



College of Pharmacy

# Pharmacy Student Code of Professional Conduct: *2013-2014*

With amendments through August 22, 2013

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## Preface

The University of New England College of Pharmacy is committed to promoting in all students a sense of professionalism and a desire to adhere to the highest professional standards that pertain to pharmacy practice or the professions in pharmaceutical sciences. Students are expected to exhibit the highest standards of professional conduct, avoiding impropriety and the appearance of impropriety.

The Pharmacy Student Code of Professional Conduct exists to promote honorable conduct on the part of all students in the school and instill in students a life-long commitment to the principles embodied within the code. Its purpose is to create an environment where honesty, integrity and respect are rewarded and unethical, dishonest or disrespectful behaviors are prevented, deterred or do not exist. The credibility of any healthcare professional is based on the high degree of trust accorded by the individuals he or she serves. Students entering the health care professions have a unique, particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

Responsibility for success of the Pharmacy Student Code of Professional Conduct lies principally with the individual student as well as with the collective academic community of students, faculty and staff. Ultimately, the value of the code depends on students monitoring their own behavior and discouraging violations of the code by others and not on proceedings of the Judicial Committee to impose disciplinary actions after violations have occurred. Students are obligated to report suspected code violations committed by students, faculty or staff members. The relationships that develop between faculty and students are the core of the College of Pharmacy's academic program.

At the start of each academic year, all new students will sign a statement acknowledging that they have received and read the Pharmacy Student Code of Professional Conduct and that they have made a personal commitment to uphold the code and abide by its principles. The signed statement must be returned to the School of Pharmacy Office of the Dean within one week of the start of classes for the fall term and will be placed in the student's file. No set of policies or procedures can anticipate every issue or situation, and circumstances at times require alterations or adaptations. What follows are the general policies that will govern these situations routinely. While maintaining the College's commitment to these policies and to applying them fairly, the College of Pharmacy does, however, reserve the right to modify policies and/or procedures at any time as may be necessary. This Student Code of Professional Conduct is for the College of Pharmacy. It augments information provided in the University Student Handbook as it pertains to academic programs in the College. The University of New England reserves the right in its sole judgment to make changes of any nature in its programs, calendar, or academic schedule whenever deemed necessary or desirable, including changes in course content, the scheduling of classes with or without extending the academic term, canceling of scheduled classes or other academic activities, in any such case giving notice thereof as is reasonably practicable under the circumstances.

The pharmacy profession has a long tradition of respect and trust by the general public. As health professionals, it is important that pharmacists maintain the highest standards of honesty, integrity and ethical behavior. Pharmacy students are expected to acquire not only the knowledge and skill required to become experts in drug therapy but also the professional attitudes, ethics and behaviors necessary to adhere to the Code of Ethics for Pharmacists as adopted by the American Pharmacists Association.

These principles include:

- I. A pharmacist respects the covenantal relationship between the patient and pharmacist.
- II. A pharmacist promotes the good of every patient in a caring, compassionate and confidential manner.
- III. A pharmacist respects the autonomy and dignity of each patient.
- IV. A pharmacist acts with honesty and integrity in professional relationships.
- V. A pharmacist maintains professional competence.
- VI. A pharmacist respects the values and abilities of colleagues and other health professionals.
- VII. A pharmacist serves individual, community and societal needs.
- VIII. A pharmacist seeks justice in the distribution of health resources.

Any failure to uphold these eight principles will result in referral to a University Judicial Officer and is subject to discipline.

The following document outlines expectations for Doctor of Pharmacy students both in and out of the classroom as well as in the professional practice setting. It shall be the responsibility of the students and faculty of the College of Pharmacy to uphold the integrity and ethical standards of the community to the fullest extent possible. The standards of conduct listed below set forth general responsibilities of students and faculty in a teacher learner environment.

Please note that the policies, conduct codes, and procedures in this publication are intended for student information only and could be subject to change. This publication is not to be substituted for the University of New England Student Handbook, which can be found on the website at <http://www.une.edu/studentlife/handbook/>

## ***I. Academic Honesty and Integrity***

Pharmacy students are expected to adhere to all aspects of the University of New England Student Handbook that can be found at [www.une.edu/studentlife/handbook/default.asp](http://www.une.edu/studentlife/handbook/default.asp). Students who believe that academic misconduct has taken place are obliged to bring their concerns to the attention of the instructor for the course or other faculty of the College of Pharmacy as may be appropriate. Anonymous accusations of misconduct will not be considered.

