

ACADEMIC AND PROFESSIONAL CONDUCT POLICY

INTRODUCTION

The College of Pharmacy Student Academic and Professional Conduct Policy (“Conduct Policy”) is a policy under which students and faculty share responsibility for monitoring the academic and professional conduct of students. Like many other professions, pharmacy is largely responsible for formulating and monitoring its own ethical standards. This opportunity to govern itself is a privilege granted to the profession by society with the understanding that the profession will maintain the welfare of the public as its primary concern. In exercising this responsibility, the American Pharmacists Association (APhA) and corresponding state and local professional associations such as the Michigan Pharmacists Association have adopted codes of ethics that define minimum standards of professional conduct. In this system, the responsibility of students parallels the responsibility of pharmacists, who maintain high professional standards by monitoring the professional conduct of their peers. U-M Pharmacy students are expected to be familiar with the APhA Code of Ethics and to adhere to it. Graduate student activities are generally not covered by the APhA Code of Ethics but are instead described in the University of Michigan Rackham Graduate School’s Policy Statement on Academic and Professional Integrity. All graduate students within the College must maintain the highest standards of integrity in their research and conduct themselves in a professional manner in their dealings with others. It is the responsibility of all to ensure that our actions and behaviors are maintained at the highest possible standards.

The Pharmacy faculty, believing that self-governance should begin during the student years, adopted this Conduct Policy. As a condition of admission to the College of Pharmacy (College), therefore, each student must sign a pledge stating that he or she understands the Conduct Policy and agrees to abide by its principles. Students are also required to sign pledges for all examinations, attesting that they have neither given nor received help on the examination. Similar pledges may also be required for other class work at the discretion of the instructor.

All members of the College community, including students, staff and faculty members, have a responsibility to report student behavior that violates this policy, as outlined in Section II of this policy. Conversely, intentionally making false accusations can have a negative impact on the individuals involved and the community. Anyone who knowingly and intentionally files a false complaint against a student under this policy is subject to discipline.

SCOPE OF POLICY

The Conduct Policy applies to all students enrolled in the College of Pharmacy including programs, events and activities affiliated with, sponsored by or sanctioned by the College of Pharmacy. In addition, the Conduct Policy covers all student nonacademic and extracurricular activities regardless of whether the activity takes place on or off campus that have an adverse impact on the University, the College of Pharmacy, faculty, staff, students, patients, or clinical staff; or on the student’s fitness for continued enrollment in the College of Pharmacy; or on the student’s fitness for the pharmacy profession.

Students in the College of Pharmacy are also required to comply with the University Statement of Student Rights and Responsibilities: <http://www.oscr.umich.edu/statement/>

Rackham graduate students must also comply with all Rackham conduct policies that apply to graduate students: http://www.rackham.umich.edu/policies/academic_policies/

Any questions regarding the Conduct Policy should be addressed immediately to relevant faculty or the Associate Dean of Student Services. Any questions regarding the meaning of any provision of this Conduct Policy will be decided by the Dean of the College of Pharmacy. The Dean's decision as to any questions of interpretation is final.

GUIDELINES FOR ACADEMIC INTEGRITY POLICIES

Enrollment in the College of Pharmacy carries obligations concerning conduct, inside and outside the classroom. Students entering the profession of pharmacy or a career in research are expected to have the highest standards of personal integrity and to conduct themselves in a manner that is a credit to themselves, the College, and the profession.

Students are subject to all reasonable regulations and rules set forth by the College. Students are responsible for becoming thoroughly familiar with all College policies and procedures including, but not limited to, this Conduct Policy, and obtaining clarification of policies that are unclear. Concerns about any College policy should be brought to the appropriate faculty member or to the College Executive Committee.

This policy is designed to provide explicit description of what constitutes violation of student conduct, the process of reporting of academic integrity issues and college-wide rules for exam taking.

I. DEFINITIONS OF ACADEMIC VIOLATIONS OF STUDENT CONDUCT

The following behaviors are examples of violations of the Conduct Policy. Examples of violations specifically related to exam-taking are listed in Section IV.D of this document.

This list is not intended to be an all-inclusive list of behaviors that violate basic ethical standards expected of College of Pharmacy students. In addition, attempts at misconduct as well as completed acts are violations of the Conduct Policy.

