



HONOR SYSTEM FOR PHARM D STUDENTS

INTRODUCTION

Society expects pharmacists to conduct their personal and professional lives with integrity. The students and faculty of The Ohio State University College of Pharmacy recognize and affirm this expectation, and consider academic and professional integrity to be an essential feature of professional education.

This Honor System was constructed to help ensure Doctor of Pharmacy (Pharm.D.) students understand and achieve these behavioral expectations. However, the Honor System implicitly assumes that all members of the College community will conduct themselves in keeping with its principles.

The Honor System consists of two main components: Part 1) the Honor Pledge, which outlines the essential principles of academic and professional integrity and Part 2) the Honor Code, which provides specific examples of infractions of the Honor System and outlines the policies and procedures for handling suspected infractions.

PART ONE: HONOR PLEDGE

As a student in the Doctor of Pharmacy program at The Ohio State University College of Pharmacy, I pledge my commitment, even in the face of adversity, to the following principles of academic and professional integrity:

- **Honesty:** I will be straightforward, truthful, and fair in my dealings with faculty, staff, peers, patients, health care workers, and others. I will keep my word and meet my commitments.
- **Respect:** I will respect others, valuing and thoughtfully considering their thoughts, ideas, opinions, or contributions. I will respect myself.
- **Excellence:** I will strive for excellence in all my academic and professional endeavors, including developing my pharmacy knowledge, skills, attitudes, and abilities to the highest level of which I am capable. I recognize that achieving and maintaining excellence requires a lifelong commitment to learning and self-improvement.
- **Responsibility:** I will accept responsibility and be accountable for my decisions and actions. I will also accept responsibility for preventing or reporting wrongdoing by others in the academic or professional community.
- **Duty:** I will serve and be an advocate for the best interest and welfare of patients, other members of the community, and the pharmacy profession. I will protect the confidentiality of all patients.
- **Altruism:** I will place the best interest and welfare of patients above my own interests and those of my employer when performing my professional duties.

Furthermore, I pledge to abide by all other applicable University, College, and professional policies, regulations, and guidelines, as well as applicable local, state, and federal laws.

I make this pledge because I believe academic and professional integrity fosters a climate of mutual trust that enables all members of the community to reach their highest potential, which, in turn, enhances educational outcomes and patient care.

PART TWO: HONOR CODE

2.1: Honor System Jurisdiction and Acceptance

This Honor System applies to all students in the PharmD program at The Ohio State University College of Pharmacy. Each

student in the College will be required to affirm his/her commitment to the Honor System upon its adoption and, subsequently, each incoming PharmD student will be required to affirm his/her commitment to the Honor System by signing the "Student Statement of Commitment to the Honor System" (Appendix A) before participating in classes.

College faculty are required to abide by the Honor System in their courses, and are required to include a standard Honor System statement in the course syllabus for each course in which PharmD students enroll. Faculty may require reaffirmation of academic integrity via PharmD student signatures on assignments or examinations. If doing so, he/she will require each student to sign the following statement: "I hereby declare that I have completed this assignment or examination in accordance with the College's Honor System."

All allegations of PharmD student misconduct associated with any University course (pharmacy or otherwise) will be handled according to the policies and procedures outlined in this Honor System.

2.2: Honor System Infractions

PharmD students are expected to exhibit integrity in all academic and professional activities. Examples of behaviors that violate this expectation and may subject a student to grade and/or disciplinary sanctions include, but are not limited to, the following:

- Violating any course, Professional Experience Program, or other program policy, regulation or guideline,
- Providing or receiving unauthorized assistance during an examination,
- Providing or receiving unauthorized assistance on a course assignment,
- Submitting plagiarized work, [Note: Plagiarism is "the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas" (see Faculty Rule 3335-23-04).]
- Submitting the same, or substantially similar, work to satisfy requirements for a course that has been submitted in another course without prior permission of the instructor,
- Knowingly reporting false laboratory, research, or patient data,
- Altering, or attempting to alter, a grade or mark in a course,
- Altering, or attempting to alter, an official form or record, or submitting an official form or record known to be false,
- Placing other students at an unfair academic disadvantage (e.g., taking actions to prevent other students from having access to academic information),
- Failing to protect patient or practice site confidentiality,
- Failing to report a witnessed suspected Honor System infraction,
- Retaliating against those who report a suspected Honor System infraction,
- Knowingly making a false report of an Honor System infraction against another student,
- Violating other applicable University, College, and professional policies, regulations or guidelines, or relevant federal, state or local laws
- Any other conduct or activity that tends to compromise academic integrity or subvert the educational process

