Peer evaluation and constructive feedback of your student leaders on their performance is an important concept in the health professions and addresses a core element of professional responsibility. Please provide your opinion of the performance of your student officers on the following characteristics. If you have had no basis for evaluating a leader on a particular characteristic, please select **N/A**, for not applicable.

	Strongly Disagree					Strongly Agree		
	1	2	3	4	5	6	7	N/A
Commitment, focus								
<i>The individual has a strong sense of dedication</i>								

to the organization or office and to his or her vision and devotes sufficient time and energy on all aspects of that position.

Communication skills, listening skills, interpersonal relationships 1 2 3 4 5 6 7 N/A
The individual has the necessary social and communication skills to clearly relate his or her vision for the office or organization, and the ability to motivate others to work productively for a common set of goals.

Positive attitude, enthusiastic 1 2 3 4 5 6 7 N/A
The individual approaches the duties and challenges of the office in a proactive manner and with a sense of enthusiasm

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to achieve the stated goals.
 Problem solving abilities 1 2 3 4 5 6 7 N/A
The individual is a resourceful person who applies critical thinking skills to identify and evaluate problem situations, and develops rational and effective strategies for solving those problems and resolving issues.
 Vision, initiative, creativity, fostering meaningful change 1 2 3 4 5 6 7 N/A
The individual has a clear sense of the mission and goals of the position or organization he or she leads, is a self-starter in moving toward those goals, and uses a sense of creativity in developing tactics to make meaningful changes.

Reliability, dependability, responsibility, follow-through, timeliness 1 2 3 4 5 6 7 N/A
The individual can be depended on to initiate and to follow through to completion activities associated with his or her office in a timely manner, whether directly responsible for those activities or indirectly through delegation and coordination.

Promotes group collaboration, delegates well, ability to compromise, consensus builder 1 2 3 4 5 6 7 N/A
The individual has the skills to motivate individuals to work together as a productive

group, delegates tasks effectively, facilitates group efforts, and has the ability to resolve differences of opinion and conflicting points of view among members of the organization.

Organization	1	2	3	4	5	6	7	N/A
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The individual has good organization and time management skills, and a working style that enhances the function of his or her position or organization, and that facilitates the productivity of others.

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5. XXIII. Policy and Procedures to Address Inappropriate, Uncivil, or Unprofessional Behavior Among Pharmacy Students

Background

In the Spring Semester, 2001, the Student-Faculty Relations Committee issued a report on the Development of Professionalism in Pharmacy Students (see Item "III" above). That report was intended as a guide for the development of programs designed to proactively enhance the professional socialization of pharmacy students and to suggest a process for addressing instances of inappropriate or unprofessional behaviors.

This proposal seeks to expand on the suggestions in that report by describing a procedure for faculty, staff, and students to use in addressing matters of inappropriate conduct among pharmacy students.

Item 9 of the Student-Faculty Relations Committee Report states:

“In situations where a student exhibits behavior that is inconsistent with the professional ideal, that behavior should be reported to the Coordinator for Student Professional Development and/or the Associate Dean for Student and Academic Affairs as soon as possible. One or both of these individuals will be responsible for discussing the behavior with that student and educating him or her on how they can correct that behavior.”

The following is a list of examples of kinds of behaviors that are considered to be inappropriate. Although many of these examples describe overtly aggressive, uncivil behaviors, others speak to a fundamental sense of personal discipline and consideration for fellow students and instructors, and respect for property.

- . • Talking during class.
- . • Verbal insults to other students or instructors
- . • Rude, insulting, or emotional verbal outbursts during class.
- . • Threats or acts of physical violence.
- . • Damage to University property or that of others.
- . • Inappropriate use of computer during class, including sending/checking e-mail, playing games, surfing the internet.
- . • Habitually being late for class.
- . • Reading newspaper during class.
- . • Use of cell phone during class.
- . • Sleeping during class.
- . • Eating during class
- . • Any other activity that is disruptive and interferes with the learning environment of the class.
- . • Verbal attacks on students, faculty, teaching assistants, or staff at any time.

- . • Frequently leaving the classroom during class to go to the restroom or to attend to other personal business.
- . • Circumventing established chains of command regarding School policies/procedures or personal grievances.
- . • Using electronic channels of communication to disseminate inappropriate or uncivil comments regarding peers, faculty and staff.

Page Break

Procedure

Scope: For the purposes of this proposed procedure, the School of Pharmacy subscribes to the definitions of "inappropriate behavior" as described in Section V of The University of Mississippi M-Book, portions of which are reproduced in Section 1 of this Student Handbook. This procedure is intended to address instances of inappropriate behavior within the School of Pharmacy to the extent possible; however, it is not meant to replace the Code of Conduct process defined in the M-Book. Actions or behaviors of a serious or criminal nature will be referred to the University's code of conduct for disposition. Furthermore, this procedure is not to be applied to matters of academic discipline, which are addressed by the School of Pharmacy Honor Code.

- Step 1. In isolated instances of inappropriate behavior on the part of a student, those individuals observing or affected by that behavior are encouraged to address the offending person or persons if possible, depending on the nature and severity of the behavior. Faculty have the discretion of addressing the matter when it occurs in a class or is course related. Similarly, incidents that are related to student organization activities may be addressed by that organization's faculty advisor. Alternatively, faculty and advisors may refer the incident to the Office of Associate Dean for Student and Academic Affairs as indicated in Step 2. All incidents of inappropriate behavior outside the context of a course or organizational activity should be referred to the Office of Associate Dean for Student and Academic Affairs. In addition, faculty and advisors are encouraged to inform the Office of Associate Dean of all incidents of inappropriate behavior to assist in identifying and documenting repeat offenders.
- Step 2. Anyone who observes an incident of inappropriate behavior on the part of a pharmacy student is encouraged to report the event to the Coordinator for Student Professional Development or to the Associate Dean for Academic and Student Affairs as soon as possible. Depending on the nature and the context of the incident, one or both of these individuals will be responsible for discussing the behavior with that student and counseling him or her on how they can correct that behavior.
- Step 3. In cases of students who engage in multiple incidents of inappropriate behavior, the Associate Dean for Academic and Student Affairs will determine an appropriate level of remedial and punitive action as necessary.

IV. Policies and Procedures for the Mississippi Program for Recovering Pharmacy Students(MPRPS)

Compiled by: The Pharmacy Student Council on Education and Awareness and Approved by the Student Body September 1995

Introduction

The University of Mississippi (UM) School of Pharmacy has adopted the following procedures to encourage students who may become impaired by alcohol or other drug use to obtain the needed treatment in order to complete their professional education at UM. These procedures adhere to ethical and legal guidelines for confidentiality. Participation in the Mississippi Program for Recovering Pharmacy Students (MPRPS) by referred students will require that individuals agree to undergo a professional evaluation. Based on the evaluation, students may be required to participate in a recommended treatment program, and agree to continue their recovery program after treatment. Attached to this document are sample agreement forms that must be signed by students (Appendices A, B, and C) who are participating in various phases of the program. These agreements demand compliance on the part of the student and must be read carefully. Failure to comply with the terms contained in these agreements will result in referral for disciplinary action, which could result in expulsion of students.

Section 1: Position Statement

The University of Mississippi School of Pharmacy:

- . • Recognizes that alcoholism and drug dependency affects all of society and requires treatment.
- . • Desires to assist chemically impaired students and their immediate families (spouse, children, and parents living at home) toward recovery.
- . • Desires to assist students whose lives have been adversely affected by chemically dependent individuals.
- . • Advocates referral of chemically impaired students to the Mississippi Association of Recovering Pharmacists (MARF) for appropriate evaluation, treatment, and/or support programs.

Section 2: General Goals of the Mississippi Program for Recovering Pharmacy Students

- Afford recovering students who are not legally restricted and who are no longer chemically impaired the opportunity to continue their education without stigma or penalty.
- Provide compassionate assistance for chemically impaired students and their immediate families.

- Provide assistance in a manner that protects the rights of the impaired individual to receive treatment in strict confidence.

Section 3: Definitions

Definitions used in these Policies and Procedures, unless the context otherwise requires, are as follows:

- State Board of Pharmacy shall mean the State of Mississippi Board of Pharmacy;
- Chemical dependence or chemical impairment shall mean an acute or chronic condition involving the use of alcohol or other drugs to a degree that it interferes with the function of the life of an individual as manifested by health, family, academic, job, legal, financial or emotional problems;
- Chemically impaired student shall mean an individual whose ability to perform his or her duties as a student and/or intern has been impaired by the use of alcohol or other drugs to an extent that is likely to be harmful to the public health, safety or welfare and/or that threatens a student's normal academic progression;
- Drug shall mean a legal or illegal chemical substance, alone, or in combination, including alcohol;
- Support Team shall consist of a representative from the Mississippi Association of Recovering Pharmacists, the Associate Dean for Academic and Student Affairs, and a selected faculty member from the Jackson campus or Oxford campus, as appointed by the Dean of the School of Pharmacy;
- License, licensing, or licensure shall mean permission to engage in a health profession in accordance with the State Statutes pertinent to that health profession;
- MARP shall mean the Mississippi Association of Recovering Pharmacists;
- The Pharmacy Student Council on Education and Awareness (PSCEA) shall mean a group of students authorized by the Dean of The University of Mississippi School of Pharmacy to serve as an identifiable resource within the School to encourage the referral of students with suspected chemical impairment problems to MPRPS and ultimately to MARP for further evaluation and treatment as needed, utilizing The School of Pharmacy approved policies and procedures;
- Referral source shall mean any concerned person with knowledge of a student suspected of being impaired, and who submits the student's name to a member of MPRPS
- MPRPS shall mean the Mississippi Program for Recovering Pharmacy Students and shall consist of members of the Support Team as defined in Section 4, members of the PSCEA, MARP liaison and selected faculty members as defined in Section 4.

Section 4: Structure of the MPRPS

- Associate Dean for Academic and Student Affairs—shall receive referrals from members of the PSCEA or concerned others for the purpose of facilitating the appropriate evaluation process of suspected impaired students; shall monitor their academic progress; and shall administer any recovery agreements between the student and the School of Pharmacy with input and recommendations from the primary treatment counselor and the Mississippi Association of Recovering Pharmacists. In the

event of non-compliance with signed agreements, the Associate Dean for Academic and Student Affairs shall refer the student to the Dean for possible disciplinary action. The Associate Dean for Academic and Student Affairs shall also act as the coordinator of MPRPS.

- Mississippi Association of Recovering Pharmacists (MARF) Liaison—shall act as advisor to the MPRPS, receive referrals, conduct or refer for chemical dependency

- .evaluations, make referrals for intensive inpatient or outpatient treatment, receive progress reports from the student's primary treatment counselor, monitor progress, and make recommendations to The University of Mississippi School of Pharmacy Associate Dean for Academic and Student Affairs or the faculty advisor for the Jackson campus.

- .
 - Support Team—the exact composition will vary for each referee but shall consist of The University of Mississippi School of Pharmacy Associate Dean for Academic and Student Affairs, the faculty advisor from either the Jackson or Oxford campus, and a MARF staff person. The Support Team shall have the primary responsibility for initiating the formal recovery process of a suspected chemically impaired student who is required to participate in the MPRPS; i.e., intervention, evaluation, referral to treatment, entering into and administering recovery agreements and monitoring compliance.

- .
 - Faculty Advisor—shall be an appointed faculty member on the Jackson and Oxford campuses of The University of Mississippi School of Pharmacy who will be a member of the support teams for pharmacy students identified as being impaired and who are attending courses conducted on that campus.

- .
 - Faculty Members—shall be appointed by the Associate Dean for Academic and Student Affairs and shall have completed a formal education program on medical and psychosocial aspects of substance abuse; e.g., University of Utah School on Alcoholism and Other Chemical Dependencies.

- Student Peer Contacts—shall be members of the PSCEA. They will provide information and referral within the School of Pharmacy for suspected chemically dependent students. Students who wish to become members of PSCEA must agree to observe the following terms of participation:

- .a. abide by these policies and procedures;
- .b. complete a formal education program on medical and psychosocial aspects of substance abuse; e.g. University of Utah School on Alcoholism and Other Chemical Dependencies before they are considered as eligible for full membership
- .c. make a commitment to the non-use of illegal substances, the responsible use of alcohol, or maintain abstinence if currently a recovering chemically dependent person:
- .d. uphold strict confidentiality of referral information—violation of confidentiality will be a violation of the Honor Code.

Section 5: Appointment and Responsibility of the PSCEA

The Dean or the Associate Dean for Academic and Student Affairs of The University of Mississippi School of Pharmacy shall have the authority to approve the formation of The Pharmacy School Council on Education and Awareness. The activities of the PSCEA shall be limited to those defined in these policies and procedures, which have been approved by the Dean and the Associate Dean for Academic and Student Affairs. The Dean or Associate Dean shall have the authority to request periodic reports from PSCEA, which may include anonymous statistical data concerning the Support Group's activities and example cases. Identification of specific program participants will be limited to Support Team members and to PSCEA members who were involved in their initial identification and referral for assistance. The participant may voluntarily identify him/herself to other PSCEA members or to other individuals or agencies by signing a release of information (Appendix D).