Cheating: Cheating is committing fraud and or deception on any work including examinations, papers and reports. Examples may include:

- Submitting someone else's work as one's own.
- Using unauthorized notes or information during an examination or in the creation of a paper.
- Communicating answers with another person during an exam, whether verbally, in writing, by signals, or by cell phone or other electronic devices.
- Taking an exam for another person or having someone take an exam for you.

Plagiarism: Plagiarism is submitting a piece of work that in part or whole is not the student's own, without attributing the quoted portions to their correct sources. Examples may include:

- Unless explicitly permitted within an assignment, copying (text, images, graphs, tables, data, etc.) or cutting and pasting works from published sources with or without proper citation. Some assignments may permit using, with quotation marks, limited portions of another author's work or graphs that supports students' argument, with proper citation.
- Paraphrasing another's work, and representing as one's own original thinking without proper citation. Patch-writing defined as simply plugging your synonyms into an author's work is considered a form of plagiarism.

Fabrication: Fabrication is presenting data in a piece of work that were not gathered in accordance with the guidelines defining the appropriate methods of collecting or generating data and failing to include a substantially

accurate account of the method by which the data were collected or generated. Examples of fabrication may include:

- Making up or inappropriately manipulating data for a research project.
- Making up or inappropriately manipulating data entered into a patient medical record.

Aiding and abetting dishonesty: Academic dishonesty includes improperly providing unauthorized material or information to another person with the knowledge that the material or information will be used to aid in dishonesty. Examples may include:

- Unauthorized distribution of copies of current or past exams, quizzes, or assignments, including actual copies, specific content information, or answers.
- Using electronic devices to keep records of unreturned exams during exam reviews.
- Intentional compilation of a document after taking an unreturned exam based on remembering concepts tested, portions of or an entire exam with the intent of passing the information along to those who have not yet taken the exam or to create a database for future enrolled students in a course.

Inappropriate access to exams: Effective Fall Term 2016, the College will be implementing ExamSoft for PharmD student exams. P1 students will be taking all required course exams using this tool, with subsequent classes implementing the service over the next three years. Students must understand the following situations with regard to access of exams when using this software tool:

- Sharing exam access codes with other students.
- Unauthorized access of exams outside of the exam/review times and the exam/review taking area with or without the use of an exam access code.
- Leaving the exam-taking area with an electronic device used for exam taking, prior to submitting the exam and showing the proctor the green screen that comes up in ExamSoft.
- Any attempts at making unauthorized electronic copies (full or in part) of any exam.
- Accessing files on an electronic device or online resources during a secured exam.

Violating instructions regarding completion of assignments:

Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments and laboratory experiments. When any material is to be turned in for inspection, grading, or evaluation, it is the responsibility of the student to ascertain what cooperation between students, if any, the instructor permits. An example is collaborating with other students on an assignment for which collaboration is prohibited.

II. DEFINITIONS OF PROFESSIONAL MISCONDUCT

Falsification of records and official documents. Without proper authorization, altering documents affecting academic records, forging signatures of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official College or University document.

Providing professional care in an unsafe or harmful manner.

- Acting without demonstrated competence or without the guidance of a qualified person in the provision of a recommendation to a patient or health care provider.
- Willfully or intentionally doing physical and/or mental harm to a patient/client.
- Exhibiting careless or negligent behavior in connection with the care of a patient/client.
- Refusing to assume the assigned and necessary responsibility for care of a patient/client and failing to inform the instructor so that an alternative measure for that care can be found.

- Working outside of one's professional boundaries as defined by state or federal statutes

Disrespecting the privacy of a patient/client.

- Using sufficient information about a patient (e.g. full name, last name, or position) in written assignments and/or patient data of any sort (e.g. computer generated forms that will be removed from the clinical area), such that the patient could be identified
- Discussing confidential information in inappropriate areas, such as elevators.
- Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know.
- Violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Referencing patients, or patient-related or other confidential information on social networking sites or other public forums.

Falsifying patient records or fabricating professional care or patient experiences.

Failing to report omission of or error in treatment or medications.

Drugs and alcohol.

