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College of Pharmacy
789 S. Limestone, 214C
Lexington, KY 40536-0596
<http://pharmacy.mc.uky.edu/>

Patrick J. McNamara, Ph.D.
Professor and Interim Dean
Phone: (859) 257-7896
Fax: (859) 257-2128
E-mail: pmcnamar@email.uky.edu

Memorandum

TO: Dr. Cynthia Beeman, Chair
Health Care Colleges Council

FROM: Patrick J. McNamara, Ph.D. 
Interim Dean and Professor

DATE: April 19, 2013

RE: **College of Pharmacy Honor Code Revision**

REQUEST:

The College of Pharmacy seeks University approval for its newly revised Honor Code, under University Senate Rule 6.6.0.

"Any school, college, or program may establish, with the approval of the Senate, an honor code or comparable system governed by the students with approval by and/or appeal to the faculty of such a college. When such an honor code or comparable system has been established by a college, the code shall apply, and the procedures for disposition of cases of academic offenses described in Section 6.4 shall not apply, only to suspected offenses by students enrolled in that school, college, or program, regardless of whether the offenses are committed in courses offered by the same or a different college."

RATIONALE:

A Legal Counsel review deemed the previously approved honor code inadequate to be legally defensible. Thus, the Honor Code was suspended in Fall 2012, and the University Senate Rules for suspected cases of academic offenses have since been used to adjudicate any suspected cases of misconduct. A revised honor code that addresses these vulnerabilities has been developed (see attached). The document was reviewed and approved by (as pertinent) the College Faculty (collectively, November 7, 2013) and the Faculty Council (March 21, 2013). See attachments for minutes from each meeting.

A summary of the revisions follows:

Previous Code's Inadequacies / Issues	Corresponding Change Made to Code
Suspected infractions could be pursued through honor code OR university-wide academic infraction process (inconsistent with Senate Rule 6.6.0)	<ul style="list-style-type: none"> • Singular process (Honor Code) to be used to address suspected academic misconduct has been clearly delineated
Scope of potential infractions was too broad, as stealing was included	<ul style="list-style-type: none"> • Scope narrowed to focus on lying, cheating and plagiarism • Stealing to fall under purview of Code of Student Code
Process to reported suspected misconduct was too vague (confront the suspect, confront the whole class, report the violation to a member of the Honor Code Committee)	<ul style="list-style-type: none"> • Singular process to report suspected misconduct (to Chair, Honor Code Committee)
Previous system was heavily driven by Faculty, which is counter to the student-driven philosophy of an honor code	<ul style="list-style-type: none"> • Committee composed of students, with two faculty members to serve as advisors
No venue to determine if there is sufficient evidence to warrant official charges / full investigation of charges, leaving a witness hesitant to report suspected misconduct if not completely certain infraction occurred	<ul style="list-style-type: none"> • Preliminary hearing process with a smaller group of the Committee, akin to a grand jury, developed
Vague description of hearing process made it difficult to assure student rights were preserved (due process), as well as challenging for Committee to ensure required procedures were followed	<ul style="list-style-type: none"> • Specific procedure for disposition of suspected misconduct developed, with processes similar to the Health Care Colleges Code of Student Professional Conduct http://www.uky.edu/regs/files/HCCcode.pdf
Sanction types were problematic (e.g., minimum sanction of final course grade of "E", no inclusion of XE or XF final course grades as possible sanctions, course coordinator's input not sought in administering sanctions), further lessening the likelihood of reports of suspected academic misconduct	<ul style="list-style-type: none"> • Sanction types expanded • Course coordinator will be consulted prior to administration of sanctions
Appeal process not addressed	<ul style="list-style-type: none"> • Appeals per Senate Rule 6.6.0 delineated

Faculty Council Meeting
Thurs., March 21st, 2013
10:30 a.m., 214F BPC

Present: Drs. Paul Bummer, Dave Feola, Joe Fink, Greg Graf, Craig Martin, Pat McNamara, Kim Nixon, and Todd Porter, and Kendra Harvey
Absent: Drs. Mikael Jones and Peggy Piascik
Guest: Kelly Smith

