



STUDENT ACADEMIC AND PROFESSIONAL CONDUCT POLICY

I. ACADEMIC AND PROFESSIONAL CONDUCT

Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty.

The College has the responsibility of preparing Students to enter professions in which honesty is of the utmost importance. All Students within the college are expected to demonstrate the principles of honesty and integrity as expected in their chosen fields. Accordingly, the penalty for academic and professional misconduct can be severe and may include permanent dismissal from the BSPS, PharmD, and graduate programs in the college. Students suspected of academic or professional misconduct may be referred to the College's Professional Conduct Committee (PCC).

NON-ACADEMIC CONDUCT

Any Student suspected of non-academic misconduct will be referred to the University's Office of Student Conduct and Conflict Resolution. (See University Regulations 2.012: Student Code of Conduct and 2.013: Due Process, Other Rules, and Responsibilities.)

This academic and professional conduct policy shall be adhered to by all Students and applies to all academic and professional work, both inside and outside of class.

II. SCOPE OF POLICY

The College expects all Students to conduct themselves in a professional manner. Misconduct, as outlined by this policy, may be academic, non-academic, and professional in nature and applies to all Students enrolled in the College's academic programs and participation in programs, events, and activities affiliated with, sponsored by, or sanctioned by the College (regardless of whether such activities take place on or off campus). This policy applies to Students in the BSPS, PharmD, and graduate programs.

III. TYPES OF MISCONDUCT

The College recognizes the following types of Student misconduct:

A. Academic Misconduct

1. Definition of Academic Misconduct

The College identifies academic misconduct as any deliberate attempt to gain an unfair advantage in academic work. Being unaware of the Academic Honesty Policy is not a

defense for violations of academic honesty. For the purpose of this policy, academic misconduct is further defined as, but is not limited to:

- a. Unfair advantage: receiving, stealing, reproducing, or circulating exam or quiz materials prior to assessment; receiving, stealing, destroying, defacing, or concealing materials for the purpose of depriving others of their use; Unauthorized collaboration on an academic assignment; failure to return assignments or an exam as instructed; intentionally obstructing or interfering with another Student's academic work; or engaging in any activity with the purpose of creating or obtaining an unfair advantage over other Students
- b. Cheating: unauthorized use of information, notes, study aids, or electronic devices on or during an exam; altering graded assignments; exchanging information with peers during testing; use of forbidden electronic devices during an exam and/or an assessment.
- c. Falsification of information: intentionally furnishing false or misleading information; altering documents; forging signatures, or impersonating someone in an exam and/or assessment.
- d. Plagiarism: presentation or submission of work by someone else, as if it were one's own, including drafts of assignments.
- e. Unauthorized access to academic records: viewing, altering, or dispensing academic, administrative, or computer records; modifying academic, administrative, or computer records, computer programs, or systems; or interfering with the use or availability of academic, administrative, or computer records or computer systems.
- f. Violation of testing protocol. Bringing unauthorized items into a testing environment. Such items include but are not limited to cell phones, laptops, calculators, electronic devices, smartwatches, watches, pagers, photographic devices, recording devices, purses, briefcases, notebooks, testing aids, notes, papers, published materials, backpacks, or other bags. Unauthorized changes to assigned seats. Attempting to return to the testing room after unauthorized departure. Testing in unauthorized locations or locations not designated by the instructor.
- g. Other: providing information, material, or other assistance with the knowledge that such assistance could be used in violation of the University's Student Code of Conduct or other University policies or providing false information in connection with any inquiry regarding academic dishonesty.

2. Faculty Member/Instructor's Responsibility.

In response to Academic misconduct, the faculty member can choose to reprimand the student within the course OR to refer to the professional conduct committee. Instructors have the power to issue a written warning or reprimand or give a penalty grade - either for the exam/assignment in question or for the entire course. All instructor imposed sanctions must be immediately communicated to the Office of Student Affairs and to the Student. If a faculty member chooses to reprimand the student within the classroom and such sanction(s) are not accepted by the Student, the misconduct must be referred to the PCC, and the instructor must follow the procedure as outlined in Section IV of this policy.

