

GUIDELINES FOR ACADEMIC INTEGRITY

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 Guideline Document 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. For a full description of the College's **Academic and Professional Conduct Policy**, please refer to the Student and Faculty Handbooks and the College website.

RATIONALE

This document was formulated in response to discussions within the faculty and student ranks at the College of Pharmacy related to academic integrity. It attempts to standardize and clarify what constitutes academic dishonesty, how such incidences are reported and sanctioned, and defines standardized rules for exam taking.

The policies described herein are a means of establishing a framework for expectations that are consistent with societal expectations of the profession overall.

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 on page 6 of the 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.

REPORTING PROCEDURES

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.

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.

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.

SANCTIONS

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.

A list of the type of sanctions that may be imposed can be found in the Student Handbook.

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.

Guideline Document for Academic Integrity revised, effective 9/14/2016