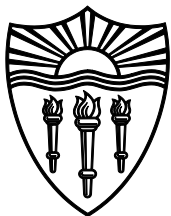


***The Pharmacy  
Student Bulletin of  
Academic Policies  
& Procedures***

***This policy applies to the  
classes of 2014-2018***



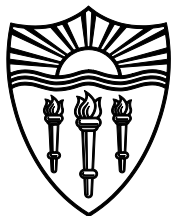
**USC School  
of Pharmacy**

## Table of Contents

Section I	<i>Technical Standards . . . . .</i>	Pages 1 - 4
Section II	<i>Students with Disabilities . . . . .</i>	Pages 1 - 2
Section III	<i>Academic Policies &amp; Procedures . . . . .</i>	Pages 1 -12
Section IV	<i>Policy Regarding Missed Examinations &amp; Quizzes . . . . .</i>	Pages 1 - 2
Section V	<i>The Student Honor System . . . . .</i>	Pages 1 - 33
Section VI	<i>Student Evaluation Dispute Resolution Policy . . . . .</i>	Pages 1 - 2
Section VII	<i>Student Grievance Procedures . . . . .</i>	Pages 1 - 6

# *Technical Standards*

## *Section I*



USC School  
of Pharmacy

**UNIVERSITY OF SOUTHERN CALIFORNIA  
SCHOOL OF PHARMACY  
ACADEMIC AFFAIRS**

**TECHNICAL STANDARDS FOR THE UNIVERSITY OF SOUTHERN CALIFORNIA  
SCHOOL OF PHARMACY**

***ESSENTIAL CHARACTERISTICS***

**PREAMBLE**

The DOCTOR OF PHARMACY (Pharm.D.) degree is a broad undifferentiated degree attesting to general knowledge in the field of pharmacy and the basic skills required for the practice of pharmacy. Essential characteristics and abilities required for completion of the DOCTOR OF PHARMACY degree consist of certain minimum physical and cognitive abilities, and sufficient mental stability to provide reasonable assurance candidates can successfully complete the entire course of study and participate fully in all aspects of pharmacy training. The USC School of Pharmacy expects its graduates to become fully competent pharmacists capable of completing graduate pharmacy education, passing licensure exams, and obtaining a pharmacist license. The USC School of Pharmacy will provide reasonable accommodations to prepare its students.

The USC School of Pharmacy has an ethical responsibility for the safety of patients with whom the candidates will come into contact both before and after graduation. Therefore, patient safety is a major factor in establishing requirements for physical, cognitive, and emotional capabilities of candidates for admission, promotion and graduation. Participation in the curriculum requires licensure as an Intern Pharmacist in the State of California throughout the four years of the program. The ability to become and maintain Intern Pharmacist Licensure is essential to participate in the pharmacy curriculum. Candidates may be required to submit to and pass background checks, including those of criminal activity, in order to participate in the experiential portion of the program. Drug testing may also be required for participation in the practice based program.

All students of pharmacy must possess intellectual, ethical, physical and emotional capabilities necessary to undertake and to achieve expected levels of competence required by the faculty in the full curriculum. An avowed intention to practice only a narrow part of pharmacy practice following graduation does not alter the requirement that all students take and achieve full competence in the full curriculum. As healthcare providers, students of pharmacy must provide healthcare services to all seeking care without bias.

**I. PHYSICAL REQUIREMENTS:** After reasonable training and experience, the candidate must be able to observe and participate in demonstrations and experiments in the basic and clinical sciences, including but not limited to manipulation of needles, syringes and instruments related to sterile product preparation, visual and physical examination of pharmacy products including tablets, capsules and solutions, pharmaceutical products compounded, and microscopic studies (including the use of a microscope) necessary for such studies. Observation

of gross and microscopic structures necessitates the functional use of the senses of vision and touch and is enhanced by the functional sense of smell.

After reasonable training and experience, the candidate must be capable of performing a limited physical examination, including observation, palpation and percussion and auscultation. The candidate must be capable of using instruments, such as, but not limited to, a stethoscope, an ophthalmoscope, an otoscope and a sphygmomanometer. The candidate must be capable of performing clinical procedures such as, but not limited to, the following: visual examination, drawing and administering injections, basic cardiopulmonary life support, taking blood pressure and performing simple laboratory procedures (examples: measuring blood glucose and cholesterol). The candidate must be capable of performing basic laboratory exercises, using a calculator and a computer, and interpreting common documents. The candidate must be able to move in the clinical setting so as to act quickly in emergencies. At the conclusion of the relevant courses, the candidate will demonstrate proficiency in the skills described above. By the conclusion of the clinical clerkships (APPE), the candidate should achieve full competence in the skills described above including the ability to synthesize and organize these skills.

**II. COMMUNICATIONS:** The candidate must be able to communicate with, to receive communication from, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal affective and gesture communication. These communication skills also must enable the candidate to obtain a medication history in a timely fashion from a wide variety of patients, and to communicate effectively, efficiently and sensitively with all members of the health care team, other professionals, patients and their families. Communication includes speech and writing. The student must be able to produce a written "write-up" in the clinical rotations, which includes patient history, physical exam and assessment. In addition, the candidate must be able to comprehend written material sufficiently well to understand accurately common medical records, laboratory reports, and pharmacological prescriptions.

**III. INTELLECTUAL- CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES:** The candidate must have sufficient cognitive (mental) capacities to assimilate the technically detailed and complex information presented in formal lectures, small group discussions, medical literature, individual teaching settings and clinical settings. The candidate must be able to make decisions and evaluate complex problems quickly. The candidate must be able to measure, calculate, reason, analyze and synthesize information across modalities, appreciate three-dimensional spatial relationships among structures and logical sequential relationships among events, and form and test hypotheses in order to enable effective and timely problem-solving in diagnosis and treatment of patients.

**IV. BEHAVIORAL AND SOCIAL ATTRIBUTES:** The candidate must possess the emotional health, maturity and self-discipline required for full use of one's intellectual and judgmental ability and for successful participation in, and the completion of, the course of study leading to the Pharm.D. degree. These include but are not limited to attendance, integrity, honesty, conscientiousness in work, teamwork, and the attributes described in the California Edition of Pharmacy Law With Rules and Regulations.

The candidate must accept responsibility for learning, exercising good judgment, and promptly complete all responsibilities necessary for sensitive and effective relationships with patients and others. The candidate must be capable of interactions with patients and health care personnel in a caring and professional manner. The candidate must be able to tolerate physically taxing workloads, to function effectively under stress, be attentive to details, to adapt to changing environments and to display flexibility.

The practice-based experiences constitute a significant percentage of the curriculum. Practice-based experiences are taught in real-life settings such as community pharmacies, hospitals and clinics where exposure to topical/airborne substances (medications, perfumes, etc.), noise (i.e., conversations, ringing phones, medical equipment alarms, etc.) and distractions such as movement of people, equipment, lighting changes are constantly present. The candidate must be able to calculate, evaluate, determine a course of action quickly, perform tasks such as preparing medications and intravenous solutions, check the work of technicians, and communicate with patients and health care providers in the actual practice settings.

**V. SAFETY:** The USC School of Pharmacy has responsibility to consider the safety and welfare of patients and others. Should the candidate have a condition that would place patients or others at significant risk, that condition may be the basis for denial of admission or dismissal from school. An otherwise qualified individual shall not be excluded from admission or participation in educational programs and activities solely by reason of his/her physical handicap, or medical condition. Students must adhere to universal precaution measures. Students must be able to comply with all school requirements working in a clinical environment and with hazardous materials.

**VI. EVALUATION:** The USC School of Pharmacy may require that an accepted student undergo an evaluation at the school's expense for the purpose of determining whether an accepted applicant or student meets these essential characteristics and abilities.

The University of Southern California School of Pharmacy does not discriminate against otherwise qualified individuals who apply for admission to the Pharm.D. degree program or who are enrolled as pharmacy students. Candidates with disabilities must register with the Disability Services and Programs (DSP) each semester in order to receive accommodations. All accommodations are determined by DSP and coordinated with a Designated Disabilities Coordinator. The Designated Disabilities Coordinator for the School of Pharmacy on the Health Sciences Campus (HSC) is the Associate Dean for Academic and Clinical Affairs. The Disability Services and Programs (DSP) is located on the University Park Campus (UPC) in the Student Union Building (STU-301). The DSP advisors may be reached at (213) 740-0776, Mondays through Fridays from 8:30am-5:00pm.

The University of Southern California School of Pharmacy document on Essential Characteristics and Abilities required for a pharmacy degree was adapted from the Medical College of Wisconsin document on technical standards (1995) and from the University of Southern California Keck School of Medicine statement on Abilities.