2.3: Honor System Administration

The College of Pharmacy's Honor System will be administered by an Honor Council and the Associate Dean for Academic Affairs (hereinafter termed the Associate Dean). The Honor Council will have eight members as follows:

- The Vice President of Pharmacy Council
- The Vice President of each PharmD class

(Approved by the College of Pharmacy faculty 06/06/2012 and College of Pharmacy Executive Committee on 8/17/2012)

- Three faculty members appointed by the Dean of the College of Pharmacy

The Vice President of Pharmacy Council will serve as Chair of the Honor Council. A Vice Chair will be elected from among the other students in the Honor Council by a majority vote of the Council members. The Associate Dean will serve as the coordinator of the Honor Council, but will not be eligible to vote on Honor Council matters.

Student terms of election to the Honor Council will begin on July 1st and end on June 30th of the subsequent calendar year. The Vice President of the first-year PharmD Class will be an exception; his or her term will begin upon election in Autumn Semester and end on June 30th of the subsequent calendar year.

Faculty will be appointed for staggered, three-year terms with one new faculty member appointed each year. Faculty terms of appointment to the Honor Council will begin on July 1st and end on June 30th three years later. Voting members of the College's Executive Committee will not be eligible for appointment to the Honor Council.

The Dean of the College of Pharmacy and Pharmacy Council will appoint faculty and student replacements, respectively, to the Honor Council if an existing member cannot complete his or her term of appointment.

If the Dean of the College of Pharmacy determines that the Associate Dean is unable to fulfill his Honor System-related duties in a timely manner, the Dean shall appoint the Chair of the PharmD Program Committee to assume those duties.

2.4: Education of Students, Faculty, and Staff

Educating students regarding the behaviors expected of them during their pharmacy education and careers is a primary goal of the Honor System. To achieve this goal, the Associate Dean will work with the Honor Council to establish a systematic program to educate students about the Honor System and the underlying principles of academic integrity and professionalism. This program will include an initial presentation to each entering PharmD class during orientation, followed by periodic discussions of the Honor System as students progress through the PharmD program.

The Associate Dean will also work with the Honor Council to establish a systematic program to educate all faculty and staff, including teaching assistants and experiential preceptors, about the Honor System. Education for the faculty and staff will be provided at the beginning of each academic year and at other times as needed.

The Associate Dean, in cooperation with the Office of Legal Affairs, will conduct an annual training session for Honor Council members. This training will be designed to assure that Honor Council members operate in a fair, objective, confidential, consistent, and legally prudent manner.

2.5: Reporting Suspected Honor System Infractions

Any student, faculty member, or staff member who witnesses a suspected Honor System infraction is honor-bound to report the suspected infraction to the Associate Dean within two business days of its occurrence. This report may occur in person or in writing using the "Report of Suspected Honor System Infraction" form (Appendix B).

Each report of a suspected Honor System infraction will be documented on a "Report of Suspected Honor System Infraction" form. This form will be used to collect details relating to the nature of the alleged infraction, the name of the accused student, witnesses, the course number and instructor. The form must be signed by the person who witnessed the suspected Honor System infraction and given, along with any relevant supporting materials, to the Associate Dean.

Every reasonable effort will be made to protect the confidentiality of the individual submitting a report of a suspected Honor

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System infraction, additional witnesses, and the accused student throughout the review process.

Failure to report a suspected Honor System infraction will constitute an infraction of the Honor System. Knowingly filing a false report will also constitute an Honor System infraction. Offenders will be subject to appropriate sanctions as for any other Honor System infraction.