AGENDA ITEM	PRESENTATION/DISCUSSION	ACTION/FOLLOW-UP
Approval of Minutes	<ul style="list-style-type: none"> • Approved 1/17/13 minutes. • Dr. Fink recommended that it would be helpful if all College committees established the practice of distributing meeting minutes within a few days of committee meetings. This would be helpful for those members who were not available to attend the meetings and also it would be more efficient in addressing items in the minutes that require follow-up and perhaps are time sensitive. Council supported. • Dr. McNamara noted that when we complete the new committee assignments this spring, we can add verbiage regarding the timeliness of completing minutes in the committees' Standard Operating Procedures. 	<ul style="list-style-type: none"> • Ms. Harvey will post to Sharepoint.
Honor Code (Smith)	<ul style="list-style-type: none"> • Dr. Smith provided an updated copy of the revised Honor Code since it was last presented to the Council in January. Changes included (1) a streamlined Hearing panel process, with primary elements mirroring those used in the HealthCare Colleges Code of Professional Conduct and (2) an additional sanction option. • A draft of the Honor Code process was provided (attached). Discussion ensued regarding the instructor's involvement in the assignment of the final grade. Currently, the Honor Code can supersede the instructor's right to assign the final grade if the sanction involves a grade change. • A suggestion was made to provide the instructor an opportunity to consult with the Dean before a final grade is assigned, should a change in grade be part of the recommended sanctions. Council agreed this step is needed. • Another discussion point included the necessary verbiage in syllabi to be consistent with the Honor Code process. One suggestion was to note in the syllabi that the Honor Code process will be followed in the event of a possible violation. • The next step in this process, after the Faculty Council approves, is for the Honor Code to be presented to the HCCC. <ul style="list-style-type: none"> - <i>A motion was made to approve the updated Honor Code which will include adding the verbiage regarding the Dean consulting with the instructor before administering sanctions, should the sanctions involve a grade change. Motion seconded, approved, no opposition.</i> 	<ul style="list-style-type: none"> • Dr. Smith will update the Honor Code process as approved by the Council and proceed to the next step.
Faculty Advisors for CoP Student Organizations (Dr. Smith)	<ul style="list-style-type: none"> • Dr. Fink reviewed previous issues on this topic which include (1) how much recognition is given to the service of being a Faculty Advisor, particularly in performance evaluations (2) the need for a process in which students submit for the establishment of a new student organization (3) the need for a process as to how faculty advisors are selected and (4) the need for periodic reviews of the organizations and their productivity. • An immediate challenge is that students will soon be working on fall committee compositions and need to know how to proceed. In addition, there are a couple of organizations students want to establish now (i.e. pediatrics) and they have been put on hold until the students have more 	<ul style="list-style-type: none"> • Council will continue to review information provided by Dr. Smith.

