

THE UNIVERSITY OF MINNESOTA
COLLEGE OF PHARMACY
HONOR SYSTEM:

ACADEMIC INTEGRITY,
PROFESSIONALISM
AND
ETHICAL RESPONSIBILITY

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Preamble to the University of Minnesota College of Pharmacy Honor System and Code:

INTENT, ELEMENTS & THE "TWOFOOLD RESPONSIBILITY"

The University of Minnesota College of Pharmacy Honor System - *developed, assumed and administered by students* - is intended to provide a framework of expectations and responsibilities for members of the College of Pharmacy community. It is intended to promote a spirit of community, a spirit of professionalism, and a spirit of trust. It challenges pharmacy students to adopt principles of professional behavior and responsibility within the context of academic honesty, integrity, and community standards. It challenges College faculty and administration to uphold, demonstrate and profess those principles and standards. It encourages all members of the College of Pharmacy community to discuss expectations in the spirit of mutual trust and respect.

The essence of the Honor System is codified in the "*Pharmacy Student Code of Academic Integrity and Professional Responsibility*" (*the Code*), which specifies student responsibilities relative to academic honesty and clinical obligations. While the Code seems to focus on violations, it must be stressed that **the spirit and intent of the Honor System is to prevent the occurrence of such violations through proper education, through appeal to individual conscience and through mutual understanding of expectations among the members of the College of Pharmacy community.** The Code is communicated, promoted and maintained by a group of students elected by their peers - the *Honor Council*. The Honor Council also takes and considers reports of violations of the Code, recommending sanctions when it feels that "it is more likely than not" that a violation did occur.

Reports of alleged Code violations are investigated and processed by the Honor Council in a manner which *assures the anonymity* of all parties involved, except in cases of appeal by either party. After investigating a case, the Honor Council votes to (1) "dismiss" or (2) issue a "finding of violation" and recommend a sanction. Honor Council decisions or recommendations that are subsequently challenged by either party to a case are referred to the College of Pharmacy Academic Standing Committee for a formal hearing conducted in accordance with "due process" considerations. These considerations include the right of the "accused" to face the "accuser" and hence, a loss of anonymity.

The integrity of the Honor System and Code rests upon the personal integrity and honor of student members of the College of Pharmacy and carries with it a *twofold responsibility*: first, **to personally abide by the principles and rules of academic honesty and clinical obligations**, and second, **to ensure observance of its rules by all members.** Both aspects of the twofold responsibility ultimately rely on the conscience of each individual. Understanding of these responsibilities is signified in the "*Honor Code Affirmation*" taken by students upon acceptance into the College community; action in accordance with these responsibilities is signified by the "*Honor Code Reaffirmation*", made either explicitly or implicitly on all College course work submitted to fulfill course requirements.

In addition to sound knowledge, skills and character, a professional pharmacist is characterized by a *willingness to take personal responsibility for thoughts, words and actions, the ability to make ethical decisions based on individual conscience, and the courage to intervene when fellow professionals fail to uphold their responsibilities to patients or colleagues.* The purpose of the University of Minnesota College of Pharmacy Honor System and Code is to promote and instill these characteristics within all of our students and future pharmacists.