2.6: Initial Review of Suspected Honor System Review

The Associate Dean will conduct an Initial Review of suspected Honor System infractions within two weeks of receiving the report. This review will typically include a meeting with the accused student, but may also include meetings with the person submitting the report, faculty involved in teaching the course in which the alleged infraction occurred, and other individuals deemed appropriate by the Associate Dean. The tone of this initial review will be exploratory and non-judgmental. The accused student will be informed of this meeting via e-mail from the Associate Dean. This will be followed up with a telephone call from the Associate Dean if the student has not responded to the e-mail within 24 hours.

The initial review will result in one of the three following outcomes:

- The Associate Dean determines the suspected Honor System infraction clearly does not have merit and no further action is required.
- The accused student admits committing the suspected Honor System infraction and accepts the sanctions proposed by the Associate Dean. The proposed sanctions will be based on the “Guidelines for Sanctions following Honor System Infractions”, included as an appendix to this document.
- The accused student denies committing the suspected Honor System infraction or does not accept the sanctions proposed by the Associate Dean. In this event, the case will be referred to the Honor Council for a hearing.

If the case is found to clearly not have merit, the Associate Dean will notify the accused student, the person submitting the report, and, if appropriate, the faculty member in charge of the course in which the suspected infraction occurred that the case has been reviewed and no further action is required.

If the accused student admits committing the suspected Honor System infraction and accepts the academic sanctions, the Associate Dean will document the case in the student’s file and take all actions required to implement the sanctions.

If the case is referred to the Honor Council for a hearing, the Associate Dean will

- Schedule an Honor Council hearing within one month of completion of the initial review. This time requirement may be extended only under extraordinary circumstances.
- Notify the accused student, the person(s) submitting the allegation, and any witnesses in writing of the specific charge(s), hearing date, time, and location at least 10 days prior to the hearing. The accused student may waive this 10-day notice, if desired.
- Provide the accused student a copy of the Honor System and meet with the student to discuss Honor Council procedures if the student desires to do so.

All notifications will be delivered in person, by e-mail, or via first class mail to the student’s address as reported to the University Registrar.

2.7: Honor Council Hearings

When a suspected Honor System infraction is referred to the Honor Council, the Honor Council will conduct a hearing to determine if the suspected Honor System infraction occurred and, if so, what sanctions should be imposed. Honor Council hearings will be led by the Honor Council Chair or, in his or her absence, the Vice Chair. In the absence of extraordinary circumstances, the hearing relating to a suspected infraction will occur within one month of the date of referral by the Associate Dean.

Attendance at Honor Council hearings will be limited to the Honor Council, the accused student, the person reporting the suspected infraction, and other witnesses or advisors on behalf of the College and/or accused student. Admission of others will be at the discretion of the Chair.

The accused student may have one advisor of his or her choice accompany him or her to the Honor Council hearing. That individual may counsel the accused student but will not be permitted to address the Council or actively participate in the hearing. The Associate Dean must receive notification in writing at least 48 hours prior to the hearing date if an advisor is to accompany a student.

The Chair of the Honor Council will begin each hearing by reviewing hearing and appeal processes. The following steps will then be completed in the order presented:

- The Honor Council Chair will state the suspected Honor System infraction(s) under consideration.
- The accused student will be given the opportunity to agree or disagree with the suspected infraction(s) and provide an initial response, if desired.
- The person (or persons) who reported the suspected infraction(s) will be asked to provide a verbal summary of the circumstances and events relating to the case.
- The accused student will be given the opportunity to question the person(s) who reported the suspected infraction(s). The questions may be asked either directly, or indirectly through the Chair. The use of direct vs. indirect questioning will be at the discretion of the Chair.
- Any witnesses in support of the suspected infraction(s) will be asked to provide any additional information relating to the case.
- The accused student will be given the opportunity to question each witness in support of the suspected infraction(s) either directly or indirectly through the Chair. The use of direct vs. indirect questioning will be at the discretion of the Chair.
- The accused student will be given the opportunity to provide any additional information or materials in response to the suspected infraction(s).
- Any witnesses in support of the accused student will be given the opportunity to provide any additional information relating to the case.
- The accused student will be given the opportunity to question each witness in support of the accused student either directly, or indirectly through the Chair. The use of direct vs. indirect questioning will be at the discretion of the Chair.
- The person(s) who reported the suspected infraction(s) will be given the opportunity to present any final statements relating to the case.
- The accused student will be given the opportunity to present any final statements relating to the case.