- Using, possessing, selling or distributing illicit drugs; illegally using, selling, possessing, or distributing drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a pharmacy student, including being in an educational or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with the prescribed use.
- Concerns of alcohol abuse or abuse of other controlled substances, as well as behavior that impairs a student's ability to meet professional standards over time, or disturbing or threatening behavior, should be reported to the Associate Dean of Student Services. This report can be made using the Notice of Professional Concern described later in this policy. Such conduct may lead to an investigation and/or action taken pursuant to the Code of Conduct.
- The University of Michigan has policies regarding the use of alcohol and other drugs and these policies are in effect for students: <http://www.umich.edu/~spolicy/studentalcoholdrug.html>
- The University also has policies in force for student organizations: <http://campusinvolvement.umich.edu/content/alcohol-policy>

Commission of a Crime. Engaging in illegal activity that would impact the student's ability to obtain or maintain a professional license or employment in the fields of pharmacy and research. The results of criminal proceedings will not be determinative of proceedings under this Conduct Policy.

Violating Computer Use Policies. Violating the University's Information Technology Policies and Guidelines that defines proper and ethical use of computers and electronically stored data is a violation of this Code of Conduct. <http://cio.umich.edu/policy>

Other Professional Misconduct. Student pharmacists are expected to abide by the American Pharmaceutical Association (APhA) Code of Ethics for Pharmacists which forms the basis of the roles and responsibilities of pharmacists. Violation of the APhA Code of Ethics includes the following:

1. **Disrespect or disregard for the covenantal relationship between the patient and pharmacists.**

- A pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
2. **Failure to promote the good of every patient in a caring, compassionate, and confidential manner.**
 - A pharmacist places concern for the well-being of the patient at the center of professional practice, and considers needs stated by the patient as well as those defined by health science. A pharmacist protects the dignity of the patient by focusing on serving the patient in a private and confidential manner.
 3. **Failure to respect the autonomy and dignity of each patient.**
 - A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health and, in all cases; a pharmacist respects personal and cultural differences among patients.
 4. **Failure to act with honesty and integrity in professional relationships.**
 - A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior, or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.
 5. **Failure to attain and maintain professional competence.**
 - A pharmacist has a duty to acquire and maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.
 6. **Disrespect or disregard of the values and abilities of colleagues and other health professionals.**
 - When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient and acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
 7. **Disregard of or failure to serve the needs of individual patients, community, and society.**
 - The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist must recognize the responsibilities that accompany these obligations and act accordingly.
 8. **Failure to maintain a fair and equitable distribution of health resources.**
 - When health resources are allocated, a pharmacist distributes those resources to patients in a manner that is fair and equitable; balancing the needs of patients and society.

Disruptive behavior. Disruptive behavior includes conduct such as obstructing or disrupting classes, team projects, talks, presentations, or other activities or programs of the College or other parts of the University and obstructing access to College community assets or to similar resources in other parts of the University. Excluded is any behavior protected by the University's policy on "Freedom of Speech and Artistic Expression." Students will

treat fellow University of Michigan students, faculty and staff with respect and in a civil manner. Incivility is not considered to be professional behavior and is prohibited within this Code.

Sexual and other unlawful harassment. This conduct includes not only sexual or other unlawful harassment based on a person's identity or status, but also hazing, stalking, repeatedly sending e-mails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity. The University's definition of sexual harassment can be found at: <http://studentpolicies.umich.edu/>

Relationships with faculty and staff members. Students should be cognizant of and abide by the University Policy on Faculty-Student Relationships. Romantic or sexual relationships between students and University faculty and staff are discouraged due to the negative consequences that often occur when such conduct takes place. The University of Michigan policy appears on the University website: <http://studentpolicies.umich.edu/>

Obstructing the investigation of a possible violation of this conduct policy. Including intentionally and knowingly filing a false complaint; making dishonest or misleading statements; falsification of information; altering, destroying or deleting relevant documents, files or e-mails; violating the confidentiality of the process; or any other act that hinders an investigation.

III. REPORTING PROCEDURES

A. Responsibilities for Reporting. All members of the College community – faculty, administrators, staff and students – have a responsibility to report any reasonable suspicion that a student has violated this Conduct Policy. A report must be immediately made to the Associate Dean of Student Services. Anyone not sure of whether or not to report a suspicion should consult with the Associate Dean of Student Services before making a decision not to formally report the suspicious behavior.