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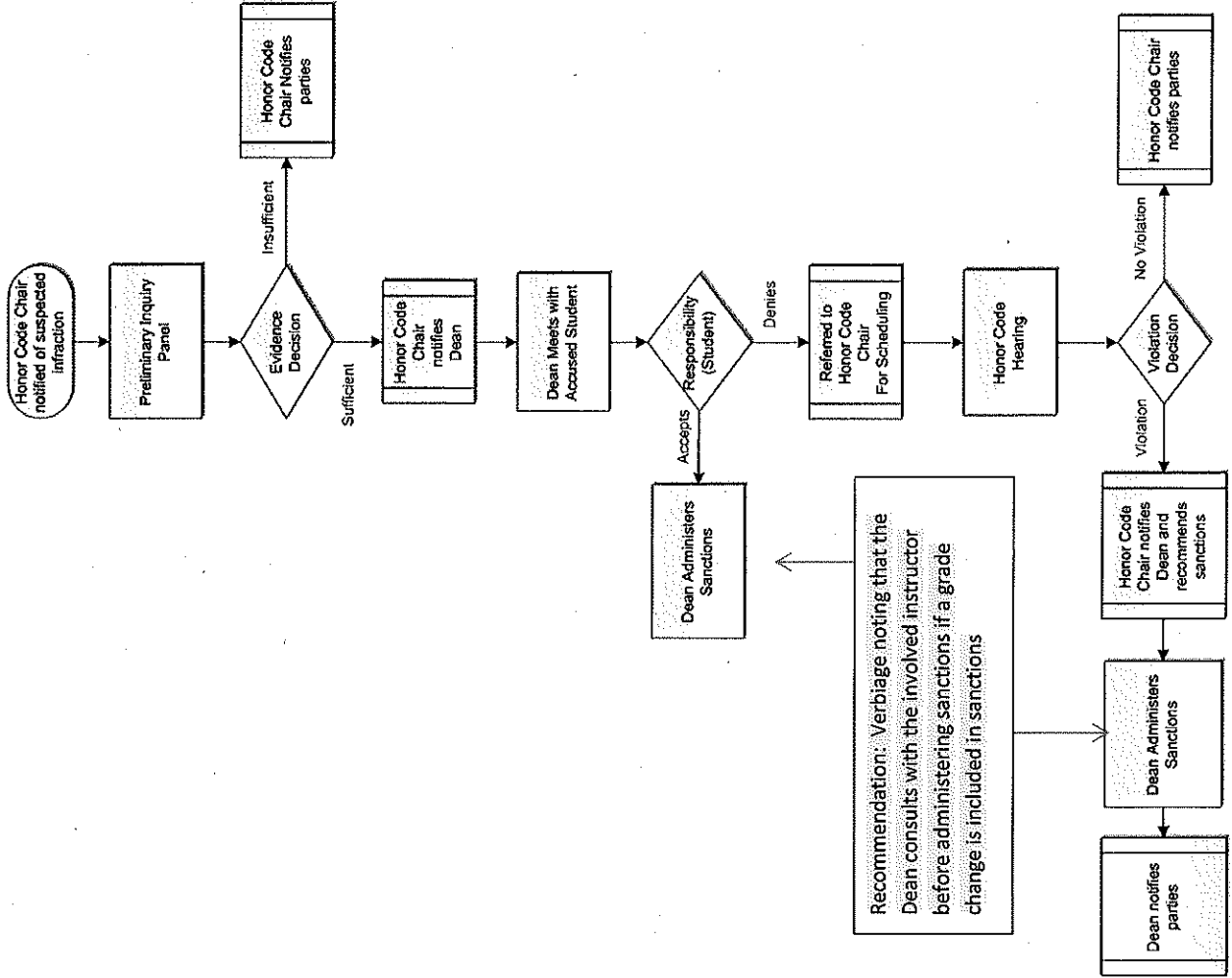
	<p>guidance from the College.</p> <ul style="list-style-type: none"> • Dr. Smith and Mr. Erena continue collecting input from students regarding current organizations including their affiliations, major activities, mission/objectives and the role of their advisors for Faculty Council review. • Dr. Smith noted that recently one of our student organizations visited eastern Ky. and there was an issue regarding the interpretation of the purpose of the trip by individuals in Hazard. Dr. Smith has recommended to Dr. Macaulay that she attend a future Council meeting to discuss what they learned from the experience for future organizational events. • Council agreed there were two major issues needing addressed: <ul style="list-style-type: none"> - Assignment of advisors (establish process, look at how many faculty advisors and student organizations we currently have) - Establish a process and oversight 	
<p>Senate Council (Dr. McNamara)</p>	<ul style="list-style-type: none"> • Dr. McNamara noted a concern raised by University Senate Council regarding an oversight in changing the Senate Rules relating to the requirements of the PharmD degree in the mid-90s. Efforts are underway to address this oversight. 	<ul style="list-style-type: none"> • Dr. McNamara will work with Richard Greissman to resolve before involving the Faculty Council further.
<p>Transformative Proposals (Dr. McNamara)</p>	<ul style="list-style-type: none"> • Dr. McNamara provided a draft of the review process for External Advisory Board members who agree to participate in the proposal reviews. • EAB members are being asked to complete a confidentiality statement before being provided the proposal information. • Dr. McNamara noted that because he submitted a proposal, he will not be participating in the review process. Drs. Tracy and Fleishaker, EAB Chair, will be shepherding the process. <ul style="list-style-type: none"> - <i>A motion was made to endorse the Review Process. Motion seconded, approved, no opposition.</i> 	
<p>Review/Approve Committee SOPs (approve revisions)</p>	<ul style="list-style-type: none"> • Faculty Council approved the Standard Operating Procedures for: <ul style="list-style-type: none"> - Student Affairs Comm. - Graduate Program Comm. - Honor Code Comm. • The only remaining SOPs for Council to review are Admission's. These are currently being finalized by the Admissions Committee. 	<ul style="list-style-type: none"> • SOPs will be added to the Governance Document.
<p>Calendar</p>	<ul style="list-style-type: none"> • April 8-10 – SACS visit • April 17th – CoP faculty meeting • April 18th – Faculty Council meeting (3rd Thurs. of every month) • May 23rd – Faculty Retreat @ Boone Ctr. 	

Meeting adjourned at 11:30 a.m.

**Faculty Council Meeting
 Thurs., March 21st, 2013
 10:30 a.m., 214F BPC**

FOLLOW-UP ITEMS	
Faculty Advisors for CoP Student Orgs	<ul style="list-style-type: none"> • Plan is to have process in place by the end of the spring semester.
New Financial Model	<ul style="list-style-type: none"> • Invite Melody Flowers to the April meeting for an update (unable to make the March meeting as planned).
SOPs	<ul style="list-style-type: none"> • Admissions SOPs need to be approved by the Council once committees approve. Kendra will then post to Sharepoint and add to the governance document.