## ***CLINICAL ROTATION BACKGROUND CHECK AND RELEASE***

The successful completion of clinical rotations with healthcare providers/facilities unrelated to the University of Southern California ("USC") is a requirement for obtaining the Doctor of Pharmacy Pharm.D. degree at USC. In order to determine your fitness to participate and as a condition of participation in clinical rotations, the sponsoring healthcare provider/facility may require that you consent to a criminal background check, drug screening test and/or to provide fingerprints. If you refuse to consent, fail to fulfill the fitness for participation requirements of the sponsors of the clinical rotations, or denied participation in the clinical rotation, you will be unable to qualify for the degree that you are seeking at USC. However, by consenting to the fitness for participation requirements of clinical rotations sponsors does not guaranteed acceptance in any clinical rotation or the awarding of the degree you are seeking.

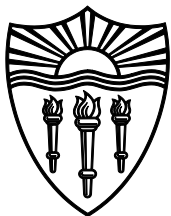
The areas of inquiry typically covered in the background check by USC's clinical partners are

- A seven year criminal court history
- Address verification
- Sex offender database search
- Two names verification ( current legal and one other AKA names )
- Three county check of records
- Office of Inspector General (OIG ) Search
- Social security number verification

Neither a background check nor a drug test is required for admission to the Doctor of Pharmacy program. Fingerprints are required for licensure by the California State Board of Pharmacy, and licensure is required for participation in the Doctor of Pharmacy program.

# *Students with Disabilities*

## *Section II*



USC School  
of Pharmacy



**UNIVERSITY OF SOUTHERN CALIFORNIA  
SCHOOL OF PHARMACY  
ACADEMIC AFFAIRS**

***ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES***

The University of Southern California is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodation for academically qualified students with disabilities so they can participate fully in the university's educational programs and activities. USC is not required by law to change the "fundamental nature or essential curricular components of its programs in order to accommodate the needs of disabled students," however, the university will provide reasonable academic accommodations. It is the specific responsibility of the university administration and faculty serving in a teaching capacity to ensure the university's compliance with this policy.

The general definition of a student with a disability is a person who has "a physical or mental impairment which substantially limits one or more of such person's activities," and any person who has "a history of, or is regarded as having, such an impairment." Reasonable academic and physical accommodations include but are not limited to: extended time on examinations; substitution of similar or related work for a non-fundamental program requirement; time extensions on papers or projects; special testing procedures; advance notice regarding booklists for visually impaired and learning disabled students; use of academic aides in the classroom such as note-takers and sign language interpreters; accessibility for students who use wheelchairs and those with mobility impairments; and need special classroom furniture or special equipment in the classroom.

*Procedures for Obtaining Accommodations:*

Students with disabilities are encouraged to contact Disability Services and Programs (DSP) prior to or as early in the semester as possible. The office will work with the course instructor, his or her department, and the student to arrange for reasonable accommodations. It is the student's responsibility to provide documentation verifying disability.

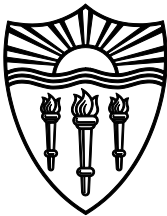
*Academic Accommodations:*

Students seeking academic accommodations due to a physical, psychological or learning disability should make the request to the course instructor prior to the first week of class attendance or as early in the semester as possible. Instructors will require students to present documentation from the Office of Disability Services and Programs when academic accommodations are requested. The USC School of Pharmacy has definite policies for academic accommodations as specified in its *Essential Characteristics and Abilities* statement.

All students with disabilities should register each semester with the Disability Services and Programs (DSP), 3601 Trousdale Parkway, Student Union 301, Los Angeles, California 90089-0896. You may telephone DSP at 213-740-0776.

*Academic Policies*  
&  
*Procedures*

*Section III*



USC School  
of Pharmacy

**UNIVERSITY OF SOUTHERN CALIFORNIA  
SCHOOL OF PHARMACY  
ACADEMIC AFFAIRS**

Students in the Doctor of Pharmacy program are subject to the following *policies and procedures* on scholarship standards. Unlike degree requirements, **changes in regulations, policies and procedures are immediate and supersede those in any prior bulletin**. Students are also expected to be familiar with the University's academic policies as published in the *University of Southern California Catalogue*.

**I. THE GRADING SYSTEM**

Final course grades in the School of Pharmacy are assigned by faculty to indicate a student's academic achievement and/or performance in a course.

The following grading systems are used in the School of Pharmacy for the Doctor of Pharmacy program:

**A. Definition of Grades**

<u>Letter Grades</u>	<u>Academic Performance</u>	<u>Grade Points</u>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good/Average	3.0
B-		2.7
C+		2.3
C	Minimum Passing	2.0
D	Not Passing	1.0

**B. Definition of Grades for Credit/No-Credit Courses**

CR-credit (passing grade for a non-letter graded course) equivalent to B (3.0 or better) quality.

CR	Passing	0.0
----	---------	-----

NC-no-credit (non-passing grade for a non-letter graded course) equivalent to B- ( 2.7 or lower) quality.

NC	Not Passing	0.0
----	-------------	-----

## B. Other Grades

### 1. Grades of "IN" (Incomplete)

The grade "IN" (incomplete) is assigned for work not completed in a course because of documented illness or some other emergency occurring after the twelfth week of the semester or after the fourth week of a six-week APPE course in Year IV. Arrangements for an "IN" must be initiated by the student and agreed to by the instructor prior to the final exam. (Refer to Section III-VI, RECONCILIATION OF GRADES)

### 2. Grades of "IX" (Expired Incomplete)

Expired incomplete "IX" is automatically assigned when the student has not completed requirements for removal of an "IN" within the specified time limit. An "IX" is calculated into the grade point average as zero grade points. A course offered on a CR/NC basis for which a mark of Incomplete is assigned will lapse with a mark of NC and will not be calculated into the grade point average.

### 3. Grades of "W" (Withdrawn)

a. The mark "W" (withdrawn) is assigned when a student has officially withdrawn from courses prior to the end of the twelfth week of a semester-long course or prior to have completed 75% of the class-days for a modular course or prior to the end of the 4<sup>th</sup> week of a six week APPE course. A student in the School of Pharmacy must withdraw from ALL COURSES in which she/he is enrolled. A student **may not** selectively withdraw from a single course or group of courses without approval from the Student Affairs Office.

#### b. Withdrawal for students enrolled in Year IV APPE courses

i. A student may withdraw from an APPE course with permission from the program director prior to the end of the fourth week of the six week APPE course.

ii. If a student officially withdraws from a six week APPE course after the first week and before the end of the fourth week of the APPE course, the student will receive a grade of "W" for the course.

- iii. A student who withdraws during the first week of an APPE course is eligible for a tuition refund of tuition.
  - iv. A student who withdraws after the first week of an APPE course is not eligible for a tuition refund.
4. Grades of "UW" (Unofficial Withdrawal)

The grade of "UW" (Unofficial Withdrawal) is assigned when a student stops attending class without officially withdrawing. The "UW" is computed as a "NP" (No Pass) and indicates a failure. It is the student's responsibility to officially withdraw from class.

5. Grades of "MG" (Missing Grade)

A "MG" (Missing Grade) is an administrative mark used when an instructor fails to submit a final course grade for a student.

## **II. GRADE POINTS**

A minimum grade of C (2.0 points) for a letter graded course is required for graduate credit. A minimum of B (3.0) quality for a non-letter graded course is required for graduate credit. The Pharm.D. program uses a system of grade points to determine a student's grade point average. Grade points are assigned to letter grades as follows for each unit in the credit value of a course: A= 4.0; A- =3.7; B+ =3.3; B =3.0; B- =2.7; C+ = 2.3; C =2.0; D=1.0; UW= 0; IX= 0 points. Wherever these letter grades appear in the university catalogue or other documents, they represent the numerical equivalents listed above. Grades of "CR", "NC", "P", "NP", "W", "IP", "MG" and "IN" do not affect a student's grade point average. Only grades earned in the Pharm.D program will be utilized to calculate the grade point average (GPA) used to satisfy graduation requirements.

## **III. GRADUATION REQUIREMENTS FOR DOCTOR OF PHARMACY DEGREE**

All courses in the Doctor of Pharmacy program must be successfully completed with a grade of "C" or better in letter graded courses and a grade of "B" quality of better in non-letter graded courses to receive credits and meet graduation requirements. A minimum cumulative grade point average of 3.0 is required for graduation.