THE UNIVERSITY OF MINNESOTA
COLLEGE OF PHARMACY
STUDENT CODE
OF
ACADEMIC INTEGRITY AND
PROFESSIONAL RESPONSIBILITY

Article I. History and General Provisions

- 1) The University of Minnesota College of Pharmacy Honor System and Code was developed, accepted and assumed by students. It was adopted by faculty vote in May of 1998 after acceptance by a 2/3 vote of the members of the Pharm.D. classes of 1999, 2000 and 2001. It took effect with the start of the 1998-99 school year, replacing a previous "Code" which had been in effect since the late 1980s.
- 2) It is the ***mutual responsibility*** of students and faculty to honor the spirit and letter of the Honor Code and to assure each other that expectations and guidelines for course work are understood and followed.
- 3) The Honor Code applies to all students seeking degrees through the University of Minnesota, College of Pharmacy. The Code applies to all classroom-based, laboratory and experiential work undertaken by students while enrolled in the College of Pharmacy.
- 4) The Honor Code shall be promoted and administered by an Honor Council. The Honor Council shall exist at both the Twin Cities campus and the Duluth campus in slightly different forms. The Twin Cities campus shall consist of sixteen students and a non-voting advisor, the Associate Dean for Student Services. For the year 2005-2006, the Duluth campus shall consist of nine students and a non-voting advisor, the Associate Dean for Student Services. Student members shall be elected by their peers and shall be bound by a rule of absolute confidentiality.
- 5) Upon accepting an offer of admission to the University of Minnesota, College of Pharmacy, students will be offered information on the College of Pharmacy Honor System and the *Pharmacy Student Code of Academic Integrity and Professional Responsibility*. Students will be asked to sign a statement - the "*Honor Code Affirmation*" - acknowledging an understanding and acceptance of the provisions and stipulations of the Code. Students who are unwilling to sign this statement will not be permitted to register for courses at the College of Pharmacy.
- 6) The Honor Council shall administer an Honor Code orientation for all incoming degree-seeking students shortly after matriculation in the College of Pharmacy. At the conclusion of this orientation, students will be asked to affirm the Honor Code by writing and signing the *Honor Code Reaffirmation* in their own hand.
- 7) A reaffirmation of the Code is required once at the beginning of each semester. Professors are encouraged to remind how the Honor Code applies to homework and exams by stating that the Honor Code is in effect for these assignments. The reaffirmation serves as a statement of personal responsibility and integrity in the production of the work and reaffirms the Code's "*twofold responsibility*".
- 8) Cases of suspected violations of the Honor Code shall be reported or referred to the Honor Council. Reports shall be investigated and acted on by the Honor Council in a manner which assures confidentiality to both parties. In the event of challenges to Honor Council decisions by either party, reports are forwarded to the College of Pharmacy Academic Standing Committee for formal "due process" proceedings which include the right of the "accused" to face his/her "accuser".

- 9) Honor Code Affirmations, records of any Honor Council findings and all other relevant Honor Council documents shall be filed with and maintained by the Honor Council and the Office of Student Services in a manner which assures confidentiality. Each student's file shall be retired at a time consistent with College and University policy regarding confidential student records.
- 10) At the end of each academic term, the Honor Council shall release to students, faculty, administration, and staff a report of Honor Council activity during that term. This report will state the types of cases heard and their outcomes, but *will not* reveal the identities of parties or witnesses involved in any Honor Council activity.

Article II. The Honor Code Affirmation

Upon accepting an offer of admission to the University of Minnesota, College of Pharmacy, each student will be asked to sign the following statement:

"I hereby affirm that I have read, understand and accept the provisions and stipulations of the University of Minnesota College of Pharmacy Student Code of Academic Integrity and Professional Responsibility."

All signed Affirmations of the Honor Code shall be kept on file and maintained by the Office of Student Services.

Article III. The Honor Code Reaffirmation

Honor System Orientation and hand-written reaffirmation

The Honor Council shall administer an Honor Code orientation for all incoming degree-seeking students shortly after matriculation in the College of Pharmacy. At the conclusion of this orientation, students will be asked to affirm the Honor Code by writing and signing the following statement in their own hand:

"I reaffirm the University of Minnesota, College of Pharmacy Honor Code"

All hand-written reaffirmations shall be kept on file and maintained by the Office of Student Services.

The Honor Code is to be reaffirmed as stated above at the beginning of each semester, as a physical reminder to students, their obligations to uphold the Honor Code.

Course requirements

Instructors are encouraged to provide reminders stating that the Honor Code is in effect as appropriate. Specifically, stating this on exams and homework is recommended.

