

VIOLATION OF HONOR CODE/POLICY ON ACADEMIC DISHONESTY

PROCESS

STEP 1: REPORTING THE INCIDENT:

- A. **Incident Reporter:** When an individual faculty member, instructor, graduate student, or fellow student observes behavior by a Doctor of Pharmacy student (hereinafter sometimes referred to as “Student”), whether inside or outside the classroom, that may constitute a violation of the College of Pharmacy Honor Code and/or Policy on Academic Dishonesty, he/she should bring this to the attention of the Affected Faculty member or "AFM", the course coordinator and/or team leader (collectively referred to as “Primary Contact”). If the person reporting the incident is a fellow Student, he/she may make the report anonymously by phone or in writing.
- B. **The Report:** The Report should contain as much detail as possible including, but not limited to the following:
1. The date and/or time of the alleged incident
 2. The course number and title
 3. The name of the Student(s) involved
 4. A description of the circumstances surrounding the incident (e.g., hourly exam, take-home assignment, etc...)
 5. A description of the incident
 6. Any evidence of the incident
 7. The requested outcome/consequences/punishment from the AFM.
 8. The section(s) of the Honor Code and/or Policy on Academic Dishonesty, which appear(s) in the Course Syllabus that has (have) been violated.
 9. The name and signature of the reporter (if not a Student opting to report anonymously)
- C. **Primary Contact:**
1. If the Affected Faculty Member observes the incident or he/she is the Primary Contact, then he/she may choose one of the following courses of action:
 - a. Handle the matter him/herself by
 - i) Notifying the Student of the report as set forth in STEP 2,
 - ii) investigating the incident, meeting with the Student to discuss the incident as set forth in STEP 3, and making a decision about the incident or resolution of the matter.
 - b. In the alternative, the AFM may choose to refer the matter to the course coordinator and/or team leader to follow the process set forth below for notice, investigation, and findings.
 2. If anyone other than the Affected Faculty Member is the Primary Contact, he/she must first give the Affected Faculty Member an opportunity to take the action set forth in Section C(1) above.
 3. The AFM’s decision shall be limited to the possible outcomes set for in STEP 3, section (D) below.

STEP 2: NOTICE TO THE STUDENT:

The Primary Contact shall take appropriate steps to determine the validity of the claim. He/she shall provide notice to the accused Student(s) of the allegations made and shall direct that Student to arrange for a meeting with either the Affected Faculty Member or Primary Contact (if not the AFM) by a particular date/time no later than ten (10) class days after notice is sent to the Student. The department head for the AFM shall be provided with a copy of this notification.

STEP 3: MEETING BETWEEN STUDENT AND PRIMARY CONTACT

- A. **Participants:** The meeting referred to in STEP 2 above shall include the Student and the AFM. If the AFM has referred this matter to the course coordinator and/or team leader, those individuals shall be present, as well. The Student shall be informed that his/her Academic Advisor may be present at this meeting upon the Student's request.
- B. **Discussion:** The Primary Contact shall first explain the nature of the allegations against the Student and identify the provisions of the Honor Code and/or Policy on Academic Dishonesty that are relevant thereto. The Student shall then be given an opportunity to provide any information he/she believes relevant to address the allegations.
- C. **Deliberations:** Following this discussion, the Student shall be excused from the meeting. The Primary Contact shall, based upon the information that has been gathered, make a decision about the appropriate action to be taken.
- D. **Possible Outcomes:** The potential outcomes of this meeting include any of the following:
 1. **Vindication**—A finding that the Student either is not guilty of a Honor Code violation or violation of the Policy on Academic Dishonesty, or that there is insufficient evidence to find the Student guilty thereof.
 2. **Written Warning**—This course of action is appropriate for cases in which the incident is of only minor concern, the evidence may not be sufficient to sustain conclusively a finding of violation, and/or the Student has provided a reasonable explanation for the incident.
 - (a) The Warning should contain an explanation of how the alleged incident violates the Honor Code and/or Policy on Academic Dishonesty and the consequences of any future incident(s) involving the Student.
 - (b) If the Student admits to the violation and a written warning is then issued, the Student shall be required to sign a statement acknowledging the violation attesting to the fact that he/she has discussed the incident with the AFM and indicates that he/she understands the implications of his/her actions. A form statement is attached hereto (Appendix A).
 3. **Finding of Violation**
 - a. **First violation:** Results in the issuance of a zero on the relevant assignment, examination, project, and/or presentation. Depending upon the weight of the assignment, exam, project or presentation, the zero may result in a final grade of "E" for the course.

