

STUDENT GUIDELINES FOR DEALING WITH ISSUES RELATED TO THE CODE OF

CONDUCT

Code of Conduct Committee
School of Pharmacy
University of Pittsburgh

Introduction

As students enrolled at the University of Pittsburgh you are bound to uphold a student Code of Conduct as set forth by the University and described in the University of Pittsburgh *Guidelines on Academic Integrity*. You must also agree to abide by the University's policies on student behavior, non-discrimination and sexual harassment. As a student enrolled in the School of Pharmacy, you bear additional responsibilities as outlined in the School of Pharmacy's Code of Conduct. This code was adopted by faculty and students to reflect the high professional, ethical, and legal standards expected of all those engaged in the practice and science of pharmacy.

At the beginning of each year, all students at the University of Pittsburgh School of Pharmacy are provided a copy of the Code of Conduct which they are required to sign and return to the office of the Dean. By signing the School's Code of Conduct, students certify that they have read the Code and agree to accept the consequences of their actions.

In accordance with University of Pittsburgh policy, the School of Pharmacy has established a Code of Conduct Committee whose function is to delineate and uphold the professional and ethical practice standards of pharmacy as outlined in the Code of Conduct. This committee is comprised of faculty representatives from the Departments of Pharmaceutical Sciences and Pharmacy and Therapeutics, as well as student representatives from each undergraduate class (P1 through P4) and one graduate student representative. Members of the committee are charged to evaluate alleged violations of the School of Pharmacy Code of Conduct that have not been resolved at the student-faculty level and to provide recommendations for appropriate action. Certain infractions or complaints may lie beyond the scope of the Code of Conduct Committee's responsibilities and should be referred to the proper University unit for consideration and resolution. The Chair of the Code of Conduct Committee as well as the Dean for Student Affairs is available to provide guidance to students on the proper procedures for resolving such issues.

The remainder of this document provides students with a summary of their rights and responsibilities under the School's Code of Conduct and suggestions for dealing with alleged violations of professional and ethical practice standards.

Rights and Responsibilities

As students enrolled in the University and the School of Pharmacy, you enjoy the right to study in an environment where academic integrity and professional conduct are valued. Protecting this environment is a shared responsibility of all members of the academic community-faculty, staff, and students. A complete discussion of the rights and responsibilities of students enrolled at the University of Pittsburgh can be found in the University's *Guidelines on Academic Integrity*, and policies on Sexual Harassment and Nondiscrimination. Some of these rights and responsibilities are highlighted below:

Rights

Students have a right to:

- 1 Due process when accused of violations of the Code of Conduct. This means that the accused may appeal the charges and/or sanction(s) proposed. The appeal process is outlined in the University's *Guidelines on Academic Integrity*
- 2 Be treated with dignity by faculty, staff and other students individually and collectively in the classroom and other academic contexts.
- 3 Confidentiality in all academic procedures. Neither the specifics of a violation or alleged violation nor the sanction(s) will be made public.

Responsibilities

Students bear the responsibility to:

- 1 Read, understand and abide by the School's Professional Code of Conduct, the University of Pittsburgh's *Guidelines on Academic Integrity*, and policies on Sexual Harassment and Nondiscrimination.
- 2 Reaffirm their commitment to the Code of Conduct annually. This is done by signing a copy of the code each year.
- 3 Bring to the attention of the instructor a complaint that a student has failed, in one or more respects, to meet faithfully the obligations specified in the Student Obligations section of the

Guidelines on Academic Integrity.

- 1 Attend classes and examinations as scheduled.
- 2 Respect the dignity of faculty, staff and other students individually and collectively in the classroom and other academic contexts.

Who Should Be Involved In Potential Violations of the Code of Conduct

All of the following recommendations listed below are based upon the procedures described in the University's *Guidelines on Academic Integrity*.

A. Student – Faculty Code of Conduct Issues

1. Responding to a charge from a faculty member:

A student who has been charged with violating the Code of Conduct by a faculty member should make every attempt to resolve the issue with the faculty member. If the issue is not resolved at this level, the student may contact either the Dean of Student Affairs or the Chair of the Code of Conduct Committee for an explanation of appropriate procedures.

Last Reviewed February 2009

2. Initiating a Code of Conduct violation charge against another student:

A student wishing to pursue a perceived violation of Academic Integrity by another student

should discuss the issue with the course instructor. The issue will then be the responsibility of the course instructor and course coordinator.

A student wishing to pursue a perceived violation of any other issues related to the Code of Conduct by another student should contact either the Dean of Student Affairs or the Chair of the Code of Conduct Committee.

Problem Resolution

Every attempt should be made to come to a mutually agreeable resolution of violations of the Code of Conduct at the level of the involved student(s) and faculty member(s). When a mutually agreeable resolution cannot be reached at the level of the involved parties as is described in the “Who Should Be Involved” section of these guidelines, the matter should be referred to the Dean for Student Affairs.

At all levels, strict confidentiality must be maintained by all parties concerned both to protect the innocent and, to provide for a fair and equitable resolution. A confidential record of all alleged violations, including those made at the level of the involved students(s) and faculty member(s), will be kept by the Dean of Student Affairs. The resolution of these violations, including any appeals, will be part of this record. All such reports will be destroyed when a student either graduates or leaves the program.