B. Process for Reporting Issues of Concern:

- Reporting of all incidents for which there is a reasonable suspicion that a student has violated the Conduct Policy will be done using the Professional Concern Notice (PCN; <https://apps.phar.umich.edu/profconcern/>).
- PCNs will be classified as “academic integrity concern,” “professionalism concern,” or “other concern” by the person reporting the incident. For academic integrity concerns, reporting faculty will be consulted regarding possible consequences.
- The Associate Dean of Student Services (ADSS) or his/her designee can be contacted directly for urgent issues that require immediate attention, with completion of the PCN to follow after the immediate needs have been addressed.
- A faculty member will not impose a sanction within a course without the approval of the ADSS. In general, issues relating to professional students will be handled initially by the ADSS and issues relating to graduate or bachelor students will be handled by the Associate Dean of Research and Graduate Education. The faculty member may request to be part of the honor council discussions and may appeal decisions handed down by the ADSS or the honor council.
- Resolutions of each case will be recorded by the system, and accessible only to the Associate Dean or her/his designees.
- A note of acknowledgement will be sent to the reporting party regarding resolution of the incident without providing details of any sanctions or lack thereof.
- In incidences when a resolution to a case is not reached prior to reporting of grades, an incomplete should be entered for the student(s) in question, with the grade adjusted once the resolution is

reached.

- C. Professionalism Concern Notice.** If a faculty or staff member or other individual who has contact with the student and observes a student exhibiting unethical behavior, as defined in this Code of Conduct, the concern should be brought to the course director/Director of Experiential Education who will then decide whether to formally submit a Professionalism Concern Note to the Associate Dean of Student Services. If the concern for substandard professionalism arises outside of a College of Pharmacy course, faculty or staff should also submit the Professionalism Concern Note directly to the Associate Dean of Student Services.

The purpose of a "Professionalism Concern Note" is to report instances or patterns of substandard professional behavior including concerns of academic integrity by a student pharmacist to the College Administration where the concern will be reviewed confidentially. The student may be referred to counseling or other formal intervention. Professionalism Concern Notes may result in a report of substandard professionalism in the student's formal academic record.

The Associate Dean will review each Professionalism Concern Note. The student will be notified of the concern and required to meet with the Director of Experiential Education and/or Associate Dean for Student Services. Subsequently, a plan for addressing the behavior, and further counseling, remediation or formal action will be developed based on the seriousness of the concern. The Professionalism Concern Note will be placed in the student's academic file. In general, the documentation for students with fewer than three Professionalism Concern Notes will be purged from their academic file at the point of graduation. However, in rare cases, due to the seriousness of the incident, the Professionalism Concern Note may become part of the student's permanent record. Records of all Professionalism Concern Notes will also be maintained in a confidential, secure database. A student who has three or more Professionalism Concern Notes will be reported to the Honor Council for further action/recommendation. However, any Professionalism Concern Note may result in a recommendation for a hearing (see below) if the problem with professionalism or academic integrity is deemed serious enough by the Associate Dean responsible for this student.

The Professionalism Concern Note form can be found on the College website at:
<https://pharmacy.umich.edu/mycop/student-business/professionalism-concern-note>

D. Professionalism Commendation Notice

A notice of professional commendation is also available to recognize outstanding professionalism by a student. More information about this can be found in the Professionalism Commendation Notice Policy. The Professionalism Commendation Notice can be found on the College website at:
<https://pharmacy.umich.edu/mycop/student-business/professionalism-commendation-note>

E. Transparency of Reporting:

In order to improve transparency, the Associate Dean of Student Services and the Honor Council will provide an annual summative report to faculty, staff, and students on number and type of PCNs, number sent to honor council, and resolution actions taken. The annual report will be presented at the Spring Faculty meeting, at a staff meeting and at the student town hall meeting and will provide accountability to the Conduct Policy while preserving student confidentiality.

IV. EXAM ADMINISTRATION RULES

Exam taking rules are based on NAPLEX/MPJE administration. Course coordinators may have additional rules that are outlined in course syllabi.