The University of New England, College of Pharmacy expects academic honesty from all its students. Cheating, plagiarism, or other kinds of academic dishonesty are considered violations of established University and College expectations. Ignorance and lack of intent are not valid excuses. Commission of an act of scholastic dishonesty by a student is not a victimless offense. If works by some students have been accomplished unfairly, then all other students in the class are victims because their honest efforts cannot be fairly evaluated and the integrity of the program is compromised. Students are directly responsible for understanding the concepts and intentions of the Pharmacy Student Code of Professional Conduct. Upon observing a possible violation of the Pharmacy Student Code of Professional Conduct, students are obligated to:

1. Report suspected misconduct.
2. File an incident report to the Office of Student Affairs. If necessary, students should seek advice from a faculty member, a school administrator or from a student class officer.
3. Maintain confidentiality regarding the incident.
4. To facilitate academic honesty, students are expected to conduct themselves in a manner that will prevent or decrease opportunities for academic dishonesty, particularly during examinations. These include:
  - a) Remove yourself from a situation that is likely to lead to a violation of the Pharmacy Student Code of Professional Conduct.
  - b) Be on time for each examination.
  - c) Protect your exam from the view of others.
  - d) Keep your eyes focused on your own exam.
  - e) Do not begin your exam before the time designated by the instructor or proctor.
  - f) Do not continue to take the exam beyond the designated time period for the exam.
  - g) Do not collaborate on an examination, assignment or project unless explicit permission to do so has been granted by the instructor or proctor.

Academic misconduct includes, but is not limited to, the following actions:

### *A. Cheating*

Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples of cheating are as follows:

1. Using the work of another individual on an examination or assignment and submitting it as your own work.
2. Using another student's "clicker" device or other electronic devices, to answer questions or provide feedback.
3. Permitting another student to use your work on an examination or assignment without explicit approval of the instructor.
4. Possessing or accessing unauthorized notes, crib sheets, additional sources of information or other material during an examination.
5. Providing or receiving unauthorized aid during an examination or prior to a make-up examination.
6. Taking an examination for another student or having an examination taken by a second party.
7. Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.
8. Unauthorized possession or use of examinations except examinations returned by professors from previous semesters.
9. Collaborating on any assignment or examination without the explicit permission of the instructor.
10. Failing to comply with instructions given by the person administering the test.
11. Falsifying data, laboratory reports, and/or other academic work offered for credit.

### *B. Plagiarism*

Plagiarism is the appropriation, through any means, of another's work and the subsequent submission of it as one's own academic work. In the absence of any other agreement between the student and the instructor, it is assumed that when a student turns in an assignment or takes an examination, every word of the assignment or answer is the student's own work. Plagiarism can easily be avoided by clearly referencing the work of others when it appears in your own work.

Examples of plagiarism as it might occur in term papers, research papers, laboratory reports, and other written assignments are listed below.

1. Failure to provide a citation for a paraphrase or summary;
2. Failure to paraphrase or summarize properly, even when a note is provided;
3. Copying another source verbatim (word for word) without quotation marks or proper indentation;
4. Copying another source without acknowledgement;
5. Turning in another person's paper or other work as one's own.

### *C. Fabrication, Fraud or Forgery*

This is defined as intentional and/or unauthorized falsification of any information or citation. A deception deliberately practiced in order to secure unfair or unlawful gain.

Examples of fabrication, fraud and falsification common in the academic and/or clinical environments are as follows:

1. Fabrication or falsification of examinations, reports, assignments, case studies and other assigned work.
2. Falsification or invention of sources or page references in assignments.
3. Falsification or alteration of original source documents, such as misquoting or misrepresenting the document, to support a specific point of view or hypothesis.
4. Falsification or fabrication of laboratory results or patient data.
5. Falsification of any school or university document including grade reports, transcripts or personnel files.
6. Forging signatures of school or university officials on any official document including patient records.
7. Providing a false excuse or reason for missing an examination, assignment, a required attendance class or clinical rotation.
8. Providing the name or signature of another student on an attendance form; signing an attendance form when you are present for only a brief period of time, e.g., signing in and leaving or signing when you arrive near the end of the class or session.
9. Providing false information to an instructor to increase one's grade or to attain special consideration.
10. Providing false information regarding contributions to group assignments or projects.
11. Knowingly misrepresenting material facts to the Judicial Committee, the Dean or the Associate Deans of the College of Pharmacy or any other individual associated with a case involving an alleged violation of this code.
12. Misrepresenting facts about oneself or another in regard to health, personal, financial or academic considerations to gain an unfair academic or financial benefit.

### *D. Altering or damaging reference material and equipment*

Examples may include but are not limited to the following:

1. Destroying or removing study materials from circulation, examination keys, posted grades or other materials made available to all students.
2. Any attempt to limit another student's access to educational resources
3. Any attempt to alter equipment so as to lead to an incorrect answer for subsequent users

### *E. Electronic Device Abuse- cell phone/pager/text or other communication device*

Students are allowed to have cell phones, pagers and other similar devices on campus. However, students may not use these electronic devices during class unless specifically permitted by the faculty member. Faculty members have authority to confiscate these or related electronic devices, in the event of a

violation of this policy, and/or require the student to leave for the remainder of class. In the event of an emergency, the University of New England will use an alert system that incorporates the use of electronic devices. The student may have the device “on” but the setting on the device should be placed on a silent, meeting or vibrate setting.

