

## HONOR SYSTEM FOR DOCTOR OF PHARMACY STUDENTS

### I. INTRODUCTION

The College of Pharmacy (COP) recognizes and affirms that Doctor of Pharmacy (PharmD) students must conduct themselves with integrity and considers academic honesty and professionalism to be essential to their professional education.

This document was developed to inform PharmD students regarding behavioral expectations during their pharmacy education/training and about the implications for not complying. PharmD instructors are also required to abide by the Honor System in their courses by including a standard Honor System statement in their course syllabi. All allegations of PharmD student misconduct associated with any course (pharmacy or otherwise) will be handled according to the policies and procedures outlined in this Honor System.

For concerns with faculty or staff, students should refer to “Student Grievances” section in the PharmD Student Manual.

### II. THE HONOR PLEDGE

The Honor Pledge (Appendix A) outlines the essential principles of academic and professional integrity. Prior to orientation, first-year PharmD students are required to confirm their commitment to the Honor System by agreeing to this Pledge. Throughout the program, PharmD instructors may also require each student to sign a reaffirmation statement such as: “I hereby declare that I have completed this assignment or examination in accordance with the College’s Honor System.”

### III. THE HONOR CODE

The Honor Code provides specific examples of infractions of the Honor System and outlines the policies and procedures for handling suspected infractions.

#### A. Honor System Infractions

Honor System Infractions include any behavior that compromises academic integrity, professionalism or the educational process. Examples<sup>1</sup> include but are not limited to:

##### Academic Misconduct

- Providing or receiving unauthorized assistance on a course assignment or prior to/during an examination
- Submitting plagiarized<sup>2</sup> work for didactic or experiential coursework.
- Submitting the same, or substantially similar, work for one course that has been submitted in another without prior permission of the instructor
- Knowingly reporting false laboratory, research, or patient data<sup>3</sup>
- Altering, or attempting to alter, a grade or mark in a course
- Placing other students at an unfair academic disadvantage (e.g., taking actions to prevent other students from having access to academic information)

<sup>1</sup>Refer to [“Prohibited Conduct” \(Board of Trustees, 3335-23-04\)](#) of the university’s Code of Student Conduct

<sup>2</sup>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” (refer to [Board of Trustees Rule 3335-23-04](#)).

<sup>3</sup>To the extent that this may also constitute research misconduct, it may be subject to review under the University’s policies and procedures concerning [Research Misconduct](#)



### Professional Misconduct

- Violating any policy, regulation, expectation, or guideline for any didactic course or experiential activity:
  - Students should refer to course syllabi for this information
  - This includes not abiding by the dress code in lab or experiential activities
- Altering, or attempting to alter, an official form or record, or submitting an official form or record known to be false
- 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

### **B. The Academic Integrity and Progression Committee (AIPC)**

This committee functions to administer both the Academic Progression and Honor System processes. With regard to the latter, it consists of a faculty member from each of the divisions, one pharmacy practitioner preceptor, the Director of Experiential Education, the Associate Dean for Academic Affairs, the Program Director of Professional Studies, and five students: the Vice President of Pharmacy Council and the Vice President of each PharmD class. It will be supported by staff from the Office of Academic Affairs.

### **C. Reporting Suspected Honor System Infractions**

Any PharmD student, faculty member, or staff member who witnesses a suspected Honor System infraction by a PharmD student must report it as soon as possible by completing and submitting the "Report of Suspected Honor System Infraction" form. As previously mentioned, a student's failure to report a suspected Honor System infraction or submitting a knowingly false report both constitute as Honor System infractions. Offenders will be subject to appropriate sanctions as for any other Honor System infraction.

Every reasonable effort will be made to protect the confidentiality of the individual submitting a Suspected Honor System Infraction report, additional witnesses, and the accused student throughout the review process except as otherwise required by law or by institutional need to know requirements.

### **D. Requirements for Written Notification**

Written notification throughout this process is done via email to the party's appropriate university email address.