Article IV. Responsibilities of Students

Each student is bound by the following specific provisions as part of the Code:

- 1) Each student will respect intellectual and physical property and will not use such property without the owner's permission.
- 2) Each student recognizes that academic misconduct is unacceptable behavior for students in a professional school and is a violation of the Code. Academic misconduct is any unauthorized act which may give a student an unfair advantage over other students, including but not limited to:
 - A. **Falsification:** altering, forging or misusing a University academic record; willfully providing University offices or officials with false, misleading, or incomplete information; fabricating data.
 - B. **Plagiarism:** use of work or ideas of others without crediting the source.
 - C. **Misuse of Test Materials:** taking, acquiring, or using test materials without faculty permission; taking or damaging a posted examination or assignment key.
 - D. **Receiving Unauthorized Assistance:** copying or consulting information during an exam provided by other individuals, notes, textbooks or other references except as specified by the evaluator; copying or collaborating on class work, lab reports or other assignments which require independent work; receiving questions, answers or a copy of an original exam before taking the makeup exam.
 - E. **Giving Unauthorized Assistance:** sharing answers during an exam; writing a paper or completing an assignment for another; sharing exam questions or answers with a student before a make-up exam.
- 3) Each student recognizes the privacy rights of other students involved in an Honor Council proceeding. Any student who serves as an accuser, witness or Honor Council member will not discuss with other students outside the proceeding the identities of parties, nature of, specific details about, or disposition of allegations and cases

- 4) Each student recognizes that his or her primary responsibility while on clinical rotations is the care of her or his patients and that the patients' welfare has precedence over a student's personal educational objectives. The student will respect each patient's privacy and dignity and will maintain confidentiality with regard to information about patients. Each student recognizes his or her responsibility to consult with the house staff, preceptor, or attending physician regarding each patient's management.
- 5) Each student recognizes that part of her or his clinical obligations includes providing coverage when assigned (e.g., at clinics, at night, or on weekends). When such an assignment is made, a student will abide by it or make suitable alternative arrangements with the faculty member who made the assignment. If a student is convinced that such an assignment is inappropriate, the matter must be discussed with the course coordinator.

Article V. The Honor Council

Section A. Role of the Honor Council

The role of the Honor Council is to:

- a) promote awareness of the spirit and letter of the Honor Code among the members of the College of Pharmacy community
- b) apply, maintain, and improve the Code, suggesting modifications for review and approval by members of the College of Pharmacy community
- c) serve as the initial deliberative body for allegations of Honor Code violations within the College of Pharmacy

Section B. Composition and Election of the Honor Council

Part 1. Composition

- 1) At the Twin Cities campus, the Honor Council shall be composed of the following members, all from the Twin Cities campus:
 - a) Four Pharm.D. IV students
 - b) Four Pharm.D. III students
 - c) Four Pharm.D. II students
 - d) Four Pharm.D. I students
 - e) The Honor Code Advisor (*non-voting*)

At the Duluth campus, the Honor Council shall be composed of the following members:

- a) Three Pharm D. III students from the Duluth campus.
- b) Three Pharm.D. II students from the Duluth campus.
- c) Three Pharm.D. I students from the Duluth campus.
- d) The Honor Code Advisor (*non-voting*)

Honor Council Co-Chairs: Two Pharm.D. II Honor Council members shall be elected by a majority of the other members of the Honor Council during the spring to serve as Honor Council Co-Chairs during the Pharm.D. III year.

Case liaison: On a case-by-case basis, the Honor Council Chair shall appoint one member of the Honor Council to act as the sole liaison to the "accused", the "accuser" and all other relevant parties. The Case Liaison should preferably come from a class level other than that of the "accused".

Honor Code Advisor: The Associate Dean for Student Services shall act as the Honor Code Advisor. The Advisor shall provide support to the Honor Council by facilitating Honor Council activities and assuring continuity through time. The Honor Code Advisor shall not attend meetings during which the Honor Council discusses case reports with the "accuser" or the "accused".