#### **IV. PROGRESSION TO SUCCEEDING ACADEMIC YEAR**

##### **A. Guidelines for Year I Students**

A student will be permitted to advance from Year I to Year II when all Year I courses have been successfully completed with a minimum grade of "C" and a minimum cumulative grade point average of 2.80. A 3.00 is the minimum cumulative grade point average required for graduation from The Doctor of Pharmacy program. (Refer to Section III-V, DEFICIENT ACADEMIC STATUS)

##### **B. Guidelines for Year II Students**

A student will be permitted to advance from Year II to Year III when all Year II courses have been successfully completed with a minimum grade of "C" and a minimum cumulative grade point average of 2.90. A 3.00 is the minimum cumulative grade point average required for graduation from the Doctor of Pharmacy program. (Refer to Section III-V, DEFICIENT ACADEMIC STATUS)

##### **C. Guidelines for Year III Students**

A student will be permitted to advance from Year III to Year IV when all Year III courses have been successfully completed with a minimum grade of "C" and a minimum cumulative grade point average of 3.00. A 3.00 is the minimum cumulative grade point average required for graduation from the Doctor of Pharmacy program. (Refer to Section III-V, DEFICIENT ACADEMIC STATUS)

##### **D. Guidelines for Year IV Students**

A student will not be eligible for graduation unless all courses, including APPE, have been successfully completed with a minimum grade of "C" in letter graded courses and a minimum grade of "B" quality in Credit graded courses with a minimum cumulative grade point average of 3.00. (Refer to Section III-V, DEFICIENT ACADEMIC STATUS)

## ACADEMIC PROGRESSION CHART

	WARNING		PROBATION		DISQUALIFICATION	
<b>YEAR 1</b>						
	Fall	2.80-2.99	Fall	2.50-2.79	Fall	< 2.50
	Spring	2.90-2.99	Spring	2.80-2.89	Spring	< 2.80
<b>YEAR 2</b>						
	Fall	2.90-2.99	Fall	2.80-2.89	Fall	< 2.80
	Spring	N/A	Spring	2.90-2.99	Spring	< 2.90
<b>YEAR 3</b>						
	Fall	N/A	Fall	2.90-2.99	Fall	< 2.90
	Spring	N/A	Spring	N/A	Spring	< 3.00
<b>YEAR 4</b>						
	Fall	N/A	Fall	2.90-2.99	Fall	N/A
	Spring	N/A	Spring	N/A	Spring	< 3.00

### E. Delay in Progression

1. A student who receives a grade of "D" in a letter graded course and/or "NC" in a non-credit graded course and is not disqualified by GPA, will be required to suspend her/his academic progress for the next semester. A letter from the student requesting permission to repeat any class must be submitted to the Scholarship Standards Committee within 30 days of the end of the semester in which the course was taken. A student who is granted permission to repeat a course with a "D" must achieve the grade specified by the Scholarship Standards Committee as a condition to continue in the program. Failure to achieve the specified grade will result in disqualification from the program. Students repeating a course with a "NC" grade must achieve a grade of "CR" as a condition to continue in the program.

### V. DEFICIENT ACADEMIC STATUS

Factors other than satisfactory grades and adequate GPAs are considered in determining a student's qualifications for an advanced degree. A student's overall academic performance, specific skills and aptitudes, and faculty



evaluations will be considered in departmental decisions regarding a student's continuation in the Doctor of Pharmacy degree program.

Satisfactory progress toward an advanced degree as determined by the faculty is required at all times. Students who fail to make satisfactory progress will be informed by the Scholarship Standards Committee or the school's Dean. The faculty has the right to recommend at any time after written warning that a student be dismissed from a graduate program for academic or student conduct reasons or that a student be denied re-admission.

#### **A. Academic Warning-Probation**

A term and cumulative grade point average of 3.00 are required at all times. A student whose cumulative grade point average falls below 3.00 will be given a written warning notification, that her/his cumulative grade point average is insufficient to meet graduation requirements for the Pharm. D. degree. A student whose cumulative grade point average falls below her/his year level warning requirement but above her/his year level disqualification requirement will be placed on academic probation.

Two consecutive semesters is the maximum allowable time on probation. All students on academic probation must raise her/his cumulative grade point average to meet her/his year's academic progression requirements to advance to the next academic year. All students must have a 3.00 cumulative grade point average for graduation.

A Year 1-III student whose cumulative grade point average falls below a 3.00 will be given a written notification status, with any required action necessary, according to Section III-IV, the Academic Progression Chart, for each applicable semester.

#### **B. Academic Disqualification**

A student is subject to disqualification from the School of Pharmacy, Doctor of Pharmacy program for the following reasons:

1. Grade Point Average Deficiency
  - a. A Year I student whose cumulative grade point average falls below 2.50 at the end of the fall semester or below 2.80 at the conclusion of the academic year will be disqualified.
  - b. A Year II student whose cumulative grade point average falls below 2.80 at the end of the fall semester or below 2.90 at the conclusion of the academic year will be disqualified.

- c. A Year III student whose cumulative grade point average falls below 2.90 at the end of the fall semester or below 3.00 at the conclusion of the academic year will be disqualified.
- d. A Year IV student whose cumulative grade point average falls below 3.00 at the conclusion of the academic year will be disqualified.
- e. A student on probation for two consecutive terms will be disqualified at the end of the second term.

2. Number of "D" Grades

- a. A Year I, II or III student, who is not disqualified, but receives a grade of "D" or "NC" at the end of the fall or spring semester will be required to suspend her/his ~~normal~~ academic progress and repeat the assigned course when it is next offered.
- b. A Year IV student who receives a grade of "D" in a letter graded course and a "NC" in a credit graded course will be required to repeat the assigned course when it is next offered for a graded course and when available as a non-graded course.
- c. A student in any year who receives one "D" or "NC" or one "D" and one NC, or two "D" or two "NC" grades within an academic year will be disqualified. Disqualification will occur regardless of a student's cumulative grade point average and will apply after the fall or spring semester.
- d. A student in any year who receives a grade of "D" or "NC" on the second attempt at taking a course will be disqualified. Disqualification will occur regardless of a student's cumulative grade point average and will apply after the fall or spring semester

2. Satisfactory Academic Progress (SAP)

Satisfactory academic progress is defined as a 3.0 GPA for students in the Doctor of Pharmacy program.

Any student whose semester grade point average and/or cumulative grade point average falls below 3.0 will receive a warning notification.

Any student whose cumulative grade point average falls below the GRADE POINT AVERAGE DEFICIENCY POLICY requirements will be

disqualified. A student on academic probation who does not raise her/his cumulative grade point average after two consecutive semesters of written notification will be disqualified.

3. Re-admission after Disqualification
  - a. A disqualified student may re-apply for re-admission ONLY by submitting an application through the PharmCAS application. A re-applicant will be evaluated applying the same requirements and process applicable to a first time applicant. Re-admission is not guaranteed.

## VI. RECONCILIATION OF GRADES

A student will not meet the requirements for progression to the succeeding academic year for the Doctor of Pharmacy program if an Incomplete "IN", "D" or "NC" grade in a course has not been officially reconciled. An Incomplete "IN" grade must be reconciled 4 weeks prior to the semester the course is next offered. A "D" grade must be reconciled by the last day of the final grading period of the semester in which the course is repeated.

### A. Repeated Course Work in the Pharm. D. Program

A Year I, II, or III student who is required to repeat a course will be automatically placed on a "Delay in Progression" status.

1. ***Repeating Grades of "C+" and "C"***

To repeat a course in which a grade of "C+" or "C" was obtained, a student must first receive prior approval from the School of Pharmacy Scholarship Standards Committee. Second, a student must file a petition and receive approval from the Committee on Academic Policies and Procedures (CAPP) prior to re-registering in the course. Post hoc approval will not be granted. Both the original "C+" or "C" and repeat grades will be used to calculate the grade point average (GPA). In no case will additional degree credit be allowed for repeated courses or duplicated work. No student may repeat a course in which a grade of "B-" or better was received.
2. ***Repeating Grades of "D"***

When a student repeats a School of Pharmacy course in which a grade of "D" was obtained, both the original and repeated grades will be included in the computation of the grade point average, but no additional degree credits for the repeated courses will be allowed toward fulfillment of unit and course requirements for the Pharm.D. degree.

3. ***Reconciliation of grades of "D, NC" in an (APPE) Advanced Pharmacy Practice Experiences for Year IV students***

- a. A year 4 student who receives a grade of "D or NC" in a required (APPE) course must repeat the course. The repeat course site/preceptor will be assigned for by the Director of Experiential Programs. A repeated required (APPE) course will only be assigned on a space available basis during a summer session.
- b. A year 4 student who receives a grade of "D" in an APPE elective course will be required to take an additional APPE elective course when space is available. The student may register in a different APPE elective course or repeat the same APPE elective course subject to approval by the Director of Experiential Programs.