Members of the PSCEA are expected to assist in administering Pharmacy School Surveys on

Alcohol and Drug Use and Lifestyle Assessment, which are given in the Fall and Spring semesters, respectively. In addition, the PSCEA will develop and conduct a variety of programs for the purpose of educating the student body about health related issues concerning alcohol and drug use and abuse, as well as providing guidance on coping skills and strategies for stress management. The PSCEA will provide the Associate Dean for Academic and Student Affairs at the beginning of the Fall semester with an outline of a plan for such activities to be conducted throughout that academic year.

Section 6: Procedures

• Referral Status

Students identified for participation in this program may be, but are not limited to, those who are referred due to poor academic performance, disciplinary problems or criminal offense or any other acts which are felt to be related to chemical dependency. The suspected impaired student will be given the opportunity to accept a referral to MARP for initial professional evaluation and any treatment recommendations deemed appropriate in lieu of expulsion. This student will be given the opportunity to engage in evaluation, treatment, and recovery agreements (Appendices A, B, and C) as conditions of his/her academic probation. Students who fail to comply with the terms of the agreements may face disciplinary action, which may include dismissal from the School of Pharmacy.

• Referral Process

In order to preclude detrimental consequences of frivolous or inappropriate initial referrals, all referrals shall be investigated to determine if evidence exists for a sustained pattern of behavior on the part of the student consistent with chemical dependency, in order for this referral process to continue. These investigations shall be conducted by members of the MPRPS as appointed by the Associate Dean for Academic and Student Affairs. A member of PSCEA and a faculty advisor or faculty member as identified in Section 4 will accomplish the investigation. The investigating team will report the results of the investigation to the Associate Dean for Academic and Student Affairs. If deemed appropriate as a result of the investigation, the formal referral process and ultimate evaluation by MARP will be pursued. Any qualified member of the MPRPS may receive referrals of suspected chemically impaired student. MPRPS members shall be available to advise the referred student of the specific process by which they will receive assistance.

MPRPS members SHALL NOT:

- .(A) Engage in counseling relationships in lieu of formal intervention and treatments.
- .(B) Attempt to make definitive diagnosis. The responsibility for ultimate evaluations and diagnosis shall reside with MARP and/or other certified evaluators.

• **Evaluation and Treatment**

A student whose need for referral has been substantiated by the preliminary investigation team appointed by the Associate Dean for Academic and Student Affairs, and which is composed of at least one PSCEA member and faculty member or faculty advisor as defined in Section 4, MUST agree to the following in order to avoid further disciplinary action:

- .(A) To accept referral to MARP; and
- .(B) To participate in a formal evaluation if recommended by MARP.

The staff of MARP, upon receiving a referral of a suspected chemically impaired student, and subsequently determining that an evaluation is needed, shall enter into a formal assessment agreement (Appendix A), and shall, as agreed upon with the student, conduct an assessment or refer the student to an approved evaluator for a formal assessment as agreed upon by the student to establish a diagnosis and determine the appropriate course of treatment. This course of treatment may include a referral to a treatment center or agency that specializes in the treatment of chemical dependency on an inpatient or outpatient basis. The suspected impaired student may request a second evaluation provided that the evaluator is a certified chemical dependency specialist and is approved by the MARP staff

If a diagnosis of chemical dependency is confirmed for a student referred by this program, then he/she shall be required to engage in a treatment agreement as described in Appendix B. The Support Team shall assist in drawing up an appropriate agreement according to treatment recommendations made by the primary evaluating counselor. Such agreements for rehabilitation shall be effective upon signature by the student and two or more members of the Support Team.

MARP staff shall monitor the student's progress while in treatment. Following treatment, MARP staff will make recommendations regarding appropriate aftercare following a review of the recommendations made by the primary treatment counselor.

Based upon these recommendations, the student shall enter into a Recovery Agreement (Appendix C), and compliance will be monitored by regular visits to MARP and other Support Team members as is deemed appropriate.

- **Assessment Agreement**

The ASSESSMENT AGREEMENT (see Appendix A) shall include a notice of confidentiality in compliance with Federal Law, shall state the terms of support by the Support Team, shall authorize the release of information regarding the student's evaluation and treatment to the Support Team, and be signed by the student and at least two members of the Support Team. When all Support Team members do not sign the agreement, the name of the additional member will be so noted.

Refusal to complete and sign the evaluation agreement shall be cause for termination of his/her option to participate in the MPRPS.

- **Treatment and Recovery Agreements** :The Treatment and Recovery Agreements shall state, but not be limited to the following:

- A. Terms of treatment (Treatment Agreement, Appendix B)
- B. Conditions of return to the UM School of Pharmacy, practical experiences and employment, and any limitations placed on access to controlled substances, alcohol, or both (Appendices B and C);
- C. Maintenance program prior to and following treatment, including 12step meetings, support groups, participation in student counseling and blood and/or urine screenings for alcohol or drugs as defined in these policies and procedures (Appendices B and C);
- D. Consequences of noncompliance with the agreement (Appendices B and C);
- E. Financial obligations (Appendices B and C);
- F. Authorization for reporting of information pertinent to treatment and rehabilitation progress to members of the Support Team (Appendices B and C);

- G. Conditions placed on the taking of any drug or chemical, either prescribed for the student by a physician or other practitioner or available over the counter, and authorization for release to the Support Team of such medical information as may be pertinent to the student's recovery (Appendices B and C);

- H. Notification of the Support Team of the participant's current address, employer, physician, counselor, and treatment program as well as any subsequent changes in these or the participant's name during the term of the agreement (Appendices B and C);

- I. Authorization for release of statistical information (without individual identity) by the MPRPS (Appendices B and C);

- J. Stipulation of the duration of monitoring (Recovery Agreement);

- K. Authorization for the reporting of the terms and conditions of any agreement that has not been completed, and any changes during the length of the agreement, to
 - (a) MARP, or the agency responsible for pharmacist rehabilitation programs, of any state where the individual makes application for licensure, or to (b) the administration, or any body authorized to participate in impaired pharmacy student rehabilitation at any college to which the student may transfer (it must be noted that there is no obligation on the part of other states to recognize or accept these agreements) (Appendices B and C); and

- L. Assurance of confidentiality of records, in compliance with Federal Law, and disposition of records upon completion of the agreement (Appendices B and C).

University of Tennessee

University of Tennessee Health Sciences Center

I. CENTERSCOPE: Student Handbook

OFFICE OF EQUITY AND DIVERSITY

Kennard D. Brown, J.D., M.P.A., Director
200 Hyman Building
62 South Dunlap, Suite 200
Memphis, TN 38163
448.5558

STATEMENT SEXUALHARASSMENT

The University of Tennessee Health Science Center recognizes that harassment on the basis of sex is a violation of the law. The University of Tennessee is committed to an environment free from explicit and/or implicit coercive sexual behavior used to affect the well-being of members of this academic community. Sexual harassment is unacceptable and grounds for disciplinary action. Students including residents who wish to file a complaint alleging sexual Harassment should do so by contacting the Office of Equity and Diversity, 62 S. Dunlap, Suite 200, Memphis, TN 38163. Reports of Sexual Harassment should also be directed to that office.

Law of Sexual Harassment

Sexual advances toward a student which become a condition of employment or affect the academic relationship constitute unlawful practices. Unwelcome physical or verbal behavior of a sexual nature which has the purpose or effect of creating an atmosphere of intimidation is a violation of the law. In the work environment, sexual harassment is a violation of Title VII of the Civil Rights Acts of 1964. In a classroom setting, it is a violation of Title IX of the Education Amendments of 1972. In addition, harassment may be considered a violation of several Tennessee state laws. Sexual harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or educational environment.

Guidelines

The question of whether a particular action or incident establishes a purely personal, nonacademic related relationship requires a factual determination. In making such a determination, the case record as a whole, as well as the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be examined. The determination of the legality of a particular action will be made from the facts, on a case by case basis, because the same behavior may constitute sexual harassment in one context but not in another.

Examples of Sexual Harassment

Behavior that is unwelcomed and is of a sexual nature may be considered harassment. Examples include:

- Pressure for sexual activity;
- Sexist remarks about a person's clothing, body or sexual activities or fantasies;
- Unwanted touching, patting or pinching;
- Leering or ogling;
- Physical assault;
- Inappropriate display of sexually suggestive or pornographic material.

Who Is Affected?

Both men and women can be sexually harassed.

However, an overwhelming majority of individuals who complain of this activity are women. Sexual harassment may occur between fellow students, co-workers, or from individuals in positions of power. Generally, infrequent, non-severe behavior is not considered harassment unless it is physical in nature.

Preventing Sexual Harassment

- Be informed about the aspects of sexual harassment.
- Trust your instincts about possible danger.
- Communicate clearly how you feel about offensive behavior.
- Report inappropriate conduct- immediately.

COMPLAINT PROCEDURE

Employees, students, applicants for admission or employment, or other participants in UTHSC programs or activities, who believe that they have been discriminated against on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability or veteran status are entitled to seek relief through the following procedure. University policy prohibits retaliatory action being

taken against any complainant or any person assisting in the investigation of a complaint who is acting in good faith. Persons who knowingly bring false allegations may be subjected to immediate disciplinary action. In the event a complaint cannot be resolved by the parties on an informal basis, the complaint should be submitted in writing to the Office of Equity and Diversity, 62 S. Dunlap Street, Suite 200, Memphis, TN 38163. Complaints must be submitted within 300 days of the alleged discriminatory action (including sexual harassment). In certain circumstances, at the discretion of the Office of Equity and Diversity, complaints that are not reduced to writing or that fall outside of the specified time limit may be investigated. The Office of Equity and Diversity will investigate complaints pursuant to the following guidelines:

- A. Whenever possible, the goal will be to resolve the matter informally. The complainant will be notified of the resolution.
- B. An investigation will be conducted, the nature and scope of which will be determined on a case-by-case basis. This investigation may include any or all of the following, as well as other action as is deemed appropriate: interviewing the complainant, the respondent, and witnesses; submitting questions to or taking statements from parties or witnesses; reviewing documents, and appointing an investigative committee.

C. If an investigative committee is formed, it will consist of at least three persons other than the Director or designee. The Director or designee will be the non-voting chair of the committee.

D. Upon the conclusion of the investigation, the Office of Equity and Diversity, in the instance of complaints against faculty, residents or students, will present findings and recommendations to the appropriate Dean for a decision concerning disciplinary action. The employee's Department Chair or other appropriate person(s) may be consulted and may be a part of the decision-making process if desired by the Dean. The complainant will be informed of the decision by the Dean or designee. Information regarding the University's procedure for investigating complaints of harassment is available from the Office of Equity and Diversity, (901) 448-5558, TDD (901) 448-7382.

CAMPUS ENVIRONMENT ACCESS TO UNIVERSITY PROPERTY

Rule: 1720-1-2

Restrictions

Rule: 1720-1-2-.01

The University's campuses and facilities shall be restricted to students, faculty, staff, guests', and invitees except on such occasions when all or part of the campuses, buildings, stadia, and other facilities are open to the general public.

ASSEMBLY POLICY

Rule: 1720-1-8

Introduction

Rule: 1720-1-8-.01

- (1) The right of peaceable assembly is a guaranteed constitutional right and one which this institution does not intend to abrogate.
- (2) The following regulations are intended to enumerate the essential provisions necessary to reconcile freedom of assembly with responsibility in any campus meeting conducted for the purpose of expressing opinions of the participants.

Peaceable Assembly: Description

Rule: 1720-1-8-.02

Student gatherings may be conducted in areas which are generally available to the public, provided such gatherings:

- (1) Are conducted in an orderly and peaceful manner;
- (2) Do not obstruct in any way vehicular or pedestrian traffic;
- (3) Do not interfere with classes, scheduled meetings, events, and ceremonies, or with other essential processes of the University;
- (4) If inside a building, are held in an assigned meeting room.

Advanced Approval: Procedures

Rule: 1720-1-8-.03

- (1) Only meetings which have been approved in advance through the proper Office may be held:
 - A. Within University buildings;
 - B. Within University stadia, or
 - C. Adjacent to residential or academic facilities of the campus.
- (2) Meetings which would impose an unusual

demand upon staff or facilities must have approval regardless of where they are held on campus.

Disciplinary Action

Rule: 1720-1-7-.04

Violations of the above University policy will result in appropriate disciplinary action.

SMOKING

As stated in the Administrative Manual (policy 2.320): on March 21, 1990, Governor Ned R. McWherter approved Public Chapter No. 700 of the 1990 Public Acts of Tennessee which established policy on smoking and nonsmoking areas in the State of Tennessee, including University buildings. The legislation states: "Such policy shall protect the rights of people who smoke and people who do not smoke; provided, however, that each such policy shall provide at least one (1) area indoors in each such building where smokers are permitted to smoke. If a policy is established that permits smoking in the workplace, such policy shall also provide a nonsmoking area in the workplace."

