

# Academic Integrity and Professional Conduct

School of Pharmacy and Pharmaceutical Sciences, University at Buffalo

Approved by SPPS Faculty March 14, 2019

This policy is effective with the commencement of the Fall 2019 semester

This School of Pharmacy and Pharmaceutical Sciences (SPPS) policy on Academic Integrity and Professional Conduct applies to all professional pharmacy students enrolled in the PharmD program. Students in other programs, that is, the Pre-Pharmacy, BS, MS and PhD programs, are bound to the appropriate academic integrity policies of their respective University at Buffalo Undergraduate or Graduate School<sup>1</sup>.

This policy addresses specific ethical rules, professional requirements, and professional standards of conduct for pharmacy students. In instances of suspected or alleged misconduct, the policy and procedures define the requirements to notify a pharmacy student; opportunities for the student to respond to a charge; and conditions and methods for a student to appeal beyond the SPPS level to the Dean of the Graduate School; as well as procedures for reporting integrity cases to the Office of Academic Integrity<sup>1</sup>. In general, appeals beyond the school level are evaluated based only on compliance with applicable due process.

## Academic Integrity and Professional Conduct

### Preamble

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

The profession of pharmacy demands adherence to a set of high ethical standards. Professional conduct is essential to the pharmacists' role in the lives of patients, colleagues, and society.

As such, pharmacy students must demonstrate professional conduct with patients, other health care professionals, faculty, staff and students. This includes maintaining confidentiality regarding patient care, and abiding by all laws and regulations regarding medications and property. This conduct must be demonstrated both on and off campus, including at assigned rotation sites.

### Scope of Policy

All SPPS faculty, staff and pharmacy students are expected to be familiar with and abide by this policy. These procedures are to be followed for each instance of suspected or alleged academic integrity or professional misconduct.

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<sup>1</sup> UB Office of Academic Integrity Policies <https://www.buffalo.edu/academic-integrity/policies.html>

This policy will be upheld at all programs, events, and activities affiliated with, sponsored by or sanctioned by the SPPS. This includes curricular, co-curricular and extracurricular activities, which may occur on University property, at assigned rotations site, or at other off-campus locations. This policy shall be operative when such student conduct may have an adverse impact on the University, the SPPS, faculty, staff, students, patients, or clinical staff; or on the student's fitness for continued enrollment in the SPPS; or on the pharmacy student's fitness for the pharmacy profession.

When an instance of suspected or alleged academic dishonesty or professional misconduct by a pharmacy student arises, it shall be resolved according to the following procedures. These procedures assume that many questions of academic dishonesty or professional misconduct will be resolved through consultation between the student and the Complainant<sup>2</sup> (a process known as consultative resolution, as explained below).

### Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- ***Aiding in academic dishonesty.*** Knowingly taking action that allows another student to engage in an act of academic dishonesty including, but not limited to: completing an examination or assignment for another student; and stealing an examination or completed assignment for another student.
- ***Cheating.*** Including, but not limited to: use of any assistance, including looking at work of other student(s) taking quizzes, tests, or examinations not authorized by the course instructor(s); aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems, or carrying out other assignments; stealing tests or other academic material belonging to the course instructor(s).
- ***Falsifying academic materials.*** Including, but not limited to: fabricating laboratory materials, notes, reports, or any form of data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; submitting a report, paper, materials, any form of data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment; altering incorrectly compounded "prescriptions" in Professional Practice Laboratory with the intent to deceive the instructor.
- ***Misrepresenting documents.*** Forgery, alteration, or misuse of any University or official document, record, or instrument of identification.
- ***Plagiarizing.*** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas); representing the work of another as one's own in any other manner.
- ***Possessing unauthorized instructor materials.*** Copying and distributing instructor materials and notes without prior permission of the instructor.
- ***Purchasing academic assignments.*** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
- ***Selling academic assignments.*** Selling or offering for sale (involving any form of compensation), any academic materials (except for textbooks or other publically available materials) to any person, entity (for example, internet websites), or student enrolled at the University. No person shall offer any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller

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<sup>2</sup> Note: "Complainant" will be used herein to broadly include instructor, course coordinator, preceptor, faculty, staff, student or other credible individual who alleges that a student has committed an act of academic dishonesty or professional misconduct.

knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.