**B. Reconciliation of Grades of "IN" (Incomplete)**

A student can only remove grades of "IN" (Incomplete) by satisfying all stipulated requirements for the courses. A student may not remove grades of "IN" (Incomplete) by re-registering for the same course.

All requirements for grades of "IN" (Incomplete) must be satisfied by the student and authenticated by the School of Pharmacy according to the School of Pharmacy's policy. All withdrawals must be made according to the School of Pharmacy's policy and "BEFORE THE University's LAST DAY TO DROP A CLASS WITHOUT A MARK OF "W" AND RECEIVE 100% REFUND" for the subsequent registered term.

**C. Reconciliation of Grades of "D, NC, or IX" (Expired Incomplete)**

1. Remedial courses are not offered in the School of Pharmacy.
- 2.. If any grade of "D, NC or IX" (Expired incomplete) has been assigned in any course, a student must re-register for the course at its next regularly scheduled period.
- 3 A student receiving a grade of "D, or NC" within an academic year must repeat the course(s) at its regularly scheduled time (fall or spring) before being permitted to advance to the next academic year. (Refer to Section III-IV. PROGRESSION TO SUCCEEDING ACADEMIC YEAR)

4. A Year IV student who receives a "D, or NC" in an elective course is required to register for and complete an elective (may be the same course or a different course) course and earn a "C" or better in a letter graded course and "B" quality in a non-letter graded course with a cumulative grade point average of 3.00 or better to meet graduation requirements.

## **VII. VOLUNTARY WITHDRAWAL**

Occasionally, it becomes necessary for a student to interrupt or discontinue her/his pharmacy education for non-academic reasons.

- A. Guidelines for University Withdrawing for Years I, II, III, and IV**  
A student must submit a request for withdrawal in writing to the Office of the Associate Dean for Faculty And Student Affairs.
- B. Timeline for University Withdrawing for Years I, II, and III**  
If a student officially withdraws from the university prior to the end of the twelfth week of the semester the student will receive a mark of "W" for all courses in which the student is registered.
- C. Timeline for APPE Course Withdrawing/Changing for Year IV**  
If a student officially withdraws/changes an APPE course after the first week and prior to the end of the fourth week of the six-week APPE course the student will receive mark of "W" in the course(s).

## **VIII. LEAVE OF ABSENCE**

- A. A leave of absence may be granted to a student in good academic standing for a period not to exceed one year.
- B. A student must submit a request for a leave of absence in writing to the Associate Dean for Faculty And Student Affairs.
- C. The student will be notified of approval or non-approval of the request within fourteen days of receipt by the Associate Dean for Faculty And Student Affairs.

## **IX. DELAYED IN PROGRESS**

Students who are in a *"delayed in progress"* status must inform the Office of Admission and Student Affairs in writing his/her intention to re-enroll by the following dates:

February 1st for fall semester  
December 1st for spring semester

## **X. RE-ADMISSION POLICY FOR VOLUNTARY WITHDRAWAL AND/OR LEAVE OF ABSENCE**

A student entering the Doctor of Pharmacy program is expected to successfully complete all course requirements for the degree within a 4-year period. Under certain circumstances, a student may be permitted an extension to complete requirements for the degree not exceeding 6 years from the date of initial admission.

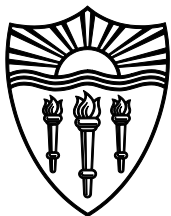
- A. A student who has voluntarily withdrawn or has taken an approved leave of absence must submit a written request to the Scholarship Standards Committee for the semester she/he wishes to re-enter the pharmacy program.
- B. All requests must be received by the following dates.
  - February 1<sup>st</sup> for fall semester
  - February 1<sup>st</sup> for spring semester
- C. The California Board of Pharmacy will be notified when a student has taken a voluntary withdrawal, a leave of absence, or has been academically disqualified from the School of Pharmacy program. The California Board of Pharmacy regulations require students to be currently enrolled in a school of pharmacy program in order to maintain a valid Intern License. The USC School of Pharmacy requires all students to hold a current valid intern license while enrolled in the Pharm.D. program. Therefore, all students must re-apply to the California Board of Pharmacy for a new Intern License upon re-admission to the School of Pharmacy.

*Approved May 2003*  
*Revised May 2007*

b:sch\_stnd.doc

*Policy Regarding Missed  
Examinations and Quizzes*

*Section IV*



USC School  
of Pharmacy

**UNIVERSITY OF SOUTHERN CALIFORNIA  
SCHOOL OF PHARMACY  
ACADEMIC AFFAIRS**

**A MISSED EXAMINATION OR QUIZ WILL BE GRADED AS ZERO "0" BY  
THE COURSE COORDINATOR/INSTRUCTOR.**

**EXCEPTIONS MAY BE MADE FOR THE FOLLOWING SITUATIONS:**

1. If a student has an immediate personal emergency the student SHOULD MAKE EVERY EFFORT to notify the Course Coordinator or the Office of Admission & Student Affairs\*\* **prior to the start of the examination.** If the student is not able to make immediate contact, he/she MUST make contact within 24 hours of the start of the examination or quiz. Personal emergencies are defined as serious vehicle accidents, hospitalization, serious illness or physical injuries which require emergency medical treatment, or the sudden death of an immediate family member (spouse, child, mother, father, sister or brother). All immediate personal emergencies must be verified in writing.
2. If a student has a significant pre-scheduled event which conflicts with an examination or quiz, the student must contact the Course Coordinator two weeks prior to the examination or quiz to obtain approval for a rescheduled examination or quiz. For holy days, civic procedures, citizenship interviews, and necessary medical procedures that have been verified by the Course Coordinator, approval must be granted. An approval for other reasons may or may not be granted.
3. If an approval is granted for other reasons, the Course Coordinator has the option to administer a mark of "C" as the highest grade in that examination or quiz. The regular grading system will apply to verified holy days, civic procedures, citizenship interviews, and necessary medical procedures.



IF A STUDENT IS EXCUSED FROM A MISSED EXAMINATION OR QUIZ THE COURSE COORDINATOR/INSTRUCTOR HAS THE OPTIONS TO:

1. Administer a make-up examination or quiz to the student who has missed the examination or quiz. If copies of the examination or quiz have been distributed to the class, under no circumstances will the identical test be administered as a make up for the missed examination or quiz.
2. Excuse the student from taking the examination or quiz.

#### MAKE-UP FINAL EXAMINATIONS POLICY

***No student will ever be excused from a final examination.***

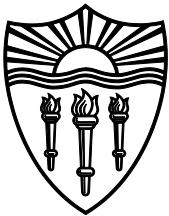
When a final examination falls at a time which conflicts with a student's observance of a holy day, faculty members must accommodate a request for an alternate examination date at a time that does not violate the student's religious creed. A student must discuss a final examination conflict with the professor no later than two weeks prior to the scheduled examination date to arrange an acceptable alternate examination date.

\*\* The Office of Admission & Student Affairs only passes the information to the Course Coordinator/Instructor and is not involved in the final decisions.

*5/05 updated by Pharmacy Faculty Assembly*

# *The Student Honor System*

## *Section V*



USC School  
of Pharmacy

**HONOR SYSTEM**  
**TABLE OF CONTENTS**

<b>Preface</b>	<b>1</b>
<b>The Honor Code</b>	<b>2</b>
<b>Explanation of the Honor Code</b>	<b>3</b>
<b>Honor Council and Adjudication System</b>	<b>5</b>
<b>How A Complaint Is Processed</b>	<b>14</b>
<b>Appendix A: Recommended Guidelines for Examination Behavior</b>	<b>16</b>
<b>Appendix B: Behavior Violating University Standards and Appropriate Sanctions</b>	<b>19</b>
<b>Appendix C: Examples of Honor Code Violations and Sanction Guidelines</b>	<b>28</b>
<b>Appendix D: Report of Academic Integrity Violation</b>	<b>31</b>
<b>Appendix E: Implementation Plan</b>	<b>32</b>
<b>Appendix F: Application for Membership on Honor Council</b>	<b>33</b>

**University of Southern California  
SCHOOL OF PHARMACY  
ACADEMIC AFFAIRS**

**Preface**

Pharmacy is regarded as the most trusted profession in the United States (Gallup Poll, 1995). We have earned this top ranking by not only providing quality care to our patients, but by upholding the highest ethical and moral standards. It is our intention to maintain and further this reputation by instituting an Honor System which will foster the development of a culture that makes dishonorable conduct unacceptable.

