

ACADEMIC INTEGRITY GUIDELINES
College of Pharmacy
Southwestern Oklahoma State University

The following information provides Academic Integrity Guidelines for students in the College of Pharmacy at Southwestern Oklahoma State University. The purpose of this document is to clarify and codify the rights and responsibilities of students that are inherent in the traditional academic environment. These Guidelines are designed to assure due process, equity, and prompt and objective review by third parties, with appropriate appeals procedures.

I. Student Responsibilities

A student has a responsibility to exhibit honesty, and to adhere to the ethical standards of the pharmacy profession in carrying out his academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

1. Refers during an academic evaluation to, or utilizes during lecture, materials or sources, or employs devices, not authorized by the instructor, including electronic recording devices.
2. Provides assistance to and/or receives assistance from another person during an academic evaluation in a manner not authorized by the instructor.
3. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
4. Acts as a substitute for another person and/or utilizes a substitute in any academic evaluation process.
5. Practices any form of deceit in an academic evaluation proceeding.
6. Provides aid to another person or depends on the aid of others, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
7. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
8. Submits the work of another person in a manner that represents the work to be one's own or knowingly permits one's work to be submitted by another person without the instructor's authorization.

9. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
10. Indulges, during a class (or examination) session in conduct that is disruptive as to infringe upon the rights of the instructor or fellow students.

II. Procedures for Adjudication

No student should be subject to an adverse finding that he/she committed an offense related to academic integrity, and no sanction should be imposed relating thereto, except in accordance with procedures as set forth in section II of this document. The procedures, herein described, are intended to provide an orderly process to deal with purported violations of academic integrity in a manner that is fair to the student and instructor alike. Whenever possible, violations should be resolved at the level of the individual student and instructor with the knowledge and assistance, if necessary, of the Department Chairman. Designated administrative officers or bodies should become actively involved only when local efforts fail.

1. Upon observation of a violation of academic integrity within his or her classroom, or in response to the information provided by another instructor, proctor, staff member or student of the College of Pharmacy, the instructor will inform the student that he/she has been charged with a specific violation of academic integrity.
 - a. The student will be given the opportunity to respond to the charges on an informal basis and to resolve the issue directly with the instructor. In the case of an impasse, the counsel of the Department Chairman may be sought in reaching a resolution. If a mutual agreement is reached, the matter shall be considered closed and the Dean's Office will be advised of the decision. The decision will be made part of the student's file, but information will be released only upon request:
 1. To a faculty member involved with the same student at the informal stage of an inquiry;
 2. To a College Ad Hoc Academic Integrity Committee, after determination of guilt, for use in the sanction portion of the hearing;
 3. To the Dean of the College of Pharmacy to assess the appropriateness of sanctions recommended by the School Ad Hoc Academic Integrity Committee.
 - b. If the matter cannot be resolved at the departmental level, the faculty member may file a written statement with the Academic Integrity Officer who is appointed by the Dean of the College of Pharmacy. The statement should include the alleged offense(s), along with supportive evidence, names of accusers and witnesses and a factual narrative that includes the date, time, place and circumstances surrounding the event. The statement should be signed by the instructor or individual bringing the charges.

2. If an instructor fails or refuses to act upon a duly registered complaint, the complaint may be submitted to the chairman of the involved department. If the chairman also fails or refuses to take action, the complaint may then be forwarded in written form to the Academic Integrity Officer as outlined in 1b above.
3. The Academic Integrity Officer will transmit the written statement of charges to the student, together with a copy of these regulations.
4. The letter of transmittal to the student, a copy of which shall also be sent to the instructor or charging party, will state a time and place when a hearing on the charges will be held by an ad hoc Academic Integrity Committee that will be appointed by the dean and consist of three faculty members and two students who are not associated with the incident under review.
5. In proceedings before the Academic Integrity Committee the student shall have the right to:
 - a. be considered innocent until found guilty by clear and convincing evidence of a violation of the student obligations of academic integrity;
 - b. have a fair disposition of all matters as promptly as possible under the circumstances;
 - c. be informed of the general nature of the evidence to be presented;
 - d. confront and question all parties and witnesses except when extraordinary circumstances make this impossible;
 - e. present a factual defense through witnesses, personal testimony and other relevant evidence;
 - h. have only relevant evidence considered by the committee; and,
 - i. a record of the hearing, at his or her own expense, upon request (audio tape).
6. The hearing should provide a fair inquiry into the truth or falsity of the charges, with the charged party and the instructor or charging party afforded the right to cross-examine all adverse witnesses. At the level of the committee of the school, legal counsel shall not be permitted.
7. A suitable record shall be made of the proceedings, exclusive of deliberations to arrive at a decision. (audio recording)
8. The proposed decision, which shall be written, shall include a determination whether the charges have been proven by clear and

convincing evidence, together with findings with respect to material facts. If any charges are established, the proposed decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may only be considered in recommending sanctions, not in determining guilt or innocence.

9. The proposed decision shall be submitted to the Dean of the College of Pharmacy who will make an independent review of the hearing proceedings. The Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. Upon completion of such additional proceedings, if any, and within a reasonable time the Dean shall issue a final decision. The Dean may reject any findings made by the Academic Integrity Committee adverse to the student, and may dismiss the charges or alter the severity of a sanction in section IV, except items C and D, and except in the case of repeating offenders who have been previously found in violation of the Academic Integrity Guidelines through the formal hearing procedures.
10. The Chairman of the ad hoc Academic Integrity Committee shall transmit to the charged party and the instructor copies of all the actions taken by the committee and the Dean.

III. Timeliness

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the instructor to utilize these procedures diligently may constitute grounds for dismissal of charges.

IV. Sanctions

The sanctions that may be imposed upon finding that an offense related to academic integrity has been committed are the following:

1. Dismissal from the College of Pharmacy without expectation of readmission.
2. Suspension from the College of Pharmacy for a specific period of time.
3. Reduction in grade, or assignment of a failing grade, in the course in which the offending paper or examination was submitted.
4. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.
5. The College of Pharmacy can opt for any sanctions approved by the Dean. Such sanctions must be made known to students in writing.

In administering sanctions, the College of Pharmacy must strive to achieve consistency in their application. That is, the same sanctions should be applied for the same offenses, unless extenuating circumstances can be documented, e.g. the student is a repeat offender.

The imposition of such sanctions may be considered by the school in the preparation of any report concerning the student submitted to a government agency, accrediting body, or other person or institution in accordance with the requirements of law or the consent of the student.

V. Review and Appeal

A student may seek to have a Dean's final decision (or determination that the charges are not subject to adjudication) reviewed by the Provost/Vice President for Academic and Student Affairs. The Provost's action shall constitute an exhaustion of all required institutional remedies.

VI. Timeliness

It is the responsibility of all parties, including administrative officers to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results.