UTHSC has indicated a strong desire to establish a smoke-free environment and prohibits smoking in all areas except specifically designated smoking areas. Smoking is not permitted in one person private offices. In accordance with legislative requirements, UTHSC shall provide at least one indoor area in each building on the campus and William F. Bowld Hospital where employees are permitted to smoke. The William F. Bowld Hospital is not required by legislation to provide an indoor smoking area for non-employees and will continue to prohibit smoking by patients and visitors. Smoking is permitted in living quarters and other designated areas in residence halls. The Facilities Office will be responsible for identifying smoking areas and maintaining a comprehensive updated listing of these areas. A list of each building and designated smoking areas within each building where UTHSC employees may smoke is maintained by Facilities Administration and is appended to this policy mission of preparing health professionals for the improvement of the health of Tennesseans.

STUDENT-FACULTY RELATIONS IN THE CLASSROOM

Free and pertinent discussion is welcome within the Health Science Center. Students are to feel free to take reasonable exception to the information offered in their courses and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of the courses in which they are enrolled. Students may expect their performance to be evaluated solely on an academic and professional basis. Professors may be expected to make honest professional judgments on the academic and professional performance of students in their courses.

STANDARDS OF STUDENT CONDUCT

Rule: 1720-3-3-.02

Misconduct for which students are subject to discipline falls into the following categories:

- (1) Violation of written University policies and regulations as stipulated herein or inciting other students to violate written University policies and regulations as promulgated and announced by authorized personnel.
- (2) Failure to comply with directions of University officials acting in performance of their duties.
- (3) Violation of properly constituted rules and regulations governing the use of motor vehicles on University owned or controlled property.
- (4) Failure to pay promptly all university bills,

accounts, and other University financial obligations when due. "

(5) Forgery, alteration, destruction or misuse of University documents, records, or identification.

(6) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.

(7) Physical abuse of any person or other conduct which threatens or endangers the health or safety of any person, whether such conduct occurs on or off University property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.

(8) Theft, misappropriation, or sale of, or damage to property of the University or of an organization affiliated with the University or of a member of the University community or of a campus visitor(s).

(9) Unauthorized use of, or entry to University facilities and unauthorized possession and use of access cards and keys to University facilities.

(10) Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions.

(II) Groups of students gathering on or adjacent to the campus in a manner which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the University or the normal flow of traffic.

(12) Violation of local, state or federal law whether on or off campus when it appears that the student has acted in a way which adversely affects or seriously interferes with the University's normal educational function, or which injures or endangers the welfare of any member of the University community. Such violation includes, but is not limited to, violation of state or federal drug laws,

commission of or attempt or threat to commit rape, murder, felonious assault, arson or any other felonious crime against person or property.

(13) Possession, while on University-owned controlled property or at University sponsored or supervised activities, of any weapons such as, but not limited to, rifles, shotguns, ammunition, handguns, and air guns, including explosives such as firecrackers, etc., unless authorized in writing by the Director of Safety and Security.

(14) Gambling on University owned or controlled property.

(15) Unlawful use, manufacture, possession, distribution or dispensing of drugs or alcohol on University property or during University activities.

(16) Possession or use of alcoholic beverages on University owned or controlled property.

(17) Violation of professional ethics in clinical work and in dealing with patients and members of the medical community.

(18) Finder's Fee: In order to maintain the highest ethical standards, to avoid any potential or perceived conflict of interest, and to protect its students and employees to the fullest extent possible, the University of Tennessee will not participate in, and its employees and students are prohibited from participating in, the payment of finder's fees to medical residents, physicians, nurses, or other individuals or entities for the recruitment of patients as participants in clinical "investigations involving human subjects.

(19) Students who are exposed to health information

during their clinical work are required, by ethical guidelines and legal regulations, to maintain the confidentiality of that information. Failure to comply could lead to expulsion from the University as well as civil and criminal penalties.

**MAINTENANCE OF ETHICAL
AND PROFESSIONAL
STANDARDS OF THE HEALTH
PROFESSIONS**

Rule: 1720-3-5-.01

Failure to maintain the high ethical and professional standards of the various disciplines of the health professions may subject a student to suspension or other appropriate remedial action by the University.

(1) A student enrolled at The University of Tennessee Health Science Center is subject to disciplinary action up to, and including, suspension and dismissal for engaging in the following acts of misconduct, regardless of whether such misconduct is engaged in, on, or off, University-owned or-controlled property;

A. Commission of an offense classified as a felony by Tennessee's criminal statutes or by Federal criminal statutes.

B. Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.

C. Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.

D. Other unprofessional and unethical conduct which would bring disrepute and disgrace upon both student and profession and which would tend to substantially reduce or eliminate the student's ability to effectively practice the profession in which discipline he or she is enrolled.

(2) A student applying for admission to The University of Tennessee Health Science Center shall also be subject to the above provisions and may be denied admission on the basis of his or her failure to maintain the aforementioned ethical and professional standards.

**INVESTIGATIONS OF STUDENT
CONDUCT**

Rule: 1720-3-3-.04

(1) All University investigations shall be conducted in an ethical manner. Keeping in mind the rights of students, the following regulations shall be strictly observed:

(2) Inspection and Search Policy: Entry by University authorities into occupied rooms in residence halls will be divided into three categories: inspection, search, and emergency. Inspection is defined as the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, or to check the physical condition of the room, or to make repairs on facilities, or to perform cleaning and janitorial operations. Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations and/or city, state, or federal law. An emergency situation exists when the delay necessary to obtain search authorization constitutes a danger to persons, property, or the building itself.

(3) Inspections: Scheduled inspections by campus

authorities, with the exception of daily janitorial operations, shall be preceded, if possible, by twenty-four hours notice to the residents. During the inspection, there will be no search of drawers or closets or personal belongings.

(4) Search: On-campus authorities will not enter a room for purposes of search without the permission of the resident or the written permission of the Director of Student Housing of the University in compliance with state law. University authorities shall have, if possible, the head resident of the hall or his designee accompany them on the search.

(5) Resident Complaint: Should a resident believe that a University staff member has misused or abused his authority to inspect a room, the resident should file a complaint. The complaint may be filed orally or in writing with the Director of Housing. The complaint will be investigated and appropriate action and response will be made.

THE JUDICIAL SYSTEM & DUE PROCESS

Rule: 1720-3-3-.05

(1) UTHSC Hearing Procedures: Unless otherwise specified in the published policies and procedures of the UTHSC, a student charged with misconduct or who is entitled to an opportunity for a hearing, will, upon his request, be provided a hearing in accordance with the following procedures:

A. Notice: A person charged with misconduct will receive written notification of the following:

1. The substance of the charge(s) against him;
2. The disciplinary action taken or proposed;
3. His right to a hearing should he wish to contest the charge(s) or action;
4. To whom a request for a hearing should be addressed;
5. That a request for a hearing must be made within five (5) days of the person's receipt of this notice;
6. His right to legal or other counsel. If representation by counsel is desired, he must provide notice of his intent to be represented by counsel concurrent with his request for a hearing; in the absence of such notice, the hearing panel will, within the dictates of justice, direct either that a hearing proceed without presence of counselor that the hearing be postponed;
7. His rights to a hearing in accordance with the contested case provisions of the Uniform Administrative Procedures Act, T.C.A. §4-5-108, et seq. In the absence of a voluntary written waiver of his rights to a hearing under the provision of the UAPA, a requested hearing will be conducted in accordance with the University's APA hearing procedures shall not apply.

B. Hearing Panel: A requested hearing will be provided by a panel of individuals or a hearing examiner, selected in accordance with policies of UTHSC or, in the absence of applicable policies or procedures, by the Chancellor (or his designee). The hearing will be conducted by a panel chairman

similarly selected. Panel members shall be impartial and anyone lacking such impartiality shall refuse himself or be removed by the Chancellor upon request of any party to a hearing.

C. Hearing Process: The chairman of a hearing will conduct the hearing, without regard to technical rules of procedure, in such manner as will best serve the cause of justice within the following general guidelines:

1. Each party to a hearing will be afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious or voluminous may be limited.
2. The hearing panel will consider all evidence presented, giving due consideration to the credibility or weight of each item presented; technical rules of evidence will not apply;
3. Each party will have the right to question opposing witnesses;
4. An appropriate record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings;
5. The University will have the burden of providing, by preponderance of the evidence, the truth of the charge(s) at issue. Where the charge(s) is found to be true, the person charged will have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable;
6. Following the conclusion of the hearing, the hearing panel will consider the evidence and present written findings.

D. The decision of any board or administrative officer of The University of Tennessee is subject to review by the Chancellor and the President.

E. Disciplinary Actions & Penalties: Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and councils on the basis of all attendant circumstances. Official notifications are given by the appropriate office, and official records are maintained in that office. Efforts are made to keep penalties consistent with those applied to similar cases.

However, in recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense. The penalties which may be assessed for violation of University regulations are:

1. Residence Hall Probation: Residence Hall probation means that a resident is permitted to remain in the residence hall on a probationary status. If, during his probationary period, the student violates another house regulation, he may be asked to move from the residence hall by the Director of Student Housing or may be subject to other disciplinary action.
2. Disciplinary Warning: A disciplinary warning is used for minor infractions and consists of a restatement of the regulation violated with an

official warning concerning future action.

3. **Disciplinary Reprimand:** Disciplinary reprimands are used for minor infractions or misconduct where it is evident the misconduct occurred with knowledge and awareness of applicable University regulations. Reprimands may be given to students in either verbal or written form.

4. **Loss of Privilege:** Loss of privilege is imposed in case of violations of a University standard. It is most commonly used in violation of regulations governing hours, residence halls, rushing, social standards and intramural sports, or misuse of University facilities. The loss of privilege is ordinarily established for a specific period of time, and actions are recorded in appropriate records.

THE STUDENT JUDICIAL SYSTEM

(1) Disciplinary Personnel:

A. The Chancellor: The Chancellor, in his role as the chief executive officer of the campus, has responsibility for maintaining a campus atmosphere conducive to the achievement of the University's purposes. In this capacity, he oversees the general operation of the campus judicial system and supervises the administration of student discipline. However, responsibility for the actual day-to-day operation of the judicial system and the handling of specific disciplinary matters rests with the Director, Student Affairs and staff. Action of all Judicial appeals boards, student/faculty appeals groups and honor councils are subject to review by the Chancellor.

B. The Student Affairs Staff: The Director, Student Affairs and staff have responsibility for the actual functioning of the campus judicial system and for the handling of student disciplinary matters. In carrying out this responsibility, the Director, Student Affairs and staff work closely with the Student-Faculty Disciplinary Appeals Board, the Traffic Appeals Board, and other student and faculty judicial groups. It is the responsibility of the Director, Student Affairs and staff to appeal in behalf of the University disciplinary cases to the Student-Faculty Disciplinary Appeals Board in the event that such action seems warranted.

C. Honor Councils: There is a campus-wide Honor Code which protects all students at UTHSC.

Each college has an honor council which carries out the appropriate action in the event of a violation of the Honor Code. A complete explanation of the Honor Code and composition of each Honor Council can be found in the Rights and Responsibilities section of the CENTER SCOPE, and in each individual college section of the CENTER SCOPE.

(2) The Hearing Boards:

A. Traffic Appeals Board: Citations for traffic and parking violations may be appealed to the Student Traffic Appeals Board, which is composed of representatives elected by the Student Government Association Executive Council from each college and a representative from the Student Affairs Office. The Student Traffic Appeals Board will meet once a month to consider all the students' appeals on traffic violation citations. The Student Traffic Appeals Board, after hearing a case makes a judgment as to the accuracy of the citation and sets a penalty consistent with the provision of the Campus Traffic and Parking Regulations. Traffic appeals must be made in writing at the Student Affairs Office within 15 calendar days after receiving a traffic violation ticket.

B. The Student-Faculty Disciplinary Appeals

Board: The Student-Faculty Disciplinary Appeals Board hears only disciplinary cases appealed to it from The Office of Student Affairs. Either the accused student or the Director, Student Affairs may appeal cases to the Board.

The Director, Student Affairs or designate receives reports of investigations from members of the University community. When disciplinary cases or appeals are referred to the Director, Student Affairs, the student is requested to appear for a conference. If the matter can be settled at this level, no further action shall be taken. In the event of an appeal, the Student-Faculty Disciplinary Appeals Board is called together to make arrangements for the hearing, to present the case to the Board and to keep records of the proceedings. It is the duty of the Director, Student Affairs to maintain a record of student and faculty participation and to see that service on the Board is rotated among both the faculty and student members of the panel.

The Student-Faculty Disciplinary Appeals Board is composed of six members (three faculty and three students). All members of the Hearing Board are appointed by the Director, Student Affairs to serve for one designated case. The members are selected from individuals nominated by the dean and the SGA president of each of the colleges. On call and on request by the Director, Student Affairs, the dean will nominate two faculty members and the SGA president will nominate two students from their respective

colleges to a list from which the Hearing Board appointments are made.

5. Disciplinary Probation: Disciplinary probation means that a student is permitted to remain in the University on a probationary status. Should a violation of regulations occur during probation, the student is normally suspended. Disciplinary probation is recorded on the student's personnel file in the Office of Student Affairs. Conditions of probation are specific to the individual case and may include loss of eligibility to serve as a student organization officer or participation in major student activities. Any specific probation conditions are described in a personal letter to the student.

