


Name of Policy: <u>Student Code of Professional Conduct, College of Pharmacy and Pharmaceutical Sciences</u>			
Policy Number: 3364-83-02		Original effective date: January 1, 2012	
Approving Officer: Dean, College of Pharmacy and Pharmaceutical Sciences			
Responsible Agent: Executive Associate Dean, College of Pharmacy and Pharmaceutical Sciences			
Scope: This policy applies to all students and student organizations of the CPPS.			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement and purpose

The Student Code of Professional Conduct gives general notice of prohibited conduct and of the sanctions to be imposed if such conduct occurs. The Student Code of Professional conduct should be read broadly, and is not designed to define misconduct in exhaustive terms. The Student Code of Professional Conduct specifies the rights and responsibilities of the students, student organizations, the college, and the rights of other parties to the procedure.

Students and student organizations are required to engage in responsible social and professional conduct that reflects credit upon the College of Pharmacy and Pharmaceutical Sciences (CPPS) community and to model good citizenship in any community. Actions by students or student organizations, which interfere with the orderly functions of the college, or actions, which endanger the health or safety of members of the college community, will not be tolerated.

(B) Delegation of Authority

The Dean of the CPPS or designee shall administer and implement this policy, including the promulgation of the standards of conduct, to be published and distributed as “The Student Code of Professional Conduct,” with procedures and standards governing student conduct at UTCPPS. The Professional Conduct Committee is authorized to hear each matter and provide a final decision as to whether the code has been violated and a sanction if warranted. The Dean of the College will assure that the sanction is implemented.

(C) Application

This policy, along with the University of Toledo “The Student Code of Conduct” (see [3364-30-04 The Student Code of Conduct](#)) applies to all students and student organizations of the CPPS. In areas of overlap, this policy supersedes the University of Toledo “The Student Code of Conduct.”

(D) Rules of Student Professional Conduct.

The following are the Rules of Student Professional Conduct.

- (1) Academic Rules.*
 - (a) Examinations.
 - (i) A student shall follow all instructions and procedures established by the CPPS or by its instructors concerning the administration of examinations. Additionally:
 - (a) A student shall not begin an examination before the announced appointed time or continue working on an examination after the announced conclusion of the examination period.
 - (b) At the conclusion of an examination, a student shall submit all questions, answers, or other materials as required by the instructor.
 - (ii) If a student learns of information other than that released or authorized by the instructor which concerns an examination, the student shall notify the instructor, or, if the instructor is unavailable, the Chairman of the Department in which the course resides. The student shall not take the scheduled examination unless specifically authorized by the instructor or the Department Chairman.
 - (iii) Except insofar as may be specifically authorized by the College, instructor, or exam proctor, a student shall not at any time receive or obtain any information concerning the content of an examination, and shall not, during the course of an examination, receive or obtain any form of aid or refer to any materials or sources other than the examination materials.
 - (iv) Except insofar as may be specifically authorized by the College, instructor, or exam proctor, a student shall not at any time give or communicate any information concerning the content of an examination, or give or communicate any aid to a person taking an

examination, and shall not, during the examination, display any materials inside or outside of the examination room.

- (v) Once an examination begins, a student shall not communicate in any manner with any unauthorized person, except insofar as may be reasonably required by a personal emergency.
 - (vi) A student who is taking or has taken an examination shall not discuss any part of that examination with a person who the student has reason to believe is taking or will take an examination in that course, or with any other person under circumstances in which the student should reasonably know that the discussion is likely to endanger the security of the examination questions.
 - (vii) A student shall not take an examination for another, or permit another to take an examination in his or her place.
 - (viii) A student shall not attempt to invade the security maintained for the preparation and storage of an examination.
- (b) Assignments. A student shall follow the instructions given by the instructor or other authorized persons concerning papers or other assignments for academic credit and shall not consult with persons or receive aid in any form contrary to specific instructions.
- (c) Plagiarism. A student shall not represent the work of another as his or her own, or use a passage or idea from the written work of another without proper quotation marks, citation, or other explanatory insert.
- (d) Interference with Academic Materials. A student shall not take, convert, conceal, misfile, misrepresent, deface, damage, or destroy any property related to academic assignments, research, or examinations.
- (2) Non-Academic Rules
- (a) Individual performance
 - (i) A student shall demonstrate independent and self-directed learning and develop habits for lifelong learning.
 - (ii) A student shall recognize personal limitations and seek appropriate help.
 - (iii) A student shall accept constructive feedback and make changes accordingly.