Faculty Council Meeting
Thurs., March 21st, 2013
10:30 a.m., 214F BPC



**College of Pharmacy Faculty Meeting
Wednesday, Nov. 7th, 2012 @ 3:00 p.m.**

AGENDA ITEM	PRESENTATION/DISCUSSION	ACTION/FOLLOW-UP
Call to Order	<ul style="list-style-type: none"> The meeting was called to order at 3:00 p.m. by Dr. Bummer. 	
Meeting Minutes		<ul style="list-style-type: none"> Minutes will be posted on SharePoint
Report from the Dean		
Budget Update (Dr. Tracy)	<ul style="list-style-type: none"> Dean Tracy updated the faculty on the status of the budget realignment. For the new FY 14 budget, comparing May estimates to more recent, revenues have increased and therefore the debt service pool has been reduced. The impact this will have on the CoP includes a lower reduction need in our CoP budget (\$293k rather than \$587k) and the potential to receive another ~\$145k (most likely not recurring and is performance based). We need to continue our efforts to be more effective and efficient. 	
Transformative Initiatives (Dr. McNamara)	<ul style="list-style-type: none"> Salim Ismail, Founding Executive Director for Singularity University, provided a talk at the recent AAPS meeting in Chicago regarding technological changes and preparing for the future. Dr. McNamara discussed the fast pace at which technology continues to improve and the effect it is having on healthcare education and research. Highlights included transformative technology as it relates to online education, medical informatics, and healthcare. A brief presentation (Ted Talk) by Dr. Daniel Kraft from Singularity University was viewed by faculty which provided more information regarding transformative technology as it relates to healthcare. At the recent CoP External Advisory Board meeting in October, Dean Tracy discussed a Transformative Project Funding Initiative. The Board members were very supportive and encouraging of the initiative and are even willing to consider opportunities within their companies. Details of the initiative include: <ul style="list-style-type: none"> Opportunity for faculty to submit project proposals, which are transformative, in the areas of research, education, practice and service. Collaboration across campus are acceptable so long as the PI is a faculty member of the College and the research impacts the mission of the CoP. Graduate students and professional program students are permitted to participate in the projects as well. The initiatives will be supported by non-recurring funding. Individual awards range from \$10,000 to \$100,000 for accepted initiatives. Submissions are due by March 15, 2013 (five page document) and includes the vision for the transformational project, an impact statement on area and a budget. The CoP External Advisory Board will then review the proposals in April and those accepted will be awarded on July 1, 2013. Detailed guidelines will be provided in the near future. 	
Associate Dean for Research Office Update (Dr. Dwoskin)	<ul style="list-style-type: none"> Dr. Dwoskin reminded faculty of Publications Highlights! This involves one new publication being highlighted on the CoP website each month to recognize outstanding research. Faculty, post-docs, grad students and staff are welcome to submit. Pubs are due to Charolette Gariand the 2nd Friday of each month by noon. Criteria include authors whose primary appointments are in the CoP and publications that have been published within the last three months, or are currently in press. 	