- **Submitting previously submitted work.** Submitting academically required material that was previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.
- **Other instances as defined by the SPPS PharmD Progression Committee.**

## Examples of Professional Misconduct

Professional misconduct includes, but is not limited to, the following:

- **Conviction of a crime.**
- **Failing to report an omission of, or commission of, an error in treatment or medications.**
- **Failing to return or provide copies of records on request.**
- **Falsifying patient records or fabricating professional care or patient experiences.** Including, but not limited to, intentionally altering or misrepresenting documentation of patient or health care data in any form.
- **Possession of illegal drugs or medications not specifically prescribed for the individual with the intent of misuse, re-distribution, or sale.**
- **Practicing under the influence of alcohol, medications that demonstrably impair performance or illegal drugs.**
- **Providing professional care in an unsafe or harmful manner.** Including, but not limited to, engaging in acts of gross incompetence or gross negligence on a single occasion; engaging in acts of negligence or incompetence on more than one occasion; practicing beyond the scope of the profession.
- **Refusing a patient service because of race, creed, color, or national origin.**
- **Releasing confidential information without authorization.**
- **Theft.** Including, but not limited to theft of drugs or merchandise, equipment, etc. from the school, internship or experiential rotation site.
- **Engaging in sexual or other unlawful harassment.**<sup>3</sup>
- **Other instances as defined by the SPPS PharmD Progression Committee.**

## Consultative Resolution

### Step 1 Filing of a Complaint and Consultative Investigative Process

It is strongly advised that the Complainant and student each consult with the SPPS Office of Student Success and Engagement (OSSE) for guidance with following this policy.

**If the Complainant is an instructor or course coordinator:** If the Complainant has reason to believe that a student may have committed an act of academic dishonesty or professional misconduct, the Complainant shall notify the student suspected of said act within 21 calendar days of discovery of the alleged incident by email to the student's UB IT address. The Complainant shall also notify the OSSE within the same time period.

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<sup>3</sup> Allegations of sexual or other unlawful harassment shall be reported to the SPPS Office of Student Success and Engagement and to the University's Office of Equity, Diversity and Inclusion (EDI) Title IX Coordinator. EDI shall be responsible for handling the allegation.

Once the student has been notified of the alleged incident, the student may not resign from the course. It is the instructor's discretion to permit a student's course resignation. If the instructor does not allow the student to resign from the course, the student will receive an incomplete grade while the incident is under review.

The Complainant will meet<sup>4</sup> to consult with the student within 21 calendar days of the date of notification. During the consultation, the Complainant will inform the student of the alleged incident, and give the student a copy of this Academic Integrity and Professional Conduct policy. Either party may request department note-takers (staff or faculty, but not teaching assistants), and/or an audio recording device to record the consultation meeting. In no such case shall there be an attorney advisor at this meeting.

If the student fails to attend the consultative meeting, the Complainant has the authority to reach a decision without consulting the student directly.

If, after consultation with the student, the Complainant believes the student did not commit an act of academic dishonesty or professional misconduct, no sanctions will be imposed, and the student will be notified of that finding by official University email. Procedures end and no other steps are needed.

If, after consultation with the student, the Complainant believes the student did commit an act of academic dishonesty or professional misconduct, the instructor has the authority to impose one **or more** of the sanctions described in Step 2. Information regarding a student's formerly alleged or documented academic misconduct cannot aid in determining whether the student is responsible for violating academic integrity in the current case.

***It is the responsibility of the Complainant to report the case and the sanction promptly, regardless of severity, to the OSSE.***

Sanctions will be assigned a "pending" status until the OSSE receives notice of the sanction and reviews the case. Sanctions may be revised by the OSSE. The process will continue as described in Steps 2 and 3.

**If the Complainant is a preceptor:** If the Complainant has reason to believe that a student may have committed an act of academic dishonesty or professional misconduct while on an SPPS assigned experiential rotation, the preceptor shall notify the student and the SPPS Experiential Education Office (EEO) in writing or email within 21 calendar days of discovery of the alleged incident. The EEO shall also notify the OSSE within the same time period.

