School of Pharmacy
University of Wyoming

Date Approved: March 7, 2014
Date Effective: Fall 2014
Document #: SA-001

Title: UW SOP Honor System Version: 6

Committee: Student Affairs

Votes: # Approve approved by voice vote # Disapprove ______

Approval Signatures (As Required)

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Notes:
THE UNIVERSITY OF WYOMING

SCHOOL OF PHARMACY

HONOR SYSTEM:

ACADEMIC INTEGRITY,

PROFESSIONALISM

AND

ETHICAL RESPONSIBILITY
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THE UNIVERSITY OF WYOMING SCHOOL OF PHARMACY HONOR CODE

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Student Affairs-Honor System-Version 6-March 2014
Honor Code: Purpose

We, the students of the University of Wyoming School of Pharmacy (SOP), acknowledge that pharmacy is among the most highly regarded professions. We also recognize that the profession of pharmacy demands of its members the utmost degree of professional competence, ethical behavior, and integrity. This Honor Code challenges pharmacy students to adopt principles of professional behavior and responsibility within the context of academic honesty, respect, and community standards.

The SOP honor system is designed to be student driven and administered to provide rules and procedures to address the unique needs and management of the professional pharmacy program and is intended to be complementary but subordinate to the University of Wyoming Regulations (UW Regulations) and the Student Code of Conduct. The principles defined in this code will apply to all students enrolled in the professional program. We therefore, accept this Honor Code to set forth minimum standards of scholarship and conduct at the SOP.

As students we challenge our faculty and staff to model the principles stated above so that we can have the best opportunity to develop them ourselves.

Article I. Professional Integrity

The University of Wyoming SOP believes that within the educational setting, professionalism and integrity can be fostered. Just as we are expected to gain the knowledge that is needed for our profession at the University of Wyoming, we are also expected to obtain the personal attributes that are essential to our future success.

The development of professional integrity is an important goal to the students of the SOP. Not only does it allow us to maintain the purity of the profession, but it obligates us to enhance the profession in a way that will benefit the community.

We will behave in a manner consistent with the following principles of professionalism as we foster and maintain a culture that facilitates professionalism:

Honesty and Integrity

a) Contribute to a positive image of the pharmacy profession
b) Respect the rights of patients, staff, faculty, peers, and other health professionals
c) Safeguard patient confidences and privacy within the constraints of the law
d) Understand the general principles of ethical behavior and their application to performance expectations of any course of study, examination, or other evaluations
e) Treat those with whom we interact with respect, trust, and dignity
f) Refrain from engaging in unwanted, inappropriate, or unprofessional behaviors
g) Respect rights such as privacy, confidentiality, informed consent, and others
h) Communicate in a professional manner and do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status
i) Refrain from abusing authority
Service
   a) Participate in and contribute to the betterment of the public health community in a productive manner
   b) Serve the patient and the community needs above our own self-interest and welfare

Excellence and Scholarship
   a) Strive to improve ourselves in the integration and transmission of knowledge
   b) Collaborate with and assist peers, colleagues, and other health professionals appropriately for the advancement of scientific knowledge and skills
   c) Commit to self-directed and lifelong learning

Responsibility and Accountability
   a) Foster a culture of responsibility and accountability
   b) Maintain patient care and service as our highest priority
   c) Be accountable for deadlines and complete assignments/responsibilities in a timely fashion
   d) Identify our own limitations and developmental needs and seek approaches for improvement
   e) Present ourselves in a professional manner with respect to dress, hygiene, body language, composure, and gestures

Article II: Academic Integrity

   We aspire to maintain high academic integrity. This validates our education and allows us to achieve maximum development while in school. Students of the SOP take pride in submitting their own work as well as obtaining the grades that they truly earned.

Article III. The Honor Code Pledge

   This pledge shall be signed annually by students as a reminder to the students of their obligations to uphold the Honor Code. After the signing of this pledge, it must be turned into the Manager of Pharmacy Student services at the SOP within one week of receipt to be placed in the student's file.

"I________________________ (print name) have read, understand, and will uphold the standards of the University of Wyoming School of Pharmacy Honor Code."