3. Penalties for Academic Dishonesty/Misconduct Upon Referral to the PCC

For a Student engaging in academic dishonesty/misconduct, penalties levied by the PCC may range from and to the following:

- a. A written warning or reprimand issued to the Student's record
- b. Lowering a score on an exam or assignment
- c. Failing the course
- d. Suspension from the College
- e. Dismissal from the College.

4. Degrees of Sanctions

A Student found responsible for a violation or violations of this Policy shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including but not limited to, the Student's file. The degrees of sanctions, based on egregiousness and past conduct, are:

- a. First Level Sanctions shall consist of: (i.) written and/or verbal apology to the affected party, (ii.) notation in Student's file held by the Office of Student Affairs, (iii.) Code of Ethics training, (iv.) penalty as per syllabus, and/or (v.) presentation on policy violation before the appropriate audience.
- b. Second Level Sanctions shall consist of any and all sanctions listed above as in the first level sanctions, and additionally: (i.) removal from Student held elected or appointed offices within College, and/or (ii.) termination of College provided scholarships.
- c. Third Level Sanctions shall consist of all sanctions listed in the first and second level sanctions and will additionally include suspension or dismissal at the discretion of the PCC.

5. Student's Responsibility Regarding Academic Misconduct

Students who believe that academic misconduct has taken place are encouraged to bring their concerns to the attention of the instructor for the course, other faculty, or administrators of the College as deemed appropriate.

6. Personnel Involved in Reports of Academic Dishonesty

- a. Faculty member/Instructor
- b. Student(s) responsible for the alleged charges
- c. Associate Dean of Student Affairs or designee
- d. PCC
- e. Dean, College of Pharmacy

B. Professional Misconduct

1. Definition of Professional Misconduct

The College identifies professional misconduct as the commission or omission of any act that is detrimental or harmful to the college and its reputation specifically those which violate the high standards of honesty, ethical integrity, and responsibility to maintain the health, safety, and welfare of the academic or professional community and the public. For the purpose of this policy, professional misconduct may include, as listed below, but not limited to:

- a. Violating Classroom decorum, as listed below but not limited to violations of expected terms of conduct described in course policies or syllabi or as otherwise articulated in writing by the instructor.
- b. Behavior (i.e. unnecessary talking, etc.) that disrupts the learning environment of other Students.

- c. Exhibiting unprofessional behavior. Addressing faculty, staff, Students, preceptors, practitioners, or patients in an unprofessional, disrespectful, or inconsiderate manner.
- d. Sending harassing speech, obscenity-related material, or misuse of social media and/or any other communication.
- e. Refusing to comply with requests issued by faculty or administrators related to academic issues.
- f. Violations of codes of conduct described in the university's Student handbook, department, or course policies articulated by faculty/instructors in writing.
- g. Violations of any codes of conduct/policies in any place or practice setting affiliated with the college and/or FAMU (e.g. rotation sites, internships, etc.).
- h. Violation of patient confidentiality in any practice and/or learning setting.
- i. Knowingly providing false information or evidence to college faculty or administrators.

2. Instructor's and Administrator's Responsibility.

Instructors and Administrators may issue a written reprimand or refer the Student to the PCC for Student professional conduct violations and must immediately communicate such sanction to the Office of Student Affairs.

3. Professional Misconduct Penalties Upon Referral to the PCC

For Students engaging in professional misconduct, penalties levied by the PCC may consist of the following:

- a. Personal Counseling Assessment
- b. Financial Restitution
- c. Behavioral Contracts
- d. Required Letters of Apology
- e. Presentations to the College Community
- f. Service to the College or Community
- g. Professional mentoring
- h. Attendance at a Florida Board of Pharmacy hearing for student pharmacists
- i. Suspension or dismissal, at the discretion of the Dean of the College dependent upon the egregiousness of the conduct.