- (iv) A student shall fulfill all educational assignments and responsibilities on time (including health requirements and immunizations).
 - (v) A student shall be punctual for all educational experiences (i.e., exams, clinic, small group sessions, site visits).
 - (vi) A student shall not use fatigue, stress, or personal problems to justify unprofessional behavior.
 - (vii) A student shall adhere to dress code consistent with institutional or site specific standards.
- (b) Relationships with students, faculty, staff, patients and community
- (i) A student shall be responsible for establishing and maintaining appropriate boundaries in all learning situations.
 - (ii) A student shall be respectful at all times of all parties involved.
 - (iii) A student shall demonstrate respect for the professional competence, knowledge, qualifications, and services of faculty, preceptor, or colleague.
 - (iv) A student shall demonstrate respect for diversity of race, gender, religion, sexual orientation, age, disability and socioeconomic status.
 - (v) A student shall strive to resolve conflict in a manner that respects the dignity of every person involved.
 - (vi) A student shall maintain awareness and adapt to individual differences in all parties involved, including those related to culture and pharmacy literacy.
- (c) Support of ethical principles of the pharmacy profession
- (i) A student shall maintain honesty and empathy in all interactions.
 - (ii) A student shall promote patient safety and care at all times.
 - (iii) A PharmD student shall acquire a valid Ohio Pharmacy Intern License by December 31 of the P1 year and maintain the license throughout the program.

- (iv) A student shall contribute to an atmosphere conducive to learning and be committed to advancing scientific knowledge.
 - (v) A student shall protect patient confidentiality.
 - (vi) A student shall abide the University policy on Research Misconduct (Policy number 3364-70-00 available at <http://www.utoledo.edu/policies/academic/research/>).
 - (vii) A student shall not engage in any illegal activity whatsoever.
- (3) Procedures and Appeals. Students in the College of Pharmacy and Pharmaceutical Sciences (CPPS) are held to the highest standards of professionalism as outlined above.
- (a) Allegations
 - (i) Any person who has evidence that a student in the CPPS has violated this code, may submit a written statement describing the allegation and supporting evidence to the Chair of the Professional Conduct Committee. The statement must be signed and include appropriate contact information.
 - (b) Due Process
 - (i) Due process will be provided to a student accused of violating this code. The Professional Conduct Committee chair will do the following:
 - (a) Notify in writing the student of the charge(s), the date, time, and location of the hearing. Notice of the hearing must allow the student the opportunity to be present. The student may waive the right to such appearance at his/her sole discretion.
 - (b) Provide the student (by way of a statement or other summary) any relevant information or evidence that a complainant plans to bring or that will be considered by the committee relating to the allegations before the committee. The complainant may present affidavits of persons unavailable to come before the committee, exhibits, witnesses and any other similar information for the committee. All written materials must be provided to the student at least three (3) business days prior to the hearing.
 - (c) Notify in writing the student of the specific protocols to be followed in the investigation/hearing and to provide a copy

of this policy to the student. The student is entitled to have an individual acting as an adviser be present at the hearing.

- (d) Invite the complainant(s) to the hearing.
 - (e) Preside at the hearing, for which minutes will be kept, and at the committee chair's request, which may be recorded or transcribed.
 - (f) Assure that the hearing is not, and should not be construed to be a legal proceeding. Both the complainant(s) and the student will be permitted to make any statement relevant to the issue(s) being addressed.
 - (g) Provide the student a full opportunity to present any relevant information to the committee relating to the allegations before the committee. The student may present affidavits of persons unavailable to come before the committee, exhibits, witnesses, and any other similar information for the committee to consider. If the student desires to distribute written materials to the committee members, he/she must present them at least three business days prior to the meeting.
 - (h) Make it known that the student is expected to cooperate in the investigation/hearing. The complainant is expected to cooperate in the investigation/hearing and cannot be guaranteed anonymity.
 - (i) Assure that any decision for student sanctions will be based on the deliberations of the committee. The findings and conclusions shall be provided in a written statement of findings and actions signed by the chair of the committee and delivered via email followed by certified mail to the student (with a copy to the Dean of the CPPS) within three business days after the hearing.
- (c) Appeal
- (i) The student may appeal the committee's decision to the Dean of the CPPS in writing, requesting a review related to the following that apply: (1) the failure of process; or (2) a review of the evidence concerning the charges and/or sanctions.