The EEO will meet<sup>5</sup> to consult with the Complainant and student within 21 calendar days of the date of notification. During the consultation, the EEO will inform the student of the alleged incident, and give the student a copy of the Academic Integrity and Professional Conduct policy. Either party may request department note-takers (staff or faculty, but not teaching assistants), and/or an audio recording device may to record the consultation meeting. In no such case shall there be an attorney advisor at this meeting.

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<sup>4</sup> This meeting can take place in person, or aided by real-time technology, such as phone, FaceTime, Zoom, etc.

If the student fails to attend the consultative meeting, the EEO has the authority to reach a decision without consulting the student directly.

If, after consultation with the student, the EEO believes the student did not commit an act of academic dishonesty or professional misconduct, no sanctions will be imposed, and the student will be notified of that finding by official University email. Procedures end and no other steps are needed.

If, after consultation with the student, the EEO believes the student did commit an act of academic dishonesty or professional misconduct, the EEO has the authority to impose one **or more** of the sanctions described in Step 2. Information regarding a student's formerly alleged or documented academic misconduct cannot aid in determining whether the student is responsible for violating academic integrity in the current case.

***It is the responsibility of the EEO to report the case and the sanction promptly, regardless of severity, to the OSSE.***

Sanctions will be assigned a "pending" status until the OSSE receives notice of the sanction and reviews the case. Sanctions may be revised by the OSSE. The process will continue as described in Steps 2 and 3.

**If the Complainant is at an experiential site, but not a preceptor:** If the Complainant has reason to believe that a student may have committed an act of academic dishonesty or professional misconduct while on an SPPS assigned experiential rotation, the Complainant shall notify the preceptor. The preceptor shall notify the student and the EEO in writing or email within 21 calendar days of discovery of the alleged incident. The EEO shall also notify the OSSE within the same time period.

The EEO will meet<sup>5</sup> to consult with the Complainant, preceptor and student within 21 calendar days of the date of notification. During the consultation, the EEO will inform the student of the alleged incident, and give the student a copy of this Academic Integrity and Professional Conduct policy. Either party may request department note-takers (staff or faculty, but not teaching assistants), and/or an audio recording device to record the consultation meeting. In no such case shall there be an attorney advisor at this meeting.

If the student fails to attend the consultative meeting, the EEO has the authority to reach a decision without consulting the student directly.

If, after consultation with the student, the EEO believes the student did not commit an act of academic dishonesty or professional misconduct, no sanctions will be imposed, and the student will be notified of that finding by official University email. Procedures end and no other steps are needed.

If, after consultation with the student, the EEO believes the student did commit an act of academic dishonesty or professional misconduct, the EEO has the authority to impose one **or more** of the sanctions described in Step 2. Information regarding a student's formerly alleged or documented academic misconduct cannot aid in determining whether the student is responsible for violating academic integrity in the current case.

***It is the responsibility of the EEO to report the case and the sanction promptly, regardless of severity, to the OSSE.***

Sanctions will be assigned a “pending” status until the OSSE receives notice of the sanction and reviews the case. Sanctions may be revised by the OSSE. The process will continue as described in Steps 2 and 3.

**If the Complainant is an individual such as a student, faculty, staff member, or credible member of the public:** If the Complainant has reason to believe that a student may have committed an act of academic dishonesty or professional misconduct while in an academic setting or while on a University or SPPS sponsored / affiliated co-curricular, service or other activity, the Complainant shall notify the OSSE in writing or email within 21 calendar days of discovery of the alleged incident. The OSSE shall notify the student within the 21 calendar days of the Complainant notification. The OSSE will be responsible for following through with the investigative process.

The OSSE will meet<sup>5</sup> to consult with the Complainant and student within 21 calendar days of the date of student notification. During the consultation, the OSSE will inform the student of the alleged incident, and give the student a copy of this Academic Integrity and Professional Conduct policy. Either party may request department note-takers (staff or faculty, but not teaching assistants), and/or an audio recording device to record the consultation meeting. In no such case shall there be an attorney advisor at this meeting.