Members of the Honor Council may pose questions at any point during the hearing, at the discretion of the Chair.

In cases where an accused student, an individual reporting the suspected infraction, or witnesses are not able to attend a hearing in person, they may, upon request and at the discretion of the Chair, submit written statements for consideration by the Honor Council. If an individual does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision may be made. No inference may be drawn against an accused student for failing to attend a hearing or remaining silent, but the hearing may proceed and reach a conclusion based on the evidence presented.

Immediately subsequent to the hearing, the Honor Council will meet in closed session to consider the facts of the case and make a decision as to whether an infraction has occurred relative to each suspected Honor System infraction. The accused student will be presumed innocent unless a preponderance of the evidence supports the occurrence of an infraction. All decisions of the Honor Council will be made by a simple majority vote.

In cases where an infraction is found, the Honor Council will determine appropriate grade and/or disciplinary sanctions. Possible grade sanctions include a failing or lowered grade on an assignment or a failing or lowered grade in the course in which the infraction occurred, while possible disciplinary sanctions include a formal written reprimand, probation, suspension, and dismissal from the Pharm.D. program. Grade and disciplinary sanctions and the resulting actions are described more fully explained in the "Guidelines for Sanctions following Honor System Infractions" incorporated as an Appendix to this document.

As soon as possible after the Honor Council's deliberations are complete, the Associate Dean will notify the accused student and faculty member of the course in question (if the violation pertains to a particular course) in writing as to the outcome of the Honor Council's hearing.

A quorum must be present at Honor Council hearings in order to vote/conduct business. A quorum shall consist of the Chair or, in his or her absence, the Vice Chair; at least three other student members, and at least two faculty members. In cases where a quorum is not present, a hearing will be rescheduled and the accused student, person who reported the suspected infraction, and witnesses given at least 10 days written notice of the rescheduled hearing date. The accused student may waive this 10-day notice if desired.

An accused student, in collaboration with the Honor Council Chair and Associate Dean, may agree in advance to minor procedural deviations. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations do not materially prejudice the accused student.

A single record shall be kept of Honor Council hearings. That record shall be the property of the University and shall be made available to the accused student for review during the appeal period upon written request to the Associate Dean.

In cases where more than one student is included in a suspected Honor System infraction, each accused student will have the right to an individual hearing or, at the accused students' discretion, they may elect to participate in a common Honor Council hearing.

2.8: Right to Appeal and Appeal Procedures

A student found by the Honor Council to have committed an Honor System infraction has the right to appeal this decision and/or the resulting sanctions to the Executive Committee of the College of Pharmacy. An appeal may be based only upon one or more of the following grounds:

- Procedural error that materially prejudiced the accused student

(Approved by the College of Pharmacy faculty 06/06/2012 and College of Pharmacy Executive Committee on 8/17/2012)

- Misapplication or misinterpretation of the Honor System
- Findings of facts not supported by a preponderance of evidence
- Discovery of substantial new facts that were unavailable at the time of the Honor Council hearing
- Academic and/or disciplinary sanctions imposed by the Honor Council is grossly disproportionate to the violation committed

Requests for appeals (including the specific grounds for requesting the appeal) shall be submitted in writing to the Associate Dean within two weeks of the date of the written notification of the Honor Council's decision.

The Executive Committee will automatically review all Honor Council authorizations for suspension or dismissal. This review shall constitute the student's appeal.