- (a) A written request for appeal must be received within ten days following the issuance of the written recommendation, or any further right to appeal is waived.
 - (b) The Dean of the CPPS may review all of the evidence presented in the hearing; the applicable process matters raised by the student (if any), and the specific concerns about the evidence concerning the charges and/or sanctions.
 - (c) After completing such review, the Dean of the CPPS may ask for a meeting with the student.
 - (d) Upon completion of the review of the appeal, the Dean of the CPPS may choose to uphold, reverse or modify the committee decision. The Dean shall inform the committee of the outcome. The Dean's decision will be final.
 - (e) The Dean of the CPPS will inform the student of his decision regarding the appeal within ten days from the date in which the appeal was first filed by the student.
- (d) Pendency of Action
 - (i) Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted. However, the Dean of the CPPS may, in his/her discretion, impose interim suspensions and/or restrictions on the Student if the Dean of the CPPS believes that the alleged conduct in any way concerns patient and/or public (including faculty and other student) safety, or when dismissal from UTCPPS is a possible sanction.
- (e) Sanctions
 - (i) General. A student who has been found guilty of violating this Code will be subject to such sanctions as may be determined by the Professional Conduct Committee and implemented by the Dean of the CPPS. General reports on the activities of the Professional Conduct Committee will be provided to faculty, staff, and students of the CPPS.
 - (ii) Types of sanctions. The Professional Conduct Committee may impose whatever sanctions they deem appropriate under the circumstances. Sanctions may include:
 - (a) Permanent expulsion from the CPPS;

- (b)* Suspension from the CPPS for a specified time, or until the Professional Conduct Committee revokes the suspension;
 - (c)* Loss of credit (i.e., the grade of “F”) for any course to which the violation was directly related;
 - (d)* Restitution to the University, organization, or person of the property, or the monetary value of the property, taken, misappropriated, damaged, destroyed, or otherwise interfered with;
 - (e)* Probation for a specified time, which shall include removal from, and denial of eligibility for all offices or positions in Pharmacy student government and organizations and University student government;
 - (f)* Loss of CPPS or University services or privileges, such as the use of the Student Lounge and computing facilities or University computer facilities, for a specified period of time, so far as consistent with the nature of the violation;
 - (g)* Recommendation to the President and, with his or her approval, to the Board of Trustees, that a granted degree be withdrawn, in the event that a final determination that this Code was violated is not made by the Professional Conduct Committee until after the degree has been awarded;
 - (h)* Any other sanction deemed appropriate by the Professional Conduct Committee;
 - (i)* Any combination of the sanctions listed above.
- (f)* Interpretation and Revision
 - (i)* Any question of interpretation or application of the Student Code of Professional Conduct shall be referred to the chair of the Professional Conduct Committee or his/her designee for final determination.
 - (ii)* The Student Code of Professional Conduct shall be reviewed for consistency and procedure every 2 years under the direction of the chair of the Professional Conduct Committee.
 - (iii)* Recommendations for change will be submitted in writing to the chair of the Professional Conduct Committee for final review.

(* modified from The University of Toledo College of Law Code of Student Professional Conduct with permission.)

<p>Approved by:</p> <p><u>/s/</u> J. L. Early II, Ph.D. Dean, College of Pharmacy and Pharmaceutical Sciences</p> <p><u>02/07/2012</u> Date</p> <p>Approved by CPPS Faculty December 16, 2011</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date: January 1, 2012</p> <p>Review/Revision Date: n/a</p> <p>Next review date: January 1, 2015</p>
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