If the student fails to attend the consultative meeting, the OSSE has the authority to reach a decision without consulting the student directly.

If, after consultation with the student, the OSSE believes the student did not commit an act of academic dishonesty or professional misconduct, no sanctions will be imposed, and the student will be notified of that finding by official University email. Procedures end and no other steps are needed.

If, after consultation with the student, the OSSE believes the student did commit an act of academic dishonesty or professional misconduct, the OSSE has the authority to impose one **or more** of the sanctions described in Step 2. Information regarding a student’s formerly alleged or documented academic misconduct cannot aid in determining whether the student is responsible for violating academic integrity in the current case. The process will continue as described in Steps 2 and 3.

## **Step 2 Range of Sanctions**

Sanctions will be assigned a “pending” status until the OSSE receives notice of the sanction. OSSE reviews the case within 21 days of notification of the sanction. The OSSE may revise sanctions.

### **Sanctions 1-5:**

The instructor, course coordinator, EEO or OSSE can impose the following sanctions after following the specific process described in Step 1. OSSE must be notified of the case and sanctions. The OSSE will notify the appropriate parties (including the University Academic Integrity Office<sup>5</sup>), based on the sanction, as described in Step 3. The student will be notified of the sanction and has the right to appeal any sanction, as described in the “Right to Appeal” section.

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<sup>5</sup> <https://www.buffalo.edu/academic-integrity.html>

1. **Warning.** Provide written notice to the student that he/she has violated an academic integrity/professional misconduct standard and that, if repeated, the wrongful conduct might be cause for more severe sanctions.
2. **Revision of Work.** Require the student to replace or revise the work in which dishonesty occurred. (In applicable cases, the instructor, course coordinator, EEO may choose to assign a grade of "I" [Incomplete] pending replacement or revision of the work.)
3. **Reduction in Grade.** Reduce the student's grade with respect to the particular assignment/exam or final grade in the course.
4. **Failure in the Course.** Fail the student in the course, to be indicated on the transcript by a grade of "F" without comment or further notation.
5. **Other Reasonable and Appropriate Sanction(s).** Another sanction may be determined by the instructor, course coordinator, EEO or OSSE, with the exception of sanctions 6a-f and 7a-b.

#### **Sanctions 6 a-f**

In the case where the following sanctions (6 a-f) are recommended by the Complainant, EEO or the OSSE, the OSSE will submit the case to the SPPS PharmD Progression Committee for review and final decision. The OSSE will notify the appropriate parties (including the University Office of Academic Integrity<sup>6</sup>), based on the sanction, as described in Step 3. The student will be notified of the sanction and has the right to appeal any sanction, as described in the "Right to Appeal" section.

**6a. Failure in the Course with Permanent Notation of Academic Dishonesty.** Fail the student in the course, to be indicated on the transcript by a grade of "F" with a permanent notation that the grade was assigned for academic dishonesty.

**6b. Dismissal from the Degree Program.** The student is ineligible for continuation in the student's degree program.

**6c. Dismissal from the Degree Program with Notation of Academic Dishonesty.** The student is ineligible for continuation in the student's degree program, with a notation on the student's transcript that the dismissal is for academic dishonesty.

**6d. Dismissal from the Department.** The student is ineligible for continuation in any degree program within the department.

**6e. Dismissal from the Department with Notation of Academic Dishonesty.** The student is ineligible to continue in any degree program within the department, with a notation on the student's transcript that the dismissal is for academic dishonesty.

#### **Sanctions 7 a-b Recommendation of the Following Serious University Sanctions**

Should there be a recommendation of the sanctions listed below (7a, 7b), the OSSE will submit the case to the SPPS PharmD Progression Committee for review and consultation. Thereafter, the OSSE will submit the case and the committee's recommendation to the SPPS Dean for review and

recommendation. Once the SPPS Dean's final recommendation is determined, the SPPS Dean will inform the student and OSSE of the recommendation.

The OSSE will notify the appropriate parties (including the University Office of Academic Integrity<sup>6</sup>), of the SPPS Dean's recommendation, as described in Step 3. The student will be notified of the sanction and has the right to appeal any sanction, as described in the "Right to Appeal" section.