Part 2. Election of the Honor Council

- 1) All student members of the Honor Council shall be duly elected by their classmates.
- 2) Each Pharm.D. I class at both campuses will hold an election in the fall of the year. There, they will elect their appropriate number (four for the Twin Cities campus, three for the Duluth campus) of Pharm.D. I students to serve on the Honor Council. It is anticipated (but not required) that these students will continue on the Council during subsequent years.
- 3) Honor Council members will be automatically reinstated the following year unless they decline to serve. Elections to fill vacancies shall be held in a timely manner.

Section C. Requirements and Replacement of Honor Council Members

- 1) Honor Council members shall be in "good academic standing" as defined by the College of Pharmacy.
- 2) **The rule of absolute confidentiality:** Honor Council members (as well as other parties and witnesses involved in allegations or Honor Code cases) are required to refrain from discussion of any information they may become aware of relative to Honor Code allegations and cases with other students. This includes, but is not limited to, discussion of:
 - i) the nature of, specific details about, or disposition of allegations and cases
 - ii) the identity of any parties involved in allegations and casesHonor Council members shall refrain from leaving voice or computer messages intended for any party involved in allegations or Honor Code cases.
- 3) Any Honor Council member who fails to abide by the rule of absolute confidentiality shall be subject to dismissal from the Honor Council as well as further Honor Council action. Dismissal from the Honor Council requires a majority vote of the Honor Council.

Article VI. Procedures for Reporting a Violation

Students and Faculty

Students or faculty members who believe they have witnessed or have other knowledge of a violation of the Honor Code should involve the Honor Council in the matter by contacting (in person, via **direct** phone contact, or by the appropriate means as given on Honor Council's website) any member of the Honor Council or the Honor Council Advisor (the Associate Dean for Student Services). Reporting parties need *only* state that they wish to report a possible violation of the Honor Code and provide the following:

- a) *name*
- b) *class level (or "faculty")*
- c) *the class level of the person(s) believed to have violated the Honor Code*
- d) *phone (or office) number*

At this stage, reporting parties **need not** (and should not) identify the alleged violation or the person(s) believed to have been involved.

Preceptors

Preceptors who believe that have witnessed or have other knowledge of a violation of the Honor Code should involve the Honor Council in the matter by contacting the Director of Experiential Education. Preceptors need only state:

- a) *that they wish to report a possible violation of the Honor Code*
- b) *their name*
- c) *contact information*

This information shall then be forwarded to the Honor Council Chair for initiation of Honor Council procedures, conducted in conjunction with the Director of Experiential Education.

After a report is made to the Honor Council, the case shall be processed in accordance with Honor Council Procedures specified in the Honor Council's Constitution and Bylaws (available upon request), summarized in Article VII below.

Article VII. Overview of Honor Council Procedures

- 1) Reports of alleged violations of the Honor Code made to Honor Council members, the Honor Code Advisor or Director of Experiential Education are forwarded to the Honor Council Chair, who appoints a "Case Liaison" from among the Honor Council members.
- 2) The Case Liaison investigates the case by taking reports from the "accuser" and the "accused" and gathering any other evidence relevant to the report.
- 3) After the investigation, the Case Liaison consults with the Honor Council Chair and, if necessary, the Honor Council Advisor or entire Honor Council to determine that either a) "no basis" for the allegations exists or, b) recommends *formal review* by the Honor Council. If "no basis" is found, the report is dropped and all documents shredded.
- 4) Formal review of cases by the Honor Council involves *separate* meetings with a) the accuser and his/her witnesses and b) the accused and his/her witnesses. The Case Liaison may serve as a witness during formal review.

