



*...because the discovery and delivery of effective medicines enhance and extend life*

# **Academic, Professional, and Scholarly Misconduct Policy**

Version: August 19, 2016



This policy pertains to all students in the School of Pharmacy, including those enrolled in or auditing undergraduate and graduate courses. It also covers professional students, graduate students, and post-doctoral researchers performing laboratory work on University premises or on behalf of the University at off campus or regional campus locations. Each student shall complete all assignments, quizzes, exams, papers, and activities individually with no assistance from any other person or source unless otherwise instructed by the faculty member teaching that section. Instructors shall make clear at the beginning of each course any modifications or instructions for the preparation of classroom assignments, required reading, notebooks, or other outside work that differ from individual completion.

**Definitions of Academic or Professional Misconduct:** The School of Pharmacy defines (but does not limit to) the following activities, in either face-to-face, distance, or online courses or any school-sanctioned activity, as academic or professional misconduct:

1. Cheating:
  - Possessing and/or using any unauthorized aid during an examination.
  - Giving or receiving information during quizzes or examinations.
  - Allowing others to see one's work during quizzes and/or examinations.
  - Using electronic devices to store or receive answers, notes or other materials that unfairly provide help on quizzes or examinations. Examples of these devices include but are not limited to calculators,, telephones, smart phones, iPads, smart watches, google glasses, or tablets devices.
  - Obtaining quizzes or examinations before the exam period, without the knowledge of the instructor, including exams, quizzes or other material from past course offerings.
  - Using data from a previous lab or class (or fabricating data) and submitting it as if performed during the lab period.
  - Altering answers on an exam or activity being submitted for re-grading after it has been returned to the student.
  - Misrepresenting your attendance or another's in a course or activity.
2. Plagiarism: submitting the work of another, as one's own or neglecting to provide proper credit for content or thoughts in a work submitted as one's own.
3. Falsifying documents, reports, or records of any kind or providing false information to University personnel.
4. Theft or destruction of library materials, computer hardware or software, or other academic resources or University property.
5. Violation of patient confidentiality or disclosure of protected personal health information, as outlined by the Health Insurance Portability and Accountability Act (HIPAA), in any practice and/or learning setting or other manner including via social media.
6. Threatening or endangering patients, faculty, staff, preceptors, or fellow students or damaging their property.
7. Harassment of fellow students, faculty, or preceptors, or disruptive behavior in any setting.
8. Any action, which inhibits the ability of others to participate in class.
9. Violation of regulations or ethical codes for the treatment of human and animal subjects or otherwise acting dishonestly in research.
10. Intentional false accusation of academic misconduct by a student.
11. Conduct deemed unprofessional based on policies, guidelines or code of conduct of the Kansas State Board of Pharmacy, the American Pharmacists Association, or this or any established policy in any practice or learning setting.
12. Sabotage of experiments or other class related work.
13. Possession, sale, or use of an illegal substance.
14. Use of any prescription medication prescribed for someone else (e.g. Adderall, Ritalin)
15. Distribution (for sale or otherwise) of prescription medications to someone else for whom it is not prescribed (e.g. a student selling or sharing medication prescribed to them)
16. Participating in any form of information exchange, including the use of social media sites, that negatively represents the University of Kansas, School of Pharmacy, any instructor, staff member, faculty member, student, preceptor or agent of the University, if the exchange causes a substantial disruption in the educational environment or administration or operation of the School of Pharmacy; or impugns the reputation of the School of Pharmacy

**One of the following sanctions will be applied pursuant to a finding of academic or professional misconduct:**

1. *Admonition:* An oral statement that the accused's actions constitute academic or professional misconduct.
2. *Censure:* A written reprimand for actions, which constitute academic or professional misconduct.
3. *Grade reduction for particular work:* The grade for the course work in question may be reduced to a grade of no points if deemed appropriate by the faculty member.
4. *Grade reduction for course:* The course grade may be reduced, including to a failing (F) grade, if deemed appropriate by the faculty member. If the charged student dropped or withdrew from the course prior to the outcome of the adjudication, the course will be reinstated and assigned the grade as determined by the outcome of the hearing.
5. *Suspension from course:* The student may be suspended from the course if deemed appropriate by the faculty member.

**Serious or repeated academic or professional misconduct sanctions may result in the following:**

1. Probation recommended by Dean to the Provost.
2. Suspension from the School of Pharmacy.
3. Suspension from the University recommended by Dean to the Provost.
4. Expulsion from the University recommended by Dean to the Provost.
5. Other sanctions deemed appropriate by the Faculty, Dean, or Provost may also be applied.