The University Office of Academic Integrity must review and recommend these sanctions (7a, 7b) to the University President or his/her designee. Only the President or his/her designee may suspend or expel a student from the University.

**7a. Suspension from the University.** The student is suspended for a defined time period with stated conditions, which will include a permanent notation on the transcript.

**7b. Expulsion from the University.** The student is expelled, with permanent notation on the transcript.

### Step 3 Notification of Sanctions

The OSSE shall notify the student of a decision / recommendation, any sanction(s) imposed, and the student's right to appeal that decision, in writing (the "Decision Letter"), within 21 calendar days of the date of the consultation meeting in Step 1. This Decision Letter shall be sent to the student via email to the student's UB IT address, with a copy to the University Office of Academic Integrity. The OSSE will notify the appropriate parties based on the sanction.

***It is the OSSE's responsibility to report the sanction, regardless of severity, to the University Office of Academic Integrity and the University Office of Student Conduct and Advocacy in the case of behavioral/professional misconduct.*** A copy of the Decision Letter will be retained in a confidential file in the University Academic Integrity Office. The student shall have access to his or her own confidential file.

Upon request and with the student's permission, academic integrity violations and sanctions may be reported by the Office of Academic Integrity to an authorized body.

## Right to Appeal for Academic Integrity and Professional Misconduct

### Student Appeal of Sanctions 1-6

The student may appeal the findings of Step 1 or the Decision Letter within 21 calendar days of OSSE's notification of the student of a decision. In the letter of appeal, the student must articulate if he/she is appealing the original judgement of academic dishonesty and/or professional misconduct, the resulting sanction(s)/recommended sanction(s), or both.

In cases where the student seeks to appeal a decision, the student and Complainant shall each provide a written statement of evidence supporting his/her position, any relevant documentation, and the name(s) of potential witness(es) to the SPPS Dean, who will review all case materials. The SPPS Dean



may request case materials from additional parties, e.g., EEO, OSSE, and PharmD Progression Committee. It is the discretion of the SPPS Dean to personally review all case materials, or delegate the review to an ad hoc SPPS committee composed of one or more neutral persons<sup>6</sup>.

The SPPS Dean may deem that the review of the case requires a hearing. Hearings shall take place on business days, and the student, Complainant and others involved in the case (if requested by the SPPS Dean) will be given at least 7 calendar days notice of the hearing.

The hearing shall be conducted in a fair and expeditious manner but shall not be subject to the rules governing a legal proceeding. The technical and formal rules of evidence applicable in a court of law are not applicable at the hearing.

The student and Complainant shall have the right to be present at the hearing and to have one advisor each present at the hearing. In no such case shall the advisor be an attorney, unless he/she is a member of the UB faculty and is not acting in a legal capacity on behalf of either individual. An advisor may not speak on behalf of an individual or otherwise address members of the hearing committee.

Either the student or Complainant may ask the SPPS Dean if he/she may participate in the hearing remotely. In exceptional circumstances, such as when either party is considered to pose a physical threat to others, the SPPS Dean may require that either or both parties participate remotely, or request that University Police be present at the hearing.

At the hearing, the SPPS Dean or Dean-designated ad hoc SPPS committee will provide sufficient opportunity for all individuals to present their position and shall allow the student and Complainant the right to question the presentation(s) to the committee. The SPPS Dean/designated committee may review all relevant and reliable information that will contribute to an informed final decision. Only information relevant to the current alleged misconduct will be considered. Information regarding a student's formerly alleged or documented academic misconduct cannot aid in determining whether the student is responsible for violating academic integrity in the current case.

At the conclusion of the hearing, the SPPS Dean will privately deliberate the case. If there is an SPPS Dean designated committee, that committee will meet privately to deliberate the case and make a recommendation to the SPPS Dean. All hearings and deliberations shall be confidential.

The SPPS Dean will review all relevant and reliable information that will contribute to an informed final decision. The SPPS Dean will determine a final decision and notify the student via email to the student's UB IT address, and OSSE. The OSSE will notify the appropriate parties (including the University Office for Academic Integrity), of the SPPS Dean's recommendation.