### **E. Initial Review of Suspected Honor System Infraction**

Submissions of the Report of Suspected Honor System Infraction form are routed to the Program Director or designee, who will initially conduct an exploratory review within two weeks of receiving the report to determine whether there is probable cause to believe the allegations are true. This will typically include notifying the accused student via email and meeting them, but may also include meetings with the person submitting the report and other individuals deemed appropriate. The accused student will be contacted via email to schedule the initial meeting and will follow up with a telephone call if the student does not respond within 2 business days. The initial review/meeting will result in one of the following outcomes:



1. The Program Director/designee determines the alleged infraction clearly does not have merit and no further action is required. This will be communicated to the accused student, the person who reported, and any other individual deemed appropriate (e.g. course instructor where suspected infraction occurred if appropriate).
2. The Program Director or designee determines that [fill in whatever the conclusion is based on given the standard of evidence above, e.g., “the allegation is supported by probable cause,” etc.] and recommends a potential sanction in consultation with the Director of Academic Program and Student Services or Associate Dean of Academic Affairs. The accused student then either:
  - a. Admits committing the suspected infraction and accepts the sanctions proposed by the Program Director, which be documented in the student’s college record; or
  - b. Denies committing the infraction or does not accept the sanctions proposed, in which case the matter will be referred to the AIPC for a hearing.

#### **F. AIPC Hearings**

If an accused student disputes an infraction or does not agree to sanctions recommended by the Program Director or designee, the AIPC will conduct an Honor System hearing to determine if suspected infractions occurred and, if so, the type of sanctions that should be imposed. These hearings are facilitated by the College Registrar who schedules within one month of the conclusion of the initial review/meeting. This timeline may be extended only under extraordinary circumstances.

The accused student and the person(s) who reported will be notified of the specific charge(s), as well as the meeting date, time, and location at least 10 days prior to the hearing via university email. The accused student will be provided with a copy of the Honor System and if they wish, may meet with the Program Director or designee to discuss the AIPC procedure. The accused student may also request for the hearing to take place sooner than 10 days provided AIPC members are available to participate.

Attendance is limited to the AIPC members, the accused student, the accused student’s support person if any (as described below) the person who reported, and other persons deemed appropriate by AIPC. If an individual chooses not 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.

At the accused student’s request, a support person may attend but not actively participate in the AIPC hearing. This may be someone external to the college such as a family member or friend. The accused student must notify the Program Director of Professional Studies via email at least 48 hours prior to the meeting if the support person will be present.

Accused students shall have the right to receive notice of the alleged Honor System infraction under consideration, to present evidence and witnesses on their own behalf, to examine any witnesses and evidence against them, and to make opening and final statements relating to the case. AIPC shall further have the ability to question witnesses on its own, and to give any other individual it deems relevant to present statements relating to the case. AIPC shall further have the authority to make procedural decisions for individual hearings as may be appropriate.

Immediately subsequent to the hearing, AIPC members will meet in closed session to consider the facts of the case and make a decision as to whether an Honor System Infraction has occurred. Infractions shall be determined based on the preponderance of evidence standard. All decisions of the AIPC will be made by a verbal, majority vote and if an infraction is found, the appropriate sanction will be determined.

A quorum must be present at all AIPC hearings in order to vote/conduct business. In cases where a quorum is not present, the hearing will be rescheduled and the accused student, person who reported the suspected infraction, and witnesses will be given at least 10 day notice of the rescheduled date. The accused student may also request for the hearing to take place sooner than 10 days provided AIPC members are available to participate.

After the AIPC's deliberations are complete, the College Registrar will communicate the outcome to the accused student and if the violation pertains to a particular course, the instructor, within 2 business days.

In collaboration with the AIPC, an accused student may agree in advance to minor procedural deviations. These are not then subject to appeal and are acceptable as long as they do not materially prejudice the accused student.

The Program Director maintains a single record of each AIPC hearing which is the property of the college and shall be maintained in accordance with applicable University record retention schedules and procedures. Should the accused student request an appeal, this record will be made available to the accused student for review.

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 one hearing.