*F. Computer Use and Email Policy:* Please refer to the University Student Handbook for guidelines on Information Technology, computer use and email policies.

### *G. Discipline*

Students committing any form of academic or professional dishonesty are subject to discipline. The routine disciplinary response is an immediate F for the course as well as placing the student on permanent academic probation. Depending on the circumstances surrounding the offense, disciplinary action may be increased or decreased.

## ***II. Professional Conduct***

Pharmacy students are expected to display professional behavior including but not limited to:

1. Use of appropriate and professional language in verbal and written communications with faculty, staff, students, patients and other health care personnel.
2. Maturity in accepting the decisions of persons of authority within the College of Pharmacy and the University of New England as well as in the professional practice environment.
3. Respect for the beliefs, opinions, choices, and values of others. Pharmacy students are expected to treat other persons equally regardless of race, culture, gender, age, religion, ethnicity, sexual orientation, socio-economic status, physical or mental status.
4. Diplomacy in expressing opinions, resolving conflict and evaluating others.
5. Commitment to improving the health of patients and a willingness to place the needs of patients above personal needs.
6. Respect for the confidentiality of others including patients, students, faculty and staff.
7. Provision of pharmacy services according to legal and ethical standards of pharmacy practice.
8. Commitment to self-evaluation, personal growth, and life-long learning.

### *A. Conduct in the Classroom*

Students, faculty members and the administration share the responsibility to maintain appropriate student conduct in the classroom.

Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of the Pharmacy Student Code of Professional Conduct. Demonstration of a respectful learning environment includes, but is not limited to, the following types of behaviors:



1. Be on time for class; should you arrive late, enter the classroom quietly and do not disrupt anyone while finding a seat.
2. Do not leave the classroom during lecture unless a reasonable circumstance requires this action (e.g., illness); if you must leave, do so as quietly as possible with minimal disruption.
3. Refrain from conversations during the presentation of the class, seminar or other learning session.
4. Do not gather materials to leave the class until the instructor has completed his or her remarks.
5. Refrain from making disrespectful sounds during lecture.
6. Refrain from distracting activities during class. This includes persistent complaining or any other disruptive behavior to the learning environment.
7. Do not bring pets or other animals into class, seminars or other learning sessions (except for certified companion dogs).
8. Refrain from bringing family members or other guests into class, seminars or other learning sessions unless permission is obtained from the instructor or course director.

Faculty have the authority to identify disruptive students, instruct students to refrain from such behavior and require that students leave the classroom if, in the judgment of the instructor, their behavior is interfering with the learning environment. In addition, sanctions may be brought against any student as outlined in the University of New England Student Handbook.

### *B. Conduct on Clinical Rotations*

Students must comply with the all university, college and site specific policies. Faculty, preceptors or any other designated supervisors have the authority to identify disruptive students, instruct students to refrain from such behavior and require students to leave the clinical site if, in the judgment of the faculty or preceptor, the student's behavior is interfering with the learning environment, patient or student safety. Students may also be asked to leave the clinical site if, in the judgment of the supervisor, the student is unable to conduct themselves in a professional and competent manner. Examples are, but not limited to appearing to be intoxicated, under the influence of drugs or appearing to be otherwise impaired, presents potential harm to self or others, or disrupts patient care. Additional examples of unprofessional behavior are disrespect, becoming unusually upset or uncooperative. An incident report must be filed with the Office of Experiential Education within twenty-four hours. The student may be referred to the University Judicial Process.

### *C. Respecting the physical environment*

A considerable amount of human and fiscal resources are used to maintain the integrity and appearance of the physical facilities of the school. Food and drink are prohibited from lecture halls and laboratories unless a documented medical condition requires a student to eat or drink during class time. Students are expected to contribute to the maintenance of a neat and clean environment by properly disposing of trash and recyclables and by helping to keep classrooms, study areas, lounge areas, kitchens and appliances, hallways, rest rooms, walls and bulletin boards free of trash and clutter. In addition, theft, vandalism or inappropriate access to personal or proprietary information or personal property (offices, desks, computers and computer files or other College, university or student property) is not acceptable behavior.

*D. Alcohol & Drug Abuse* (For specific details regarding UNE's policies on alcohol and drugs, please refer to the appropriate sections of the UNE Student Handbook.)

A pharmacy student or pharmacist who irresponsibly uses alcohol or drugs discredits his or her professionalism and pharmacy as a health care profession. Alcohol or drug abuse compromises the student's ability to learn and to practice as a health care provider and thus is considered unprofessional conduct and a violation of the Pharmacy Student Code of Professional Conduct. Alcohol or drug use that results in compromised patient care should not and will not be tolerated. Further, because pharmacists are in a unique position of ready access to drugs, the College of Pharmacy must insist on "zero tolerance" of alcohol or drug abuse. Students who have a problem with alcohol or drugs should seek assistance from services available on campus or elsewhere.