- b. Second violation: Results in the issuance of a grade of “E” for the relevant course. A second violation will also result in the automatic referral of the matter to the UIC Subcommittee on Student Discipline for further action.
 - 4. **Referral** to the UIC Subcommittee on Student Discipline (see STEP 5 below) and/or the College of Pharmacy Academic Integrity Committee (see STEP 4 below).
- E. **Notice of Decision**: Within one (1) day after the meeting, the Primary Contact shall contact the Student and ask the Student to meet with him/her to be informed of the final decision. Within ten (10) class days of the meeting, written notice of the final decision shall be sent to the Student. That final decision shall include an explanation of the offending behavior, the provision(s) of the Honor Code and/or Policy on Academic Dishonesty that has(have) been violated, the sanction imposed, and a description of any further action to be taken. A copy of this written notice shall be forwarded to the Associate Dean for Student Affairs of the College of Pharmacy, the course coordinator(s) and team leader(s), and the Chairperson of the College’s Academic Integrity Committee.
- F. **Violation File**: The College’s Associate Dean for Student Affairs (“OSA”) will be responsible for collecting and maintaining the documents related to each report of a violation. Said documents are considered educational records and, as such, shall be maintained in accordance with the UIC Student Records Policy. The Primary Contact is responsible for forwarding to the OSA any and all documents created, relied upon or referenced in making his/her decision.

STEP 4: APPEAL/REFERRAL TO COLLEGE’S ACADEMIC INTEGRITY COMMITTEE

- A. **Filing the Appeal**: Within ten (10) class days of Notice of the Decision by the Primary Contact, the Student may file a written appeal to a finding of violation only. He/she must set forth the grounds for the appeal in writing (e.g., insufficient evidence, excessive sanction, etc.) and submit the appeal to the Primary Contact.
- B. **Referral**: The Primary Contact shall forward a completed Referral Form (Appendix B), along with a copy of the written appeal submitted by the Student, copies of the Incident Report, the Primary Contact’s decision, and all other relevant information/evidence gathered during STEP 3 of the Process to the Chairperson of the College’s Academic Integrity Committee (hereinafter sometimes referred to as the “Committee”) in the following circumstances:
 - 1. Where the Student has filed an appeal with the Primary Contact; or
 - 2. Where the Primary Contact has decided that the violation is of such serious concern that it should be reviewed by the Committee.
- C. **Hearing**: Within thirty (30) days of receipt of the Referral Form and accompanying documents from the Primary Contact, the Committee will review the merits of the case and decide whether to allow a hearing for the Student.
 - 1. **Notice**: The Committee will provide the Student, AFM, and Primary Contact notice of its decision to allow or deny a hearing. If a hearing is allowed, the Committee will include the date, time and location of that

hearing in said notice and will further explain that the Student has the right to have his/her academic advisor present during that hearing. Notice of the hearing must be sent to the Student no less than ten (10) days prior to the date set therefore.

2. ***Conduct of the Hearing:*** The hearing conducted by the Committee will be a closed, informal, fact-finding session wherein both the Student and the AFM will be allowed to present his/her evidence and to submit questions to the Committee to be presented to the other party. The Committee shall have an opportunity to ask all relevant questions. This hearing will neither follow strict rules of evidence, nor will the parties be permitted to be represented or accompanied by legal counsel.

D. The Committee's Decision:

1. On appeal, the Committee may decide to either uphold or overturn the Primary Contact's decision. In the event the Committee overturns the Primary Contact's decision, it shall include in its decision a recommended course of action for that Student.
2. Within ten (10) days of the close of the Hearing or of the Committee's decision not to grant such a hearing, the Committee shall send a written final report of its decision to the Student, AFM, Primary Contact, relevant department head, Dean of the College of Pharmacy, and the Associate Dean for Student Affairs.

STEP 5: REFERRAL TO UIC SENATE COMMITTEE ON STUDENT DISCIPLINE

- A. The incident shall be referred to the UIC Senate Committee on Student Discipline in the following circumstances:
 1. The Student has notified the Academic Integrity Committee of his/her disagreement with the Academic Integrity Committee's decision and his/her desire to pursue the matter further; or
 2. The Primary Contact has found the Student guilty of a second violation in a same course (Note that the matter will be directly referred to Student Discipline and will bypass review by the Academic Integrity Committee in these instances); or
 3. The Associate Dean of Student Affairs has determined that the nature, extent, and severity of the incident(s) are of sufficient concern to warrant the referral (e.g., there have been multiple findings of violation for this Student, though not necessarily in the same course).
- B. Once the matter is referred, The Senate Committee on Student Discipline will follow the procedures governing cases of student discipline. Of note is that matters must be referred to Student Discipline within 45 days of the occurrence.