The Honor System of the USC School of Pharmacy was initiated at the request of the students in order to enhance the student's preparation for entry into the profession of pharmacy. The Honor System is designed to provide a standard of character, behavior, and performance that promotes a spirit of community conducive to mutual trust among students, faculty and administrators. There are three sections to the Honor System: 1) the Honor Code, and 2) the Adjudication System. A third section provides guidelines for examination behavior.

The purpose of the Honor Code is to set forth and define the principles of personal integrity, intellectual honesty, and ethical conduct. It is designed to be compatible with and not to compromise in any way the University's Student Conduct Code & Review Systems and the American Pharmaceutical Association's (APhA) Code of Ethics. In order to maintain such an environment, the entire University community bears the responsibility of promoting and protecting these ideals.

The adjudication process focuses on the Honor Council. This Council is a student-run committee that is responsible for investigating complaints and/or violations of the Honor Code. Once a complaint is filed, it is the job of the Honor Council to weigh the evidence and determine if a violation did occur. Upon finding a violation, they will hear the case and decide on an appropriate punishment, if necessary. An Oversight Committee exists to resolve appeals made by the student. In general, the Honor Council acts as the judiciary body of the Honor System.

Rules for examination behavior are listed in the appendix of this document. Included in this portion of the System are the roles of faculty and teaching assistants, measures which may prevent behavior problems, and suggested examination behavior. These standards are mentioned in order to explain and help curtail violations of the Honor Code.

Attendance at the University of Southern California School of Pharmacy constitutes acceptance of this Honor System and its procedures. Anyone who cannot or does not pledge to abide by the Honor System is not welcome at the School of Pharmacy.

The students, faculty, and administration believe that these high standards are an integral part of the pharmacy profession.

### **The Honor Code**

The students, faculty, and administration of the USC School of Pharmacy, in accordance with the high demand for ethical professionalism in which the practice of pharmacy necessitates, do hereby support and consent to the establishment of and adherence to the following Honor Code:

The profession of pharmacy demands excellence of its constituents -- excellence in character, behavior, and performance. Personal integrity, intellectual honesty, and ethical conduct are the principles that we hope to exhibit in these three categories both while enrolled at the USC School of Pharmacy and as practicing professionals.

Attendance or participation as a student, faculty member, administrator, or staff member at the USC School of Pharmacy constitutes acceptance of this Honor Code (including its concepts, procedures, standards, and principles) as a system of governing and promoting academic integrity.

#### **EXCELLENCE IN CHARACTER**

The foundation of "the most trusted profession" clearly rests in the moral character of the individuals employed in it. Personal strength, marked by integrity, honesty and ethics, is the cornerstone in which pharmacy professionals have abided in order to obtain their reputation. In preparation for this position, students at the USC School of Pharmacy should endeavor to respect the moral standards required by their future profession and act accordingly. Excellence in character is the building block for the future of the profession of pharmacy.

#### **EXCELLENCE IN BEHAVIOR**

USC School of Pharmacy is a community of students and professionals concerned with upholding higher standards of conduct. Therefore, the preservation of the Honor Code principles is the responsibility of all members of the School of Pharmacy's academic community.

Students accept their obligation to a self-imposed discipline, individually striving to maintain their personal and academic environments in a manner that reflects the principles of the Code. In addition to being of moral character, students pledge to behave in accordance with the provisions of the Code. It is their promise to never act in any fraudulent manner, either academically, personally, or professionally, and to maintain the confidentiality of individuals who accuse others and who are accused of violations of the Honor Code. Lastly, students assume the significant responsibility of protecting the Honor Code's integrity. Each student, by virtue of

his/her enrollment in the School of Pharmacy, not only must abide by the Honor Code System, but must also agree to enforce its principles, including the reporting of violations of the Honor Code.

Faculty have an important role in the preservation of the Honor Code. Not only is it their responsibility to encourage the principles governing the Code, but it is their obligation to facilitate an academic atmosphere that purposely discourages any type of academic fraudulent activity. Furthermore, faculty members must dutifully and consistently report any and all Honor Code violations they may witness or suspect in order to preserve and uphold the integrity of the Code, its purpose, and its standards.

#### EXCELLENCE IN PERFORMANCE

The honor of the profession of pharmacy is that we, as pharmacists, are able to help others with our expertise. Just how well we are able to benefit patients depends enormously on our own professional performance. Therefore, as students, we must not create any incorrect impressions of our abilities, nor must we attempt to take any unfair advantage of our colleagues in the academic setting. To do so would violate the excellence demanded and expected of us, as pharmacists, by American society. Most important, falsifying our abilities can be potentially harmful to patients we may encounter in the future.

#### **Explanation of the Honor Code**

##### EXCELLENCE IN CHARACTER

Personal integrity, intellectual honesty and ethical conduct are the cornerstones of the profession for which students at the USC School of Pharmacy prepare. However, these are terms that are difficult to define. The foundation of this attitude is exemplified by a philosophy to be thoughtful, honest and sincere. In order to develop professionals who are competent and care for their patients, it is necessary to demonstrate these principles while the student is in school. The character developed while a student is an example of the behavior which might be expected of the professional. To best serve the patient, it is important that the student maximize learning and cultivate pride in work. It is therefore important that the student show personal respect, as well as respect for peers and future patients by exhibiting these principles while in school to attain the highest standards set by our profession.

##### EXCELLENCE IN BEHAVIOR

The Honor Code refers to establishing a self-imposed discipline. This means that one must be able to impose personal boundaries. Furthermore, these standards should be followed consistently. It is necessary that the student develop personal, self-regulated ideals that will not be compromised. If a student can achieve this,

the student will be successful not only as a professional but more importantly, as a person.

As a member of the pharmacy community and society in general, it is imperative that we work together in such a way as to demand and expect the best from one another. Not only is the student expected to maximize personal learning, it is also necessary that the student strive to help peers live up to their potential. Peers should be encouraged to become honest and ethical in all aspects of conduct.

The principles set forth by the Honor Code are not exclusive to the behavior of the student. It is also extended to the faculty, staff and administration. In order for the Honor Code to succeed, it cannot be expected that the student enforce these principles without assistance from those who are our leaders and mentors. If one party does not fulfill their role, then the Honor Code will not succeed in assuring an academic environment of appropriate ethical behavior.

It is of utmost importance that individuals take personal responsibility for reporting violations of the Honor Code that they know have occurred. Reporting of violations is an integral part of this Honor System and is intended to help other students and the profession. When members of the community fail to report violations, all members of the community including the offending student, student peers, and members of the profession suffer. Unreported dishonest activity thwarts learning, accurate performance evaluation, and negates the otherwise trustworthy image of professional graduates as competent and knowledgeable.

Confidentiality for individuals accused of violating the Honor Code must be maintained at all times by the faculty and by students. The name of the accuser must also be held in confidence until such time as a Review Panel finds that the evidence merits a Formal Hearing. At this time, the name of the accuser shall be made known only to the accused and to the those directly involved in the Formal Hearing and appeals processes but shall otherwise remain confidential.

Any party (student, faculty, or administrator) who does not contribute to enforcing the Honor Code, is still in violation of these principles. In other words, an indirect infraction, such as not reporting misconduct, is as serious an offense as a direct violation of the Honor Code.

#### EXCELLENCE IN PERFORMANCE

The Honor Code demands that no student, faculty, or staff member act to create an incorrect impression of one's abilities. As a student and professional, it is not wrong to admit that one does not know an answer to a question. Rather, it is wrong to give falsified information instead of finding the correct answer.

In agreeing to attend the USC School of Pharmacy, it is assumed that the student agrees to, believes in, and will comply with the Honor Code. The Honor Code is based upon principles of honesty, integrity, and ethical conduct that must be

maintained and elevated to a high standard within the School of Pharmacy. In doing so, the student will subsequently honor the profession of pharmacy and will consequently serve the patient to their highest capability. Consistent application of these principles will naturally encourage peers to meet or exceed these standards. In this way, pharmacy will continue to elevate its standards of professionalism.

### **The Honor Council and Adjudication System**

The Honor Council and Oversight Committee are designed to serve as the judiciary component for the Honor System at the University of Southern California School of Pharmacy. The offices and procedures outlined in this section are meant to ensure due process for anyone accused of a violation of the Honor Code. To that end, care has been taken to protect the anonymity of the accused and to remove personal or other bias from relevant proceedings. Those who serve in the offices outlined in this section have a duty to serve with the integrity, honesty, and sincerity fitting members of our profession.

#### Article I: The Honor Council and the Oversight Committee

##### A. The Honor Council

The Honor Council shall consist of 18 student members selected each year for a one-year term by the Oversight Committee. The Honor Council shall include a minimum of four representatives from each of the Level I, Level II, and Level III classes. The Honor Council may include representatives from the Level IV class.