The Executive Committee will meet to review a student's request for appeal as soon as possible, within the confines of their regular meeting schedule. The Executive Committee may review the "Report of Suspected Honor Code Infraction," any accompanying materials, the proceedings of the Honor Council hearing, and a written statement of appeal from the accused student. The accused student (or any other non-Executive Committee member) is not entitled to attend this meeting unless otherwise approved by the Executive Committee. By majority vote, the Executive Committee may uphold, dismiss, or alter the decisions/sanctions rendered by the Honor Council. Altered decisions/sanctions may be more or less severe than those imposed by the Honor Council. The decision of the Executive Committee as to the determination of infractions and authorized sanctions will be final and binding. The Associate Dean will inform the accused student as to the outcome of the appeal in writing.

2.9: Requirements for Written Notification

The requirement for written notification in the Honor Code may be met by the Associate Dean personally handing the notification to the party being notified, by mailing the notification (first class, certified, return receipt requested, signature of addressee only) to the party's address as reported to the University Registrar, or by e-mailing the notification to the party's university or other official e-mail address.

2.10: Guidelines for Sanctions following Honor System Infractions

The Associate Dean, Chair of the PharmD Program Committee, and the Vice-President of Pharmacy Council will develop a set of guidelines for grade and disciplinary sanctions appropriate for those who have committed an Honor System infraction. The guidelines will be approved by Pharmacy Council and the faculty prior to implementation, and incorporated as an Appendix into this Honor System document. The guidelines will be used by the Associate Dean, Honor Council, and Executive Committee when authorizing or imposing sanctions as part of this Honor System.

2.11: Accused Student's Status in the Program Pending Resolution of Suspected Infraction

Except under very unusual circumstances, a student suspected of committing an Honor System infraction will be allowed to continue in the program without prejudice, pending action by Associate Dean, the Honor Council, and/or Executive Committee, as necessary. If the infraction pertains to a particular course that ends before the Council has acted, the instructor should assign the student the grade of "Incomplete" in accord with Faculty Rule 3335-8-21. The alternate grade for the incomplete should be that grade which would be given if the student were not found in violation of the Honor Code. A student's final grade may be altered if necessary upon resolution of the case in accordance with this Code, the grade sanction incurred by the student, and University procedures.

2.12: Conflicts of Interest

In cases where a member of the Honor Council is directly involved in the allegation to be reviewed or has a close personal

relationship with the accused student, that individual shall not participate as a member of the Honor Council in the hearing process and shall not attempt to influence any member of the Honor Council with regard to the allegation.

2.13: Removal of Honor Council Members

Student or faculty members may be removed from the Honor Council for due cause by a majority vote of the Council. The Honor Council will consult with the Associate Dean and the Pharmacy Council prior to taking action in such cases.

2.14: Annual Honor System Infraction Reports

The Associate Dean and Honor Council Chair will present a report of all suspected Honor System infractions to Pharmacy Council and the faculty on an annual basis. These reports will only include the number and nature of charges and outcomes. The names of accused students, courses involved, those reporting allegations, and any other personally identifiable information will not be reported, in accordance with federal student confidentiality laws.

2.15: Disposition of Records

All records shall be maintained in accordance with applicable University record retention schedules and procedures.

2.16: Honor System Amendments

Students or faculty members may propose amendments or revisions of the Honor System to the PharmD Program Committee. To become effective, proposed amendments or revisions must be approved by Pharmacy Council and the faculty.

APPENDIX A: Student Statement of Commitment to Honor System

Student Statement of Commitment to the OSU College of Pharmacy's
Honor System for Doctor of Pharmacy Students

PharmD students will be provided with a copy of the Honor System during their new student orientation program. The Honor System is also available on the College's web site (www.pharmacy.ohio-state.edu) or copies may be obtained in the College Office or Office of Student Affairs. Each student is required to sign this statement of commitment to the Honor System as a condition of admission prior to participation in classes.

I have read, and hereby agree to abide by, The Honor System for Doctor of Pharmacy Students in the College of Pharmacy:

Student's Name (Please Print): _____

Student's Signature: _____

Date: _____

APPENDIX C: Guidelines for Sanctions Following Honor System Infractions

In cases where an infraction is found, the Associate Dean for Academic Affairs (as part of the Initial Review) or the Honor Council (as part of the Honor Council hearing) will determine appropriate grade and/or disciplinary sanctions.

