

**Southwestern Oklahoma State University**  
**College of Pharmacy**  
**Academic Integrity Guidelines**

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. Violations of the Student Conduct Code of Southwestern Oklahoma State University and the COP Professionalism Policy, not otherwise implicated by these Guidelines, will be administered pursuant to that Code.

**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 their academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he/she:

- A. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor, including electronic devices.
- B. Provides assistance to and/or receives assistance from another person during an academic evaluation in a manner not authorized by the instructor.
- C. 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.
- D. Acts as a substitute for another person and/or utilizes a substitute in any academic evaluation process.
- E. Practices any form of deceit in an academic evaluation proceeding.
- F. 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.
- G. 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.
- H. 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.
- I. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.

- J. Indulges, during a class (or examination) session in conduct that is disruptive as to infringe upon the rights of the instructor or fellow students.
- K. Employs during lecture, electronic devices not authorized by the instructor.

## **II. Procedures for Adjudication**

No student will be subject to an adverse finding that he/she committed an offense related to academic integrity, and no sanction will 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, instructor and the College of Pharmacy community alike.

If a third party feels as if an instructor or course coordinator has not adequately addressed a possible violation of the Academic Integrity Policy, they may file a report with the Department Chair or with the Academic Integrity Officer, who is the Associate Dean of the College of Pharmacy (unless otherwise involved in the conflict, in which case an individual will be appointed by the Dean of the College of Pharmacy) using the Academic Integrity report form, which can be found at the end of this document. This document is also available online and can be accessed from the COP website.

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 Chair. Designated administrative officers or bodies should become actively involved only when local efforts fail.

- A. Resolution at the Level of the Instructor or Department Chair
  - 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.
  - 2. 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. The instructor is expected to inform the course coordinator of the event and to complete an Academic Integrity Report and to forward it to the Department Chair.
  - 3. In the case of an impasse between instructor and student, the counsel of the Department Chair will be sought in reaching a resolution. If a mutual agreement is reached, the matter shall be considered closed. The Academic Integrity Report will be forwarded to the Academic Integrity Officer for placement in the student file.
  - 4. Should an individual other than the instructor be the original reporter of an incident, the Academic Integrity Officer shall notify that individual that a report has been filed.
  - 5. Any admission or finding of guilt will result in the filing of a Professionalism Report by the instructor.

6. The Academic Integrity Report will be made part of the student's file, but information will be released only upon request on an as needed basis:
  - a. to a faculty member involved with the same student at the informal stage of an inquiry;
  - b. to a College Ad Hoc Academic Integrity Committee, after determination of guilt, for use in the sanction portion of the hearing; or
  - c. to the Dean of the College of Pharmacy to assess the appropriateness of sanctions recommended by the College Ad Hoc Academic Integrity Committee.
- B. Resolution Does Not Occur at the Level of the Department Chair
  1. If the matter cannot be resolved at the departmental level, the Department Chair will file this Academic Integrity Report with the Academic Integrity Officer for further processing.
  2. If unresolved, the Academic Integrity Officer will transmit the written statement of charges to the student, together with a copy of these regulations.
  3. The letter of transmittal to the student, a copy of which shall also be sent to the charging party, instructor, course coordinator and Department Chair, 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, all of whom are not associated with the incident under review.
  4. In proceedings before the Ad Hoc 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;
    - e. present a factual defense through witnesses, personal testimony and other relevant evidence;
    - f. have only relevant evidence considered by the committee; and
    - g. a copy of the audio record of the hearing (given to the student at his or her own expense).

- h. The hearing shall 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.
- i. A suitable audio record shall be made of the proceedings, exclusive of deliberations to arrive at a decision.
- j. The decision, which shall be written, shall include a determination whether the charges have been proven by clear and convincing evidence, together with findings of 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.
- k. The decision shall be submitted to the Dean of the College of Pharmacy who will make an independent review of the hearing record, which shall include the audio record and all exhibits introduced. 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.
- l. 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, based on the evidence provided or the lack thereof, as provided in Section IV below, except in the case of repeating offenders who have been previously found in violation of the Academic Integrity Guidelines through the formal hearing procedures.
- m. The Dean shall transmit to the charged party, the instructor, the course coordinator, the Department Chair and the Academic Integrity Officer copies of all the actions taken by the committee and the Dean.

### **III. Timeliness of the Complaint Process**

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:

- A. Dismissal from the College of Pharmacy without expectation of readmission.
- B. Suspension from the College of Pharmacy for a specific period of time.

- C. Reduction in grade, or assignment of a failing grade, in the course in which the offense was committed.
- D. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.
- E. The College of Pharmacy may 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 are established through the hearing process, 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.