**College of Pharmacy Faculty Meeting
Wednesday, Nov. 7th, 2012 @ 3:00 p.m.**

	<ul style="list-style-type: none"> • The Research Advisory Council (RAC) will make the final selections. • Each year, one publication from the 11 monthly highlights will be chosen by the RAC as the Best CoP Publication. The recipient will be treated to dinner with Dean Tracy. • The next Grant Writers Workshop will be held Jan. 14 & 15, 2013. • Dr. Dwoskin noted some changes in the IP process which include: <ul style="list-style-type: none"> ○ IP is awarded based on first to file disclosure, no longer based on the date when the idea was first conceived. ○ Examiners' are taking away 12 month grace period. ○ Authors on a publication are not necessarily inventors on the associated disclosure. • Dr. Zhan presented an overview of his current research. He was recently awarded a ROI for Development of a Cocaine-Metabolizing Enzyme for Drug Overdose Treatment. 	
Reports of Committees		
Faculty Council (Dr. Fink)	<ul style="list-style-type: none"> • The Council is up and running and have held two meetings. They are now meeting monthly. • If you have items you would like the Council to address, please let one of the committee members know. Members include Drs. Bummer, Graf (ex-officio), Feola, Fink, Jones (Mikael), Martin, Nixon, Piascik and Porter (ex-officio). • The President will be visiting the CoP on Dec. 20th and meeting with Faculty Council members. If you have issues or items you would like the Council to address with the President, please let Dr. Fink or other members know. 	
New Business		
FY13 College Committees (Dr. McNamara)	<ul style="list-style-type: none"> • The major addition to the CoP committees is the establishment of the Student Affairs Committee. This new committee consists of the previous HCCBC, Honors and Recognition and Scholarship functions. <ul style="list-style-type: none"> - <i>A motion was made to accept the most recent FY13 CoP Committee Memberships. Motion seconded, approved, no opposition.</i> • We are currently collecting the Standard Operating Procedures for all committees and hope to have them by the end of the semester. After which we will add to the governance document so it can be forwarded to Mr. Davy Jones and eventually the senate. 	
SACS Update (Ms. Garces)	<ul style="list-style-type: none"> • The off-site team review is due back to UK the week of Nov. 19th (Summary of Focused Report). • The Quality Enhancement Plan (QEP) is a core component of SACS accreditation. According to SACS, this is a "...a carefully designed course of action that addresses a well-defined and focused topic or issue related to enhancing student learning." UK's QEP is titled Presentation U, and is aimed at providing multimodal communication across the curriculum. • Because of the importance placed on the QEP, it is imperative that everyone is familiar with Presentation U and is able to discuss it if asked by the SACS team. Communication efforts will be increased to keep everyone informed and other reminders such as flyers, bookmarks, etc. will be made provided. • The final QEP proposal will be submitted in January 2013. • The SACS on-site visit will be April 9-11, 2013. 	<ul style="list-style-type: none"> • Ms. Garces will provide faculty with links to UK sites which provide more information regarding SACS and Presentation U.

**College of Pharmacy Faculty Meeting
Wednesday, Nov. 7th, 2012 @ 3:00 p.m.**

<p>Faculty Searches (Dr. Leggas)</p>	<ul style="list-style-type: none"> • Dr. Leggas provided an overview of upcoming faculty candidate visits for the current searches. <i>Clinical and Experimental Therapeutics</i> • Dr. Lamba will be visiting on Nov. 28-29. Dr. Lamba is currently an Associate Professor in the Department of Experimental and Clinical Pharmacology at the University of Minnesota College of Pharmacy. • Dr. Jeong will be visiting on Dec. 18-19. She is currently an Associate Professor in the Departments of Pharmacy Practice and Biopharmaceutical Sciences at the University of Illinois of Chicago. <i>PS Chair</i> • Dr. Val Watts will be visiting Nov. 14-15. Dr. Watts is currently Professor and Associate Head of the Department of Medicinal Chemistry and Molecular Pharmacology at Purdue University. <i>Medicinal Chemistry</i> • Dr. Sylvie Garneau-Tsodikova will be visiting on Nov. 19-20. She is currently an Assistant Professor of Medicinal Chemistry at the University of Michigan College of Pharmacy. 	
<p>Honor Code Update (Dr. Record)</p>	<ul style="list-style-type: none"> • There have been significant changes to the Honor Code and highlights include: • It will be student driven rather than led by faculty. The Chair will be an elected PY3. • Faculty will participate in an advisory capacity, will participate in initial investigations and hearings but will not vote. • It is in alignment with University Senate definitions and endorsed by UK Legal Counsel. • If deemed there is sufficient evidence against the accused student, the student will be notified by the Associate Dean for Education. After an informational meeting, if the student accepts responsibility, he will be counseled and the proposed disciplinary sanctions outlined. If the student denies responsibility, the matter will be referred back to the HCC for a hearing. • UK Legal Counsel will assist in all hearings and the accused student is allowed an Advisor (attorney). • Dean of Education shall accept the findings from of the panel but has some latitude regarding sanctions. • Discussion ensued and there was a question regarding if the course director still establishes the grade for the student and/or is this separate from the sanction? What if the sanctions mandate a grade change and the course director does not agree with the grade? • Dr. Smith noted that the sanction may include a grade change and the course coordinator could then talk to their department Chair. • Dr. Wermeling pointed out that it is noted in the syllabi that the instructor assigns the grade. This would seem in conflict with a grade sanction being mandated, especially if the instructor doesn't agree with the change. 	