##### B. The Oversight Committee

The Oversight Committee shall consist of two faculty members appointed by the President of the Faculty Assembly of the School of Pharmacy, one faculty member from the School of Pharmacy, one faculty member of the University of Southern California who is not from the School of Pharmacy, and a student representative selected by the Student Body Council and approved by the Associate Dean of Professional and Student Affairs. Such student may not be a member of the Honor Council and at the same time serve as a member of the Oversight Committee. The members of the Oversight Committee shall be selected each year for a one-year term.

##### C. Appointment of Honor Council and Secretary to the Honor Council.

1. All full-time students in good academic standing who are pursuing degrees offered by the School of Pharmacy are eligible for membership



on the Honor Council. Each year, students may apply for appointment or re-appointment to the Honor Council by submitting a written application to the Oversight Committee.

2. The Oversight Committee shall interview applicants and shall appoint 18 members from those who have applied to serve on the Honor Council.
3. The Associate Dean of Professional and Student Affairs, shall appoint a Secretary to the Honor Council for a one year renewable term. The Secretary of the Honor Council, who shall be a University employee, shall keep orderly records of all Honor Council and Hearing Panel proceedings, and perform the other duties specified in this document.
4. The Associate Dean of Professional and Student Affairs or his appointee shall serve as an Advisor to the Honor Council. The Advisor, shall provide advice and counsel to the members of the Honor Council, and shall perform the other duties specified in this document.

D. Officers of the Honor Council

1. The Honor Council shall elect from its members a President and a Vice-President.
2. The President of the Honor Council must be either a Level II or a Level III student and, except for the 1997-98 school year, must have served a minimum of one year as a member of the Honor Council. The President shall preside over meetings of the Honor Council and may serve as a voting member of Hearing Panels.
3. The Vice-President shall preside over meetings in the absence of the President.

E. Meetings

1. Meetings of the Honor Council shall be called by its President when necessary or, if the President is unavailable, by the Vice-President.
2. A majority of the members serving shall constitute a quorum of the Honor Council for the purpose of transacting its affairs.
3. The Honor Council shall prepare and file with the Secretary of the Honor Council a semi-annual report at the end of each semester listing all disciplinary actions taken by the Honor Council in that semester. The report shall consist of the date on which violations of the Honor Code occurred, the provisions of the Honor Code which were violated, and the penalty imposed for such violations. The report shall not include any names, course descriptions or other factual details which could lead to

disclosure of the identity of the person or persons found in violation of the Honor Code. The Secretary of the Honor Council shall distribute this report to all students, faculty, and administration upon its completion.

F. Vacancies and Removal of Members

1. The Oversight Committee shall fill vacancies on the Honor Council. In so doing, the Committee shall first consider the current year's applicants not previously appointed. It may then seek additional applicants from among the student body as necessary.
2. Members of the Honor Council may be removed by majority vote of the Oversight Committee on its own motion, or upon recommendation of the Honor Council President, for failure to attend meetings or hearings, for failing to maintain the confidentiality of the accused or of accusers, or for other good cause.

Article II: Proceedings

A. General

The Honor Council is not a court of law. No attorneys shall be present at its hearings. The Honor Council's purpose is to investigate complaints, determine the facts, and, if a violation of the Student Honor Code is determined, to assess the penalty prescribed by the Code. The Honor Council shall maintain the confidentiality of the accused and of the accuser at all times.

B. Complaint

Upon observing or discovering an alleged violation of the Student Honor Code, a student, faculty member, or other member of the School of Pharmacy community shall (1) submit a written and signed complaint or "Report of Academic Integrity Violation" to the Secretary of the Honor Council stating the name of the student charged, the facts giving rise to the alleged violation, and the names of any witnesses; (2) shall identify any documents relevant to the alleged violation; and (3) shall provide such other information as may be useful in determining the accuracy of the allegations made.

C. The Review Panel and the Hearing Panel

1. Upon receipt of the complaint, the Secretary of the Honor Council shall randomly select two members of the Honor Council to serve with the Advisor to the Honor Council on a Review Panel. Review Panels shall be filled randomly and on an impartial basis and shall not include members

in the same class as the accused. Any member of the Honor Council selected by the Secretary of the Honor Council for service on a Review Panel may be removed from the Review Panel by the accused for good cause shown. Review Panel members who are removed for good cause shall be replaced randomly by the Secretary of the Honor Council from the remaining members of the Honor Council who are not in the same class as the accused.

2. Upon completion of the Preliminary Review by the Review Panel, a Hearing Panel shall be formed if the Review Panel determines there is sufficient evidence of a violation of the Honor Code to merit a Formal Hearing. The Hearing Panel shall consist of the Advisor to the Honor Council, the two members of the Honor Council randomly selected by the Secretary of the Honor Council who serve on the Review Panel, and two additional members of the Honor Council, one selected by the accused, and one randomly selected by the Oversight Committee. Hearing Panels shall not include members of the Honor Council who are in same class as the accused. Any student member of the Hearing Panel may be removed by the accused for good cause, and any two may be removed by the accused without cause. Hearing Panel members who are removed shall be replaced randomly by the Secretary of the Honor Council from the remaining members of the Honor Council who are not in the same class as the accused.
3. In the case of multiple accused students, a separate Formal Hearing and Preliminary Review shall be conducted for each. Each case will be reviewed separately but the members of the Honor Council may simultaneously serve on more than one Hearing Panel or Review Panel as needed.
4. Immediately following a Preliminary Review, the Secretary of the Honor Council shall supply the members of the Hearing Panel with the name of the student charged, the name of the complainant, the nature of the charge, and the course or other academic activity to which the charge relates. Upon receipt of this notice, members of the Panel shall immediately notify the Secretary of the Honor Council if they must disqualify themselves. If disqualified, a member will be replaced by an alternate. Hearing Panel members shall disqualify themselves if they are aware of any personal bias or conflict of interest that may improperly affect their judgment, they were a witness to the alleged violation, or if they are enrolled in the course section to which the complaint relates, or for other good cause. If a Hearing Panel member does not offer a voluntary disqualification, a majority of the Hearing Panel, excluding the challenged member, may remove that member for cause.
5. Each Hearing Panel shall select a Chair to preside over its deliberations.

6. The Advisor to the Honor Council shall serve as a voting member of the Panel.

D. Notice to the Student Charged

1. Following receipt of the complaint and appointment of the Review Panel, the Secretary of the Honor Council shall serve the student charged with a copy of the complaint and the names of the Review Panel members. Any notification of the student charged shall be conducted by the Secretary of the Honor Council by certified mail to the residence of the accused. The accused student shall not be given the names of the student witnesses nor the name of the student or faculty complainant until after the Review Panel has determined there is sufficient evidence of a violation of the Honor Code to merit a Formal Hearing. After a charge is held over for a Formal Hearing, the Secretary of the Honor Council shall provide the accused with a list of names of the Honor Council members who are not in the same class of the accused from which the accused may select one member of the Hearing Panel. The Secretary shall also provide the accused with the name of the member of the Hearing Panel randomly selected from the members of the Honor Council by the Oversight Committee. The Secretary of the Honor Council shall also provide a copy of the complaint, if appropriate, to any faculty member or administrator named in the accusation at this time and shall notify the accused of the name of the faculty member or administrator so informed.
2. Following receipt of the list of the Review Panel or Hearing Panel members, the accused may challenge any member of either panel with cause by submitting to the Secretary of the Honor Council a written statement specifying a panel member and reason for exclusion from service on the panel. The accused may remove any two student members of the Hearing Panel without cause by submitting to the Secretary of the Honor Council a written statement specifying which student members of the Hearing Panel should be excluded without cause. In the event of any such challenge, the challenged member shall be automatically removed and replaced randomly by the Secretary of the Honor Council from the remaining student members of the Honor Council who are not in the same class as the accused.
3. The student alleged to have committed the violation, may submit to the Secretary of the Honor Council, a written response to the complaint detailing his or her position in the matter and either admitting or denying the complaint. Submission of such a statement is optional on the part of the student alleged to have violated the Honor Code. Failure of the student alleged to have violated the Honor Code to submit such a statement shall not be construed as an admission that the allegation is either true or false.

4. If the student contests the allegation(s), he or she must be allowed to attend all classes and complete all assignments until the complaint is resolved. If the alleged violation is discovered or reported during the final examination, the instructor should assign a mark of "MG" until he/she has provided adequate opportunity to resolve the matter.

E. Cooperation of the Faculty and Administration

If the violation involves academic integrity, the faculty and/or administrative members responsible for the course or other academic activity to which the charge relates shall file a written statement or any document, list of witnesses, or other information relevant to the alleged offense with the Secretary of the Honor Council.