**Procedural Information for Academic or Professional misconduct charges:**

1. The faculty member will document the misconduct in writing within 30 days of the discovery of the infraction by completing the School of Pharmacy Academic and Professional Misconduct Reporting Form (SOP-APMRF).
2. If the charge originates from a peer student the information will be documented on the Student Academic and Professional Misconduct Reporting Form (Student-APMRF). If a student initiates the charge of misconduct the reporting student's identity will be protected until such time as when an Academic and Professional Conduct hearing is held.
3. All forms are to be submitted to the Associate Dean for Academic Affairs who oversees conduct related issues to ensure their compliance with policy and serves as an informational resource for students and faculty regarding conduct issues. If the accusation concerns a student on the Wichita campus a copy of this form will also be provided to the Associate Dean of the Wichita Campus.
4. Following consulting with the Associate Dean for Academic Affairs, faculty members should meet with the accused student in person, provide them a copy of the report form, and verbally levy their chosen sanction that is specified on the report form. The student is to be provided the report form and has 14 calendar days to sign and return the form (choosing from 1 of 4 options) to the Associate Dean for Academic Affairs.
5. A student who chooses to appeal the sanctions levied by the faculty member, should prepare a written appeal letter to, and seek a meeting with, the chair of the department that the faculty member has an appointment in and the faculty or staff member initiating the charge of academic misconduct. The students appeal letter must **be in writing and filed within thirty days** of the initial notification of the charge of academic or professional misconduct (when the faculty member provided them a copy of the form). E-mail appeals will not be considered.
6. The appeal meeting with the Department Chair is to discuss the charge(s) and sanctions in an attempt to resolve the issue at this point. At this point, if the sanctions are upheld by the Department Chair, the student may elect not to pursue the appeal any further and accept the sanctions.
7. If the student does not feel the issue has been fairly resolved with the Department Chair, the student should prepare a new written appeal letter to the Dean of the School of Pharmacy. The students appeal letter must **be in writing and filed within thirty days** of meeting with the Department Chair. As before, e-mail appeals will not be considered. Additionally, the letter to the Dean must include all supporting documentation included with the original appeal to the Department Chair.
8. The Dean will request the Associate Dean for Academic Affairs transfer oversight of the case to the Associate Dean for Clinical and Medical Center Affairs and provide the report form and any other relevant documentation.
9. The Associate Dean for Clinical and Medical Center Affairs will schedule a hearing before the Academic and Professional Conduct Committee at the earliest possible time (if possible, within 30 semester days) upon notification of case.

10. At the meeting of the Academic and Professional Conduct Committee, the Dean will advise the Committee members of the charges. Members who consider themselves unable to objectively serve due to a close personal relationship with the student or faculty member shall be excused and an alternate member will be appointed by the Dean. At this point, the proceedings are turned over from the Dean to the Chair of the committee.
11. Following the initial briefing, the committee meets with the student and faculty member separately to evaluate and consider the charge of Academic or Professional Misconduct. THIS HEARING SHOULD BE CAPTURED USING AUDIO/VIDEO RECORDING. Upon hearing both the faculty member and students depositions and reviewing any provided evidence or documentation, the committee deliberates and then advises the Dean, in writing, on the matter at hand. The committee may: 1) support fully the decision made in previous steps of the appeal, 2) recommend that the Dean overturn the current decision, 3) recommend to the Dean a compromise.
12. The Dean considers the committee's recommendation and rules on the charges. The Dean notifies all persons involved in the appeal of the decision. A reasonable attempt will be made to have this written decision provided within 30 spring or fall semester days of receiving the appeal.
13. At the conclusion of these proceedings, if appropriate, the Dean may notify the Registrar and Provost of any findings of Academic or Professional Misconduct.
14. At the conclusion of the Academic or Professional Misconduct Committee appeal hearing copies of all SOP or Student-APMRFs for accusations resulting in sanctions, with supporting documentation and a written decision, will be maintained in the student's record until such time as he/she graduates from the School of Pharmacy. Following graduation the forms and documentation will be removed from the student file and placed in a restricted archive.
15. If the above actions do not resolve the situation to the student's satisfaction the student has the right to have the matter referred to the Judicial Board of the University per the University Senate Rules and Regulations (Defined in Article II, Section 6, of the Rules and Regulations of the University Senate). The Judicial Board hears appeals based on failure to follow the approved school procedure as listed in this policy.

#### **Composition and Appointment to the Academic and Professional Conduct Committee**

The Academic and Professional Conduct Committee shall consist of five (5) members appointed by the Dean. The term of appointment shall be one (1) calendar year. Committee members may be reappointed. A quorum of 75% of members must be present for a committee decision to be made. A simple majority (51%) of those attending a meeting is required to make a decision. These members will be: 1) Associate Dean for Clinical and Medical Center Affairs – Ex Officio (Chair), 2) 5 full-time faculty members in PHPR, MDCM, P&TX, and PHCH, 6) Pharmacy student in good standing originating from a different class than the accused student (student will be excused for background check issues), and 7) a full-time faculty member who precepts students if the charge originates in a component of the experiential program.

**Definitions of Scholarly Misconduct:** The School of Pharmacy defines (but does not limit to) the following activities as Scholarly Misconduct: 1) Fabrication: making up data or results and recording or reporting them. 2) Falsification: manipulating materials, equipment, or processes, or changing or omitting information, data or results such that the scholarship is not accurately represented in the record, or misrepresenting facts in grant applications, submissions, or other documents provided to agencies which fund grants or sponsor scholarly activities. 3) Plagiarism: the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. 4) Scholarly misconduct does not include honest error or differences of opinion.

**Sanctions:** Sanctions for scholarly misconduct will be determined by the Vice Provost for Research and Graduate Studies.

**Procedural Information for Scholarly Misconduct Charges:** Accusations of scholarly misconduct will be referred to the Vice Provost for Research and Graduate Studies for review and resolution as described in Article IX of the University Senate Rules and Regulations. Accusations by students, staff, and faculty will be treated equally. The School of Pharmacy considers results of these procedures binding.



# SCHOOL OF PHARMACY

## ACADEMIC or PROFESSIONAL MISCONDUCT REPORTING FORM (STUDENT USE)

Instructions: To be completed by the student reporting misconduct

Accused Last Name:	First Name:	MI:	KUID#: (completed by Dean's office)
DEPT:	Course #:	Course Title:	Semester: Date:

Refer to the attached Academic and Professional Conduct Policy of the School of Pharmacy and see Article II, Section 6 of the University Senate Rules and Regulations for the questions pertaining to the Academic Misconduct. To be completed by the student who witnessed the misconduct:

**Provide the date and time of the occurrence and a brief description of the alleged academic or professional misconduct (attach additional pages if necessary):**

\_\_\_\_\_  
Signature of Student Reporting Misconduct

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reporting student name typed or printed

This form will be maintained in the student record until graduation upon which time it will be destroyed

Form updated 8/2013