The final decision letter will inform the student of the decision, as well as the student's right to appeal to the Dean of the Graduate School. The student's request for an appeal must be submitted in writing to the Dean of the Graduate School within 21 calendar days after the SPPS Dean has notified the student of his or her decision. In the letter of appeal, the student must articulate if he/she is appealing the original judgement of academic dishonesty and/or professional misconduct, the resulting sanction(s)/recommended sanction(s), or both.

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<sup>6</sup> Neutral persons refer to individuals not involved in the details of the case.

In general, appeals to the Dean of the Graduate School are evaluated based on compliance with applicable due process. Decisions by the Dean of the Graduate School is final and there is no further appeal.

### **Student Appeal of University Sanctions 7a, 7b**

The University Office of Academic Integrity shall be responsible for the student appeal process when university sanction(s) (i.e., 7a, 7b - suspension, expulsion from the university) are recommended by the SPPS Dean.

In general, the appeals process follows the process promulgated by the University Office of Academic Integrity.<sup>1</sup> The information in this section (Student Appeal of University Sanctions 7a, 7b) is advisory. The university Academic Integrity appeals process for sanctions 7a, 7b takes precedence over the advisory information in this section.

The student may appeal the findings by submitting a request in writing to the University Office of Academic Integrity within 14 calendar days after notification of the sanction recommendation.

In the letter of appeal, the student must articulate if s/he is appealing the original judgement of academic dishonesty and/or professional misconduct, the resulting sanction(s)/recommended sanction(s), or both.

### **Step 1 (for Student Appeal Cases of University Sanctions)**

In cases where the SPPS recommends a University-level sanction, the University Office of Academic Integrity will review the Dean's recommendation letter and any documentation supporting the decision.

If the University Office of Academic Integrity finds no cause to further consider the circumstances of the case, the University Office of Academic Integrity will notify the student, via email to the student's UB IT address, and the SPPS Dean, that the sanction(s) articulated in the Decision Letter will be enacted.

If the University Office of Academic Integrity finds cause to further consider the circumstances of the case, the University Office of Academic Integrity will begin to assemble an Adjudication Committee (hereafter referred to as the Committee) within 10 academic days<sup>2</sup> of the date the Office received case materials.

### **Step 2 (Committee Review)**

The University Office of Academic Integrity will convene the Adjudication Committee to a hearing and provide all materials to the Committee, the student, and the Complainant at the time the notice of that hearing is delivered. Hearings shall take place on academic days, and the student and the Complainant will be given at least 72 hours' notice of the hearing.

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<sup>1</sup> Academic days are defined as weekdays, when classes are in session, not including the summer or winter sessions as defined by the regular University Academic Calendar. With the agreement of all principals and the Academic Integrity Office, proceedings may continue during non-academic days.

At the hearing(s), the Committee will provide sufficient opportunity for both principals<sup>8</sup> to present their positions and shall allow each principal the right to question those presentation(s) to the committee. The hearing(s) shall be conducted in a fair and expeditious manner but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he/she is a member of the UB faculty and is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of a principal or otherwise address members of the hearing committee. Either principal may ask the Committee chair to participate in hearings remotely. In exceptional circumstances, such as when either party is considered to pose a physical threat to the other or to the Committee, the Committee chair may require that either or both parties participate remotely.

The technical and formal rules of evidence applicable in a court of law are not applicable at Academic Integrity Hearings, and the Committee may review all relevant and reliable information that will contribute to an informed final decision. The Committee shall only consider information relevant to the current alleged misconduct. Information regarding a student's formerly alleged or documented academic misconduct cannot aid in determining whether or not the student is responsible for violating academic integrity in the current case. However, such history may be introduced during the sanctioning phase of the case under review. At the conclusion of the hearings, the Committee will meet privately to deliberate the case. All Hearings and Committee meetings shall be confidential.

The Committee will provide the student, the Office of Academic Integrity, and the SPPS Dean, with a written statement of findings and any sanctions assigned within 10 academic days<sup>8</sup> of the final meeting of the Committee. The SPPS Dean will notify OSSE; OSSE will notify appropriate parties to the case.