A. Rooms:

- Students taking the exact same exam may not be seated directly adjacent. Every reasonable effort will be made to schedule exam rooms that allow for alternate seating (every other seat). The college is responsible for providing extra rooms if necessary; this may include use of rooms outside of the College of Pharmacy buildings. If this arrangement is not possible, course coordinators can either have alternate versions of the same exam or schedule exams in the evening. If an exam is scheduled in the evening, the regularly scheduled class session for that day will be canceled. All exams must be clearly outlined in the course syllabus distributed on the first day of class.
- Students should be separated by at least one unoccupied seat on both sides and sit directly behind the student in front of them.
- All backpacks, bags, books, notes, coats, hats and similar items must be stowed on the sides of the examination room.
- Students will be instructed for each exam what items they are allowed to bring into the testing area (i.e. pencils, erasers, drinks, and computers) including the type and model of allowed calculator. Only these items will be allowed in the testing area. Any exception to this list (i.e. emergency medication) must be approved by the course coordinator and/or proctor. All items brought into the testing area are subject to inspection.
- Once the exam starts, students must remain in their seat. Students will not be allowed to take bathroom breaks or leave the room except in case of an emergency and only with approval of the course coordinator.
- Exams that are scheduled for three lecture hours (i.e., 2 hours and 50 minutes) or longer will be split into two separate sessions with a 15 minute break in between. Students will only receive one designated part of the exam during each exam session. Students are only allowed to leave the testing area during the break period or if they turn in part I of the exam. They are not allowed to return to the testing area until the commencement of part II of the exam.
- Exceptions to the above rules may be allowed by course coordinators **only** such as in case of emergencies or medical conditions.

The following rules pertain to the PharmD Class of 2020 and beyond:

- All students must bring their fully charged laptop and a privacy screen to each exam. The exam should be downloaded onto the device prior to the scheduled exam time. Students will receive an email with a link to download each exam at least 24 hours prior to the exam date.
- Students who do not download the exam in advance may do so at the start of the exam time. However, no adjustment will be made to the exam end time.
- Students who arrive late for an exam may need to use assigned seats. No adjustment will be made to the exam end time.
- If a student's computer does not work on the day of the exam a COP-issued replacement device may be used for the exam. Students must sign the log any time a replacement

device is used, noting their name, date, course number, date/time out, date/time returned, and reason for needing the COP device. The log will be reviewed weekly. Repeated requests by the same student to use a COP replacement device will be reported to the Associate Dean for Students Services with a meeting scheduled to discuss why the need exists. Consequences may be imposed if the repeated need for a COP device is the result of a student being inadequately prepared.

B. Proctoring:

- An average of one proctor per forty students is expected.
- Proctors may include residents, graduate student instructors, faculty and staff. The course coordinator or a designated faculty will supervise proctoring activities for all exams.
- Courses with more than one faculty member and/or GSIs are expected to utilize faculty and GSIs from that course to proctor exams. For courses with only one instructor and no GSI support, the college will assist with providing proctors for each exam (when enrollment is greater than 40 students).
- Assigned proctors are responsible for ensuring the integrity of the examination process and may not be involved in any other activity for the duration of the exam (such as reading articles or working on laptops. Proctors are expected to be present in the testing area for the duration of the exam.
- Residents and GSIs assigned as proctors are allowed to move students during exams if they feel that any infraction may occur (or may have occurred). All such moves must be reported to the course coordinator. Serious misconduct issues should be discussed with the course coordinator or the designated supervising faculty prior to taking any additional actions.
- Residents and GSIs assigned as proctors may address general concerns of students during exams, but must refer students to a faculty member in case of questions regarding exam content or clarifications of questions, unless designated by the course coordinator to address such questions.

