

4 April 2000

TO: Members, University Senate

FROM: University Senate Council

RE: AGENDA ITEM: University Senate Meeting, Monday 10 April 2000  
Proposal to modify the College of Pharmacy Honor Code

**Background:** The College of Pharmacy, similar to all Colleges of the Medical Center, endorses an honor code under which its professional students conduct themselves. The current Honor Code was originally approved in 1983 and has not significantly been modified since its original implementation. The faculty of the College of Pharmacy approved the proposed new Honor Code at their meeting on August 17, 1999. The Honor Code was then approved by the Academic Council for the Medical Center, the Senate's Committee on Admissions and Academic Standards, and the University Senate Council.

**Rationale:** The principal changes in the new honor code being proposed include:

1. Modifying the membership on the Committee- this will facilitate including a broader array of student participation and formally include faculty representation. The current Honor Code provides representation on the Honor Code Committee based on leadership in other College student organizations,
2. Providing specific guidelines for the operation of the Committee
3. Expanding the scope of infractions that would constitute violation of the Honor Code. The current Honor Code limits infractions to cheating and plagiarism.

The modified Honor Code follows below.

## **I. Introduction**

### **A. Recognition of Responsibility**

Students of the University of Kentucky College of Pharmacy recognize that members of the pharmacy profession should subscribe to a set of ethical standards that recognizes our primary obligation to the patient and which fosters integrity and honor within our profession. We recognize our responsibility to society, other health professionals, and self. Furthermore, we

recognize the great trust society bestows on us as we administer to the health care needs of our patients. Because of this responsibility, we do hereby affirm and undertake to live within the privileges and duties accorded us and required by this Code.

#### B. Scope

The Honor Code supplies the statutes under which the College of Pharmacy Operates and prevents the possible implication of an innocent individual. These are:

When a member of the academic community suspects an Honor Code Violation, they must choose one of three options; a.) confront the person/s violating the Code individually; b.) confront the class as a whole; or c.) report the violation to the Honor Code Committee. Any member(s) of the academic community is obligated to take whatever action, as described above, they believe to be most effective to stop the academic misconduct or to prevent its recurrence.

1. In relation to the Honor Code, the faculty of the College of Pharmacy has the responsibility to:
  - a. Support the Honor Code.
  - b. Avoid placing the students in situations where violations of the Code may unintentionally occur.
  - c. Indicate conditions for carrying out the examination, such as, but not limited to, use of scratch paper, tools, appropriate seating arrangements and time allotment.
2. Students should bear in mind that (a) they are enrolled in the University as well as in the College, and therefore are subject to University Senate rules Part I, Article II, and Section 2.3 of the Code of Student Conduct, (Attachment- "Rights of the Accused") and (b) faculty shares with students the responsibility of maintaining academic integrity. The University Senate has outlined faculty responsibilities in regard to cheating and plagiarism. If a faculty member suspects a breach in academic integrity, the faculty member may proceed under the University Senate Rules, Section VI, 4.0.

## II. Honor Code Committee:

#### A. Composition

1. There will be a standing Honor Code Committee (HCC). The HCC will consist of one Pharmacy First Year (PY1) student, 2 Pharmacy Second

Year (PY2) students, 3 Pharmacy Third Year (PY3) students, and 4 Pharmacy Fourth Year (PY4) students with two of the four PY4 students as alternates, one administrator, and four faculty members.

2. The PY1 student will be elected from the class in January. Each April, each pharmacy class will elect another member for the HCC for the following year. Once elected, students will remain on the HCC until graduation, resignation by the student or removal of the student from the HCC by majority vote of the HCC. If there is more than one opening in a class in a given year, the class will elect a replacement member in September.
3. The Associate Dean for Academic Affairs will select the administrative member.
4. Faculty members will be proposed by the Nominating Committee of the Faculty and confirmed by majority vote of the Faculty. Initially, four faculty members (two basic sciences and two clinical) will be identified. One person each will have an initial term of one year, two years, three years, and four years (decided by lot). After the initial assignment of faculty, subsequent faculty appointments will have a four-year term. A faculty member may not serve more than two consecutive terms on the HCC.
5. The Chair of the HCC will be elected annually by the members of the HCC from the group of PY4 students on the HCC or from the group of four faculty members on the HCC. The Administrative member will appoint a non-voting member as a secretary annually from the College of Pharmacy staff who will provide staff support to the HCC during the proceedings.

### **III. Function**

The HCC will have the charges of influencing the culture of the institution by regularly reviewing the Code and educating incoming students about the Code and regularly re-educating students, faculty and staff about the Code. The HCC will develop materials and fair procedures as necessary.