The decision made by the Committee may take one of three forms.

- **Findings Overturned, No Sanction.** A finding that no academic dishonesty took place and no sanction(s) will be imposed. The student is thus exonerated, and any documentation related to the case within the Office of Academic Integrity will be expunged.
- **Findings Sustained, Sanctions Sustained.** A finding that academic dishonesty occurred as described in the original Decision Letter, and that the sanction(s) stand as previously enacted or recommended.
- **Findings Sustained, Sanction Revised.** A finding that academic dishonesty occurred but that a different sanction(s) from that originally enacted is more appropriate. This finding may involve an alternative sanction that is either more or less severe from the one originally enacted.

### **No Right to Further Appeal**

The decision of the University Academic Integrity Committee is final, and no further appeal is available.

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<sup>8</sup> "Principals" are parties to the case, as defined by the University Academic Integrity Office.

**Overview of the General Process. Consult pages 1-11 for specific details.**

**Complainant is Instructor or Course Coordinator**

Complainant	Notification of complaint	Consultative Resolution	Range of Sanctions	Review	Decision / Recommendation Notifications	Right to Appeal	
						Sanction	
Instructor or Course Coordinator	Complainant notifies student	Complainant shall consult with the student and make a determination.	1-5	<ul style="list-style-type: none"> <li>Complainant reports case to SPPS Office of Student Success and Engagement (OSSE) for review and case determination.</li> </ul>	OSSE notifies student, Complainant, any relevant parties to the case and University Office of Academic Integrity of the decision.	1-5	Student appeals to SPPS Dean.*
			6	<ul style="list-style-type: none"> <li>Complainant reports case to SPPS Office of Student Success and Engagement (OSSE).</li> <li>The PharmD Progression Committee (PPC) convenes for review and case determination.</li> </ul>	OSSE notifies student, Complainant, SPPS Dean, any relevant parties to the case, and University Office of Academic Integrity of the decision.	6	Student appeals to SPPS Dean.*
			7	<ul style="list-style-type: none"> <li>Complainant reports case to SPPS Office of Student Success and Engagement (OSSE).</li> <li>The PharmD Progression Committee (PPC) convenes for review and case recommendation to the SPPS Dean.</li> <li>SPPS Dean reviews case for recommendation to the University Office of Academic Integrity (OAI) for review and</li> </ul>	<ul style="list-style-type: none"> <li>SPPS Dean informs the student and OSSE of the recommendation.</li> <li>OSSE will notify the appropriate parties (including the University Office of Academic Integrity), of the SPPS Dean's recommendation.</li> <li>University Office of Academic Integrity / University President notifies student and</li> </ul>	7	Student appeals to the University Academic Integrity Office.

				<p>recommendation to the University President.</p> <ul style="list-style-type: none"> <li>• University President (or designee) for case review case and determination.</li> </ul>	<p>SPPS Dean of the decision.</p> <ul style="list-style-type: none"> <li>• SPPS Dean notifies OSSE of the case outcome. OSSE notifies relevant parties to the case of the case outcome.</li> </ul>		
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\*If the appeal is denied by the SPPS Dean, the student can appeal to the Dean of the Graduate School.