4. Degrees of Sanctions

A Student found responsible for a violation or violations of this Policy shall be subject to sanctions commensurate with the offense as listed above with consideration given to any aggravating and mitigating circumstances, including but not limited to, the Student's conduct record. The degrees of sanctions are:

- a. First Level Sanctions shall consist of: (i.) written and/or verbal apology to the affected party, (ii.) notation in Student's file, (iii.) Code of Ethics training, (iv.) penalty as per syllabus, and/or (v.) presentation on conduct before the appropriate audience.
- b. Second Level Sanctions shall consist of any and all sanctions listed above as in the first level sanctions, and additionally: (i.) removal from Student held elected or appointed offices within College/ and/or (ii.) termination of College provided scholarships.
- c. Third Level Sanctions shall consist of all sanctions listed in first and second level sanctions and will additionally include suspension or dismissal at the discretion of the PCC.

5. Student Responsibility Regarding Professional Misconduct

Students who believe that professional misconduct has taken place are encouraged to bring their concerns to the attention of the instructor for the course, other faculty, or administrators of the College as may be appropriate.

6. Personnel Involved in Reports of Professional Misconduct

- a. Faculty member/Instructor/Administrator
- b. Student(s) responsible for the alleged charges
- c. Associate Dean of Student Affairs or designee
- d. PCC
- e. Dean, College of Pharmacy

C. Non-Academic Misconduct

1. Definition of Non-Academic Misconduct

Non-Academic Misconduct is governed by the University Student Code of Conduct (See University Regulation 2.012) and these violations will be addressed by the University's Office of Student Conduct and Conflict Resolution. Therefore, the College will refer these matters to that office.

2. Non-Academic Misconduct Process

If a faculty member, administrator, or party observing misconduct believes that a Student has engaged in an activity that constitutes Non-Academic Misconduct, he/she must refer the matter to the Office of Student Conduct and Conflict Resolution.

3. Student Responsibility Regarding Non-Academic Misconduct

Students who believe that non-academic misconduct has taken place are encouraged to bring their concerns to the attention of an instructor or administrators of the College as may be appropriate.

4. Personnel Involved in Reports of Non-Academic Misconduct

- a. Faculty member/Instructor/Administrator/Students
- b. Student(s) responsible for the alleged charges
- c. University's Office of Student Conduct and Conflict Resolution Personnel

IV. PROTOCOL AND PROCEEDINGS FOR ACADEMIC, PROFESSIONAL, AND NON-ACADEMIC MISCONDUCT

1. ALL cases of Student misconduct should be reported as soon as the incident is observed.
2. The instructor, administrator, Student, or observing party is responsible for initially taking appropriate action. A course instructor or administrator who has reason to believe that a Student has engaged in an act of academic or professional misconduct shall immediately upon discovery, attempt to resolve the incident and may sanction the Student as per this policy. In all unresolved cases involving academic and professional misconduct, and in cases of non-academic misconduct, the instructor, administrator, Student, or observing party shall:
 - a. Report misconduct on the appropriate form from the Office of Student Affairs and relay the relevant information on the form (i.e. item of misconduct, proposed penalty, etc.) The faculty member(s) who believes a Student is responsible for academic dishonesty is to copy the Student when the submission is made to the Office of Student Affairs. He/she is to suggest the desired outcome on the form.

- b. Submit the form to the Office of Student Affairs who will log the report and provide a copy to the PCC within 10 business days of receiving the form.
 - c. The Associate Dean of Student Affairs or designee shall:
 - i. Notify in writing, the Student and, the Chair and members of the PCC of the impending misconduct allegation within 10 business days of receiving the form from Student affairs.
 - ii. Convene a separate meeting with the reporting instructor (and Division Director as applicable) and the Student to assemble all relevant information within 10 business days. A joint meeting may be held if warranted.
 - iii. Report the findings to the Chair of the PCC within 10 business days. If resolved, a statement of resolution will be placed into the Student's academic file. If not resolved, the matter should be forwarded to the PCC for adjudication (hearing).
3. Student Notification
- a. The Student who has been alleged of a charge of misconduct referred to the PCC will be notified in writing of the incident from the Associate Dean of Student Affairs or designee to ensure due process.
 - b. The letter shall:
 - i. Identify the specific misconduct charge(s) and information from the faculty member, administrator, etc. to support it/them.
 - ii. Specify the proposed sanction(s) recommended by the faculty member or administrator if applicable
 - iii. Specify a time for a meeting to discuss allegations and a possible rebuttal.
 - iv. Instruct the Student to contact the Chair of the PCC to either accept in writing the proposed penalty or, discuss the procedure for initiating a hearing. The Chair of the PCC will also contact the Student within 10 business days of referral.
 - c. This notification shall be sent via university email to the Student's most recent address of record on file in the Office of the Registrar within 10 business days of referral of the matter to the PCC.