6. Suspension: Suspension, used in case of serious misconduct or violation of probation, means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Suspensions are always recorded on the student's permanent record. (persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member.)

7. Permanent Dismissal.

F. Emergency Powers: When, in the judgment of the Chancellor of The University of Tennessee Health Science Center, conditions are such that an emergency exists which makes it impossible for the system of judicial boards to function, he may suspend these procedural regulations. If the procedures are suspended, he may substitute for them arrangements for handling disciplinary matters that will insure the orderly functioning of the students.

THE ADMINISTRATIVE PROCEDURES ACT

Rule: 1720-1-3

INTRODUCTION

Rule: 1720-1-3-.01

(1) The University, with the assistance and advice of students and other members of the University community, has developed procedures for handling a variety of situations involving student rights and privileges. Examples of these procedures, including opportunities for a hearing, are included in the Student Handbook. The University believes that these procedures serve well the interests of students in obtaining full and fair hearings, with a minimum of expense, complexity, and inconvenience.

(2) An alternative to these procedures, however, is the Uniform Administrative Procedures Act (T.C.A. §§ 4- 5-101 et seq.) which became effective July 1, 1975. This act provides that any party whose legal rights, duties or privileges are required by any statute

or constitutional provision to be determined after an opportunity for a hearing, shall be afforded an opportunity for such a hearing in accordance with the provisions of T.C.A. §§ 4-5-301 et seq. The University of Tennessee Board of Trustees at its June 1976 meeting, took action which requires students to choose either to have a hearing according to University procedures or according to the "contested cases" section of the Uniform Administrative Procedures Act (APA) and to execute a waiver of rights to a hearing under the other. Complete information on the APA system is available in the Student Affairs Office.

II. HONOR CODE UTHSC

Rule: 1720-3-1

SECTION I

THE HONOR CODE

ARTICLE I.

PREAMBLE AND PURPOSE

The Honor Code of The University of Tennessee Health Science Center (UTHSC) is promulgated so that student academic affairs are conducted under the highest standards of individual responsibility. The Honor Code promotes personal honor and integrity, in the best traditions of the health science professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism, and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe and uphold this Honor Code, UT Health Science Center students assume the responsibility for the effective application of the Honor Code, and their own academic and professional honesty and integrity. Students are required to sign the honor code pledge as a condition for enrollment at UT Health Science Center. Faculty and staff also have a responsibility to participate in the application, enforcement, and procedures of the Honor Code.

ARTICLE II.

PRINCIPLES OF THE HONOR CODE

A. All UT Health Science Center students are bound by this Honor Code and pledge to act in accordance with the highest principles of ethical and professional conduct. These principles condemn any act of dishonor relating to the academic, clinical, research, and professional programs at UT Health Science Center. The pledge states that any knowledge of a violation shall be reported in accordance with the provisions and procedures of the Honor Code.

B. The principles of this Honor Code apply to all:

1. Tests or examinations.
2. Oral, written, or practical reports that are a part of a student's academic and research program.
3. Clinical and laboratory experiences.
4. Scientific research.
5. Other student activities relating to the academic, clinical, and research programs of UTHSC.

C. SCOPE: The Honor Code is not to be interpreted or administered to cover any aspect of the student's life other than those listed under Articles II and III.

D. Examinations: The date, time, place, duration, and conditions of examinations are established by university regulations or by individual faculty. Faculty presence during tests or examinations is determined by individual college policy, as determined by the Dean of the college.

E. ORIENTATION: All entering students are given instructions and information regarding the Honor Code during student orientation. The orientation includes the purpose, pledge, rules, and procedures relating to the Honor Code. . .

Supplemental orientations with updated information is available to all enrolled students from the Office of the Vice Chancellor for University Relations.

Each college is responsible for administering an orientation program for its students. Additional information and materials relating to the Honor Code may be obtained from the Office of the Vice Chancellor for University Relations.

ARTICLE III.

VIOLATIONS OF THE HONOR CODE

A. It is a violation of the Honor Code for a student to:

1. Use, give, or receive any unauthorized aid during any test or examinations, in the preparation of oral, written or practical reports, or in clinical or laboratory work that are a part of a student's academic program.
2. Record or report fraudulent data relating to patient care, willfully neglect clinical responsibilities, or otherwise compromise patient treatment through lack of professional integrity.
3. Plagiarize -present another person's work as one's own.
4. Falsify data in scientific research and reports.
5. Collaborate with others in assigned out of class activities, if directions or instructions, written or verbal, specify only individual application and effort is permitted.
6. Falsify academic or clinical records.
7. Maliciously and falsely accuse another student of an Honor Code violation.
8. Assist another student in committing any of the specified violations.
9. Failure to report a violation reasonably believed to have been committed.
10. Discuss or reveal confidential information or materials relating to allegations, investigations, charges and Honor Court hearings.
11. Engage in other similar acts of dishonesty.

B. Students, faculty, staff and/or test administrators

must report observed violations to a member of the college Honor Council, in accordance with Honor Code procedures.

1. Any alleged violation under Article III, Section A. 2. or A. 4. shall be immediately reported by the President of the Honor Council, or Faculty Advisor, to the principal clinician or investigator after the alleged violation is received.

C. Suspicious Activity: If someone witnesses

suspicious behavior, but is uncertain of a Honor Code

violation, the person may informally report the behavior to a college Honor Council member. The Honor Council member will counsel with the suspected student and advise the student that such actions are suspicious and, if continued, may lead to a formal complaint. A Honor Council member receiving a report of suspicious behavior must notify the Honor Council President before counseling the student.

ARTICLE IV.

ADMINISTRATION OF THE HONOR CODE

A. PARTICIPANTS

1. **STUDENTS:** The Honor Code pledge is signed by all students enrolled at UT Health Science Center. This signed pledge is a student's pledge of honesty and integrity. The pledge obligates the student to support the ethics and provisions of the UT Health Science Center Honor Code and to participate in its procedures and actions.

2. **FACULTY AND STAFF:** The faculty and staff participate in the Honor Code by endorsing and supporting the principles of the Code and by applying its rules and procedures.

3. **ADMINISTRATION:** Offices relating to student affairs are responsible for providing advice to students regarding Honor Code procedures.

a. Faculty advisors to college Honor Councils support the Honor Code by providing advice and counsel to Honor Council members regarding rules, procedures and the appropriate methods of administering the rules and procedures.

b. The Office of Vice Chancellor for University Relations provides advice and orientation to College Honor Council members, faculty advisors, and other students.

c. The UT Health Science Center Registrar (1) makes available to each new student a printed copy of the Honor Code prior to matriculation, (2) insures that the Honor Code pledge is signed by each new student, and (3) retains the signed Honor Code pledge as a part of each student's official file.

4. **HONOR COUNCILS OF THE COLLEGES:** Each college has an Honor Council that functions under the rules delineated in this Honor Code. Alleged violations of the Honor Code are processed by the Honor Council of the college in which the alleged violation occurred.

SECTION II

PROCEDURES AND HEARING

OPTIONS

ARTICLE V.

PROCEDURE FOR REPORTING ALLEGED VIOLATIONS

A. A complaint against any student may be filed by a student, faculty or staff member observing a suspected violation. Each complaint must be written and signed by the accuser and presented to any member of the appropriate Honor Council.

B. Signed complaints are given or forwarded to the college Honor Council president and shall not be discussed with other students.

C. The signed complaint of one individual is sufficient to initiate an investigation of charge(s) against a student. - . .

D. The president of the Honor Council appoints a council member to investigate an alleged violation of the Honor Code. The investigator investigates the facts of the alleged violation(s). If the investigator finds probable cause to believe that a violation has been committed, the investigator recommends issuing a Notice of Charge. The president, upon the recommendation of the investigator, issues a Notice of Charge to the accused. The Notice of Charge is

sent to the accused via certified mail. If the investigator determines there is no violation, the allegation is dismissed.

E. The identity of the person(s) who reported the allegation is confidential throughout the initial investigation. In the event that a Notice of Charge is issued, the accused is notified of the name(s) of the accuser(s) upon request.

F. Allegations, investigations, charges and Honor Court hearings are confidential.

G. Role of the Investigator:

1. Upon receipt of a signed complaint, the college Honor Council president appoints an investigator who is charged with investigating the allegation.
2. The investigator makes a recommendation to the college Honor Council president within seven (7) University working days after the investigator receives the assignment to investigate the allegation.

The investigator's report, either oral or written, recommends whether a final charge of violation should be issued by the Honor Council president. The investigation period is advisory and not mandatory due to administrative closings, holidays and class schedules.

3. The investigator is responsible for presenting charge(s) before the College or University Honor Court if the accused requests a Honor Court hearing. A council member does not vote in any proceedings for which the member served as the investigator.

ARTICLE VI.

RIGHTS AND PROCEDURES FOR THE ACCUSED

A. Notice of Charge. A student charged with a violation of the Honor Code receives written notice of charge(s) stating the following:

1. The substance of the charge(s).
2. The possible penalties.
3. The right to a hearing if the student contests the charge(s) or action.
4. The name and address of the person to whom a request for a hearing should be directed.
5. A statement indicating that a request for a hearing must be made within five (5) University working days of receipt of this notice.

B. Procedure for the Accused.

1. On receipt of the Notice of Charge, the accused student, within five (5) University working days, must respond to the college Honor Council president indicating either:
 - a. An intent to plead guilty to the violation and willingness to accept the penalty assigned by the Dean;
 - b. A denial of the charge and indicating a

desire to make an appeal of the charge under one of the following hearing options:

- 1) Uniform Administrative Procedures Act (UAPA),
- 2) College Honor Court
- 3) University Honor Court

2. The student who does not respond in writing within five (5) University work days, waives the option of having the case heard in a College or University Honor Court, and the charge will be adjudicated under the provisions of the UAPA.

C. Rights for the Accused.

1. The student has a right to a hearing in accordance with the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A.4-5-301-325. The hearing will be held under the provisions of the UAPA in the absence of a voluntary written waiver of this right.

If the student waives the right to a hearing under UAPA, the hearing will be held in accordance with the UT Health Science Center Honor Code Hearing procedures listed under Article VII, Hearing Court Options 2 and 3.

2. For UAPA Hearings, students may be represented by Legal Counsel. The option to obtain

STUDENT JUDICIAL SYSTEM

Legal Counsel is at student's expense. If representation by Legal Counsel is desired, the student must provide notice of intent to be represented by Counsel concurrent with the request for the UAPA hearing.

In College and University Honor Court hearings, use of Legal Counsel by students or the University is not allowed.

3. In College Honor Court and University Honor Court hearings, the College Honor Council President or the Vice Chancellor for University Relations will make available to an accused student, an advisor (student, faculty, or staff) knowledgeable of the Honor Code and hearing procedures. The advisor will be available to the accused prior to, and during the hearing.

ARTICLE VII.

HEARING COURT OPTIONS

A. An accused student who wishes to have a hearing on a charge has a choice of hearing options.

1. Uniform Administrative Procedures Act (UAPA). This act provides students a hearing under the State of Tennessee mandatory hearing option. A hearing under this law is held by a hearing officer

appointed by the Chancellor of UT Health Science Center. The Office of General Counsel will prosecute the charge in UAPA hearings, even if the accused student is not represented by legal counsel. This hearing procedure is used in the absence of a voluntary written waiver of this right.

2. College Honor Court. Each UT Health Science Center college has a Honor Court. Rules of membership, assembly, quorum, and voting are defined in each college's addendum.

All proceedings' of the college Honor Court hearing follow the procedures described in the Honor Code and in the respective college addendum. The college Honor Council president is responsible for administering the hearing, including selecting the date, appointing the Hearing Court panel, notifying all parties, and recording and maintaining records of the college Honor Court hearings.

The selection and service of the college Honor Court members shall follow the guidelines and procedures stated in the respective college Honor Council addendum. Members of the panel shall be impartial, and members who believe they cannot be impartial shall refuse themselves from serving on the panel. The accused student may request the removal of any panel member he/she thinks might not be impartial. Decisions for such removal will be made by the college Honor Court president.

3. University Honor Court. The panel shall be composed of students from all colleges at UT Health Science Center. Each college nominates two Honor Council members to the University Honor Court pool. The Vice Chancellor for University Relations will appoint seven (7) hearing panel members, from a pool of nominees, with at least two (2) panel members from the college of the accused. A chairperson will be selected from the panel and will be **STUDENT JUDICIALSYSTEM**

responsible for conducting the hearing. Members of the panel shall be impartial and members who believe they cannot be impartial shall refuse themselves from serving on the panel. The accused student may request the removal of any panel member he/she thinks might not be impartial. Decisions for such removal will be made by the Chairperson of the Hearing Court or by the Vice Chancellor for University Relations.

The Vice Chancellor for University Relations, or designee, will be responsible for making the appropriate arrangements and notifying all parties of the time, date and place of the hearing. The Vice

Chancellor, or designee, shall also be responsible for tape recording the hearings and maintaining the records of the University Court hearings.