The following rules pertain to the PharmD Class of 2020 and beyond:

- All students must be in their seats with their laptops turned on and only in possession of authorized items as defined by the course director/faculty (pencils, pens...etc.) at the exam start time.
- A proctor will administer the official scratch paper and/or any paper component required for the exam. Once the exam is ready to begin the proctor will provide all students with an access code, at which time students are allowed to start taking the exam.
 - Students who arrive after the start time (late arrivals) must proceed to the front of the room to sign in as a late arrival. The proctor will check in ExamSoft to ensure the student has not already opened the exam.
 - If the exam has not been opened, the proctor will provide the student with the assigned scratch paper/paper portion of the exam and access code. The student may need to use an assigned seat. No adjustment will be made to the exam end time.
 - If ExamSoft indicates that the student has already opened the exam (indicating unauthorized use of the exam access code) the student will not be allowed to take the

exam. The incident will be reported to the course director and the Associate Dean for Student Services to determine whether a violation of academic integrity occurred. All violations will be referred to Honor Council. The recommended sanction will be that the student receives a zero on the exam.

- Prior to leaving the exam area, students must show the proctor the green screen that comes up in ExamSoft after submitting the exam and turn in the signed scratch paper or paper portion of the exam, which serves as the sign-out from the exam.

C. Faculty:

- Faculty members responsible for writing questions on an exam are required to be present for at least a portion of the exam and otherwise available to the proctor(s) via phone/text messaging or other means in accordance with the course coordinator instructions.
- If a course coordinator chooses to implement a “no question policy” during examinations, a clear policy to allow students to challenge questions must be instituted.
- All students’ questions during the exam regarding content and clarifications, if allowed, must be answered by faculty members or residents/GSIs designated by the course coordinator.
- The course coordinator or designated supervising faculty will deal with any academic integrity concerns that may arise during the exam.

D. Misconduct during the examination:

- Any behavior that involves cheating or abetting of cheating will be handled by the proctors and the course coordinator. Examples of misconduct are included in Section I of this document. Some additional examples are included below:
 - Looking at another student’s examination paper (wandering eyes).
 - Talking during the examination period.
 - Accessing a cell phone or any other electronic communication device.
 - Using notes, books, reference material, or other aids unless explicitly permitted to do so by the faculty administering the examination.
 - Attempting to aid an individual or receive aid to complete the examination.
 - Intentionally failing to follow a Faculty member or proctor’s instructions.
 - Creating a disturbance of any kind.
 - Leaving the testing room without permission.
 - Attempting to take (or taking) the examination for someone else
- In case of misconduct, a proctor may ask students to move to a different location. The course coordinator may dismiss a student from an exam or take any other measures to ensure the integrity of the assessment process.
- All issues potentially involving academic integrity during examinations must be reported to the Associate Dean for Student Services as outlined in Section III of this document.

V. INVESTIGATION AND RESOLUTION PROCEDURES

A. Intake Meeting:

1. The Associate Dean of Student Services will provide the accused student of notice of the allegation of misconduct within five University business days of receipt of the report alleging misconduct.

2. The Associate Dean of Student Services will meet with the accused student as soon as possible after the notice of alleged misconduct has been sent but no later than ten University business days. In this meeting, the Associate Dean of Student Services will (a) inform the student of the nature of the allegations; (b) explain the hearing process; and (c) explain the student's options. As a result of this meeting the following outcomes are possible:
 - A determination by the Associate Dean that NO infraction occurred and the matter is concluded; or
 - A referral of the matter to the Honor Council; or,
 - Acceptance of responsibility by the accused that includes acceptance of agreed upon sanctions determined by the Honor Council and Discipline Committee, in consultation with the appropriate Associate Dean.

B. Hearing¹. The hearing is conducted by a five-person Honor Council comprised of three faculty and two student representatives, drawn from a pool of student representatives trained in the hearing procedures. Hearings involving graduate students will utilize graduate student representatives and hearings involving Doctor of Pharmacy students will utilize Doctor of Pharmacy students as the student representatives on the Honor Council. The Honor Council will select one of the three faculty members to serve as chair. If a student has concerns about potential bias of a member of the Honor Council, the student can submit a written request to the Associate Dean for Student Services, with rationale, for substitution of another member. The Associate Dean will approve or disapprove the request and that decision is final.

