

## **School of Pharmacy Academic Integrity Policy, excerpted from the School of Pharmacy Handbook**

### **H. Timeline for Academic Integrity Process**

A. Faculty member will email the Chair of the Academic Standing Committee (ASC) and the Associate Dean of Academic Affairs within 3 business days of discovering issue. The email will include a statement that the faculty member is charging the student with academic integrity misconduct and will include further details regarding the issue.

B. The Faculty member (or members) will arrange a meeting with the student as soon as possible, but at least three (3) business days notice must be provided. The faculty member can look to resolve this issue on own with the student for minor infractions or recommend a more significant sanction to the ASC. Any potential sanctions should be brought to the Associate Dean of Academic Affairs to ensure consistency and context can be considered.

- i) If the student fails to attend a scheduled initial meeting with the faculty without a compelling excuse, the student will lose his/her opportunity to appeal the violation report and/or sanction to the ASC.
- ii) An exception to meeting with the student may occur at the end of a trimester when a student is no longer accessible for a meeting with the faculty member. In these cases, the faculty member should make every reasonable effort to contact the student by Chapman email to discuss the matter.

C. The faculty member may choose to have a meeting with the student and the Associate Dean of Academic Affairs or their representative to be held within 5 days from notifying the ASC chair and the Associate Dean of Academic Affairs in lieu of or in addition to the initial meeting in B.

The following steps will be implemented if the faculty member determines a major sanction should be pursued.

D. If after this initial meeting, the faculty member feels further action is necessary eg, ASC should determine sanction, the chair of ASC and Associate Dean of Academic Affairs would be notified.

E. The Associate Dean of Academic Affairs will contact the ASC members and forward the materials and audio recording of the meeting with the faculty, student and Associate Dean of Academic Affairs or their representative to the ASC members. The ASC members will decide if a hearing before the committee is needed to review the recommended sanction or if no hearing will be necessary.

F. If the ASC committee members recommend an in-person meeting, this will be scheduled to take place within 10 business days of receiving the faculty member's email.

G. The student, faculty member, the Associate Dean of Academic Affairs or representative, and ASC members should be notified of the date, time and location of the meeting at least 5 business days in advance.

H. Faculty and student will discuss allegation at meeting, and have the option to invite witnesses to provide information on their behalf. The Associate Dean of Academic Affairs or their representative will be in attendance with the ASC members.

I. Both the student and faculty will provide evidence and answer all ASC questions at the meeting.

J. The ASC members (except for the student member, if one present) will hear the evidence, ask questions, then deliberate to make a decision on what sanction, if any, will be imposed on the student.

K. The Chair of the ASC will email the committee's decision to the Associate Dean of Academic Affairs, who will inform the School of Pharmacy Dean, the student and the faculty member within three business days from the meeting. The student will have 10 business days to submit an appeal of the committee's decision to the School of Pharmacy Dean.

L. The School of Pharmacy Dean will have 10 business days to email the student and the Associate Dean of Academic Affairs his/her decision.

M. The student will have the right to advance the appeal to the Office of the Provost if s/he does not agree with the decision of the Dean.

### **ACADEMIC INTEGRITY VIOLATIONS**

Academic dishonesty can take a number of forms including, but not limited to the following:

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**Cheating:** Using or attempting to use unauthorized assistance, information or study aids in any academic exercise. The following are examples:

- Copying answers from or looking at another student's exam or quiz.
- Accessing or possessing any material not expressly permitted during an exam or quiz, such as crib sheets, notes, books.
- Using electronic devices such as cell phones, digital cameras, PDA's, data storage devices, computers, internet or other electronic devices unless expressly permitted by the instructor for the required coursework.
- Continuing to write after a timed exam has ended.
- Taking the exam from the room and later claiming the instructor lost it.
- Fraudulent possession of a test prior to exam date.
- Submission of the same term paper or other work to more than one instructor, where no prior approval has been given.
- Submission of purchased term papers or projects done by others.
- Completing quizzes/exams from a site other than the classroom

**Fabrication:** The falsification or invention of any information or citation in an academic exercise.

- Changing answers after an exam has been returned.
- Falsifying/omitting data and/or sources, otherwise violating the ethical principles of research.
- Including an absent student's name on an academic exercise.