- 5) After formal review of cases, the Honor Council has two basic ways to dispose of a case:
 - a) **"Dismiss"**: the majority of voting Honor Council members feel that the evidence and testimony did not meet the standard of "more likely than not" that a violation did occur.
 - b) **"Violation"**: the majority of voting Honor Council members feel that the evidence and testimony did meet the standard of "more likely than not" that a violation did occur.
- 6) In the event of a decision to "dismiss", a report will be made by the Honor Council and shall be filed and maintained by the Honor Council.
- 7) In the event of a "violation" decision, the Honor Council shall propose a recommended sanction. Some possible recommended sanctions include, but are not limited to: written warning; probation; service; denial of privileges; counseling; assignment of "F" for the assignment; assignment of "F" for the course; temporary dismissal from the College; permanent dismissal from the College; a "bar" from holding an elected position in student organizations.

Regarding Honor Code Sanctions:

A student found in violation of the University of Minnesota, College of Pharmacy Honor Code shall be subject to academic and/or disciplinary actions administered by the Honor Council. Sanctions will be determined on a case-by-case basis, and will weigh heavily on consensus penalties, offense categorization, mitigating circumstances, and past cases. Consensus penalties were established by the Honor Council in an attempt to make penalties handed out in a given year more consistent. They are annually reviewed by the Honor Council and may be revised according to a majority vote among the sixteen elected members. Penalty categorization (*major, moderate, or minor*) and subsequent consensus penalty determination serve as a baseline when determining proper sanctions. After designating a violation with an appropriate penalty, additional factors (severity of the offense, mitigating circumstances, previous cases, previous violation history) will be taken into consideration. If an overwhelming number of additional factors are found, sanctions may either exceed or be less than originally suggested consensus penalties. Sanctions include, but are not limited to, suggested penalties. Additional options include, but are also not limited to: academic probation, loss of privileges, written warning, or service.

See ***Appendix A*** for the annually updated Consensus Penalties and Sanctions.

- 8) A student found to be in violation by the Honor Council shall receive a report which provides him/her with three options, namely:
- a) acknowledgment of the violation and acceptance of the recommended sanction
If this option is selected, the report shall be forwarded to the Associate Dean for Student Services for formal approval.
 - b) acknowledgment of the violation, but dispute of the recommended sanction
If this option is selected, the person found to be in violation shall propose an alternative sanction; the report shall be forwarded to the Chair of the College of Pharmacy Academic Standing Committee for review.
 - c) dispute of the finding of violation
If this option is selected, the report shall be forwarded to the Chair of the College of Pharmacy Academic Standing Committee and a formal hearing of that body called.
- 9) Results of review by the Honor Council will be made known to both the "accuser" and the "accused". *Results of review by the Honor Council may be appealed to the College of Pharmacy Academic Standing Committee by either party.*

Article VIII. Modification or Retirement of the Honor Code

- 1) Subject to approval by the College of Pharmacy faculty, the student body may modify or retire the Honor Code at any time. Student-initiated modification or retirement requires a 2/3 vote of the student body.

GOVERNING UNIVERSITY OF MINNESOTA POLICY

RELATIVE TO THE

COLLEGE OF PHARMACY HONOR CODE

The University of Minnesota Board of Regents' Policy on Student Conduct (adopted 7/10/70; amended 12/13/74, 3/11/94) delineates several "disciplinary offenses actionable by the University" (p.3), including *scholastic dishonesty* and *theft*.

The Policy defines "scholastic dishonesty" as follows:

"Submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a University academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement". (Section IV, Subd. 1)

"Theft" is addressed in Section IV, Subd. 6 of the Policy, which prohibits:

"Theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to the University, a member of the University community, or a campus guest".

For more information about these and other provisions of the Policy, contact the Dean's Office.

