

Academic Integrity Policy School of Pharmacy

Unless otherwise stated below, Chapman University Academic Integrity [policy and procedures](#) apply to the Doctor of Pharmacy courses within the School of Pharmacy. This document details specific modifications to the general University policy, which will apply only within the School of Pharmacy. In broad terms, these modifications are:

- The instructor will consult with the Chapman University School of Pharmacy (CUSP) Associate Dean of Academic Affairs when determining an appropriate sanction.
- The CUSP Academic Progression Committee will review all sanctions of dismissal from the program and all sanctions that would result in course failure before an Academic Integrity Violation (AIV) report is filed.
- The CUSP Academic Progression Committee (APC), not the Academic Integrity Committee (AIC), will review files with two or more violations and potentially apply additional sanctions.

These modifications apply only to the Procedure for Instructor section of the University Academic Integrity Policy, and the modified procedure is specified below. All policies and procedures for students and administrators remain unchanged from the University Academic Integrity Policy.

Procedure for Instructors Charging a Student with an Academic Integrity Violation in the Doctor of Pharmacy (PharmD) program.

When an instructor or proctor has suspicion or evidence of a violation of the Chapman University Academic Integrity Policy, the steps listed below should be followed:

1. The instructor will notify the student using their Chapman e-mail of the allegation within 10 calendar days of discovery of the suspected violation to set up a meeting with the student and an AIC designee.
2. The instructor will arrange the meeting with the student and a designee from the AIC to be held as soon as possible but at least within 3 business days from notifying the student. The meeting may be in-person or virtual.
 - If the student fails to attend the scheduled meeting without a compelling excuse, the student's case ([AIV Form](#)) may be sent to the AIC for review and action. Note, the instructor will consult with the CUSP Associate Dean of Academic Affairs to determine an appropriate sanction.
 - An exception to the timeframe for the meeting with the student may occur at the end of a trimester when a student is not accessible for a meeting with the instructor within the 3-day timeframe. In these cases, the instructor should make a reasonable effort to contact the student by Chapman e-mail. If reasonable attempts to contact the student fail, the instructor will consult with the CUSP Associate Dean of Academic Affairs to determine an appropriate sanction and the case (i.e. AIV Form) may be sent to the AIC for review and action.
 - Both instructor and student may invite witnesses with first-hand information to

the meeting who can knowledgeably provide relevant information about the alleged infraction.

3. Once the meeting date and time have been arranged, the instructor will complete the online designee request form to arrange for a member (designee) of the Chapman AIC to be present as an observer of the meeting. The AIC requires the request form to be filed at least 48 hours before the scheduled meeting time. The [designee request form](#) is available on the academic integrity website.

4. At the meeting between the instructor and the student, the role of the University AIC designee is to:

- Ensure that the student knows where to find the Academic Integrity Policy and direct the student to the catalog.
- Inform the student of their right to appeal the violation report and/or sanction to the University AIC based on the guidelines provided in the catalog.
- Advise the instructor to submit the report of academic integrity violation no later than 14 calendar days after the Academic Integrity violation meeting.
- Observe, but does not participate in deciding whether a violation has occurred, or which sanction should be imposed.

5. At the meeting with the AIC designee and the student, the instructor will present the student with the allegation and all evidence in support of the infraction to the student. The student will be given the opportunity to respond and submit evidence refuting the allegation.

- Based on the information presented, the instructor will determine if it is more likely than not that a violation has occurred, or if the situation is resolved (no violation).
- If the instructor determines that it is more likely than not that a violation has occurred, the instructor will inform the student that a report will be filed, and a sanction will be imposed within 14 calendar days. The instructor will inform the student that they will receive a copy of the report and the evidence by email within 14 calendar days.
- If the instructor needs more time than 14 calendar days to decide if a violation has occurred, the student will be given a reasonable timeframe for a response. A grade of Incomplete may also be assigned by the instructor if academic integrity is in question at the time grades are due and the instructor or University AIC requires more time to resolve the issue. (*See Academic Policies and Procedures in the [catalog](#) for more details on "Incomplete Grades."*)

6. After the meeting, if the instructor has determined that a violation has occurred, the instructor will consult with the CUSP Associate Dean of Academic Affairs to determine an appropriate sanction. The student's identity should remain anonymous at this stage unless 1) the sanction may result in failure or dismissal or 2) the student is on an Individualized Progression Plan. Step 7 describes the process for a sanction that does not result in dismissal or course failure. Step 8 describes the process for a sanction that will result in course failure or dismissal.

7. If the sanction does not result in dismissal or course failure, the instructor will inform the student of the sanction by sending via email a copy of the completed AIV form and all evidence to the student and the AIC (aic@chapman.edu) no later than 14 calendar days of the meeting with the student and the AIC designee.

- The completed academic integrity violation report form and other pertinent documents must be submitted to the AIC (aic@chapman.edu) as soon as possible, but not later than 14 calendar days after the Academic Integrity violation meeting, unless there are exceptional circumstances and an extension has been granted by the AIC chair.
 - In most cases, submission of this form and documents will complete the academic integrity violation process for the instructor.
 - Upon receipt of a completed AIV report, the AIC Chair(s) will send the student an email that includes the sanction and information regarding the process to file an appeal of the violation report and/or sanctions.
 - The AIC will send a copy of the AIV report/evidence to the CUSP Associate Dean for Academic Affairs once the appeal window has closed or, in the case where a student files an appeal, after the appeal process is completed if the violation or sanction is upheld.
8. If the instructor's proposed sanction will result in course failure or dismissal from the program, the case will be referred to the CUSP APC to determine the sanction. The instructor will submit the AIV with the evidence of the violation to the CUSP Associate Dean of Academic Affairs within 24 hours of the meeting with the student and designee. The CUSP Associate Dean of Academic Affairs will arrange a meeting with the voting faculty members of the APC and forward all relevant information, material, and evidence to the Chair of the APC. The CUSP Associate Dean of Academic Affairs will attend this meeting as a non-voting ex-officio member.
- The APC meeting should take place as soon as possible, ideally within 7-10 calendar days from the Academic Integrity Violation meeting between the student, instructor, and AIC designee. During the APC meeting, the APC will consider the facts of the case and the sanction recommendation from the instructor. The APC will determine the final sanction. The APC Chair will notify the instructor of the committee's decision.
 - The instructor will inform the student of the sanction by sending via email a copy of the completed AIV form and all evidence to the student and the AIC (aic@chapman.edu) no later than 14 calendar days of the meeting with the student and the AIC designee.
 - The instructor will send the completed academic integrity violation report form and other pertinent documents to the AIC (aic@chapman.edu) as soon as possible, but not later than 14 calendar days after the Academic Integrity violation meeting, unless there are exceptional circumstances and an extension has been granted by the AIC chair.
 - In most cases, submission of this form and documents will complete the academic integrity violation process for the instructor.
 - Upon receipt of a completed AIV report, the AIC Chair(s) will send the student an email that includes the sanction and information regarding the process to file an appeal of the violation report and/or sanctions.
 - The AIC will send a copy of the AIV report/evidence to the CUSP Associate Dean of Academic Affairs once the appeal window has closed or when a student files an appeal after the appeal process is completed if the violation/sanction is upheld.
9. If a student has two or more sanctions for academic integrity violations while enrolled in the Doctor of Pharmacy program, the case will be reviewed within 14 calendar days of the end of the appeal process by the CUSP APC, and additional

sanctions may be applied.

INFORMATION FOR STUDENTS

Please refer to University AIC for all [policies](#) and procedures for students, which will apply to School of Pharmacy students. This includes procedures for appeals and sanctioning for multiple violations.