### **IV. Specific Academic Misconduct**

#### **A. Definitions of Violations**

1. Lying

A pharmacy student must not deliberately misrepresent the truth. Lying includes gross negligence or intentional misrepresentation within the academic setting. Students must deal honestly with patients and colleagues, and strive to expose those pharmacy students deficient in character or competence, or who engage in fraud or deception.

If an individual lies concerning some matter but, later on his or her own initiative, tells the truth concerning the same matter before the individual is confronted with committing a breach of honor, this will be considered a mitigating factor in the case.

2. Cheating

A pharmacy student must not cheat. Cheating is defined, but not limited to, the wrongful giving, taking or presenting of any information or material by a student with intent of aiding the student or another in any academic work. Cheating can also include a student intentionally listening to or participating in a discussion of an examination, which the student is yet to take. It is understood that because of the nature of the pharmacy curriculum at the UK College of Pharmacy, a certain amount of teamwork and sharing of information is necessary for completion of assignments; however, these situations will be clearly identified by the course instructor.

Cheating on an examination can take a variety of forms including: a) discussing the examination with anyone except the instructor or the instructor's substitute until all students have taken the exam unless specifically authorized to do so by the instructor; b) giving, receiving, or soliciting unauthorized aid during any examination, take-home exam, or make-up exam before or after the regularly scheduled exam as been administered; c) using materials in any examination except those that are specifically authorized by the instructor; d) exchanging materials with another student during the examination unless authorized to do so by the written exam instructions; or e) violating any rules that the instructor has established for an examination period.

3. Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the facts, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain..

#### 4. Stealing

A pharmacy student must not intentionally take or acquire any property without permission. Stealing includes, but is not limited to: a) theft or conversion of property belonging to the College of Pharmacy or to another member of the College of Pharmacy community; and b) the misappropriation or destruction of property needed by other students for a specified academic endeavor.

#### B. Procedure

1. When a member of the academic community knows or suspects an Honor Code violation, they must do at least one of three things: a) confront the person/s violating the Code individually; b) confront the class as a whole; or c) report the violation to the HCC.
2. A complaint or concern may be forwarded to the HCC by a student/faculty or administrator in writing or by appearance at the committee meeting.

3. When a complaint or concern is received by the HCC, the following procedure will occur.
  - a. The full committee with a quorum (majority of members) present will consider the charge. All members may participate in the discussion. Any member who perceives a conflict will announce the conflict to the remaining members but may participate in the discussion after this announcement unless the Chairperson deems such participation to be inappropriate. The accused student may also identify perceived conflicts or other concerns regarding the HCC members to the chair. The chair may remove individual members of the HCC at any time during the proceedings if deemed appropriate.
  - b. All action of the HCC must be kept in complete confidence to ensure the protection of the innocent. Any member breaching confidentiality may be subject to removal from the HCC.
  - c. The HCC may, with the permission of the Dean, seek information concerning the suspected infraction from any source deemed necessary.
  - d. The HCC will interview all concerned parties.
  - e. To be considered guilty, the accused student must be found guilty by at least two-thirds vote of the total HCC membership.
  - f. If a student is not found guilty by the HCC, the case is dismissed and the records of the proceedings will be destroyed after one year. This shall be the responsibility of the Assistant to the Dean for Student Affairs.
  - g. If the student is found guilty, a written report of the proceedings and a recommended penalty will be submitted to the Dean of the College.
  - h. If the student is found guilty, written records, including the name of the violator, will be kept on file in the Assistant to the Dean's Office and a copy forwarded to the University Registrar according to Senate Rules Section VI, 4.0.
  - i. If a member of the HCC is charged with an infraction of the Honor Code, that member will remove himself or herself for the duration of the hearing. The Administrator will appoint a replacement from the alternates if available from that class or from the class officers of the member removed.
  - j. If an infraction occurs in a class instructed by a faculty member on the HCC, that member will step down from the HCC and will assume only the role of the involved instructor during the proceedings. The Administration will appoint a faculty alternate.
  - k. This Honor Code is subject to Part I, Article II, and Section 2.3 of the Code of Student Conduct dealing with the rights of the accused. (Attachment-“Rights of the Accused”).

## **VI. Penalties**

The penalty for violations of the Honor Code should reflect the degree of both the intention and the infraction. A range of penalties is necessary to cope with the myriad of possible situations.

Minimum Penalty for Cheating ---“ E “ in the course.

Maximum College Penalty --- Dismissal from the College.

When an agreement on a recommended penalty has been reached by the HCC, the recommendation is forwarded for consideration to the Dean. If the penalty is actual suspension or dismissal, it shall be imposed by the Chancellor only with the recommendation of the Dean of the College.

Implementation: Fall Semester, 2000

US Agenda: Pharmacy Honor Code 4.10.00