V. DUE PROCESS

No Student may be sanctioned or dismissed from a course, program of study, without due process as outlined in the Florida A&M University Student Code of Conduct (See University Regulation 2.013: Due Process, Other Rules, and Responsibilities).

VI. HEARING GUIDELINES

1. The Student may inspect all information that will be presented at least three (3) business days before the disciplinary hearing.
2. The Student may present information on his/her own behalf during the hearing.
3. The faculty/staff/administrator will then present information during the hearing.
4. The Student may have an advisor of their choice at the hearing who is authorized to have access to the Student's academic files as designated on a properly executed FERPA form. The Student must provide notice of the attendance of such person at least 72 hours (3 business days) prior to the hearing. If no notice is given, the hearing will be rescheduled to allow proper notice of attendance by an outside party, if necessary. This allowance will not be abused.

5. An advisor is not allowed to address the committee during the hearing and shall not be allowed to attend an initial meeting between the faculty member and/or administrator and the Student. He/she is not allowed to deliberate or delay the proceedings.
6. If the Student presents with legal counsel, official notice must be provided in writing to the University's General Counsel and the Office of Student Affairs of CoPPS, IPH at least three (3) business days before the disciplinary hearing. A copy of such notice must also be sent to the Office of the Provost by the Student.
7. After the committee hears all evidence, a resolution will be determined and communicated to the Student and their academic advisor within 10 business days.
 - d. A summary table of Students sanctioned for academic dishonesty is to be constructed by the committee and forwarded to the Dean, Executive Assistant to the Dean, and the Associate Dean of Academic Affairs by the PCC Chair. The summary table should include the following:
 - i. Student Name/Campus
 - ii. Degree program
 - iii. Year
 - iv. The allegation
 - v. Committee ruling

VII. COLLEGE APPEAL PROCESS The granting of an appeal is not automatic. A Student who wishes to appeal a penalty for misconduct rendered by the PCC must write a formal business letter to the Dean of the College outlining the reasons for and nature of the appeal. This letter must have an "Academic (or Professional or Non-Academic, as applicable) Dishonesty Letter of Appeal" in the subject line and be delivered to the Dean of the College within 10 business days from the date of the PCC resolution letter. The PCC Committee Chairperson is to be copied on the message and letter.

The letter should include instructions about appealing to the Dean and the requirement of a business letter. In addition, the Student's academic advisor is to immediately contact the Student to ensure that he/she knows of the components of a business letter (see Appendix C).

No person may hear or decide an appeal if they conducted or participated in the conduct proceeding being reviewed on appeal. Deference is given to the original hearing body's outcome; thus, the burden is on the Student filing an appeal to demonstrate cause to alter the decision of the hearing body.

The written appeal must specify the reason(s) why consideration should be granted and are limited to the following:

- i. The Student's due process rights, as outlined in University Regulation 2.013, were violated in the conduct proceeding;
- ii. New information exists that was not known to the Student and could not have reasonably been known or discovered at the time of the original proceeding and which would have substantially affected the outcome of the proceeding. This does not include statements from an individual or Student who did not appear for a proceeding;
- iii. The information presented during the proceeding does not support the decision; or

- iv. The sanction(s) imposed is not commensurate with the violation(s), with consideration given to any aggravating and mitigating circumstances.