The Hearing Procedures are as follows:

1. No later than ten University business days before the hearing, the accused student and the Associate Dean must submit to the Honor Council, in writing, all documents that each party would like the Honor Council to consider and a list of all relevant witnesses whom they would like to have submit testimony before the Honor Council. If the accused student intends to have a personal advisor accompany him or her, as outlined in subparagraph (7) below, the accused student must submit the name of the advisor and must state whether the advisor is an attorney.
2. No later than five business days before the hearing, the chair will provide each party with a hearing packet that includes all documentation that has been submitted for review by the Honor Council, the list of witnesses to appear, and information about the hearing, including the names of the panelists.
3. In addition to hearing testimony from the witnesses identified by the student and the Associate Dean for Student Services, the Honor Council may, at its discretion, hear testimony from any other party whose testimony it deems relevant to the proceeding, including other witnesses and, even if not a witness, the instructor of the course. The Honor Council may also review any other documents or evidence that it deems relevant to the proceeding.
4. The accused student will have an opportunity to appear before the Honor Council to present his or her case and remain present while all testimony and information is presented to the Honor Council.

¹ If the matter is referred for a hearing and the student is in a Rackham Graduate School Program, the appropriate Associate Dean will notify the Resolution Officer in Rackham's Graduate Student Affairs Office.

The accused student may review all documents considered by the Honor Council and may question witnesses who appear before the Honor Council. The accused student may also present his or her own evidence and witnesses.

5. The Honor Council may conduct the hearing even if a party is absent and will make its findings and recommendations based on the information presented to the Honor Council.
6. The Honor Council may limit any testimony based on redundancy or lack of relevance.
7. The accused student may be accompanied at the hearing by a personal advisor, who may be an attorney. The advisor may not participate directly in the proceedings, but may only advise the accused student.
8. The hearing will be closed to the public and will be recorded. A party to the proceeding may request a copy of the recording. The Honor Council will deliberate in private. There will be no recording of the deliberations.
9. All recordings of proceedings will be controlled by the College of Pharmacy. No court reporters, stenographers, videographers, or similar professionals are permitted without the prior consent of the College of Pharmacy. Records and documents that are available in advance to all parties may be redacted to protect the privacy rights of individuals not directly involved in the hearing process.
10. The chair of the Honor Council will prepare a written report containing factual findings and stating any sanctions to be imposed. The vote of the majority of the members of the Honor Council, including the chair of the panel, will determine whether the student is found responsible or not responsible for the alleged violation and will recommend any sanctions. **A finding that the accused student is responsible for an alleged violation will be the sole discretion of the Honor Council if, based on the totality of the evidence presented, it is more likely than not that the violation occurred.** Sanctions will be determined by the Honor Council and reviewed by the Associate Dean of Academic and Faculty Affairs or Associate Dean of Research and Graduate Education (for graduate students) for appropriateness.
11. The Associate Dean's determination of action will be communicated in writing by the chair to the student both by e-mail to the student's University e-mail account and by the U.S. postal service to the local address on file in the School of Pharmacy's Registrar's office, with copies to the appropriate faculty member and appropriate Associate Dean. This will complete the process unless the student appeals the decision.
12. The decision of the Associate Dean is effective immediately. If an appeal is planned, the student has the option of asking the appropriate Associate Dean for a delay in implementation of the sanction until the appeal process is completed. The decision of the Associate Dean regarding a request for a delay is final.

VI. APPEALS

Within five University business days of receiving the written notification of the Honor Council's decision from the Honor Council Chair, the student may submit a written appeal of the decision or the sanction (or both) to the Executive Committee. Appeals must be based on at least one of the following arguments:

- A. There were violations of procedure that seriously compromised the investigation and/or conclusions.
- B. The evidence clearly does not support the findings.
- C. The sanctions are excessive relative to the violation.
- D. There is significant new evidence not reasonably available at the time of the investigation.

The Dean will determine if the appeal meets the above conditions. If not, the Dean notifies the student within ten University business days and the matter is ended. If there is evidence that the appeal should be reviewed, the Executive Committee will review the written appeal. The Dean will issue a written report regarding the committee's decision within fourteen University business days of receiving the appeal. The decision of the Executive Committee is final and no further appeals are allowed.