B. Guidelines for Honor Court Hearings.

The following guidelines shall apply to College and University Honor Court hearings:

1. The hearing is held as soon as possible following receipt of the accused request for a hearing under the Honor Code system.
2. The accused has the right to be present at all times during the hearing, except during the deliberation of the Honor Court, and is afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue. Evidence that is irrelevant, immaterial, repetitious, or cumulative may be limited. Judicial rules of evidence and procedure do not apply.
3. The accused, the investigator and Honor Court members have the right to question all witnesses.
4. An appropriate record is made of the hearing procedures. However, defects in the "record do not invalidate the proceedings. (A tape recording system is available and should be used).
5. The investigator has the responsibility of proving, by a preponderance of the evidence, the truth of the charge(s) at issue.
6. Following the conclusion of the hearing, the hearing panel considers the evidence and presents written findings, conclusions, and recommendations to the dean of the college in which the violation occurred.
7. A majority vote of the panel is required for any decision.
8. A faculty member will be notified of the outcome of any Honor Code investigation or hearing if they were an accuser or witness in the matter.

ARTICLE VIII.

PENALTIES

A. Penalties for violating the UT Health Science Center Honor Code are assigned by the respective college Dean. Penalties may be probation, suspension, dismissal, or any other action deemed appropriate by the dean of the college in which the violation occurred. The Honor Court may make advisory recommendations or suggestions to the Dean regarding the consequence and severity of the punishment.

I "

B. The Dean will determine the penalty to be assigned, if the accused is found guilty. The Dean considers the evidence, written findings, conclusions, and recommendations of the Honor Court in determining a punishment.

C. The Dean must respond with a decision within 10

University working days of receipt of the hearing court decision. In instances in which the Dean is unavailable, a designee will be appointed.

ARTICLE IX.

APPEALS

A. The accused may appeal the action of the Dean by submitting an appeal, in writing, to the Chancellor within 10 days of receipt of the decision of the Dean.

Where a charge is found to be true, the student charged has the burden of proving that the disciplinary action proposed is unreasonable.

1. Any appeal to the Chancellor can only be for the penalty assigned by the Dean. The decision of the Honor Court can not be appealed to the Chancellor.

B. The Chancellor, or designee, must respond with a decision within ten (10) University working days of the request for the appeal.

SECTION III

HONOR COUNCILS

REPORTS AND AMENDMENTS

ARTICLE X.

COLLEGE HONOR COUNCILS

1. Composition and Elections: The composition of the Honor Council and the procedure for election of the Honor Council members officers are determined by each college. Information describing the college councils provisions is provided in the Addenda.

2. Officers of the Honor Councils:

a. Elections: Each Honor Council elects officers from its members for the following offices: president, vice-president and secretary.

b. Duties:

1) President. The president (a) presides at all meetings of the Honor Council, (b) arranges for the hearing of any accused student, and (c) performs other duties as specified in this Honor Code.

2) Vice-president. The vice-president assumes the duties of the president in that officer's absence.

3) Secretary. The secretary (a) manages the correspondence of the Honor Council, (b) notifies all members of Honor Council meetings, (c) records attendance at meetings, and (d) keeps records of all meetings.

3. Removal from Council: A member may be removed by two-thirds vote of the Council members for the following reasons:

a. Absence from two consecutive meetings of the Honor Council.

b. Failure to fulfill responsibilities in accordance with this Honor Code.

4. Vacancies in an Honor Council are filled in accordance with college rules and regulations governing election of members.

5. General Duties of the Honor Council:

a. To administer the Honor Code, the Honor Council meets at least once during the first month of each fall term and thereafter at its discretion.

b. Conducts hearings of alleged violations.

c. Keeps adequate records of all hearings that result from alleged violations of the Honor Code and reports findings to the Vice Chancellor for University Relations.

d. Forwards findings and recommendations in

Honor Code violation proceedings to the Dean of the college.

e. Ensures that the information contained in this Honor Code is promulgated, discussed, and made readily available to all students of the college.

ARTICLE XI.

REPORTS

A. Information regarding the number of alleged Honor Code violations, hearings, and decisions resulting from these hearings must be kept by Honor Council presidents and reported to the Vice Chancellor for University Relations at the end of each academic term.

ARTICLE XII.

AMENDMENTS

A. A proposed amendment to this Honor Code shall be presented in writing to the President of each UT Health Science Center Honor Council. Amendments must be approved by a majority vote of the Council of each college, and by the College Honor Council Presidents, prior to submitting to the SGAEC, the UT Health Science Center Chancellor and the University's Board of Trustees.

B. Approved amendments to a college addendum shall be presented in writing to the President of the Honor Council of the college affected by the proposed amendment and need only to be approved by a majority vote of that college Honor Council. Upon approval, and concurrence by the college Dean, the amendment shall be submitted to the Chancellor and to the University's Board of Trustees.

ARTICLE XIII.

PLEDGE

Each UT Health Science Center student, before matriculation, or during the new student orientation period, is required to sign the following pledge: "I have read carefully the Honor Code of The University of Tennessee Health Science Center and fully understand its meaning, significance and application. I agree to abide by this Honor Code while a student in this institution and agree to accept all of its implications without reservation."

STUDENT JUDICIAL SYSTEM

I "

Signature Date

Social Security Number College

SECTION IV

Addendum F

COLLEGE OF PHARMACY

Honor Council

A. Composition

The Honor Council of the College of Pharmacy consists of three elected representatives from each class governed by the Honor Code who shall be voting members and one alternate member from each class with voice but not vote. The alternate member may vote in the absence of a voting member from that particular class. The executive officers (president, vice president, secretary and treasurer) of each class governed by the Honor Code, and those of the

SGA Council, are ineligible to be members of the Honor Council.

B. Election of Members

The first-year class elects its council members within

6 weeks of the first day of the beginning of classes in the first academic term. The other three classes elect their Council members in the Spring Semester of each year, after class elections. Honor Council representatives may be reelected at the discretion of a class, but only at the reelection times specified above and only by majority vote. It is recommended that Honor Council representatives be reelected, if satisfactory, to provide continuity.

C. Vacancy

In the event of a vacancy occurring in the Honor Council, the alternate member from the class in which the vacancy occurs becomes the voting representative for that class.

D. Faculty Advisor

One faculty advisor, with voice but not vote, is not present at hearings unless at the request of the Honor Council. The faculty advisor is selected each year by the Dean of the college. This advisor must be satisfactory to both the Dean and the student body.

E. Quorum

Two thirds of the membership of the Honor Council shall constitute a quorum. Honor Council decisions are decided by a majority vote of the Honor Council. A quorum may be established regardless of class representation or alternate status.

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SECTION V

APPENDIX

A. THE STUDENT JUDICIAL SYSTEM

The University, with the assistance and advice of students and other members of the University community, has developed procedures for handling a variety of situations involving student rights and privileges.

Examples of these procedures, including opportunities for a hearing, are included in the student handbook. The University believes that these procedures serve well the interests of the students in obtaining full and fair hearings, with a minimum of expense, complexity, and inconvenience. An alternative to these procedures, however, is the Uniform Administrative Procedures Act (Tennessee Code Annotated 4-5-101 et seq.) which provides that any party whose legal rights or privileges are required by a statute or constitutional provision to be determined after an opportunity for a hearing shall be afforded an opportunity for such a hearing in accordance with the provisions of T.C.A. 4-5-301 through 325. The University of Tennessee Board of Trustees, at its June 1976 meeting, took action which requires students to choose either to have a hearing according to University procedures or according to the "contested cases" section of the Uniform Administrative Procedures Act and to execute a waiver of rights to a hearing under the other. The form on the next page is provided for students to execute this waiver.

I

WAIVER

I hereby waive my right to a formal hearing under the Administrative Procedures Act.

Social Security/Student J.D. Number Signature

I wish to Proceed under the College Honor Court Hearing Procedures.

Social Security/Student J.D. Number Signature

I wish to Proceed under the University Honor Court Hearing Procedures.

Social Security/Student J.D. Number Signature

I do not contest the charges and wish the Honor Council to meet for the purpose of recommending a penalty for my actions.
Social Security/Student I.D. Number Signature

Please indicate the following:

I plan to have an attorney represent me at the Administrative Procedures Act hearing. I do not plan to have an attorney to represent me at the Administrative Procedures Act hearing.

SAMPLE LETTER

Date: -

CERTIFIEDMAIL

RETURNEDRECEIPT REQUESTED

Date

Person & Their Address

RE: NOTICE OF CHARGE

Dear:

Based on information presented to the Honor Council of the University of Tennessee College of Pharmacy, you are hereby charged with the following violations of the Honor Code of the University of Tennessee Health Science Center. Specifically, it is reported that you used or received unauthorized aid on your , which is a violation of Article - of the Honor Code. Should you be found guilty of the above charges and of violation of the Honor Code, disciplinary action, including Probation, Suspension or Dismissal, or any other action deemed necessary by the Dean of the College of and warranted by the seriousness of the offense, may be taken against you. The disciplinary action will depend upon the severity of the offense and findings, and recommendations of the Honor Council.

Should you wish to contest the above charges, you have a right to a hearing either in accordance with the provisions of the Honor Code (a hearing before the Honor Council of the College of or the University Honor Court) or the Tennessee Uniform Administrative Procedures Act, Tennessee Code Annotated S4-5-101, et seq. Should you desire a hearing for purposes of contesting the charges, you must notify me within five (5) days of your receipt of this Notice. You may notify me by writing me at . A hearing will be held under the provisions of the Uniform Administrative Procedures Act in the absence of a voluntary written waiver (see enclosed) of your right to a hearing under the Act. If you waive the right to a hearing under the Uniform Administrative Procedures Act, the hearing will be held in accordance with the UTHSC Honor Council Hearing Options set forth in Article VII of the Honor Code.

You may not be represented by an attorney in a College or University Honor Court hearing. You have the right to representation by legal counsel in an Administrative Procedures Act hearing, so long as you provide notice of your intent to exercise that right concurrent with your request for a hearing. Failure to abide by this notice requirement may result in your being denied representation of legal counsel during the hearing proceedings. University of Tennessee legal counsel will represent the College of in the Administrative Procedures Act hearing regardless of whether you choose to be represented by counsel. Should you wish counsel and information relative to this charge, and information relative to your options of appeal, you may contact Odell Horton, Jr., J.D., Vice Chancellor for University Relations, in Room 212 Hyman, or by telephone at 448-5295.

Sincerely,

President

HONORCOUNC College of Pharmacy

Enclosure

II. UNIVERSITY OF TENNESSEE COLLEGE OF PHARMACY GUIDELINES FOR STUDENT PROFESSIONAL CONDUCT

Introduction

Student conduct at the University of Tennessee College of Pharmacy is held to the highest standards consistent with the expectations of a health care professional. The College's faculty and staff are committed to developing in all students a sense of professionalism that will guide their conduct, attitudes, and beliefs, ultimately resulting in the optimal provision of patient care. Professionalism in pharmacy is defined as:

Adherence to a set of values comprising both a formally agreed-upon code of conduct and the informal expectations of patients, colleagues, and society. The key values include acting in a patient's best interest, responsiveness to the health needs of society, maintaining the highest standards of excellence in the practice of pharmacy, and in the generation and dissemination of knowledge. In addition to knowledge and skills, pharmacists should present psychosocial and humanistic qualities such as caring, empathy, humility, and compassion, as well as social responsibility and sensitivity to people's culture and beliefs. All of these qualities are expected of members of highly trained professions.

The College strongly believes that the development of professionalism begins early in the pharmacy curriculum and continues throughout a pharmacist's career. Students must realize that their conduct and attitudes when interacting with patients, their families, or other health care professionals are a reflection of them, the university, and the profession. Therefore, students are expected to exhibit the highest standards of conduct in all professional activities.

These guidelines for conduct have been jointly developed by the faculty and students of the College of Pharmacy and are intended as a supplement to the student rights and responsibilities outlined in the campus student handbook (the Center Scope available at <http://www.utmem.edu/centerscope/2003/2003Centerscope.pdf>). The Center Scope describes standards of conduct for all students on the UTHSC campus and lists behaviors and activities that constitute misconduct for which students are subject to discipline. Campus judicial procedures for handling a charge of student misconduct and disciplinary actions and penalties can also be found in the Center Scope. Although the ultimate responsibility for development of professionalism lies with the individual student, it is recognized that the faculty, administration, staff, and practitioners all play an important role in pharmacy student professionalization.

Student Conduct in the Classroom

Student behavior that interferes with classroom education is unprofessional and will not be tolerated. Students, as well as faculty, should maintain a sense of respect when addressing or interacting with any individual in a classroom setting. Specific policies regarding student classroom behaviors include the following:

- Class attendance is an important professional responsibility. Students are expected to attend class and be on time.
- Students shall refrain from distracting behavior and/or noises in the classroom that may distract others from learning. This includes talking, whispering, and shifting or moving materials (e.g., papers, notes, etc.).
- Students should refrain from leaving and re-entering the classroom except in emergency

situations.

- Cellular phones and pagers brought into the classroom must be turned **OFF**. See the College of Pharmacy policy on student use of pagers and cellular phones below.