Pharmacists have been entrusted by society as the legal custodians of controlled substances approved for medicinal use. It is critical that pharmacy students understand the laws relating to the use and dispensing of controlled substances. Pharmacists and pharmacy students have a moral, legal and ethical imperative to refrain from the use of illegal drugs, the unauthorized use and distribution of controlled substances and the abuse of alcohol.

Pharmacy students are licensed health professionals in the state of Maine (pharmacy intern license) and are encouraged to self-report problems with chemical dependency to the Health Professional Recovery Program (HPRP), a non-disciplinary approach for dealing with licensees who have substance abuse problems. This organization can be contacted at 1-800-453-3784 ([www.hprp.org](http://www.hprp.org)). Participation in the HPRP guarantees that the identity and confidentiality of any student in compliance with the program will be protected.

Students with problems related to substance abuse who fail to voluntarily enroll in HPRP and are subsequently found to have violated legal or professional standards as a result of their chemical dependency are subject to the same sanctions as any other licensed health professional, up to and including license revocation. In addition, students on rotation are subject to the same rules and regulations as other employees in the workplace when participating in practice experiences.

The dean of the College of Pharmacy may immediately suspend a pharmacy student who has unresolved or habitual alcohol or drug use problems or who has been accepted to participate in the HPRP program and fails to attend or complete the HPRP program.

*E. Sexual Harassment Policy:* Please refer to the Sexual Misconduct Policy of the UNE Student Handbook.

*F. Student E-mail Addresses and Curricular Information and Materials (policy addition by faculty vote, October 2010, effective in Spring 2011 semester.)*

The University of New England provides every student with an e-mail account and a separate Blackboard user ID and password for the delivery of course materials while they are enrolled in the Doctor of Pharmacy program. The e-mail account ([xxx@une.edu](mailto:xxx@une.edu)) is recognized as the official means of communicating with students for all UNE correspondence including but not limited to: list-

servers, course-instructor evaluations, online grading, emergency response and other systems as developed.

*It is strongly encouraged that students review their e-mail on a daily basis. The College of Pharmacy recommends that students review their e-mail at least 3-4 times a week.* If a student elects to have correspondence from their UNE e-mail forwarded to another e-mail account, it is his/her responsibility to ensure they are receiving all forwarded documents and information. A student will be responsible for all university, and College of Pharmacy information or correspondence provided via his/her UNE e-mail account. Faculty and staff members will not make provisions or accommodations for a student if he/she misses university or College of Pharmacy information because it was forwarded to another e-mail account.

Blackboard software is utilized for on-line and supplemental instruction. *While classes are being delivered via Blackboard, students should check their Blackboard website for mail or other correspondence on a daily basis.*

### ***III. Confidentiality***

Pharmacy students are obligated to respect all confidences revealed to them such as patient conditions, medical and pharmaceutical records, economic information, fee payments or any privileged information from committees of which a student is a member. Confidentiality is an ethical concern and a legal issue. Pharmacists, including pharmacy students, are legally bound to safeguard the confidentiality of matters concerning patients. Breaking patient confidentiality is grounds for malpractice. Respecting the confidentiality of patients maintains public trust. As part of the curriculum, pharmacy students complete several hundred hours of pharmacy practice. Students must understand that as a licensed pharmacy intern he/she is required to comply with the legal requirements, and with professional and ethical standards relating to the practice of pharmacy.

As an experiential pharmacy student you must maintain the principles of confidentiality and you must agree not to obtain and/or disclose any information about the medical condition, prescription records or personal affairs of any patient while working in the pharmacy environment. You must also understand that failure to maintain the confidentiality of any patient or failure to engage in professional and ethical conduct will be treated by the College of Pharmacy in the same manner as academic dishonesty. It is the policy of the College of Pharmacy that students who engage in unethical conduct will be subject to disciplinary penalties.