#### **G. Right to Appeal and Appeal Procedures**

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

- Procedural error that materially prejudiced the accused student
- 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 AIPC hearing
- Academic and/or disciplinary sanctions imposed by the AIPC is grossly disproportionate to the violation committed

Requests for appeals (including the specific grounds for requesting the appeal and the alleged support for them) must be submitted by email to the Program Director within 2 weeks of the date the College Registrar communicated the outcome to the accused student.

The Executive Committee will automatically review all AIPC authorizations for probation or dismissal and constitutes the student's appeal.

The Executive Committee will meet to review a student's request for appeal as soon as possible and may also review the "Report of Suspected Honor Code Infraction," any accompanying materials, and the proceedings of the AIPC hearing. The accused student (or any other non-committee member) may not attend this meeting unless otherwise approved by the committee. By majority vote, the committee may uphold, dismiss, or alter the decisions/sanctions rendered by the AIPC and may be more or less severe than those initially imposed. The decision of the committee as to the determination of infractions and authorized sanctions will be final and binding. The Program Director will inform the accused student about the outcome of the appeal in writing.

#### **H. Guidelines for Sanctions following Honor System Infractions**

Refer to Appendix B.

#### **I. Accused Student's Status in the Program Pending Resolution of Suspected Infraction**

Except as otherwise determined by the Program Director or AIPC, a student suspected of committing an Honor System infraction will be allowed to continue in the program without prejudice. If the infraction pertains to a particular course that ends before the AIPC has acted, the instructor should assign the student the grade of "Incomplete" in accordance with [Board of Trustees Rule 3335-8-2](#). 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, the grade sanction incurred by the student, and university procedures.

#### **J. Conflict of Interest**

In cases where any member of the AIPC is directly involved in the allegation to be reviewed or has a close personal relationship with the accused student, that individual shall not participate in the hearing process and shall not attempt to influence any other member of the AIPC with regard to the allegation.

#### **K. Honor System Amendments**

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

### APPENDIX A: 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, healthcare workers, and others. I will keep my word and meet my commitments.
- **Respect:** I will respect myself others, valuing and thoughtfully considering their thoughts, ideas, opinions, or contributions.
- **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.

### APPENDIX B: Guidelines for Sanctions Following Honor System Infractions

The AIPC deliberations after finding a violation will begin at the level of Probation for all cases. This is consistent with the expectation that PharmD students, as professional students and future healthcare practitioners, are required to exhibit high levels of integrity. Probation is an indication that the student may no longer be eligible to continue in the program and if issued, the student may be required to continue their required courses in the following academic year. For reentry, the student must meet certain conditions as mandated by the AIPC. If this is authorized by the AIPC and approved by the Executive Committee, a formal notification of Probation will be issued to the student.

The AIPC will also take into account aggravating factors such as 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 AIPC 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 this is authorized by the AIPC and approved by the Executive Committee, a formal notification of Dismissal will be issued to the student.

In the presence of mitigating circumstances, the AIPC may decrease the level of sanction to disciplinary Warning. The student will be placed on Warning for a specified period of time and may involve loss of certain privileges such as participation in the College's Education Abroad program, nomination for leadership opportunities, etc. Further Honor System infractions during the Warning period will be viewed not only as a violation based on the act itself, but also as a violation of Warning and will result in more severe sanctions up to and including Dismissal. If this is authorized by the AIPC,

a formal notification of the Warning will be issued to the student.

The mitigating circumstances may be considered significant enough for the AIPC to decrease the disciplinary sanction to a formal Reprimand. If this is authorized by the AIPC, a formal notification of the Reprimand will be issued to the student.

When an academic infraction is found, the AIPC will consult the course directors/instructor about the following grade sanctions in addition to the disciplinary sanction:

- A failing or lowered grade on an assignment – in keeping with the outcome of the Program Director’s Initial Review or as directed by the AIPC as a result of the hearing.
- A failing or lowered grade in a course – in keeping with the outcome of the Program Director’s Initial Review or as directed by the AIPC.

Ultimately, sanctions for Honor System infractions should be commensurate with the infraction and consistent with these guidelines.