Signature: ______________________________
Date: ______________________________

Year in Program (please circle): P1  P2  P3  P4
Article IV. The Honor Board

Section A: Role of the Honor Board

The role of the Honor Board is to:

1. Promote awareness of the spirit and intent of the Honor Code among the members of the SOP community.
2. Apply, maintain, and improve the Honor Code, suggesting modifications for review and approval by members of the SOP community.
3. Serve as the initial deliberative body for allegations of Honor Code violations within the SOP.
4. Administer an Honor Code orientation for all incoming students shortly after matriculation in the SOP. Current students will review the Honor Code during the spring of each year along the same time as student elections.

Section B: Composition and Election of the Honor Board

Part 1. Composition

The Honor Board shall be composed of the following members:

1. Two (one primary and one alternate) Pharm.D. Fourth-year students
2. Two (one primary and one alternate) Pharm.D. Third-year students
3. Two (one primary and one alternate) Pharm.D. Second-year students
4. Two (one primary and one alternate) Pharm.D. First-year students
5. Three faculty members; voting
6. Manager of Pharmacy Student Services; non-voting
7. Associate Dean of Academic and Student Affairs; non-voting

Honor Board Chair: One Board member shall be elected by a majority of the other members of the Honor Board during the spring to serve as Honor Board Chair with preference being granted to a student with previous tenure on the Honor Board. The Chair will not have a vote, unless a member is absent or in the case of a tie. The Chair will call and preside at all Honor Board meetings. The Chair will submit the final report and recommendation of the Honor Board to the Dean of the SOP. The Chair of the Honor Board will serve as the student representative of the Student Affairs Committee (SAC).

The Associate Dean of Academic and Student Affairs serves as the case liaison and meets with the accused, gathers relevant information and presents the case to Honor Board.

The Manager of Student Services shall act as the Honor Code Advisor. The Advisor shall provide support to the Honor Board by facilitating Honor Board activities and ensuring continuity. The Manager of Student Services may attend meetings during which the Honor Board discusses case reports with the "accuser" or the "accused."
6. In the event of a "dismiss" decision, a report will be made by the Honor Board and shall be filed and maintained by the Manager of Student Services.

7. In the event of a "violation" decision, the Honor Board shall propose a recommended sanction to the Dean of the SOP. A student may appeal the Dean's final decision to the College of Health Science Student Affairs Committee. See Appendix A for recommended sanctions.

Article VI. Procedures for Reporting a Violation

Suspected Violation

Members of the University Wyoming SOP community who suspect they have observed a violation of the Honor Code are encouraged to speak directly to the student(s) involved in order to provide an opportunity to explain the behavior. If a sufficient answer is not given, the witness is obligated to report the violation to the Honor Board.

Reporting a Violation

Violations should be reported to the Associate Dean of Student Affairs. The reporter should identify himself or herself as a student, a faculty/staff member, or preceptor before explaining necessary information about the witnessed event so that an inquiry may be initiated. The confidentiality of the accuser will be maintained through all stages of the process, but charges will not move forward without the accuser identifying him or herself. All complaints related to student professional misconduct or failure to fulfill obligations must be written and signed by the accuser.

* Teachers' discretion on Honor Code violations may be more specifically outlined in class syllabi.
+ Conduct violating the University of Wyoming Code of Conduct that is not specifically mentioned still may be subject to disciplinary action.

Formal Review Procedures

- The Board will conduct the hearing and all of its deliberations in a closed and confidential session arranged through the Office of Student Services.
- The hearing will be called to order by the Chairperson who will then identify by name members of the Board Hearing who are present for the record.
- The Chairperson will then identify by name the student charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses. The Board will meet with each party separately.
- In the event the student charged with the alleged violation of the Code or any of his/her witnesses or the charging party or any of his/her witnesses fail to appear, the Board Hearing shall determine whether or not to proceed based on the witnesses and evidence available.
• The Chairperson will read the charge and poll each member of the Board Hearing to determine if any member has a prior opinion of guilt or innocence.
  o Any member of the Board Hearing who has a prior opinion of guilt or innocence will be excused and the alternate member will hear the charge and a prior opinion of guilt or innocence will be determined.
• The presentation of all evidence and witnesses to the Board Hearing and questioning by the members of the Board Hearing will proceed generally as described by the following:
  o The charging party will present his/her evidence and witnesses.
  o The student charged with an alleged violation of the Code will present his/her evidence and witnesses.
  o The members of the Board Hearing Committee will ask questions of all parties to the Board’s satisfaction.
  o The Chairperson may recognize others present to speak if the Chairperson believes that the information provided is needed for the Board Hearing to discharge their duties.
• Following the presentation of all evidence and witnesses to the Board Hearing and questioning by the members of the Board Hearing Committee, all parties will be excused while the Board Hearing deliberates.
• The parties will remain available in the event that they are recalled as described below:
  o The Chairperson may recall the parties for further questioning if it is deemed necessary for the Board Hearing to discharge their duty. All parties have the right to be present during further questioning.
• The Chairperson may grant a recess at the request of members of the Board Hearing or the parties involved to allow time for further preparation.
• The Chairperson and members of the Board Hearing shall not discuss the evidence or testimony in the presence of the parties.