**Facilitating Academic Dishonesty:** Knowingly helping or attempting to help another to violate any provision of this policy.

- Allowing another student to copy one's work.
- Having another person take an exam or complete an assignment for oneself.
- Taking an exam or completing an assignment for another student.
- Providing others with information or answers regarding any assessment (e.g., exams, quizzes, OSCE, etc.)

**Plagiarism:** Representing the words, research findings or ideas of another person as your own in any academic exercise. [At their discretion, faculty may submit student work to plagiarism-detection software, such as Turnitin for review without prior notice to students.]

- Copying word for word without proper attribution.
- Paraphrasing without proper attribution.
- Using phrases from another source embedded into original material without proper attribution.
- Copying of intellectual property without proper attribution.

**Misrepresentation of Academic Records:** Misrepresenting, tampering with or attempting to tamper with any university academic document, either before or after coming to Chapman University.

- Creating or altering a Chapman University transcript, diploma, verification of enrollment or any other official university document (In this case the student(s) may also face prosecution for violation of Federal and State statutes).
- Submitting false records or other documents such as transcripts from another institution.
- Failure to report all previous academic work at the time of admission.
- Failure to report all academic work attempted at other institutions after admission to the university.
- Forgery, alteration or misuse of official academic documents (e.g., petition forms, advising forms, internship forms, etc.).

**Other Violations:**

- Violating professional ethics rules referenced or outlined in the honor codes or student handbooks of graduate or professional programs or colleges.
- Violating applicable health, safety or ethical requirements in lab(s) or experiential clinical assignments.
- Failing to observe rules of academic integrity established by a faculty member for a particular course.

### **ACADEMIC INTEGRITY SANCTIONS**

Sanctions are determined by the Academic Integrity Committee (ASC). While sanctions may begin with a less severe action and then progress to more severe actions, the ASC may initiate sanctions in any order, if in its opinion the circumstances so warrant. Nothing in the policy shall be construed to limit the right of ASC to impose any form of discipline a student without a prior violation including suspension or expulsion. Generally, the order of recommended sanctions are as follows:

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First violation: A letter of warning, suspension and requirement to return the next year to repeat the entire semester, or dismissal from the University. (If the violation results in the student being given an F grade for a non-elective course, the student cannot drop the course and the F grade cannot be eliminated by retaking the course. The student will be required to take a leave of absence and return to retake the course.)

Second (and subsequent) violations: ASC sanction appropriate to the nature of the violation and a letter from ASC. The ASC sanction may be suspension and requirement to return the next year to repeat the entire semester or dismissal from the University to the Dean. (If the violation results in the student being given an F grade for a non-elective course, the student cannot drop the course and the F grade cannot be eliminated by retaking the course. The student will be required to take a leave of absence and return to retake the course.)

### Possible Sanctions

The sanction given to a student is entirely up to the Academic Integrity Committee based on the severity of the violation. The following are only examples of possible sanctions.

- Disciplinary warning.
- A make-up assignment that may be more difficult than the original assignment.
- No credit for the original assignment/exam.
- A failing grade on the assignment/exam.
- A reduced final grade for the course.
- A failing grade for the course.
- Denial of access to internships or research programs
- Suspension from the program (required to come back and repeat the trimester)
- Dismiss from the program

### Additional Information on Sanctions

- A grade of F received as a result of an academic integrity violation cannot be removed from the calculation of the GPA should the course in question be repeated.
- Any grade received as a result of a second academic integrity violation cannot be removed from the calculation of the GPA should the course in question be repeated.
- For students taking a course P/NP, the letter grade of an "F" can be given as the sanction for an academic integrity violation.
- False statements made during the course of the process may result in additional sanction(s) and a referral to the Vice President for Student Affairs/Dean of Students for a Student Conduct Code violation.