**College of Pharmacy Faculty Meeting
Wednesday, Nov. 7th, 2012 @ 3:00 p.m.**

	<ul style="list-style-type: none"> • One recommendation is for the instructor to be consulted, to make it fairer for the student. This is not addressed in the Honor Code at the moment. • Dr. Freeman recommended posting the latest version of the Honor Code on Sharepoint for faculty to review and provide comments. - <i>A motion was made to post the revised Honor Code on Sharepoint for faculty to review and provide feedback to the Faculty Council. At which time, Faculty Council will finalize and bring forward for approval. Motion seconded, approved, no opposition.</i> 	
Announcements		
	<ul style="list-style-type: none"> • Faculty candidate visits <ul style="list-style-type: none"> ○ Nov. 14-15 – Dr. Watts, PS Chair candidate ○ Nov. 19-20 – Dr. Garneau-Tsodikova, Med Chem Candidate ○ Nov. 28-29 – Dr. Lamba, CET candidate ○ Dec. 18-19 – Dr. Jeong, CET candidate • Dates for FY13 Faculty Meetings (Feb. 5/April 17 @ 3:00 p.m.) 	

Meeting adjourned at 4:55 p.m.

Honor Code (University of Kentucky College of Pharmacy)

Proposed Revision – April 15, 2013

I. Introduction

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 recognize our primary obligation to the patient and which foster integrity and honor within our profession. We recognize our responsibility to our patients, society, other health professionals, and self. Furthermore, we recognize the great trust society bestows on us as we serve 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.

II. Principles

- A. The purpose of the Honor Code is to promote and embrace the ideals of honesty and integrity. Furthermore, if each student and each faculty member fulfill their responsibilities to maintain these ideals, the culture promoted by the Honor Code will be maintained.
- B. The Honor Code is based on the principle that a student, when placed on his or her honor, will not violate that trust.
- C. Both students and faculty have an ethical and professional obligation to report any suspected violation.

1. Student Responsibilities

- a. Understand the definition of academic misconduct
- b. Refrain from committing any acts of academic misconduct
- c. Understand the instructions for each assignment, quiz, or examination
- d. Engage in appropriate classroom and laboratory conduct
- e. Take appropriate actions when acts of academic misconduct are observed

2. Faculty Responsibilities

- a. Communicate clearly in writing the instructions for each assignment
- b. Design and administer examinations that minimize the opportunity for scholastic dishonesty
- c. Actively and consistently promote a classroom environment conducive to learning
- d. Evaluate assignments on the basis of reasonable expectations given the difficulty of the assignment
- e. Support the Honor Code

III. Prohibited Conduct

A. Lying

A pharmacy student must not deliberately misrepresent the truth. Lying includes gross disregard for the truth or intentional misrepresentation within the academic setting. Students must deal honestly with patients and colleagues, and report 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.

B. 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 any graded activity (referred to collectively hereafter as examination), which the student has 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 in the context of an assignment or examination can take a variety of forms, including but not limited to: a) discussing the examination with anyone who has not taken the exam; b) giving, receiving, or soliciting unauthorized aid during any examination, take-home exam, or make-up exam before or after the regularly scheduled exam has 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; e) use of previous examination materials, without the consent of the instructor, that would give a student a perceived unfair advantage; or e) violating any rules that the instructor has established for an examination period.

C. 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 is a published article, chapter of a book, a paper from a friend or some file, or wherever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that 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 that are so generally and freely circulated as to be a part of the public domain.

D. Failure to Report an Honor Code Violation

Failing to report a suspected Honor Code Violation to the Honor Code Committee (HCC) is itself a violation of the Honor Code.

IV. Reporting Process

1. Students, faculty or staff shall report any suspected violation of the Honor Code directly to the Chair of the HCC.

V. Honor Code Committee

A. Function

The HCC serves to advise the Dean of the College of Pharmacy in suspected cases of academic misconduct. Specific committee charges include:

1. Administering the student inquiry process as defined by the College of Pharmacy Honor Code.
2. 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.
3. Developing materials and fair procedures as necessary.

B. Composition, Member Selection and Roles

1. There will be a standing College of Pharmacy Honor Code Committee (HCC). The HCC will consist of one Pharmacy First Year (PY1) student, two Pharmacy Second Year (PY2) students, three Pharmacy Third Year (PY3) students, four Pharmacy Fourth Year (PY4) students, one administrative staff secretary, and one faculty advisor from each department in the College of Pharmacy.
2. The first PY 1 student will be elected from their class in January. Each April, the PY1, PY2 and PY3 classes will each elect one additional student from their respective classes to serve on the HCC. Once elected, students will remain on the HCC until graduation, resignation by the student, removal of the student from the HCC by majority vote of the HCC, or removal of the student by the Dean for failure to maintain good academic or professional standing. A new student representative shall be elected by the class affected.
3. An administrative staff member will be appointed annually by the Dean to serve as Committee Secretary. This member will not have voting privileges.
4. Faculty advisors will be nominated by the Faculty Council and appointed by the Dean. Each term will be two years and each year new faculty advisor(s) will be appointed to replace the outgoing faculty from that department. A faculty advisor may not serve more than two consecutive terms on the HCC. Faculty advisors will not have voting privileges.
5. Elections will be held annually in April by the student members of the HCC to select a Chair and Vice Chair. The term of office for each position will begin on graduation day of the year they are elected and conclude on graduation day the following year. The Chair of the HCC will be a PY3 student during the year they serve. The Chair must have at least one year of experience on the HCC to be eligible to serve. The Chair will coordinate all business of the committee, facilitate preliminary inquiries, facilitate inquiries of the HCC, and provide all official committee communications. The Vice Chair will be a PY3 student with at least one year of experience on the HCC. The Vice Chair shall serve in the absence of the Chair, or in cases in which the Chair shall recuse him/herself from participating.