The Dean of the College may uphold the decision and/or sanction(s); modify the decision and/or sanction(s); remand the case to the original hearing body for reconsideration of the decision and/or sanction(s) subject to any instructions, or remand the case for a new hearing.

The Dean will respond to a letter of appeal to acknowledge receipt and schedule an appeal meeting within ten (10) business days. Upon receipt of the appeal, the PCC Chair is to send to the dean all information used in its hearing. Scheduling occurs only after the receipt of an appeal in the form of a business letter with an acceptable basis for the appeal. The following factors will determine the scheduling of Students:

1. Order of committee ruling.
2. The proximity of APPE or NAPLEX examination – this is a compelling factor that will shift a Student ahead of others.
3. Date and time of appeal submission.
4. Should a hearing be scheduled for a Student becomes affected by legitimate factors such as graduation certification and matriculation, the Dean may then schedule another Student whose case is ready to be heard.

The final decision concerning the decanal appeal shall be communicated to the Student, Executive Associate Dean, Associate Dean, Academic Affairs, Associate Dean of Student Affairs, and professor/instructor involved within 10 business days of the scheduled meeting with the Dean.

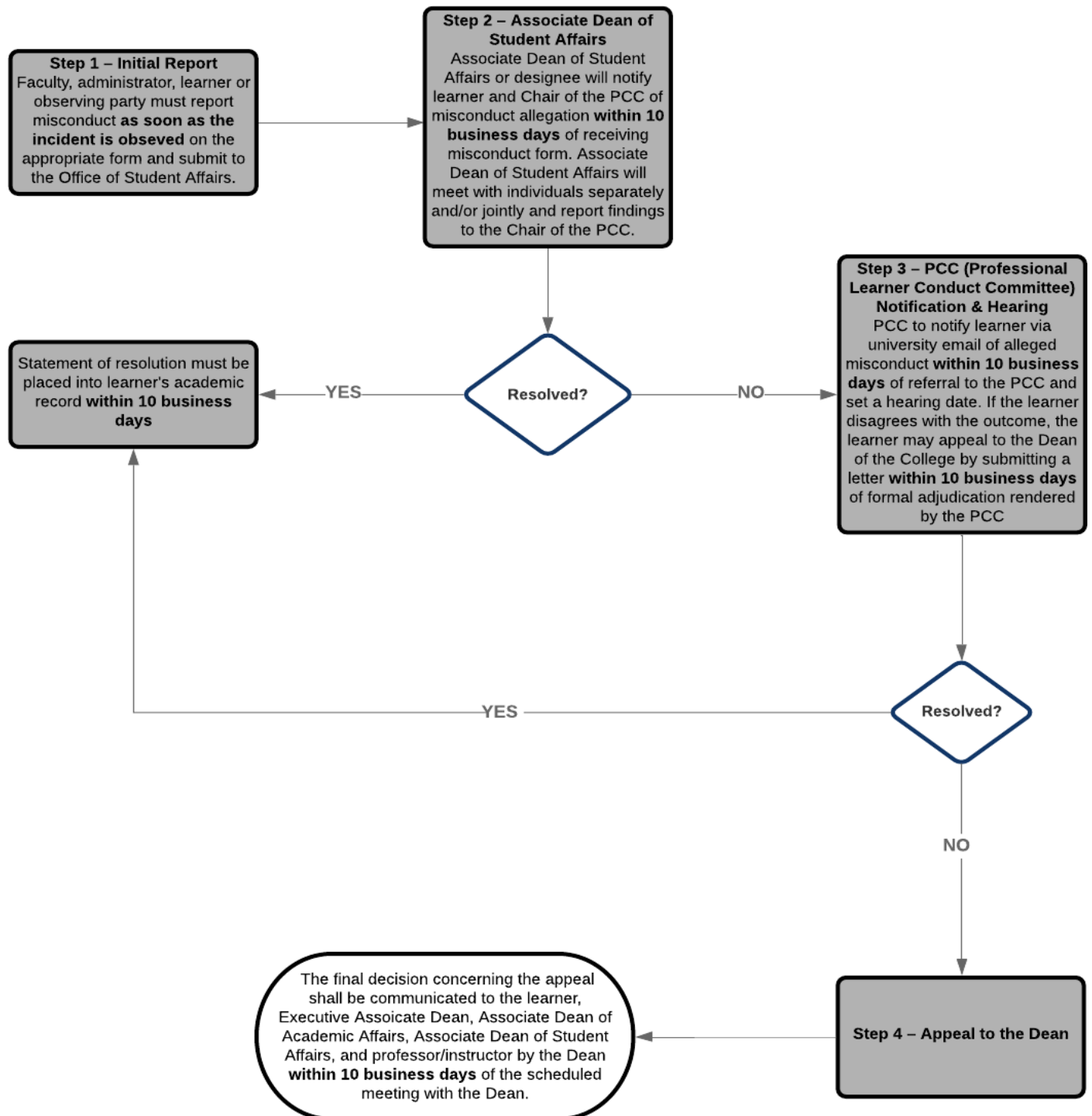
VIII. PROFESSIONAL CONDUCT COMMITTEE RESPONSIBILITIES

1. Conduct hearing after reviewing the documentation
2. Call and question witnesses
3. Levy penalties for misconduct charges upheld by the Committee
4. File Hearing Resolution form with the Office of Student affairs

The College reserves the right to modify or make exceptions to this policy and apply any such modification, or exception applicable to any Student without regard to the date of application, admission, or enrollment. This policy is neither a contract nor an offer to enter into a contract. Each Student is responsible for knowledge of the College's policies as well as for changes promulgated by the College as addenda to this Policy. This policy supersedes all previous versions of the Student Misconduct Policy. Any changes made in the College's Student Handbook or University's Honor Code will automatically be incorporated into this policy.