Student Conduct During Examinations

Students are expected to maintain the highest ethical and professional standards in all of their academic activities. Students are referred to the University of Tennessee Health Science Center Honor Code for campus policies and procedures related to academic honesty and integrity in the classroom, laboratory, clinics, and other academic endeavors. Additional College of Pharmacy policies on student behavior during examinations include the following:

- Caps, hats, or other headgear may not be worn during examinations unless for cultural or religious practices.
- Storage and use of disallowed information in calculators is prohibited. Course directors are responsible for reviewing acceptable use of calculators with their classes prior to each examination.
- Personal digital assistants (PDAs) or laptop computers are not to be used during examinations unless specifically permitted by the course director.
- Cellular phones and pagers must be turned off during examinations. The use of text messaging, camera phones, or other forms of communication to send or receive information during an examination is prohibited.

Policy on Student Use of Pagers and Cellular Phones

The use of pagers and cellular phones are an efficient and common means of communication and pagers are now required of all 4th year students while on rotations. However, the use of pagers and/or cellular phones during didactic classes/lectures or recitations is disruptive to fellow students, faculty, and the educational activity. Therefore, the University of Tennessee College of Pharmacy requires that all cellular phones and/or pagers brought into the classroom must be turned **OFF**.

Student Conduct and Dress in Professional Practice Experiences

The professional practice experiences are one of the most important components of the pharmacy professional curriculum. They provide an opportunity for students to directly apply the knowledge and skills gained in the classroom and to acquire new knowledge and skills that will serve as the foundation for the rest of their professional career. Another important element of the practice experiences is the development of appropriate professional attitudes and behaviors when interacting with patients, their families, and other health care providers. Students are reminded that their dress, grooming, language, and communication skills will significantly influence what others (e.g., patients and other health care providers) think about their professional competence, the College of Pharmacy, and the profession of pharmacy. Thus it is crucial for students to project a professional image and conduct themselves in a professional manner during all practice experiences. Specific policies on student conduct and dress in professional practice experiences include the following:

- The College of Pharmacy conducts professional practice experiences at a variety of practice sites. In addition to the guidelines outlined in this document, students are expected to comply with established policies and procedures at each practice site. These could include, but are not limited to, dress and appearance, use of cell phones and pagers, computer, internet and email usage, and patient confidentiality.
- Students are ethically and legally responsible for maintaining the confidentiality of all patient

information.

- Students are expected to dress professionally when engaged in experiential practice activities. The following dress code applies to all students in pharmacy labs and practice experiences:
 - Students should wear a name badge and a clean white waist length coat (or white pharmacy coat) at all times in the pharmacy practice laboratory and practice sites.
 - In all patient care settings, male students should wear a dress shirt and tie and females should dress in similar professional/business attire.
 - Students may **NOT** wear the following in pharmacy laboratories or professional practice settings:
 - Jeans
 - Shorts
 - T-shirts
 - Dirty or soiled sneakers/tennis shoes or open toed sandals
 - A head covering, head garment, hat, or cap unless for religious or cultural practices.
 - Excessive jewelry or accessories that may interfere with safety and the effective performance of the processes and procedures being carried out including piercing of the eyebrow, lip, nose, and tongue
 - Provocative or revealing clothing including shirts that expose the abdomen or that are low cut
- Students are expected to treat patients and their families with respect and dignity.
- Students are expected to take personal responsibility for their actions during their professional practice experiences. However, it is important that students recognize the limitations of their skills and abilities and to seek assistance from their preceptor or others when necessary.

Procedure for Dealing with Breaches of the Guidelines

Faculty members are responsible for ensuring compliance with these guidelines for professional conduct in the classroom, laboratories, and professional practice sites in accordance with University standards. In addition to the responsibilities of the faculty, students are expected to hold their peers to these guidelines of professional conduct and to report violations to the course director. A faculty member or student may also report breaches of these guidelines to the Executive Associate Dean of the College of Pharmacy who may then refer the incident to the appropriate University officials. Violations of the University of Tennessee Health Science Center (UTHSC) Honor Code must be reported to the appropriate member of the UTHSC College of Pharmacy Honor Council.

Wingate University

Wingate University is operated on a nondiscriminatory basis. Wingate University complies with federal law, including the provisions of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Wingate University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its administration of education policies, programs, activities or services; admissions and housing policies; scholarship and loan programs; or employment; except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to the Office of Business Affairs.

Wingate University further complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This act, as it applies to institutions of higher learning, ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records. A copy of the Act and the University's policy regarding Student Educational Records and Information is available upon request at the Office of the Dean of Students and at the Office of the Registrar. Information on crime statistics and graduation rates is available upon request in the Office of Admissions.

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Wingate University School of Pharmacy

Dean’s Office

- Dr. Robert B. Supernaw, Dean
- Ms. Erinn Nichols, Assistant to the Dean (704) 233-8331

Office of Student Services

- Ms. Fran Paluso, Administrative Assistant (704) 233-8345

Office of Professionalization

- Dr. Mary J. Ferrill, Assistant Dean (704) 233-8335

Office of Outcomes Assessment

- Dr. Eric G. Boyce, Assistant Dean (704) 233-8340

Faculty

- Dr. Daniel Brown (704) 233-8336
- Dr. Amie Dirks (704) 233-8341
- Dr. Christian Dolder (704) 233-8339
- Dr. Jamie Jolly (704) 233-8337
- Dr. Samir Kouzi (704) 233-8355
- Dr. Beatriz Luna (704) 233-8342
- Dr. Michael Nelson (704) 233-8351
- Dr. Donald Nuzum (704) 233-8352
- Dr. Lisa Smith (704) 233-8348
- Dr. David Taber (704) 233-8349
- Dr. Glenn White (704) 233-8343
- Dr. Angie Veverka (704) 233-8344

Information Technology

- Mr. Ian Burchette (704) 233-8346

Introduction.....

This handbook contains detailed information describing the progressions and graduation requirements for the doctor of pharmacy candidate. The candidate is responsible for knowing the policies, procedures, curricular requirements, and codes of conduct for the School and the University. The information contained in this handbook is accurate as of the date of publication. However, the University reserves the right to make changes in the program of study, financial policies, and regulations at any time deemed appropriate by the University. Furthermore, the University reserves the right to expel a candidate at any time. Each student is responsible for his/her progress towards degree completion. Neither the student’s advisor nor the faculty of the School are responsible for insuring that the student meets degree requirements.

The University.....

Wingate University, founded in 1896, is a four-year comprehensive university, offering baccalaureate degrees in more than 40 majors, master’s degrees in both the School of Business and Economics and the Lloyd and Georgia Thayer School of Education, and a doctoral degree in the School of Pharmacy. Approximately 1500 students attend the University. The 330-acre main campus is located on the southeastern edge of the Metropolitan Charlotte Area in North Carolina. Wingate’s programs of study are centered on the Main Wingate University Campus in Wingate, North Carolina and in the Wingate University Matthews Center in downtown Matthews, North Carolina. Pharmacy practice sites are located throughout the region.

Statement of Purpose.....

The central mission of Wingate University is to prepare students to become enlightened, productive citizens by providing a high quality education in the Judeo-Christian heritage. Accordingly, the University has three primary objectives. The objectives of Wingate University are...

- to maintain an environment where students broaden their knowledge of the world,
- to sustain a community where the bases of faith are explored and where there is a common search for truth and meaning, and
- to promote a heritage of service to humanity and God through involvement and leadership.

About the School.....

Wingate University School of Pharmacy opened its doors to applicants in 2002, with the charter class beginning its program of study in August 2003. The charter class will graduate from Wingate University in May 2007. The class size has been capped at 60 to assure special attention to every student. All Wingate University pharmacy faculty have made a commitment to excellence in the classroom; and classes are taught by faculty possessing terminal doctoral degrees. No courses, discussions, case studies or laboratories are taught by graduate students.

The accreditation process has been initiated, and candidate status was awarded in June 2004 from the Accreditation Council for Pharmacy Education (ACPE), and full accreditation is anticipated in 2007. This is the normal accreditation process and timeline for all schools of pharmacy. Wingate University School of Pharmacy is in strict compliance with the accreditation guidelines of ACPE. Wingate University School of Pharmacy intends to be nationally recognized as a leader in the education of pharmacists. It seeks to reach this goal by providing a state-of-the-art, high-tech learning environment that will facilitate critical thinking and problem-solving skills, scholarly inquiry and service to the institution, the profession and the community.

The five salient qualities and expectations of the Wingate University School of Pharmacy graduate are...

- outstanding moral character,
- excellence in interpersonal communication skills,
- complete competence in pharmaceutical care,
- strong abilities in problem solving, and
- the highest professional commitment to the patient, the community, and the employer.

Mission.....

The Wingate University School of Pharmacy intends to be a nationally recognized leader in the education of students and pharmacists for the practice of pharmacy in all patient care settings for all patients. Wingate seeks to pursue its mission by providing an individualized, state-of-the-art learning environment that will facilitate the development of its students' critical thinking and problem-solving skills for the pursuit of pharmaceutical care. Subordinate to the primacy of Wingate's teaching mission are scholarly and service pursuits. Wingate will stimulate scholarly inquiry and will facilitate service to patients, to the community, to the health care professions, and to the institution. Consistent with the student-centered focus of the University, limited enrollment will allow for practice experiences during each year of the curriculum and the low student-to-faculty ratio necessary for the fulfillment of the School's stated mission.

Goals.....

The goals of the Wingate University School of Pharmacy relate to teaching, scholarship, professional practice, and service....

The teaching goals of the Wingate University School of Pharmacy are:

- to provide students with the knowledge, skills, abilities, attitudes, and values necessary to practice pharmaceutical care,
- to develop an understanding of and approach to critical inquiry,
- to facilitate the transformation of students from dependent to independent learners,
- to foster a desire and need for life-long learning,
- to provide a model of care that improves health outcomes for patients,
- to provide an environment anchored in case analysis, and
- to provide an environment of progressively more sophisticated practice learning opportunities.

The scholarship goals of the Wingate University School of Pharmacy are:

- to engage in scholarship with a focus on the scholarship of teaching,
- to engage in the scholarship of learning documentation and analysis, and
- to encourage scholarly inquiry into the continuous analysis of pharmaceutical care in improving patient outcomes.

The practice goals of the Wingate University School of Pharmacy are:

- to develop an understanding of the value of pharmaceutical care,
- to develop an appreciation of the value of interdisciplinary care, and
- to involve students in the profession of pharmacy.

Wingate University School and Pharmacy Accreditation.....

Commission of Colleges of the Southern Association of Colleges and Schools
American Council on Pharmaceutical Education (Candidate Status 2004)

ACPE Statement. The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by colleges and schools of pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy program offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Precandidate status, Candidate status, and Full accreditation. Precandidate accreditation status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Precandidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program, and authorizes the school to admit its first class. Candidate accreditation status is awarded to a Doctor of Pharmacy program that has students enrolled, but has not yet had a graduating class. Full accreditation is awarded to a program that had met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges of those graduates from a fully accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure, by examination or reciprocity, reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

ACPE Accreditation Statement for Wingate University. The Doctor of Pharmacy program of the Wingate University School of Pharmacy was awarded candidate accreditation status during the June 24-27, 2004, meeting of the ACPE Board of Directors, based upon an on-site evaluation conducted February 16-18, 2004, and discussion with University and School officials. If the program continues to develop as planned, full accreditation of the Doctor of Pharmacy program will be considered by the Board following the graduation of students from the program.

Accreditation Issues.....

The Accreditation Council for Pharmacy Education (ACPE) requires that each school of pharmacy implement a process to allow for students to lodge written complaints regarding the school of pharmacy or the pharmacy program – complaints that relate directly to ACPE’s accreditation standards, policies, or procedures. The Wingate University School of Pharmacy’s process for formally registering these concerns and complaints is as follows.

1. A student who has a concern or a complaint about the School of Pharmacy or the Doctor of Pharmacy Program regarding ACPE’s accreditation standards, policies, or procedures will complete the required components of the Student Concerns and Complaints Form. Those required components include (i) the student’s name, class, and e-mail address, (ii) the date of the concern or complaint, (iii) the specific ACPE accreditation standard, policy, or procedure that is of concern. (The accreditation standards can be found at http://www.acpe-accredit.org/docs/pubs/2000_STANDARDS.pdf), and (iv) a description of the specific complaint or concern.
2. The form will be sent to and reviewed by the Assistant Dean for Students (see web site for details).
3. The form will then be referred to the Executive Committee (Dean and Assistant Deans) for analysis, assignment, and planning or action.
4. Students will be notified of the concern or complaint and the resultant actions taken or to be taken by the School of Pharmacy.

5. A file of these concerns and complaints will be maintained in the Office of the Assistant Dean for Students and will be made available to ACPE during site visits and upon written requests from ACPE. The implications of these complaints will be included in ACPE's Evaluation Team Report.
6. These concerns and complaints will also be considered in the School of Pharmacy's assessment, quality improvement, and self-study processes.

Program Sites.....

The program will be delivered both on and off the Wingate University School of Pharmacy Campus. Didactic courses will be held on-campus, while practice experiences will entail learning exercises within affiliated sites such as community pharmacies, long-term care facilities, hospitals, and clinics. The School will attempt to place students in locations that are mutually agreed upon but reserves the right to place students in locations that may be distant from campus when necessary. Travel, commuting, and living expenses for the practice experience programs are the responsibility of the student.