VI. Committee Procedures

1. When a Pharmacy student, faculty member or staff member knows or suspects an Honor Code violation, he/she shall report the violation to the chair of the HCC.
2. A complaint or concern shall be forwarded to the HCC chair 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 chair, the following shall occur within ten (10) working days:
 - a. A preliminary inquiry panel shall be empanelled to determine if there is sufficient evidence that an Honor Code violation has occurred.
 - b. This preliminary inquiry shall be conducted by the HCC Chair, advised by one HCC faculty advisor, and assisted by the Secretary. Two HCC student members, who are at least in their third professional year, shall be named to the panel.
 - c. The preliminary inquiry shall include the following:
 - i. A meeting with the person who allegedly violated the Honor Code;
 - ii. A meeting with the person(s) who reported the alleged violation;
 - iii. A meeting with other witnesses with direct knowledge of the alleged violation; and
 - iv. A review of any other relevant evidence and the applicable policies, standards, and rules.
 - d. A simple majority vote of the preliminary inquiry panel shall be sufficient to determine if there is sufficient evidence that an Honor Code violation occurred, or that the charges should be dismissed. The Chair shall cast a vote only in the case of a tie.
 - e. The preliminary inquiry panel shall complete its investigation and vote on the matter within fifteen (15) business days after being empanelled. If after the preliminary inquiry it is determined that there is not sufficient evidence that an Honor Code violation occurred, the Chair shall send official communication of the outcome of the preliminary inquiry to the alleged violator, the course instructor, the chair of the department for the corresponding course, the Academic and Student Affairs Dean, and the Dean.
 - f. If after the preliminary inquiry it is determined that there is sufficient evidence that an Honor Code violation occurred, the HCC Chair shall notify the Dean of the preliminary inquiry panel's findings. The accused student shall receive written notice via first class mail and by email within the UK email system from the Dean informing him/her of (1) the charge; (2) the policies or regulations the student is charged with violating; and (3) the possible penalties if found responsible for the charge.
 - g. Within fifteen (15) business days of the date the written notice is mailed to the student, the Dean shall schedule an informational meeting with the student during which the accused student shall be asked to state whether he/she is "responsible" or "not responsible" for the alleged violation of the Honor Code. The Dean shall counsel the student and outline the proposed disciplinary sanction, following a consultation with the faculty coordinator of the course in which the violation occurred, that will be imposed on the student. If the student denies responsibility for the alleged violation or refuses to comply with the proposed sanction, the Dean shall refer the matter to the Chair of the HCC for consideration by the full HCC. If the student fails to respond to the letter or fails to attend the informational meeting within the specified time period, the Dean will deem that the student has denied responsibility for the pending charges and refer the matter to the Chair of the HCC for consideration by the full HCC.

When the Dean refers an alleged Honor Code violation for consideration by the full HCC,

The Chair shall:

- i. Convene the HCC within fifteen (15) working days of the Dean's referral of the matter;
 - ii. Cast a vote only in the case of a tie;
- h. The Chair must be present for the HCC to conduct its business.
- i. The following procedures shall be followed by the HCC:
 - i. The student shall be notified by the Chair of the HCC's composition with sufficient time to permit the student to identify any member of the panel who in the opinion of the student has a conflict of interest and recommend the member be recused;
 - ii. The student may request that any member of the HCC be disqualified on the ground of personal bias. The Chair shall make the determination either to retain or disqualify a member;
 - iii. A simple majority of the voting members of the HCC shall constitute a quorum;
 - iv. The HCC inquiry shall include the following:
 - (a) A meeting with the person who allegedly violated the Honor Code;
 - (b) A meeting with the person(s) who reported the alleged violation;
 - (c) A meeting with other witnesses with direct knowledge of the alleged violation; and
 - (d) A review of any other relevant evidence and the applicable policies, standards, and rules.
 - (e) The information discussed by the HCC shall be treated confidentially and shall not be discussed with those not involved with the inquiry;
 - (f) The standard of proof that shall apply is that a finding of responsibility is to be established by a preponderance of the evidence. A preponderance of the evidence means that there is evidence that it is more probable than not that the violation occurred;
 - v. After considering all the evidence, the HCC shall reconvene without the student present to discuss and determine whether a violation of the Honor Code has occurred and, if so, to recommend a sanction to the Dean;
 - vi. At the conclusion of its deliberations, the HCC shall provide a written report to the Dean within seven (7) business days that summarizes whether or not a violation of the Honor Code has occurred. If yes, the HCC shall recommend an appropriate sanction to the Dean in the written report.
 - vii. If after the deliberations it is determined that an Honor Code violation did not occur, the Chair shall send official communication of the outcome of the committee's deliberations to the alleged violator, the course instructor, the chair of the department for the corresponding course, the Academic and Student Affairs Dean, and the Dean.

VII. Sanctions

1. The Dean shall accept the determination of the HCC as to whether a violation of the Honor Code occurred. Following a consultation with the faculty coordinator of the course in which the violation occurred, the Dean may impose a sanction that is less than, the same as, or greater than that recommended by the HCC. The Dean shall notify the student in writing by first class mail of the decision within seven (7) business days following the receipt of the HCC's report. The Dean shall also inform the Chair of the HCC, the course instructor, the chair of the department for the corresponding course, and the Academic and Student Affairs Dean. The Dean's decision shall be final.
2. All disciplinary sanctions imposed on a student are cumulative in nature. All prior disciplinary actions noted in a student's file may be used in the punishment phase of subsequent cases of Honor Code violations committed by that student, and may result in more severe consequences than would otherwise have been the case.

3. Sanctions imposed by the Dean for violation(s) under the Honor Code shall include, but are not limited to, one or more of the following:
 - a. A written warning, including statements on expectations for future conduct and consequences if a subsequent violation of the Honor Code occurs;
 - b. A requirement that the student perform extra academic work (failure to complete the extra work will result in a grade of E);
 - c. A failing grade for an assignment or examination;
 - d. A reduction in the final grade in the course by a specified number of levels;
 - e. A final grade of E for the course;
 - f. A final grade of XE (representing failure in a course due to an academic offense) or XF (representing failure in a pass—fail course due to an academic offense) for the course, as defined by University Senate Rules.
 - g. Dismissal from the College with possible readmission under conditions specified at the time of dismissal and upon successful petition of the Dean; and
 - h. Termination as a student without the possibility of readmission to the College.
4. The record of disciplinary cases shall be maintained in the College of Pharmacy Office of the Dean of Students.
5. All actions of the HCC must be kept in complete confidence to ensure the protection of all participants. Any member breaching confidentiality may be subject to removal from the HCC.

VIII. Appeal

1. A student found guilty of committing an offense subject to the College of Pharmacy Honor Code may, pursuant to University Senate Rule 6.6.0, appeal through the Academic Ombud to the University Appeals Board.

Ellis, Janie

From: Brothers, Sheila C
Sent: Wednesday, October 09, 2013 3:48 PM
To: Ellis, Janie
Subject: FW: HCCC Transmittal: Pharmacy Honor Code
Attachments: Pharmacy Honor Code Revision Approval Request Packet April 2013.pdf

Staff Representative to the Board of Trustees
Office of the Senate Council
Phone: (859) 257-5872

From: Lindsay, Jim D.
Sent: Wednesday, June 05, 2013 10:04 AM
To: Brothers, Sheila C; Blonder, Lee
Cc: Beeman, Cynthia S; Smith, Kelly
Subject: HCCC Transmittal: Pharmacy Honor Code

June 5th, 2013

T R A N S M I T T A L

TO: Lee X. Blonder, Chair and Sheila Brothers, Coordinator
Senate Council

FROM: Cynthia Beeman, Chair and Jim Lindsay, Coordinator
Health Care Colleges Council

On June 4th 2013 the Health Care Colleges Council approved the following proposal via electronic vote and is now being transmitted to the Senate Council Office.

College of Pharmacy

- Pharmacy Honor Code Revision

Jim Lindsay
Digital Measures Coordinator
Health Care Colleges Council Coordinator
Staff Senator - Provost Precinct
Faculty Advancement Office
University of Kentucky, 205 Frazee Hall
Lexington, KY 40506-0031 Ph. (859) 323.6638
<http://www.uky.edu/Provost/APFA>
"Creativity yields innovation"