Appendix A. Honor Code Sanctions: Consensus Penalties (updated annually)

- 1) Consensus Penalties
 - a. First Offense
 - i. Committing a *major violation* will result in a MAXIMUM penalty of an F in the course and a one semester suspension.
 - ii. Committing a *moderate violation* will result in a MAXIMUM penalty of a C- grade cap in the course where the violation occurred.
 - iii. Committing a *minor violation* will result in a MAXIMUM penalty of a score of zero on the assignment for which the violation occurred (with the possibility of resubmitting the work for a grade upon professor approval).
 - b. Second Offense
 - i. Committing a *major violation* will result in a MAXIMUM penalty of an F in the course and dismissal from the University of Minnesota College of Pharmacy.
 - ii. Committing a *moderate violation* will result in a MAXIMUM penalty of an F in the course, and a one semester suspension.
 - iii. Committing a *minor violation* will result in a MAXIMUM penalty of a C- grade cap in the course in which the violation occurred.
 - c. Third Offense
Committing a *major, moderate, or minor violation* will result in a MAXIMUM penalty of an F in the course, and dismissal from the University of Minnesota College of Pharmacy.
- 2) Offense Categorization: (examples)
 - a. Major Violations
 - i. Cheating
 - “Copying with or without the other person’s knowledge during an exam.” [P]
 - “Using unauthorized notes during an exam.” [P]
 - “Doing class assignments for someone else.” [P]
 - “Turning in a paper that has been purchased from a commercial firm.” [P]
 - “Using a programmable calculator to store test information or otherwise passing information using electronic devices.” [N]
 - ii. Giving or receiving improper assistance
 - “Giving or receiving answers by the use of signals during and exam.” [P]
 - Providing examination questions or answers to other students who have not yet taken an exam.
 - iii. Plagiarism
 - Copying class assignments or lab reports prepared by someone else.
 - “Presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one’s own words, without giving proper acknowledgement.” [P]
 - Inadvertently or unintentionally “using the exact language of someone else without the use of quotation marks and without giving proper credit to the author.” [P]
 - iv. Fabrication
 - Making up or falsifying data for lab, clinical assignments, or patient contact.
 - “Changing a graded paper or answer sheet and requesting that it be regarded.” [Mawdsley 1994]
 - Providing false information on admissions application.
 - “Altering documents affecting academic records; forging signatures or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other University document.” [N]

- v. Stealing
 - “Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor.” [N]
 - “Stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use.” [N]
 - “Divulging the contents of an essay or objective examination designated by the instructor as an examination not to be removed from the examination room or discussed.” [B]
 - “Stealing class assignments from other students.” [P]
- vi. Others
 - “Providing false information in connection with any inquiry regarding academic integrity.” [N]
 - “Harassment of any parties to an Honor Council proceeding.” [M]
- b. Moderate Violations
 - i. Cheating
 - “Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.” [N]
 - ii. Giving or receiving improper assistance
 - “Collaborating with other students on assignments when it is not allowed.” [P]
 - iii. Others
 - “Intentional disturbance or distraction during an examination which interferes with the efforts of others.” [VM]
- c. Minor Violations
 - i. Fabrication
 - “Padding items on a bibliography.” [P]

Note: The sources used in this section are abbreviated as follows:

B = Constitution of the Baylor University Honor System; M = University of Mississippi School of Pharmacy Honor Code; N = Northwestern University’s “*University Principles and Safeguards*”; P = Purdue University Chapter of Alpha Lambda Delta’s “*Academic Integrity: A Guide for Students*”; VM = University of Minnesota College of Veterinary Medicine

3) Mitigating circumstances

- a. The following are considered potential mitigating circumstances:
 - i. Severe emotional stress directly linked to a violation.
 - ii. A plea of “In Violation” by the accused.
 - iii. Self-accusation made in good faith.
 - iv. Severity of violation (within the given assignment)
 - v. unintentionality
- b. The following are NOT considered potential mitigating circumstances:
 - i. Academic stress.
 - ii. New student status.
 - iii. Remorse, signs of rehabilitation.
 - iv. Non-academic effects of penalty.

4) Past Cases

Cases will be documented and stored in an official Honor Council file located in the Office of Student Services. Direct access to these files will be limited to the Honor Council chairperson and the faculty advisor. Past cases will be reviewed in the event of similar, impending cases. They will serve as a potential resource in determining appropriate sanctions.