## Understanding HIPAA Privacy

The Health Insurance Portability and Accountability Act Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Consumers have rights and protections that are provided by the Privacy Rule. Covered entities must comply with the Privacy Rule and its requirements. Guidance is available to help covered entities implement and maintain compliance with the requirements. Pharmacy students will be required to complete HIPAA training before engaging in patient care. There is much more information and additional reading available located on the WEB at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

#### ***IV. Respect for faculty, staff, students, patients and other health care professionals***

1. Students are expected to demonstrate respectful behavior at all times toward the faculty, staff, students and patients in the College of Pharmacy and other institutions on or affiliated with the College of Pharmacy.
2. The student body, faculty and staff represent a diverse group. Respect for and understanding of individuals from diverse backgrounds is a part of a university education. Prejudices against individuals because of race, ethnic or cultural background, gender, disability or other personal characteristics will not be tolerated in the College of Pharmacy.
3. Students are expected to display mature judgment and abide by the reasonable decisions communicated by faculty and staff. Profane language or disrespectful behavior by students is unacceptable. Faculty and staff members work to provide a quality educational program for pharmacy students. Misunderstandings, changes in curricula or mistakes in administrative aspects of the program will occur from time to time. Appropriate mechanisms exist to communicate student concerns about the operation of the school through the Office of Student Services, faculty members, administrators, student government members and student representatives on school committees.
4. The dignity and respect of all health care practitioners and caregivers must be acknowledged, promoted and upheld.

#### ***V. University of New England College of Pharmacy Dress Code***

The College of Pharmacy recognizes that appropriate personal appearance creates a favorable impression on the College and the pharmacy profession in general. The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics. The continuous demonstration of appropriate manners and dress insures that the College of Pharmacy students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. As well, faculty, visitors, patients, families, health care sites and accrediting agencies justifiably expect strict standards to be maintained. The dress code applies at all times when the student is in the College of Pharmacy building and to any situation where patient care activities occur or the occurrence of direct patient or healthcare professional contact can be reasonably assumed. These instances would include but not be limited to all experiential experiences. In the absence of a stated policy for an individual course or setting, the following dress code will apply:

##### ***A. General Personal Care***

1. Maintain good personal hygiene, which includes regular bathing, use of deodorants and regular dental hygiene.
2. Hair should be neat and clean. Hair longer than shoulder length should be secured if close contact with patients is anticipated. Beards and mustaches must be clean and well groomed.

3. Perfume or cologne is not recommended, as many people are allergic or sensitive to them.
4. Cosmetics should be used in moderation.
5. Fingernails must be clean, neatly trimmed, and short to medium length.
6. Tattoos must be covered with clothing.
7. Jewelry in pierced noses, lips, tongues and other exposed body areas, other than ears is not permitted.

#### *B. Appropriate Attire*

1. Clean, business casual styled clothing (e.g., Shirts with a collar, colored or khaki trousers, slacks, knee-length skirts for women etc.)
2. Closed-toed shoes
3. Shirts with a tail or a split should be tucked in.
4. Belts should be worn with all pants that have belt loops.
5. An undershirt should be worn if undergarments are visible through clothing.

#### *C. Inappropriate Attire*

1. Hats, caps, bandanas, hoods or head scarves (except if considered part of religious or cultural dress)
2. Jeans, sweatpants, sweatshirts, pajamas, scrubs, spandex or exercise attire
3. Tank, mesh, halter or tube tops, spaghetti straps, showing of midriff or low cut tops.
4. Athletic shoes, open-toed shoes including sandals and bare feet
5. Shorts or skorts
6. Shirts with inappropriate or vulgar lettering or messages

#### *D. Additional dress code requirement for the Pharmacy Practice Laboratory, Pharmaceutics Laboratory and Introductory and Advanced Pharmacy Practice Experiences*

1. Pharmacy Practice Laboratory: name badge on the right front pocket/chest area of the white lab coat, closed-toed shoes, and a collared shirt
2. Introductory and Advanced Pharmacy Practice Experiences: name badge on the right front pocket/chest area of the white lab coat, closed-toed shoes, and a collared shirt and appropriately knotted/secured tie for men.
3. Pharmaceutics lab: designated laboratory coat.
4. If for religious, medical or cultural reasons, there is a need to deviate from this policy, the student must make a request to the Associate Dean for Student Affairs and Admissions in writing, be willing to provide required documentation, and have written approval from that Associate Dean.

The College of Pharmacy and its preceptors reserve the right to require students who are in violation of the dress code to remove the inappropriate item(s) or leave the learning or patient care environment. All administrative, faculty and support staff members will be expected to monitor student's behavior applicable to this dress code and report such disregard or violations to Office of the Dean.

## ***VI. Student/Professor conflict***

Students, who feel that any faculty member has unfairly treated them concerning grades, class expectations, unfair or discriminatory actions, etc., should speak directly with the professor involved. If the student feels that additional action is required or feels unable to speak directly with the professor involved, the student should speak with the appropriate department chair. In the event that the department chair is the professor in question, the student should speak with the Dean, the Associate Dean for Student Affairs and Admissions or the Associate Dean for Academic Affairs of the College of Pharmacy.

## ***VII. Statement on Sensitive and/or Proprietary Research***

Given the variety and description of the work at the University of New England College of Pharmacy, some research projects do not permit the free and open publication, presentation, or discussion of the results. Students must acknowledge that while the results of all College of Pharmacy research are open, some investigators may be given classified or proprietary information by a sponsor when such information would be useful background material to the research effort. Such information must be identified as such in writing. Students will use reasonable efforts to prevent inadvertent disclosure of such information.