Possible grade sanctions and the resulting actions include the following:

- A failing or lowered grade on an assignment – in keeping with the outcome of the Associate Dean’s Initial Review or as directed by the Honor Council as a result of an Honor Council hearing, the Associate Dean will issue a written letter instructing the course instructor to implement one of these sanctions and forward a copy to the student.
- A failing or lowered grade in a course – in keeping with the outcome of the Associate Dean’s Initial Review or as directed by the Honor Council, the Associate Dean will issue a written letter instructing the course instructor to implement one of these sanctions and forward a copy to the student.

With respect to disciplinary sanctions, the Associate Dean or Honor Council’s deliberations will begin at the level of suspension in all cases. This is consistent with the expectation that PharmD students, as graduate professional students and future healthcare practitioners, are required to exhibit high levels of integrity. Suspension is a sanction that terminates the student’s enrollment opportunities in the College of Pharmacy for a specified period of time. Satisfactory completion of specified stipulations may be required for reenrollment at the end of the suspension period. If suspension is authorized by the Associate Dean or Honor Council and approved by the Executive Committee, the Associate Dean will issue a written letter of suspension to the student.

In the presence of mitigating circumstances, the Associate Dean or Honor Council may decrease the level of disciplinary sanction to disciplinary probation. The student will be placed on probation for a specified period of time. This action may involve the loss of specific privileges. Further Honor System infractions during the probationary period will be viewed not only as a violation based on the act itself, but also as a violation of probation and will result in more severe sanctions up to and including dismissal. If disciplinary probation is specified by the Associate Dean or Honor Council, the Associate Dean will issue a written letter of disciplinary probation to the student, a copy of which will be kept in the student’s file. Under very unusual circumstances, the mitigating circumstances may be considered so significant that the Associate Dean or Honor Council may decrease the disciplinary sanction to a formal written reprimand. If a formal written reprimand is specified by the Associate Dean or Honor Council, the Associate Dean will issue a letter of reprimand to the student, a copy of which will be kept in the student’s file.

In determining the appropriate disciplinary sanctions in a specific case, the Associate Dean or Honor Council will also take into account aggravating factors. Aggravating factors include, but are not limited to, past infractions by the student, failure of the student to fully comply with previous sanctions, an existing probationary sanction for the student, and the severity of the conduct that constituted the violation. In the presence of significant aggravating factors, the Associate Dean or Honor Council will seriously consider increasing the level of disciplinary sanction to dismissal. Dismissal is a sanction that permanently separates a student from the College of Pharmacy without the opportunity to re-enroll in the future. If dismissal is authorized by the Associate Dean or Honor Council and approved by the Executive Committee, the Associate Dean will issue a written letter of dismissal to the student.

Ultimately, sanctions for Honor System infractions should be commensurate with the infraction and consistent with these “Guidelines for Sanctions following Honor System Infractions”.

ACKNOWLEDGEMENTS

The College of Pharmacy acknowledges the use of the following valuable resources during the creation of this Honor System:

- “The Fundamental Values of Academic Integrity,” International Center for Academic Integrity, 1999. (<http://www.academicintegrity.org/icaai/assets/FVProject.pdf>).
- Extensive professionalism resources available on the American Association of Colleges of Pharmacy website (<http://www.aacp.org/resources/academicpolicies/studentaffairspolicies/Pages/professionalism.aspx>), including but not limited to the “Report of the AACP Professionalism Task Force,” May, 2011, by Popovich NG, et al.
- Honor codes of many colleges of pharmacy or medicine, including The Ohio State University College of Medicine, University of Michigan College of Medicine, and Ohio Northern University College of Pharmacy.

The College also wishes to acknowledge very helpful discussions with Dr. Timothy Curry and Dr. Kathryn Corl, Coordinator and Chair of the Committee on Academic Misconduct at The Ohio State University, respectively.