F. The Preliminary Review

Concurrent with the selection of the Review Panel, the Secretary of the Honor Council shall prepare all documentation related to the charge including the removal of the names of the accused and the accuser. The Secretary of the Honor Council shall submit this prepared documentation to the Review Panel. The Review Panel shall review the prepared documentation to ascertain whether there is adequate reason to believe that the student committed the act or acts stated in the complaint. The Review Panel shall also determine if the alleged action(s) would constitute a violation of the Honor Code if proven. The Review Panel shall make its determinations by a majority vote of its three members. The name of the student charged shall not be revealed to the Review Panel until the case is retained by a majority vote of the Review Panel for a Formal Hearing. The Preliminary Review shall consist of an examination of documentation only and shall not involve interviews with either the complainant or the accused. At its discretion, the Review Panel may request further documentation from the appropriate parties through the Secretary for clarification of the documents submitted for review. If it is determined as a result of this review that there is not adequate reason to proceed, the complaint shall be dismissed and no further action taken against the student charged, by either the School of Pharmacy Hearing Panel or the University Student Conduct Code System with reference to the conduct or action alleged by this complaint.

G. The Formal Hearing

1. Following the Preliminary Review, the Hearing Panel shall, unless the case has been dismissed, hold a Formal Hearing in private. Three members of the Panel in addition to the Advisor must be present to constitute a quorum. The Secretary of the Honor Council must also be present and shall make an audio tape recording of the

proceeding. The student charged must be given three business days advanced written notice of the time and location of the Formal Hearing. Notice may be given in person or by mail. Only the Panel, the complainant, the student charged, an advisor to the student charged who may not be an attorney, the Secretary of the Honor Council, the Advisor to the Honor Council, and any witnesses may be present. The hearing is closed to all other parties unless an open hearing is requested by the student charged. Witnesses may be present only to present their testimony. No person involved in the hearing shall during the course thereof, discuss the case with anyone outside the hearing.

2. The Chair of the Hearing Panel shall commence the hearing by reading the complaint, any written statement submitted by the student accused, and reading any statement received from a faculty member or administrator.
3. It is not the function of the Hearing Panel to act as prosecutor of the case against the student charged, but to examine all evidence in order to make a determination in the matter. Accordingly, the Panel shall call witnesses and shall call for documents and other evidence as appropriate. The student charged shall have the right to be assisted by a non-attorney advisor; to present a defense to the charge; to question any witnesses; to present any document; to present witnesses; and to testify. If the student charged does not testify, no inference shall be drawn from that refusal.
4. A student who is called as a witness is expected to appear and testify before the Hearing Panel unless the witness claims that such testimony, if truthful, would tend to incriminate that witness in a violation of this Code.

#### H. Deciding the Case

1. When all of the evidence has been presented and the Hearing Panel is satisfied that all pertinent evidence has been received and that the student charged has been given an adequate opportunity to make arguments or other comments regarding that evidence, the Hearing Panel shall meet in closed session to decide whether or not the student charged was responsible for a violation of the Honor Code.
2. The hearing Panel shall find a student in violation only on the charge as stated and on no other charge and only on the basis of evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth. A minimum of three votes shall be required to find a student in violation of the Honor Code.

3. Any student who has been found to have violated the Honor Code will, if no appeal is entered, have sanctions imposed upon him or her that are appropriate for the violation. Appropriate sanctions are outlined in SCampus (see section 11.80 and Appendix A: Academic Dishonesty Sanction Guidelines).
4. The Hearing Panel's decision shall be made following the conclusion of the Formal Hearing. Notice thereof shall be sent by the Secretary of the Honor Council to the student charged. If the student charged is found to have violated the Honor Code, the notice to the student charged shall contain a summary of the evidence upon which the finding was based.
5. Each panel member, the complainant, the advisor to the student charged, and all witnesses shall treat any and all knowledge and information obtained through their participation in the proceedings, the name of the student(s) charged, and the nature of the charge as confidential.
6. Regardless of the outcome of the case, no mention or notation of the case will be made on the official records of the student unless so required by SCampus section 16.00.

#### Article III: Appeals

- A. Appeals by a student found to be in violation of the Student Honor Code shall be made to the Oversight Committee. Such an appeal may be taken only from a Hearing Panel decision finding the student charged in violation of the Student Honor Code. The only grounds for appeal shall be that the procedures leading to a determination of guilt violated this Code, that new evidence has been discovered, that the Hearing Panel was prejudiced against the student, that the evidence presented was insufficient or did not have the more convincing force and the greater probability of truth when weighed against the evidence opposed to it, or that the allegation, even if true, does not constitute a violation of the Honor Code. A student who is found in violation of the Honor Code and wishes to appeal must submit to the Oversight Committee within three business days of receipt of notification a written statement listing the specific grounds for the appeal. The Oversight Committee may extend the time for filing an appeal.
- B. The Oversight Committee shall decide whether an appeal is timely and based upon proper grounds. A negative determination on either question will result in dismissal of the appeal. If an appeal is to be heard, the Oversight Committee shall review the record and may in its discretion, affirm the decision or return the case to the Hearing Panel for appropriate action. The decision of the Oversight Committee shall be final unless the Dean of the School of Pharmacy considers an appeal of such decision in which case the decision of the Dean shall be final.

#### Article IV: Publication of Proceedings

The Secretary of the Honor Council shall prepare and post on a bulletin board designated for that purpose a report of each hearing when action on the case has been completed, without revealing the names of the student, faculty member, or administrator involved.

#### Article V: Amendments

The Honor Code and its articles and provisions may be amended by formal action and majority vote of the Honor Council if approved by a majority vote of the Oversight Committee and ratified by a majority vote of the School of Pharmacy student body and faculty either directly or by the vote of their elected representatives.

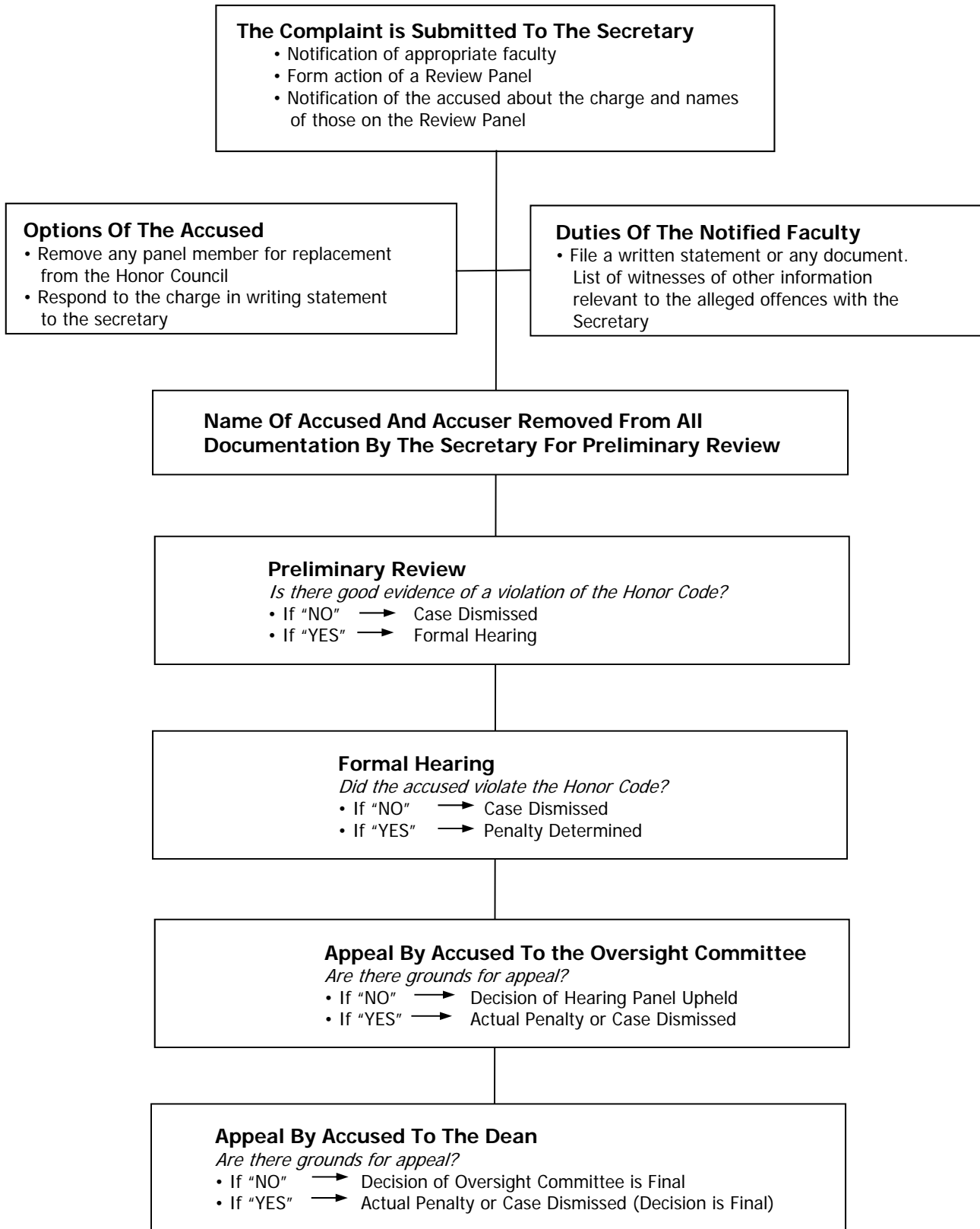
#### Article VI: Statute of Limitations

No charges shall be received nor shall hearings be held on any complaint which has not been filed with the Secretary of the Honor Council of the Honor Council within twelve weeks of the date of an alleged violation. To expedite proceedings, it is recommended that all charges be filed as soon as possible.