VII. SANCTIONS²

Each incident and each individual student is unique and all mitigating circumstances will be considered with each infraction. Sanctions for repeat infractions will be greater than for an initial infraction. While faculty are not empowered to define sanctions, ideas may be proposed and shared with the Associate Dean of Student Services for review. The following list is an example of the type of sanctions that may be imposed and it is not intended to be all-inclusive. In addition, a combination of sanctions may be imposed. Possible sanctions include:

- A. **Educational project.** Completion of a class, workshop or project to help the student understand why his or her behavior was inappropriate and/or how to avoid a future violation (e.g., a workshop on ethical behavior).
- B. **Service.** Performance of one or more tasks designed to benefit the school or the nearby community and to help the student understand why his or her behavior was inappropriate.
- C. **Warning.** Informing the student in writing that he or she has violated the code and that future violations will be dealt with more severely. The warning letter will be removed from the student's file at the time of graduation if there are no other incidents.
- D. **Grade change.** A lowering of the student's grade, possibly to "Fail" or assigning a grade of "Incomplete."
- E. **Additional course work.** The completion of additional course work or other educational or clinical experiences.
- F. **Formal reprimand.** A written reprimand to the student that she or he has violated the code and that any future violations will be dealt with more severely. A copy of the reprimand will be put in the student's academic file.

² In the case of Rackham graduate students, sanctions G–K may be recommended by the College of Pharmacy but can be imposed only by the Rackham Graduate School, after consulting with the College of Pharmacy.

- G. Disciplinary probation.** Designation of a period of time during which the student will not be in good standing with the College. The terms of the probation may involve restrictions of student privileges and/or may delineate expectations of behavior. Consequences may also be spelled out if the student fails to meet the terms. A record of the probationary period will be included in the student's academic file.
- H. Transcript notation.** A notation on the student's transcript that a failing grade in a course was related to an academic honor code violation.
- I. Withholding a degree.** Withholding of the student's degree until stated sanction requirements have been met. There may be a deadline set for meeting the requirements which, if not met, will result in the student's loss of eligibility to receive the degree at any time in the future.
- J. Suspension.** Temporary removal of a student from the program for a specified or unspecified period, which will be permanently noted on the transcript. There can be stipulated conditions for re-admission to the student's program as well as a time limit for meeting those stipulations.
- K. Expulsion.** Permanent dismissal from the program, which will be permanently noted on the student's transcript, including the reason for expulsion.
- L. Rescinding a degree³.** Annulment of a degree previously awarded by the College of Pharmacy. In addition, the College of Pharmacy may withhold a College of Pharmacy or Rackham degree or prevent registration until the hearing process or sanctions are satisfactorily completed
- M. Removal from Educational or Clinical Site.** Student should also be aware that violation of these policies or those of clinical practice sites may result in the expulsion of the student from the practice site independent of the actions of the Honor Council by virtue of the policies of the practice site. Policies of the practice site may be stricter than what is contained in this Student Academic and Professional Conduct Policy.

VIII. CONFIDENTIALITY AND FILE RETENTION POLICY

Members of the College community involved in any stage of the investigation and resolution process of this Conduct Policy are expected to maintain the confidentiality of the process and to respect the privacy interests of the participants and to avoid engaging in any unauthorized disclosure of information. Records created under this Conduct Policy are governed by the same confidentiality and file retention policies applicable to other student records.

IX. WAIVER OF DEADLINES

All deadlines may be waived, at the discretion of the Dean or appropriate Associate Dean, as provided for in this policy. Requests for extensions or waiver of deadlines should be submitted to the appropriate person, depending on the stage in the process. The Dean or Associate Dean on his/her own initiative or in response to a request of a party, alter deadlines when it is in the best interest of all parties to do so.

X. ACADEMIC CONSEQUENCES OF POLICY VIOLATION

³ In the case of an alumnus/alumna who earned his/her graduate degree in a College of Pharmacy graduate program, the College of Pharmacy may request that the Rackham Graduate School rescind the graduate degree. Only the Rackham Graduate School may rescind a Rackham graduate degree.

Academic consequences beyond what is stated in this policy could occur from unprofessional behavior by students. As stated earlier, a clinical site may ban a student from the institution for violation of policy. Violations of the Conduct Policy could have a negative effect on a student's course grade which may trigger action by the Committee on Academic Standing or Progressions Committee independent of the actions of the Honor Council.

Academic and Professional Conduct Policy revised, effective 09/14/2016