Code of Ethics – American Pharmacists Association.....

Preamble. These principles of professional conduct are established to guide pharmacists and pharmacists-in-training (i.e., pharmacy students) in relationships with their patients, fellow practitioners, other health professionals, and the public. A pharmacist should hold the health and safety of patients to be of first consideration and should tender to each patient the full measure of professional ability as an essential health practitioner.

- A pharmacist should never knowingly condone the dispensing, promoting, or distributing of drugs or medical devices, or assist therein, that are not of good quality, that do not meet standards required by law, or that lack therapeutic value for the patient.
- A pharmacist should always strive to perfect and enlarge professional knowledge. A pharmacist should utilize and make available this knowledge as may be required in accordance with the best professional judgment.
- A pharmacist has the duty to observe the law, to uphold the dignity and honor of the profession, and to accept the ethical principles. A pharmacist should not engage in any activity that will bring discredit to the profession and should expose, without fear or favor, illegal or unethical conduct in the profession.
- A pharmacist should seek at all times only fair and reasonable remuneration for professional services. A pharmacist should never agree to, or participate in, transactions with practitioners of other health professions or any other person under which fees are divided or that may cause financial or other exploitation in connection with the rendering of professional services.
- A pharmacist should respect the confidential and personal nature of professional records; except where the best interest of the patient requires or the law demands, a pharmacist should not disclose such information to anyone without proper patient authorization.
- A pharmacist should not agree to practice under terms or conditions that interfere with or impair the proper exercise of professional judgment and skill, that cause a deterioration of the quality of professional services, or that require consent to unethical conduct.
- A pharmacist should strive to provide information to patients regarding professional services truthfully, accurately, and fully and should avoid misleading patients regarding the nature, cost, or value of these professional services.
- A pharmacist should associate with organizations having for their objective the betterment of the profession of pharmacy and should contribute time and funds to carry on the work of these organizations.

Wingate University School of Pharmacy
Code of Professional and Academic Conduct

Virtually all professional schools and colleges have instituted codes of professional and academic conduct. The Code of Professional and Academic Conduct is descriptive of acceptable and unacceptable conduct. The Code is designed expressly for the School of Pharmacy and is compatible with all regulations and policies of the University. This section complements the previous section detailing the expectations of the pharmacist and pharmacist-in-training.

Personal Conduct. Personal conduct on University property, at affiliated practice sites, or School or University sponsored events is subject to disciplinary jurisdiction of the School of Pharmacy. The School of Pharmacy also may enforce its own disciplinary policy and procedures when personal/professional conduct, regardless of where it occurs, is deemed incompatible with the overall mission, program, or other functions of the School of Pharmacy. Any action which represents a violation of civil and criminal law will be dealt with by the appropriate non-university agencies in accordance with their policies and regulations. Action of non-university authorities in response to any violation of statutes shall not preclude nor replace the right and responsibility of the School of Pharmacy to review the student independently for that violation. If, at the time of graduation, unresolved criminal charges or proceedings are pending against a candidate which, in the sole opinion of the Dean, prevent the university from conferring a degree of pharmacy, the Dean shall withhold the degree until such time the matter is resolved. In the event the candidate for graduation is exonerated, the degree will be conferred.

The following are examples of conduct for which disciplinary action may be taken. These are merely examples and are not to be considered all-inclusive.

- Alcoholic beverages - possession or consumption of alcoholic beverages on university or university-affiliated sites or functions (except as expressly permitted).
- Drugs - illegal use, possession, sale, or distribution of any drug, chemical compound, or controlled substance or paraphernalia. Students found guilty of violating this section will be subject to immediate expulsion from the School of Pharmacy.
- Weapons and dangerous items - illegal use or possession of weapons, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices or other dangerous substances.
- Theft or damage - theft of, or damage to, property of the university or university-affiliated, other students, other members of the university community, or of campus visitors. Possession of property known to be stolen. Defacing or unauthorized removal of material from the library is damage and theft.
- Disorderly conduct – hostile behavior, disorderly conduct, indecent conduct, harassment, inappropriate intimidation, excessive pressure, humiliation, coercion, stalking, hazing, overtly reckless behavior, false alarms, failure to comply with lawful directions of university officials, unauthorized entry of use of university or university-affiliated property, unauthorized use of university name, logo, or symbols.
- Financial irresponsibility - failure to meet financial responsibilities.
- Failure to respond to notification - failure by a student or organization to respond to notification to appear before the Dean or Assistant Dean during any stage of a disciplinary proceeding. Failure to appear will not prevent the Dean from proceeding with disciplinary action in the absence of the candidate.
- Misuse or abuse of university equipment, programs, or data, or unauthorized access to or copying or distributing of data, records, or programs; or attempting to alter or modify records, data, or programs.

Academic Conduct. All students matriculating into the School of Pharmacy implicitly and personally subscribe to the Code of Professional and Academic Conduct in accepting admission. Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violation of the Code by others. The faculty shall take all reasonable steps to prevent violations of the Code of Professional and Academic Conduct, and each faculty member likewise is responsible for reporting possible violations.

The following are examples of conduct for which disciplinary action may be taken. These are merely examples and are not to be considered all-inclusive.

- Dishonesty which includes, but is not limited to, gaining unauthorized access to an examination or to obtain unfair advantage, using unauthorized sources of information during an examination, assisting a fellow student in committing an act of cheating, collaborating on assignments without explicit permission of the instructor, entering an office or building to obtain unfair advantage, taking an examination for another candidate, or altering grade reports.
- Plagiarism, which is using, stating, offering, or reporting as one's own, an idea, expression, or product of another without the proper credit to its source. As defined by Webster, plagiarism is "an act or instance of stealing or passing off the ideas or words of another as one's own, using a created production without crediting the source, or presenting as new and original an idea or product derived from an existing source." (*Webster's Collegiate Dictionary*). A direct quote should be cited and placed in quotation marks. However, the student should also know that if the ideas of others are used, these must be referenced or the student is guilty of an act of plagiarism.
- A student who witnesses any of the above or who is approached with an offer to gain unfair advantage is obligated by the Code of Professional and Academic Conduct to report that violation to the appropriate authority. Failure to do so may result in disciplinary action.

It is the policy of the School that acts of plagiarism or any other acts of academic dishonesty, on any assignment, quiz, or examination, will result in a course grade of zero (0) and other sanctions. The failing grade and incident of cheating will be reported to the Assistant Dean for Assessment for possible additional sanctions. The process for the disposition of allegations of academic misconduct is delineated below.

Reporting Violations of the Code. Possible violations of the Code of Professional and Academic Conduct will be reported by any source to the Assistant Dean for Assessment (for 2004-05 only, hereafter, in this section, referred to as the Assistant Dean) who will be responsible for a preliminary investigation regarding the validity of the charge. The charges and any preliminary findings will be communicated, in writing, to the accused.

A student who stipulates to the charge of academic dishonesty (*e.g.*, plagiarism, cheating) will receive a grade of zero for the course and other possible sanctions. Repeat offenders will receive special sanctions beyond the course grade of zero. If the accused does not stipulate to the charge, the Assistant Dean will undertake an investigation to determine if there is sufficient cause for a hearing. If no basis for hearing is determined, the Assistant Dean will notify the charging party, in writing, that no basis for a hearing exists. This notification must be made within 10 days. If, in the judgment of the Assistant Dean, the charges are clearly proven to the satisfaction of the Assistant Dean, sanctions will be recommended to the Dean within 10 days. If the charges appear founded but are not clearly proven to the satisfaction of the Assistant Dean, he will gather all pertinent information and proceed with a hearing. That hearing will take place within 15 days of his findings. If, in the judgment of the Assistant Dean, the candidate poses a threat to him/herself, to others, or to normal activities of the school, he may recommend to the Dean that the student be temporarily suspended and implement such other restrictive actions deemed necessary pending completion of the disciplinary procedure.

If a hearing is called by the Assistant Dean, a panel composed of four faculty members and three students appointed by the Dean will convene. The Hearing Panel will elect a faculty chair from its membership, and that chair will vote only in case of a tie. The Assistant Dean will serve as an *ex officio*, non-voting member to the committee and will serve in presenting the evidence. In this manner, the Assistant Dean will serve as the charging party. He shall present relevant information to the panel in the presence of the accused student, should the accused choose to be present. The Assistant Dean may present witnesses and produce materials for consideration. Witnesses likewise may be questioned by the accused and by Panel members. The accused may choose to appear before the Panel, may choose to present his/her case in writing, or may choose to remain silent. S/he has the right to call witnesses who have direct knowledge of the alleged misconduct and to produce materials for consideration. In the event the accused wishes to call material witnesses, those witnesses must receive the approval of the Assistant Dean. The accused may ask for a faculty member who is not a member of the hearing panel to serve as an advocate or advisor. School of Pharmacy faculty are under no obligation to serve in such a capacity; however, they are free to do so. The panel may call other witnesses or ask for other materials it deems necessary to conduct its investigation.

The panel is charged with making a finding, by majority vote, regarding the accusation and transmitting that finding and recommendation to the Dean within three workdays. The Dean will personally communicate the recommendation of the panel to the accused within 3 workdays of his receipt of the panel's recommendation. The student may exercise his/her right of appeal directly to the Dean. That appeal must be made in writing within 3 workdays of notification by the Dean. The Dean will institute appropriate sanctions and communicate the sanctions, in writing, to the accused. In doing so, the Dean may affirm, reject, or modify the recommendation of the panel. The decision of the Dean of the School of Pharmacy is final.

Sanctions for violation of the Code of Professional and Academic Conduct may include but are not limited to (i) censure by written letter to be placed in the student's file; (ii) probation for a specified time period; (iii) suspension for a specified time period or for an indefinite period with written criteria for re-entry consideration; (iv) expulsion from the School with the transcript reflecting the nature of the expulsion. Any appeal of the final decision of the Dean will be made in accordance with University guidelines and will relate to the student's status within the University, but not the School of Pharmacy.

Attendance Policy

Class attendance is required. Absences may result in academic penalties. A student who will not be attending class must inform the Assistant Dean for Assessment, by telephone (704 233-8340), in advance of the class meeting time. The Assistant Dean will make a judgment as to the legitimacy of the request and inform the faculty teaching the affected classes. In extraordinary circumstances, the Assistant Dean may be consulted after-the-fact. Lack of consultation with the Assistant Dean will be deemed an unexcused absence. In general, excused absences are defined as absences resulting from medical emergencies, sickness, or death in the immediate family.

Practice Experience

Because of the nature of the patient care, students enrolled in any of the off-campus pharmacy practice experiences may be recalled from the experiential program for cause, at the discretion of the Director of the Early Practice Experience Program or the Director of the Advanced Practice Experience Program. In general, the justification of the recall includes, but is not limited to, lack of professional bearing, lack of following rules, lack of attendance, incompetence, or possible patient health jeopardy.

Dress Code.....

Students entering into the profession of pharmacy through the doors of the Wingate University School of Pharmacy are well on their way to reaping the benefits afforded to health care professionals by society. In return for these benefits and prestige bestowed upon pharmacists by society, that society has developed elevated expectations of professional behavior on the parts of all of its health care professionals. These expectations include competence, integrity, a caring attitude, and an engaging affect. The public also expects professionals to maintain high standards of language, communication skills, hygiene, and professional attire. As a member of the School of Pharmacy, a student's personal appearance is an extension of the School and will reflect on how customers, patients, and colleagues view the student, the program, and the profession of pharmacy. Business casual is the appropriate attire for students during the three didactic years of the Pharmacy program. The dress code for the Early Practice Experiences and for the Advanced Practice Experiences will be detailed in the course syllabi. The following tips are provided as guidelines to assist the student in their dress:

Hair. Hair should be clean and neat. Hair may not be dyed any unnatural hair colors. Males shall have short hair (above the shoulders) and it shall be neatly combed. Females may have shoulder length or longer hair. At times, (lab, etc), it may be necessary for it to be pulled back. Hair may not be spiked. Hair ornaments shall be moderate and in good taste.

Nails. Nails must be neatly manicured (not chipped) and kept at a length that will not interfere with that of a pharmacist (e.g., dispensing prescription, compounding in lab, making IVs). If polish is used, it must be conservative in color.

Skin. No tattoos or body piercings (other than earrings) are allowed to be visible.

Permissible Jewelry. Males are not permitted to have earrings. Females are allowed no more than two earrings per ear. Body piercing is permitted in ears only; no other visible body piercing is permitted. (e.g., tongue, nose, eyebrows, chin, lips)

Shirts. Revealing clothing (e.g., tank tops, halter tops, midriffs, tube tops, swim tops) is not permitted and proper undergarments shall be worn.

Skirts/Dresses. Skirt length shall be no shorter than one inch above the knee (when standing) and may not be tight fitting. Split skirts are permitted, provided they are not tight fitting and fall within the skirt guidelines.

Pants/Slacks. Pants shall not be tight fitting. Denim of any color, spandex, leggings, athletic wear, and sweat suits are not permitted. Pants must be worn properly at the hips. No student shall dress in a way that his/her underwear is partially or totally exposed.