FURTHER INFORMATION RELEVANT TO THESE PROCEDURES

A. Definitions:

1. **"Days"**--All references in these Procedures to time periods are to class days, not calendar days. Limitations imposed upon either party for filing requests or appeals shall be calculated from the date placed upon the written decision/notice.
2. **"Affected Faculty Member"**—The faculty member charged with responsibility for the course in which the alleged incident occurred.
3. **"Primary Contact"**—The Affected Faculty Member, Course Coordinator or Team Leader(s) may serve as the Primary Contact. If an alleged incident is reported to someone other than the Primary Contact (e.g., to a graduate student, associate dean, other faculty member, etc.), the person receiving the report should forward it to an individual who serves as a Primary Contact. With regard to those matters which occur outside of the classroom (e.g., lack of civility), each specific matter should be brought to the attention of the Associate Dean for Student Affairs, who will then serve as the Primary Contact and take action.

B. Method of Delivery: All notices and decisions which are to be sent to the Student shall be sent by messenger, certified mail (return receipt requested), or by some other means whereby the date of delivery/acceptance/refusal can be determined. Those notices/decision shall be sent to the Student's campus or home address.

C. Format of Decisions: All decisions must be in writing, and shall list relevant findings of fact, outline the reasons for the conclusions reached, and state the decision clearly.

D. Compliance with Process Guidelines: The parties and decision-makers shall use their best efforts to substantially comply with these procedures, including the time deadlines.

E. Academic Integrity Committee: The Academic Integrity Committee, a standing Committee of the College of Pharmacy, will oversee and enforce the College's Honor Code and will serve as an arbiter for appeal of findings of violations of the Honor Code and/or the Policy on Academic Dishonesty that occur within the Doctor of Pharmacy program of the College of Pharmacy program.

1. **Membership:** The membership of this seven-person Committee shall include three faculty members, one representative from the Office of Student Affairs, and four professional doctor of pharmacy students from the College. The Primary Contact involved with the case will present the case to the Committee.
2. **Appointments:** On an annual basis, the three faculty members serving on this standing Committee shall be elected as described in the Bylaws of the College of Pharmacy. One of the three faculty members shall be elected by the entire Committee to serve as its Chairperson. The Dean shall appoint one representative from the Office of Student Affairs. The Pharmacy Student Council members will elect one doctor of pharmacy student representative from each of the four professional year classes. When a doctor of pharmacy student from a particular class is brought forth on charges, the elected Student Council member from the accused

student's class will be recused and the other three students shall serve on the Committee.

- 3. Voting Rights:** Each member of the Academic Integrity Committee will have a full vote. A final decision shall require a simple majority (i.e., four of seven votes).

APPENDIX A

Violation of Honor Code/Policy on Academic Dishonesty

Step 3C D2(b)

Example: *Written Warning* form statement demonstrating student admission to the violation.

I acknowledge that I have discussed with the Affected Faculty Member the academic policies of the College of Pharmacy as these relate to Academic Integrity (copy attached). I also acknowledge that I have discussed with him/her examples of academic dishonesty (e.g., use of concealed notes/crib sheets on an examination, looking on a classmate's examination, speaking in English and/or a foreign language during the examination) and understand them and their implication in the future.

Signed: _____
(Student Name)

Date: _____

Witness: _____

Date: _____

APPENDIX B

**UNIVERSITY OF ILLINOIS AT CHICAGO
COLLEGE OF PHARMACY
REFERRAL TO THE ACADEMIC INTEGRITY COMMITTEE¹**

1. Student=s Name (Last, First) Student ID Number

2. Charge (See Section II, Academic Integrity, COP Honor Code)

3. Comments (Detailed description of events, such as date, time, place, sequence of events and evidence:

(attach additional pages as needed)

4. Witness(es) to the Event (Names, addresses, telephone numbers):

Complainant:

(Signature)

College of Pharmacy Address

College of Pharmacy Telephone Number

Date

Return Form To:

Chairman, Academic Integrity Committee

College of Pharmacy (M/C 874)

University of Illinois at Chicago

¹Adapted from UIC Judicial Affairs Incident Report.