## ***VIII. Judicial Process***

Upon receipt of a report by a member of the University Community, the University Judicial System will be activated. Under most circumstances, the University will proceed with a disciplinary situation at the lowest level appropriate to the conduct. However, the University reserves the right to determine the disposition of a disciplinary matter based upon the presenting information. Ethical Code of Conduct violations follow the guidelines set forth by the University judicial policy found on the University website. All violations will be reported to the Assistant Dean of Students for Graduate and Professional Student Affairs, the Associate Dean for Student Affairs and Admissions of the College of Pharmacy, and the Dean of the College of Pharmacy.

### ***A. Sanctions***

- a) In accordance with the procedures for the University Judicial System, the following sanctions may be imposed:
  - i) University Dismissal - permanent separation of the student from the University.
  - ii) University Suspension - separation for a stated period of time, which could include:
    - iiia) Suspension from classes;
    - iiib) Suspension from the University - exclusion from classes, University function and University housing for stated period of time. Conditions for readmission may be specified;
  - iii) Jeopardy - a student shall be suspended for a specific period of time and have that

suspension stayed with the understanding that any verified violations occurring within the period of jeopardy will mean the immediate activation of the suspension. Specific restrictions also include, but are not limited to:

iiia) Ineligibility to hold an office in a campus organization,

iiib) Ineligibility to represent the University in any on or off campus event, and/or

iiic) Ineligibility to participate in varsity athletics.

iv) Denial of Privilege - the student is allowed to finish the current academic term under probation. The student's records are encumbered and the individual is prevented from re-enrolling until certain conditions have been met.

v) Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period. Specific restrictions also include, but are not limited to:

viiia) Ineligibility to hold an office in a campus organization,

viiib) Ineligibility to represent the University in any on or off campus event, and/or

viiic) Ineligibility to participate in varsity athletics.

vi) Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

b) More than one of the above listed sanctions may be imposed for any single violation.

c) The following sanctions may be imposed upon groups or organizations:

i.) Those sanctions imposed upon an individual.

ii) Deactivation - loss of all privileges, including University recognition, either permanently or for a specified period of time.

### *B. Emergency Suspension*

In certain circumstances, the Dean of the College of Pharmacy or designate may impose a University suspension prior to review.

a) Emergency suspension may be imposed:

i) To ensure the safety and well-being of members of the University community or preservation of University property;

- ii) To ensure the student’s own physical or emotional safety and well-being; or
  - iii) If the student poses a threat of disruption or interference with the normal operations of the University.
- b) During the emergency suspension, students shall be denied access to campus and/or all University activities or privileges for which the student might otherwise be eligible, as the Dean of the College of Pharmacy or judicial officer may determine to be appropriate.
- c) A judicial review will be convened as soon as possible.

*C. Disciplinary Appeals*

Refer to the University policy found in the Judicial Process for Violation of the Student Conduct Code: Undergraduates/Graduate and Professional Students.

***IX. Grading System and Promotion for the College of Pharmacy***

The following grading system is presently in effect for the College of Pharmacy (CoP): A (outstanding work), B (excellent work), C (satisfactory work) F (failure), P (pass), I (incomplete), W (withdrew without penalty), WP (withdrew passing), WF (withdrew failing), \*F (administrative F, assigned to incompletes which haven't been completed within designated time or to non-attending students who are enrolled in courses who have not formally withdrawn), and AU (audit). Equivalent quality points assigned to grades are as follows:

A	4.00	B-	2.75
A-	3.75	C+	2.50
B+	3.50	C	2.00
B	3.00	F	0.00

*A. Academic Probation and Dismissal*

The student whose cumulative grade point average falls below the minimum acceptable level of 2.0 is automatically placed on academic probation. A student placed on academic probation will be allowed to continue enrollment at the College of Pharmacy if, in the next, subsequent semester, they raise their cumulative GPA above a 2.0. Failure to raise their cumulative GPA above a 2.0 (that is a total of 2 semesters in a row with cumulative GPA below 2.0) or any subsequent semesters with a GPA below 2.0 will result in dismissal from the CoP for academic deficiency.



1. A student on academic probation:
  - a. Is ineligible to participate in major extracurricular activities, including intercollegiate athletics, or to serve as an officer, chair, or leader of any student activity, or represent the college as an Ambassador.
  - b. Will not be sanctioned to attend any on or offsite meetings as a representative of the college or any group associated with the college.
  - c. May not serve on or be a representative to any college or university committee
  - d. Will be automatically dismissed from the CoP after receiving a grade of F in any subsequent course.
  