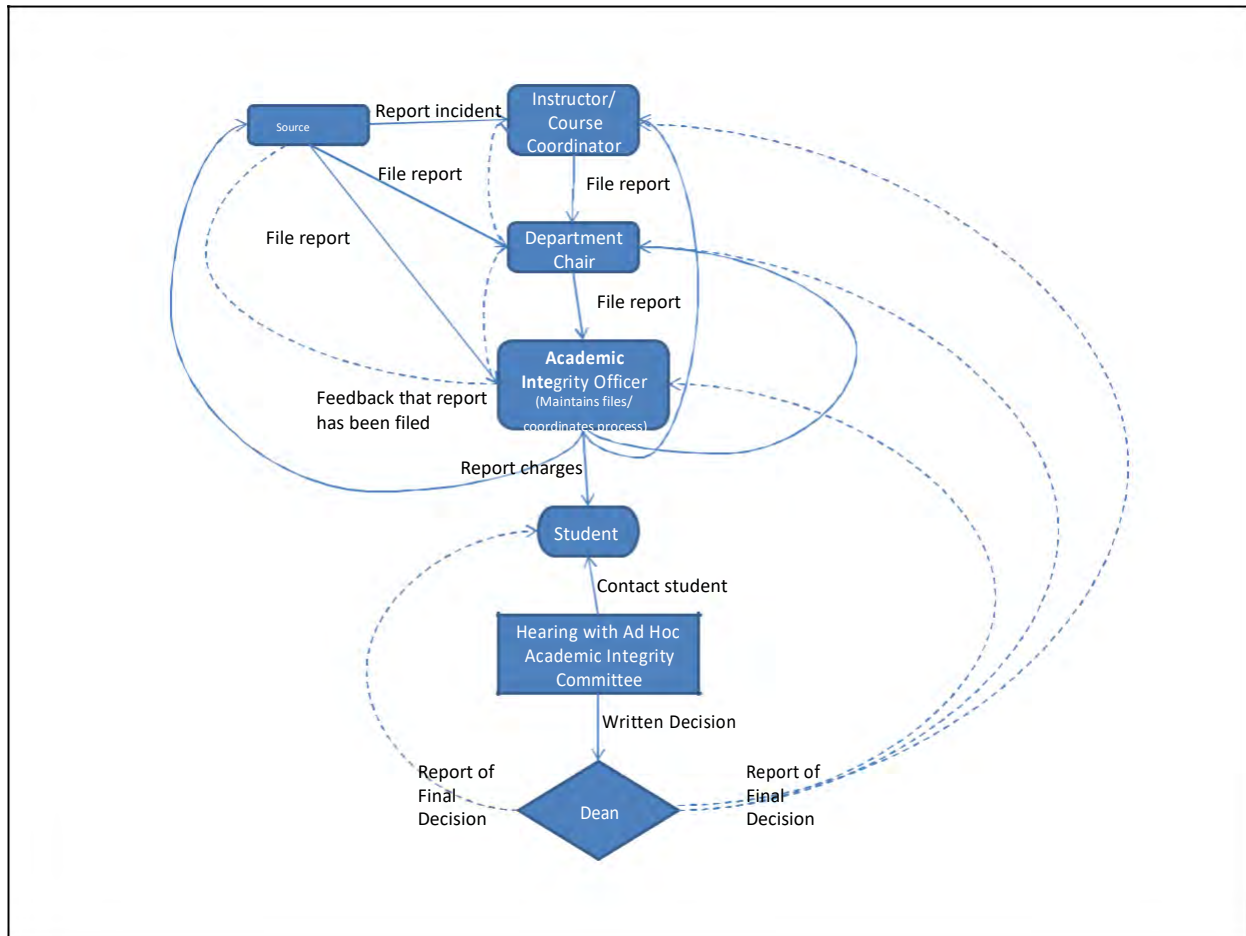
#### **V. Review and Appeal**

Within seven (7) working days of the final decision, 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 and shall be final.

#### **VI. Timeliness of the Appeal Process**

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.

## Flowchart for Adjudication



## **APPENDIX A**

### **Southwestern Oklahoma State University College of Pharmacy Academic Integrity Report**

#### **Student being reported**

Name:

Email:

#### **Person submitting original report of misconduct**

Name:

Email:

Telephone:

#### **Person submitting Academic Integrity Report**

Name:

Email:

Telephone:

#### **Type of event/behavior:**

... Plagiarism

... Testing

... Electronic Device

... Professionalism: filing a Professionalism Report for the same incident? \_\_\_\_\_

**\*\*Please note this on the Professionalism report\*\***

... Other: \_\_\_\_\_

**Reports Filed/Resolution:****Faculty:**

Y ... Received report of possible Academic Integrity violation

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Signature Date

Y ... N ... Resolved at level of faculty

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Signature Date

Y ... N ... Professionalism Report filed

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Signature Date

Y ... N ... Report filed with Department Chair

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Signature Date

**Department Chair:**

Y ... Report received by Department Chair

\_\_\_\_\_  
Signature Date

Y ... N ... Resolved by Department Chair

N/A ...  
\_\_\_\_\_  
Signature Date

Y ... Report filed with Academic Integrity Officer

\_\_\_\_\_  
Signature Date

**Academic Integrity Officer:**

Y ... Report received by Academic Integrity Officer

\_\_\_\_\_  
Signature Date

Y ... Notification sent to originating source of report if other than instructor

\_\_\_\_\_  
Signature Date

Y ... N ... Unresolved and referred to Ad Hoc Academic Integrity Committee

\_\_\_\_\_  
Signature Dat

Please describe the event/behavior in as much detail as possible. Information should include but is not limited to: date/time/place of incident, all parties involved in the incident, and any attempts at a resolution prior to submission of this form. Please attach additional sheets if necessary.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Date \_\_\_\_\_

Signature of Person Submitting Report

## **APPENDIX B**

**Southwestern Oklahoma State University  
College of Pharmacy  
Academic Integrity Guidelines Attestation Statement**

By signing below, I signify that I have read the current COP Academic Integrity Policy in its entirety. I agree to abide by the policies set forth in the COP Academic Integrity Policy. I also agree to abide by any updates to the Academic Integrity Policy. The most current version will be posted online (found from the COP homepage under Policies and More). I understand that it is my responsibility to regularly check for updates to the policy. I understand that infractions of the COP Academic Integrity Policy will not be tolerated.

Should it be determined that I have indeed breached the COP Academic Integrity Policy, I understand that I may be withdrawn involuntarily from any course in which the breach occurred; I may also receive a penalty, including (but not limited to) an F, for the course, and/or dismissal from the College of Pharmacy.

My signature on this agreement is valid for all courses taken from the date of my signature until my graduation from the College of Pharmacy program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_