Article VII. Modification and/or Retirement of the Honor Code

The Honor Code of the SOP is designed to challenge the students to live to a certain standard as future pharmacists. Changes in the Honor Code may arise for a number of reasons: If pharmacy students do not believe that the Honor Code challenges them sufficiently, if they believe that parts are excessive and unnecessary, or feel that there is a need to change the Honor Code, revisions can be proposed.

All suggested changes to the Honor Code must be submitted to the Honor Board for review. If the Honor Board believes that the proposed revision fits the needs of the student body, then the Honor Board will begin the revision process.

Revision Process

   a. All proposed changes to the Honor Code must be submitted in writing to an active member of the Honor Board.
2. The Honor Board in its entirety will meet to review the change and conduct a vote regarding the necessity of the change.

3. The decision made by the Honor Board may be one of the following:
   a. Denial
   b. Acceptance—changes accepted by the Honor Board must be approved by Faculty prior to final implementation.

4. The Honor Board will announce their decision to the individual or group that suggested the change.

5. The amended Honor Code will be approved by students and faculty before the change is finalized.

6. The Dean of the SOP will sign off on all changes.
Appendix A. Honor Code Sanctions:

The following sanctions, alone or in combination, may be imposed for violation of the Code by the Dean of the UW SOP upon recommendation by the Honor Board:

- Reprimand with inclusion of a letter of reprimand that will remain in the student's file permanently. The student may request removal of the letter of reprimand from his/her file by submitting a request in writing to the Dean of UWSOP.

- Assignment of a grade of "F" in the course in which the violation(s) occurred.

- Assignment of a grade of "F" in the course in which the violation(s) occurred and a notation of "assigned for academic dishonesty" placed in the students file for a designated period of time.

It will be the responsibility of the student to request removal of the notation of sanction associated with the assignment of a grade of "F" after the designated time period. Such requests must be submitted in writing to the Dean of UWSOP.

- Disciplinary probation for a stated period of time which will include loss of privilege to represent UWSOP, hold an elected office or appointment to any UWSOP committee or participation in UWSOP's extracurricular activities. A notation of the conditions of probation will be included in the student's record. A student who fails to abide by the conditions of his or her probation will be subject to further disciplinary action, including suspension or expulsion.

It will be the responsibility of the student to request removal of the notation of probation after this sanction has expired. Such requests must be submitted in writing to the Dean of UWSOP.

- Suspension from UWSOP for a stated period of time during which the student will not be allowed to take any courses in UWSOP. Furthermore, UWSOP will not accept credit for any coursework that was completed by the student at the University of Wyoming or any other institution while he/she was suspended from UWSOP. The appropriate notation of "suspension for academic dishonesty" or "suspension for violation of the UWSOP Honor Code" will be placed in the students file.

It will be the responsibility of the student to request removal of the notation of suspension after this sanction has expired. Such requests must be submitted in writing to the Dean of UWSOP.

- Expulsion from UWSOP. Expulsion for violation of the UWSOP Honor Code will be noted permanently on the student's transcript.
If a student has been subjected to sanctions for violation of the Code previously, the minimum sanction for the current violation will be suspension. Sanctions that result in an F in the course in questions will then lead to violations of academic standards. Students will then need to follow the petition process to address those violations. Sanctions including probation, suspension and expulsion will apply only to UWSOP and its academic programs.

Cases will be documented and stored in an official Honor Board file located in the Office of the Manager of Student Services. Direct access to these files will be limited to the Associate Dean for Academic and Student Affairs and appointed faculty. Past cases will be reviewed in the event of similar, impending cases. They will serve as a potential resource in determining appropriate sanctions.
Adapted from the Ohio State Medical School Honor Code, Auburn Code of Professional and Ethical Conduct and the University of Minnesota College of Pharmacy Honor System.