2. Upon receiving an F in one course:
  - a. A student has one year while actively enrolled in the program to retake any failed course with a C or better in order to remain in the PharmD program. It will be at the discretion of the course instructor whether to approve or offer an equivalent course to be retaken in the same year. Regardless, the last chance to pass the course will be at its offering in the next year, or the student will be dismissed from the program.
  - b. The student is placed on academic probation upon the failure of their first course. They can, for one time only in their enrollment at CoP, be taken off probation if they retake the failed course and earn a grade of B minus (B-) or better. Regardless of when the course is retaken, the length of probation must be a minimum of one year.
  - c. The terms of probation are listed above under section A. 1.
  
3. The accumulation of an F in two courses:
  - a. Results in an automatic dismissed from the program if the student was already on academic probation and failed a second course offering.
  - b. Results in permanent academic probation during the student's enrollment at CoP.
  - c. The Scholastic Standing Committee will develop an educational plan for the student that must be followed for the remainder of their enrollment in the CoP. This plan may require additional actions, including but not limited to:
    - i. Retaking courses in which the student was deficient.
    - ii. Working with the Student Academic Success Center and other resources to improve in areas of deficiency.
  
4. Accumulation of an F in three or more courses results in automatic dismissal from CoP.
  
5. A student may appeal any decisions made in regards to their academic status according to the grounds for academic appeal stated elsewhere in this Code of Conduct.
  
6. A dismissed student may reapply to the program provided they have satisfied any recommendations from the scholastic standing committee related to their dismissal. If accepted back into the CoP by the Scholastic Standing Committee, the student will be required to repeat all courses in which they were deficient, prior to their dismissal and any other courses deemed appropriate by the admissions or scholastic standing committees. If a student is accepted back into the program after being dismissed, a subsequent F in any course will mean automatic and permanent dismissal from the College of Pharmacy

## B. Academic Appeals

Academic appeals will be submitted to the Dean of the College of Pharmacy or designate within seven (7) business days of the official posting of final grades by the registrar. Such appeals shall be in writing and shall be delivered to the Dean of the College of Pharmacy and should include a description of the grounds for appeal sufficiently detailed for the Dean of the College of Pharmacy to decide whether a review would appropriately serve the student and the College. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive. The Dean of the College of Pharmacy will only accept appeals if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s) as stated below.

The Dean of the College of Pharmacy will make a determination whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the case outlined in the petition as described below, and/or the consequences on the student and the College. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The Dean of the College of Pharmacy will inform the student in writing of the decision within ten (10) business days of the receipt of the appeal.

### 1. Grounds for Appeal:

The university provides many avenues of help for the student. However, it is up to the student to recognize when they are in an academic circumstance, which requires actively seeking help through the faculty, one's advisor, the Student Academic Success Center, the Counseling Center or other services provided by the university. The student should understand the options of the Withdrawal process, the Appeals process, and any other options available to the student to work within the academic process.

The Dean of the College of Pharmacy will only agree to review appeals if the student has exhausted all required procedural options which include, first, meeting with the instructor or course director to ***attempt to develop a solution to the issue raised by the assigned grade or action***. Second, if the student is still dissatisfied with the results of the meeting with the course director, the student will meet with the Department Chair to attempt to seek a solution. If the Course Director is the Chair of the department, the student may go directly to the Dean's office for discussion of the academic issues involved.

If the student is still not satisfied with the solution, the student may file an appeal.

There are only two Grounds for Appeal

a) Relevant new evidence- To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original procedural options, because the person appealing did not know such information and/or facts at the time of the original discussion with the faculty member or chair. Information is not considered new evidence if the student knew of the circumstances influencing the grade but did not inform the instructor or otherwise work with the instructor prior to the grade assignment.

b) Material procedural irregularities- To determine whether the original procedural options were conducted fairly in light of the information presented, and in conformity with prescribed procedures giving the appealing party a reasonable opportunity to prepare and present information regarding the reasons for that student’s academic performance (for example, (either/ or) neither the instructor, the chair, nor the dean were available in a reasonable time period to hear the initial appeal.)

If it is deemed by the Dean of the College of Pharmacy that an academic appeal is warranted, the following procedures will be followed:

When possible, appeals will be heard by the Dean of the College of Pharmacy. The Dean will request from appropriate parties any information, which will assist in the review. The student will be afforded the opportunity to meet with the Dean if s/he requests, in writing, a personal meeting. The Dean will inform the student of the decision within ten (10) business days of the final date of the review process. The decision of the Dean is final. If the Dean of the College of Pharmacy deems that a committee would better address the appeal, an appropriate appeal committee will be convened and a review will be conducted.

2. Academic Appeal Review Committee

Composition of the Appeal Review Committee will be as follows:

- a) Four (4) faculty members from the College of Pharmacy
- b) Member of the Student Affairs staff who has not served in an advisory capacity to the student in this matter, except in cases involving programs out of the United States when no member of the Student Affairs staff is available.