Shoes. Shoes must be clean and in good condition. Heels shall be no higher than three inches. Non-dress open toe casual sandals and canvas sneakers shall not be worn. No tennis shoes are permitted.

Head Gear. Hats, caps, and other head gear are not permitted in the classroom. Only headgear worn for religious purposes and approved in advance by the Office of Student Services is permissible.

Academic Policies.....

Advising. Advising is one of the cornerstones of the Wingate University School of Pharmacy. This feature of the student experience is coordinated through the Office of Student Services. Upon matriculation, each student is assigned a faculty advisor. To assist students with issues related to the curriculum, other educational opportunities, academic progression, career decision-making, and

personal concerns, students are requested to meet with their faculty advisor and/or one of the assistant deans, depending on the nature of the issue. Furthermore, students are encouraged to meet with their faculty advisors regularly. Students may make appointments with faculty and faculty advisors via e-mail.

Records and Informed Consent.....

Student Records. The term *student records* refers to those records which are directly related to a student and are maintained by an educational institution. The term *directory information* includes the student's name, local and permanent addresses, telephone number, date and place of birth, major field of study, dates of attendance at Wingate University, degrees, honors and awards granted or received, academic classification, gender, class schedule, educational institutions previously attended, degree(s) awarded including date(s) granted and institution(s) granting such degree(s), dissertation or thesis title, adviser, participation in officially recognized organizations and activities, parents' names and addresses. The term *school official* is defined as an individual currently serving as a member of the Wingate University Board of Trustees or Wingate University faculty, staff, or administrator. The term *legitimate educational interest* is defined as an interest which derives from the duties officially assigned to a school official.

The Wingate University School of Pharmacy Student's Rights to Privacy. The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment or FERPA, was passed and put into effect in January 1975. The law regulates the use and disclosure of personal information in educational records and permits a student to know what material is maintained in those records. A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Dean of Students Office in the Dickson-Palmer Center. FERPA is designed to protect the privacy associated with educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A student has the right:

- to inspect and review, under supervision, information contained in his/her educational records,
- to challenge the contents of the educational record,
- to request a hearing if the outcome of a challenge is unsatisfactory,
- to submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory, and
- to prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

Student Rights to Inspect and Review. A student or former student may inspect and review his/her grade transcript, student personal record, and any other personally identifiable records maintained by Wingate University (collectively referred to as *education records*), with the exception that information which is not considered to be education records. Included in the list on non-educational records are (i) financial records of parents or any information in those records; (ii) confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975; (iii) medical records that are maintained by medical or mental health personnel solely for the purpose of treating the student. (The student may, however, have a physician or medical professional review the information in his/her medical record if there is reason to believe it may contain inaccurate, misleading or inappropriate information); (iv) records created by and kept by a law enforcement unit of the University, if made and kept for the purpose of law enforcement; and (v) records made by a faculty member, administrator, or ancillary personnel and kept in that person's sole possession in a way that the records are not accessible or revealed to anyone else.

A student may direct any request for review of an education record to the University Registrar or to the University's Vice President for Academic Affairs. Once a student has been allowed to inspect and review an education record, he or she may also request that the University official who is responsible for maintaining a particular record respond to his or her request for explanation and interpretation of the record.

A student may choose to waive his or her right to access confidential recommendations that are written to support an application for admission or financial aid, an application for an honor or recognition, a transfer or application to another institution, an application for employment, or similar application, provided that (i) the student either selects the persons to submit recommendations or, upon request, is notified of the names of all persons making such recommendations; and (ii) the recommendations are used specifically and solely for the purpose for which they were specifically intended. A student may not be required to waive right of access, under any condition.

If a student believes that inaccurate, misleading, or inappropriate information is included in his or her educational records, Wingate University will permit the student to insert into the record a written explanation concerning the content of such record. The University also will provide a means of correction or deletion of any information that is in fact inaccurate, misleading or inappropriate. (The student is expressly not permitted to challenge grades through this means, unless he or she wishes to challenge the accuracy of institutional records which record the grade.)

Initially, any challenge to a student record should be directed to the Vice President for Academic Affairs. The Vice President for Academic Affairs will seek informal resolution of the matter. If either the Vice President for Academic Affairs or the student requests it in writing, the Student Development Committee of the Wingate University Assembly shall conduct a formal hearing concerning any challenges to the student's records as being inaccurate, misleading or inappropriate. Such a hearing shall be conducted and decided in writing within three weeks of the request. During the hearing, the student shall have a full and fair opportunity to present evidence relevant to the issues. If for any reason, the Student Development Committee shall be unable to convene a special committee to hear the matter, a group comprised of persons identified by the Student Development Committee who do not have a direct interest in the outcome of the matter may be assembled to hear the matter.

Rules Related to Disclosure and Release of Student Information. Wingate University generally may not release to any third party any personally identifiable information in a student's education record without the student's informed consent. In those instances, the release may be made to (i) officials of other educational institutions in which the student seeks to enroll, provided that the student is notified of the transfer of such information, receives a copy of the information if requested in writing, and has an opportunity to challenge the contents of the record; (ii) certain state and federal government officials stipulated by law; (iii) persons or agencies directly related to a student's application for, or receipt of, financial assistance; (iv) accrediting organizations; (v) parents of dependent students; (vi) any source if required to do so in compliance with judicial order or subpoena, provided that the student is notified of all such orders or subpoenas; (vii) health authorities, if, in the event of any emergency, knowledge of such information is necessary to protect the health or safety of a student or other persons; or (viii) University officials (those carrying out official University business, whether paid or unpaid) who have a legitimate educational purpose in consulting the record (based on the need to access the record to perform the University business). Or, the information to be released is exclusively "directory information," defined as (i) the student's name, address (including e-mail), telephone listing, and photograph; (ii) the student's date and place of birth; (iii) the student's major field of study; (iv) the student's participation in official activities; (v) the height and weight of members of athletic teams; (vi)

dates of attendance; (vii) degrees and awards received; and (viii) the most recent previous school attended by the student.

Any student may object to the designation of “directory information.” To do so, he or she must file within twenty days after the first day of classes in each semester a signed notice informing the University that any or all of the information described above should not be considered directory information about that specific student. The requests must be filed in the Office of the Registrar. Such requests for nondisclosure will only be honored by the University for the current enrollment period; therefore, a new request must be submitted each semester or term.

Each University official responsible for any type of educational record shall maintain a record of the persons or parties, other than those University personnel authorized (as specified above) requesting or obtaining access to a student’s educational records. The record of requested access is available only to the student, to the University official responsible for the custody of such records, and to that official's assistants.

The University may disclose to the parent or legal guardian of a student under the age of 21, without the prior written consent of the student, information regarding any violation by the student of any federal, state, or local law or any rule or policy of the University governing the use or possession of alcohol or a controlled substance if the University has determined that the student has committed a disciplinary violation with respect to such use or possession.

The University may disclose, without prior written consent of the student, final results of disciplinary proceedings against the student who is an alleged perpetrator of a crime of violence (18 U.S.C. § 16) or a non-forcible sex offense if the University finds the student committed a violation of the University’s rules or policies with respect to such crime or offense. The information shall include only the name of the student, the violation committed, and any sanctions imposed by the University on the student. The University may include the name of any other student such as a victim or witness, only with the written consent of that other student.

Informed Consent. In compliance with the Family Educational Rights and Privacy Act (FERPA), Wingate University, through its School of Pharmacy, requests that all entering students provide their written informed consent to the sharing of personal information with Wingate’s educational partners (e.g., clinical affiliates, pharmacy practice sites) strictly on a need-to-know basis. This sharing of personal information may include the following (i) social security numbers; (ii) immunization records; (iii) e-mail addresses and telephone numbers; (iv) results of healthcare tests; (v) criminal records known to Wingate University; (vi) credit checks. Additionally, notice is hereby given that random drug screening or additional criminal background checks may be requested of the student for placement in certain clinical sites as a matter of standard operating procedures for those sites. The student may be responsible for the cost of drug screening or additional criminal background checks. Students who are not willing to allow the release of the required personal information may not be able to be placed in an affiliated pharmacy practice site. In such cases, the student cannot meet the requirements for graduation.

Complaints. Any person who believes that the University has failed to comply with the Family Educational Rights and Privacy Act, or with the regulations of the Department of Labor, 34 C.F.R. Part 99, may file a complaint with the Department of Labor under 34 C.F.R. §99.63 and 99.64.

Academic Progression and Graduation.....

Each year, full progression is awarded to students who have maintained a cumulative and semester grade point average of 2.0 and who have demonstrated mastery of the abilities prescribed as documented by the annual assessment. Remediation activities will be prescribed for those students who are not awarded full progression.

Grading. All grades will be calculated on the basis of the following scale:

- A 89.5% to 100% = 4.0 Grade Points per Semester Credit Hour
- B 79.5% to 89.4% = 3.0 Grade Points per Semester Credit Hour
- C 69.5% to 79.4% = 2.0 Grade Points per Semester Credit Hour
- D 64.5% to 69.4% = 1.0 Grade Points per Semester Credit Hour
- F Below 64.5% = Zero Grade Points per Semester Credit Hour

Academic Probation. A student who fails a course within a semester or whose semester grade point average is less than 2.0 will be placed on first probation. A student who has been placed on first probation who fails a course within any subsequent semester or whose subsequent semester grade point average is less than 2.0 will be placed on second probation. A student who has been placed on second probation who fails any course within a subsequent semester or whose subsequent semester grade point average is less than 2.0 will be placed on third probation and will not be permitted to enroll in any new courses until all previously failed courses are passed. A student who has been placed on third probation who fails any course within a subsequent semester or whose subsequent semester grade point average is less than 2.0 will be disqualified from the School.

Assessment. The faculty and practitioners have identified the ability set for which a student must demonstrate mastery each year of the program. Students who do not demonstrate mastery will be given plans for remediation of their deficiencies and may be required to submit to a reassessment of those abilities not mastered prior to full progression. The inability to demonstrate mastery of the skill sets prescribed may result in delayed progression.

Graduation. Students who enroll in and pass each required and elective course within the curriculum, have amassed the prescribed hours of practice experience, have achieved a School of Pharmacy grade point average of least 2.0, and have been judged by the faculty to have met all the academic and professional requirements will be eligible for graduation.

Academic Honors.....

Dean's List. Students whose academic performance is within the top ten percent of the class are placed on the Dean's List after each semester.

Graduation with Honors. Graduates who achieve a School of Pharmacy cumulative grade point average of 3.5 or better are designated as graduating with honors and are so recognized within the program at Commencement. The Wingate University School of Pharmacy also awards Latin Honors. Upon achievement of a School of Pharmacy cumulative grade point of 3.5, the degree is designated as *Cum Laude*; at 3.7 as *Magna Cum Laude*; and at 3.9 *Summa Cum Laude*.

Grade Disputes.....

Any student who has reason to question a graded assignment, test, or final course grade must first discuss the nature of the concern with the faculty team leader of the course in question. For practice

experiences, the student must first discuss the nature of the concern with the preceptor. If a resolution to the problem is not reached at the level of the instructor or preceptor, the student may appeal the grade. For practice experience grade disputes, the student may appeal to the appropriate program director – either the Director of the Early Practice Experience or the Director of the Advanced Practice Experience. If not resolved at that level, the student may appeal the grade to the Assistant Dean for Assessment (2004-05 only). For a grade dispute in a non-practice experience course, the student may appeal the grade to the Assistant Dean. The Assistant Dean may not consider any grade appeal without consulting with the faculty team leader or the practice experience program director. The Assistant Dean for Assessment may not change a grade; he will make a recommendation of his findings to the Dean of the School of Pharmacy. The Dean’s decision on a grade dispute is considered final.

Incllement Weather.....

On days when the weather is potentially problematic, a message will be posted on the school’s web page stating whether the School of Pharmacy will be open or closed. This message will be posted before 6:50 AM. If the electronic system is inoperative, a message will be recorded on the following line: (704) 233-8331. Absent any such message, the School will be open and classes will be held.

Licensure as a Pharmacist.....

Upon being granted candidate status, graduates from Wingate University School of Pharmacy will be eligible to apply for licensure in any state or territory of the United States. Licensure as a pharmacist is administered by State Boards of Pharmacy. Every state and US territory requires graduates to complete the North American Pharmacy Licensure Examination (NAPLEX), as well as state prepared examination on laws and rules for pharmacy practice within the state. The NAPLEX is administered through the Sylvan testing centers using computer testing. Scores may be reported to any state. Most states require 1500 hours of practice experience. Graduates are advised to contact the Board of Pharmacy in the state in which they desire to apply for licensure for more detailed information on requirements. (Board information regarding other states may be obtained from the Office for Students). In North Carolina, all practice experience requirements may be completed with the practice experiences at the School of Pharmacy; no experiences outside the curriculum will be required. The Board of Pharmacy may be contacted at the address and phone number listed on the following page.

North Carolina Board of Pharmacy
6015 Farrington Road - Suite 201
Chapel Hill, North Carolina 27517

Mailing address: Post Office Box 4560
Chapel Hill, North Carolina 27515
Phone: (919) 942-4454