Policy and Procedure Review and Revision History	
Creation Date:	8/17/2020
Reviewed Date:	8/17/2020
Revised Date:	-----
Approval Date:	8/17/2020
Effective Date:	8/18/2020

APPENDIX A: Academic, Professional, and Non-Academic Misconduct Flow Chart and Response to Incident



The logo for FAMU College of Pharmacy + Pharmaceutical Sciences. It features the text "FAMU" in large, bold, white capital letters on a solid orange rectangular background. To the right of this, the words "COLLEGE OF" are in a smaller, orange, sans-serif font. Below "COLLEGE OF", the words "PHARMACY" and "PHARMACEUTICAL SCIENCES" are stacked in a larger, bold, orange, sans-serif font. A large, thin orange bracket "[" is positioned to the left of the stacked text, and a large, thin orange bracket "]" is positioned to the right, enclosing the entire text block.

Please select one of the following: ☐ Academic ☐ Professional ☐ Non-Academic

Name: _____

Course Name (if applicable): _____

[illegible]

Professor or Observing Party Name: _____

Date: _____

APPENDIX C: Student Business Letter Template

[Insert return address of letter writer]

[Insert Date]

Vanessa B. Sheppard, Ph.D.
Dean and Assistant Vice President for Health
Science Enterprise and Research Innovation
Florida A&M University
College of Pharmacy and Pharmaceutical Sciences
Institute of Public Health
1415 S. Martin Luther King, Jr. Blvd.
Tallahassee, FL 32307

Dear Dr. Sheppard:

RE: ACADEMIC [ADD APPEAL TYPE, I.E., SUSPENSION, DISMISSAL, DISHONESTY, ETC] APPEAL

[Insert the body of your letter. When writing a business letter, be careful to remember that conciseness is very important. In the first paragraph, consider a friendly opening and then a statement of the main point.]

[The next paragraph should begin justifying the importance of the main point.]

[In the next few paragraphs, continue justification with background information and supporting details.]

[The closing paragraph should restate the purpose of the letter and, in some cases, request some type of action.]

[Enclosures, if any]

Sincerely,

[Your signature goes here in blue ink]

[Insert your name]

[Insert your title]