**Complainant is Preceptor or Other Individual at the Experiential Site**

Complainant	Notification of complaint	Consultative Resolution	Range of Sanctions	Review	Decision / Recommendation Notifications	Right to Appeal	
						Sanction	
Preceptor at Experiential Site  Other Individual at the Experiential Site	Preceptor notifies student and SPPS Experiential Education Office (EEO). EEO notifies OSSE.  Other individual notifies Preceptor. Preceptor notifies student and SPPS Experiential Education Office (EEO). EEO notifies OSSE.	EEO shall consult with the Complainant and student and make a determination.	1-5	<ul style="list-style-type: none"> <li>EEO reports case to SPPS Office of Student Success and Engagement (OSSE) for review and case determination.</li> </ul>	OSSE notifies student, Complainant, EEO, any relevant parties to the case and University Office of Academic Integrity (OAI) of the decision.	1-5	Student appeals to SPPS Dean.*
			6	<ul style="list-style-type: none"> <li>EEO reports case to SPPS Office of Student Success and Engagement (OSSE).</li> <li>The PharmD Progression Committee (PPC) convenes for review and case determination.</li> </ul>	OSSE notifies student, Complainant, EEO, SPPS Dean, any relevant parties to the case, and University Office of Academic of the decision.	6	Student appeals to SPPS Dean.*
			7	<ul style="list-style-type: none"> <li>EEO reports case to SPPS Office of Student Success and Engagement (OSSE).</li> <li>The PharmD Progression Committee (PPC) convenes for review and case recommendation to the SPPS Dean.</li> <li>SPPS Dean reviews case for recommendation to the University Office of Academic Integrity (OAI) for review and recommendation to the University President.</li> </ul>	<ul style="list-style-type: none"> <li>SPPS Dean informs the student and OSSE of the recommendation.</li> <li>OSSE will notify the appropriate parties (including EEO and the University Office of Academic Integrity) of the SPPS Dean's recommendation.</li> <li>University Office of Academic Integrity / University President notifies student and</li> </ul>	7	Student appeals to the University OAI.

				<ul style="list-style-type: none"> <li>• University President (or designee) for case review case and determination.</li> </ul>	<p>SPPS Dean of the decision.</p> <ul style="list-style-type: none"> <li>• SPPS Dean notifies OSSE of the case outcome. OSSE notifies relevant parties to the case of the case outcome.</li> </ul>		
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\*If the appeal is denied by the SPPS Dean, the student can appeal to the Dean of the Graduate School.

**Complainant is Other Individual (as defined in the Complainant Column)**

Complainant	Notification of complaint	Consultative Resolution	Range of Sanctions	Review	Decision / Recommendation Notifications	Right to Appeal	
						Sanction	
Individual other than <ul style="list-style-type: none"> <li>• Instructor</li> <li>• Course Coordinator</li> <li>• Preceptor</li> <li>• Individual at Experiential site</li> </ul> This individual could be a <ul style="list-style-type: none"> <li>• Student</li> <li>• Faculty</li> <li>• Staff</li> <li>• Credible member of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Complainant notifies SPPS Office of Student Success and Engagement (OSSE).</li> <li>• OSSE notifies student and any other parties to the case.</li> </ul>	OSSE shall consult with the Complainant and student and make a determination.	1-5	<ul style="list-style-type: none"> <li>• OSSE may elect to convene the SPPS PharmD Progression Committee for review and case determination.</li> </ul>	OSSE notifies student and Complainant, any parties relevant to the case, and University Office of Academic Integrity (OAI) of the decision.	1-5	Student appeals to SPPS Dean.*
			6	<ul style="list-style-type: none"> <li>• OSSE convenes the PharmD Progression Committee (PPC) for review and case determination.</li> </ul>	OSSE notifies student, Complainant, any parties to the case, SPPS Dean and University Office of Academic Integrity of the decision.	6	Student appeals to SPPS Dean.*
			7	<ul style="list-style-type: none"> <li>• OSSE convenes the PharmD Progression Committee (PPC).</li> <li>• The PharmD Progression Committee (PPC) convenes for review and case recommendation to the SPPS Dean.</li> <li>• SPPS Dean reviews case for recommendation to the University Office of Academic Integrity (OAI) for review and recommendation to the University President.</li> <li>• University President (or designee) for case review case and determination.</li> </ul>	<ul style="list-style-type: none"> <li>• SPPS Dean informs the student and OSSE of the recommendation.</li> <li>• OSSE will notify the appropriate parties (including the University Office of Academic Integrity) of the SPPS Dean’s recommendation.</li> <li>• University Office of Academic Integrity / University President notifies student and SPPS Dean of the decision.</li> </ul>	7	Student appeals to the University OAI.



					<ul style="list-style-type: none"><li>• SPPS Dean notifies OSSE of the case outcome. OSSE notifies relevant parties to the case of the case outcome.</li></ul>		
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\*If the appeal is denied by the SPPS Dean, the student can appeal to the Dean of the Graduate School.