***X. Policy for Student Representation on Faculty Committees***

*A. Faculty committee’s that are required to have student participation when classes are in session:*

- 1. Assessment and Evaluation Committee
- 2. Academic Affairs Committee (formerly Curriculum)
- 3. Admissions Committee
- 4. Judicial Committee

*B. Criteria for Eligibility:*

- 1. Students must maintain satisfactory academic standing while serving as a representative to faculty committees.
- 2. If a student is placed on academic probation the student must step down from their position.
- 3. Students are not precluded from holding additional student government offices if they have been selected to serve as representatives to faculty committees

*C. Selection Process:*

1. At the start of the academic year each chair of the faculty committees will provide a brief summary of the committee's responsibilities.
2. After the early warning progress report (week five of the semester), students will be asked to volunteer to participate as representatives to the faculty committees.
3. The faculty will select students to serve as members of the committee based on:
  - a) Current academic standing
  - b) Previous leadership experience
  - c) Admission GPA of 3.0 or higher (first year students), current GPA of 3.0 or higher (second and third year students)
4. No history of academic probation Selection process will take place during the second week of October during the first professional year.

*D. Term Length*

1. Each student will be selected in the first professional year and will serve a 3-year term unless unable to fulfill the term for any reason.

*E. Voting:* There are two student votes among the three representatives

1. The most senior students on the committee will cast these votes; the final goal is a student from the second and third professional years will cast votes while the student from the first professional year orients to the committee.
2. In the event that a student is unable to fill the full term of their position or for any reason a second or third year student is not represented, the remaining students will cast the votes.

*F. Summary of Committees and Student Responsibilities*

1. Admissions Committee

The Admissions Committee is charged with implementing the policies and procedures for admitting students into the Pharm.D. program. The Admissions Committee will be responsible for an annual review of student performance in an attempt to correlate admission requirements with student performance in the professional program based on grades and grade point average.

Student Responsibilities:

- a) Attendance at all meetings regarding policy when classes are in session.
- b) Solicit early feedback on admissions process and criteria from student body

2. Academic Affairs Committee

The Academic Affairs Committee is responsible for reviewing all proposals for curricula change for the Pharm.D. Program. The committee may make recommendations for faculty action regarding all curricular matters including adding new and/or deleting old professional competencies at a scheduled faculty meeting. The committee may also make recommendations regarding changes in academic progression policies.

Student Responsibilities:

- a) Attendance at all meetings
- b) Solicit student feedback for additional elective opportunities

3. Assessment and Evaluation Committee

The College’s Assessment and Evaluation Committee will assume responsibility for an institutional research and assessment function that will, among other duties, provide for continuous quality improvement of the curriculum in terms of its structure, content, process and outcomes. This effort will focus not only on the curriculum as a whole, but also on each of its component courses. The evaluation must also ensure that the educational settings and the methods of instruction are leading to the desired outcomes.

Student Responsibilities:

- a) Attendance at all meetings when classes are in session
- b) Assist in the development of assessment standards

4. Judicial Committee

The responsibility of this committee is to enforce the Pharmacy Student Code of Professional Conduct

Student Responsibilities:

- a) Attendance at all meetings.
- b) Review those more serious disciplinary matters where, at the discretion of the Associate Dean for Student Affairs and Admissions or the Dean of the College of Pharmacy, impartiality would be better accomplished by committee review.

These responsibilities are subject to approval and revision by each committee. All changes must be submitted for documentation to the Assessment and Evaluation committee at the end of each academic year.

For information on the following topics please refer to the University of New England Student Handbook referenced here: <http://www.une.edu/studentlife/handbook/>.

- UNIVERSITY-WIDE PROTOCOL FIRE EMERGENCY
- UNIVERSITY-WIDE PROTOCOL IN CASES OF MEDICAL EMERGENCY
- UNIVERSITY CONDUCT RELATED POLICIES
- ADMINISTRATIVE MANDATORY MEDICAL LEAVE OF ABSENCE POLICY
- ALCOHOL AND DRUG POLICY
- ALCOHOL AND DRUG EDUCATION AND ASSISTANCE
- DISCRIMINATION AND HARASSMENT POLICY
- HAZING POLICY
- SEXUAL MISCONDUCT POLICY
- SMOKING/TOBACCO USE ON CAMPUS
- COMPUTER USE AND EMAIL POLICIES
- STUDENT ACCEPTABLE USE POLICY FOR INTERNET AND CONSENTING RELATIONSHIPS
- CONTRIBUTIONS TO OTHER GROUPS OR NON-PROFITS
- COPYRIGHT POLICY (TEXT & SOFTWARE)
- EQUAL OPPORTUNITY POLICY
- IDENTIFICATION CARD POLICY
- STUDENT RECORDS POLICY
- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
- UNIVERSITY OF NEW ENGLAND, SHELTER-IN-PLACE PLAN