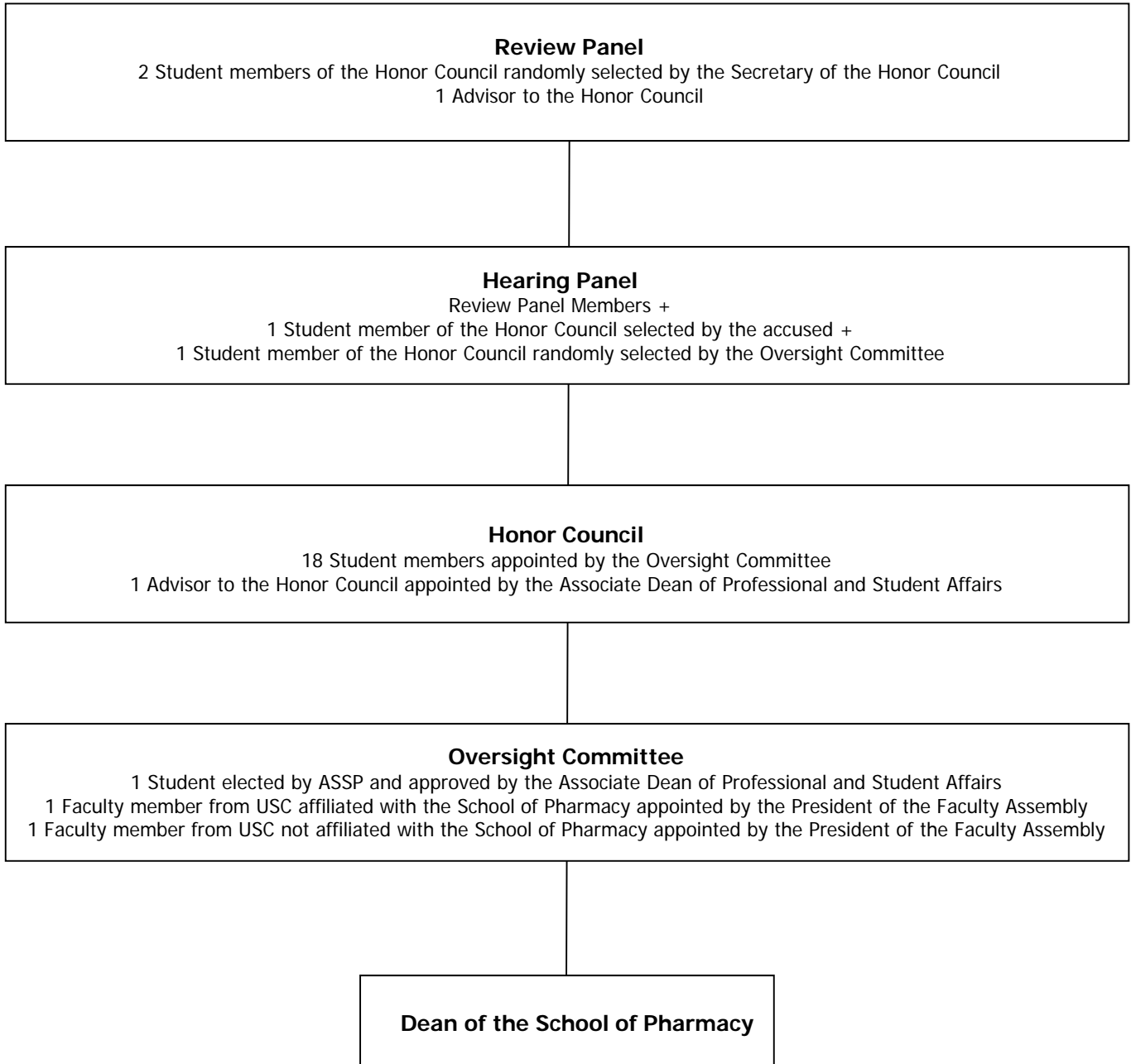
Adopted by the School of Pharmacy on April 9, 1996  
Updated August 1999



## How A Complaint is Processed



## Structure of the Adjudication System



## APPENDIX A

### Recommended Guidelines for Examination Behavior

**Purpose of Policy:** Examinations are one of the most commonly used methods for determining student mastery of subject matter in many of our courses. It is essential that examinations attempt to reflect the knowledge and abilities of each individual student. This represents the knowledge that each student can bring to a patient advisement situation and reflects, in part, the information that each student possesses for use in Pharmaceutical Care providing. It is difficult to determine, during or after the fact, if a student willfully intended to breach examination integrity. Therefore, recommendations have been proposed to secure an honest academic environment. Any violation of the Honor System and the policies for professional and academic conduct should be documented and submitted in writing to the Secretary of the Honor Council.

**Role of the Faculty:** The role of the faculty in securing the examination process has been specified in the Faculty Handbook:

*The environment of the examination should be designed to prevent not only cheating but also the appearance of cheating. This would include such preventive measures as caution against talking during the examination, care in the seating arrangements during the examination, and, for crowded classrooms, the use of different question sets and the presence of additional proctors. In addition, care should be taken in the writing and handling of test materials both prior and subsequent to the examination itself*

Faculty proctors consist of those faculty that have prepared questions for each examination. Each faculty member that prepares questions for an examination should be present during the examination. This responsibility cannot be delegated to secretaries or administrative staff members. Faculty proctors are responsible for ensuring that there are no breaches of examination behavior and are authorized to recognize and manage inappropriate examination behavior in accordance with these policies. Course directors are responsible for providing sufficient proctors and for making proctors aware of the examination behavior policy. There should be at least one proctor for every 40 students. Faculty members who are found guilty by the Honor Council of violating the provisions of the Honor System may be sanctioned. Such sanction may include, but not be limited to, verbal or written reprimand, or statement of no confidence.

**Teaching Assistant Proctors:** Graduate students may serve as proctors for those courses in which they are teaching assistants. The course director should advise all proctors of the policy on examination behavior and is responsible for ensuring its implementation. Teaching assistants will have the responsibility to report inappropriate examination behavior to a faculty proctor and submit written documentation to the Secretary of the Honor Council.

**Preventive Actions:** The following preventive actions are intended to secure an honest academic environment and can be implemented prior to the start of the examination.

1. Rules of examination behavior - The course director should review the rules regarding examination behavior with the students before the examination occurs. The course coordinator should also inform students that the consequence of inappropriate examination behavior is that the student will fail the course.
2. Personal items - All backpacks, briefcases, notebooks and other personal items should be placed at the front of the room before the examination can start. Students are responsible for picking up any litter or objects in the vicinity of their seats before the examination begins. Any notes or suspicious material of any kind within the student's vicinity should be considered a violation of the honor code. Students may not share calculators during examinations.
3. Seating chart - Students should sit in randomly assigned seats with scantrons and examination materials placed at each seat. Seating charts should be arranged by the course coordinator before each examination.
4. Multiple examination versions - Each examination should be produced in at least three (3) versions.

**Behavior during examinations:** These guidelines are intended to limit the potential for academic dishonesty during tests, labs, and examinations.

1. Students should ensure that their materials are not exposed to others by following these guidelines:
  - a. Materials should be kept flat on the desk and should be guarded from the view of others.
  - b. When an examination paper or a scantron is not in use, such as at the end of the examination, the examination and/or scantron should be placed face down on the desk.
  - c. Students should not mark their answers in large, easily seen circles or letters, such that neighbors can easily see the answers.
  - d. Students providing answers to others may be found to have breached appropriate examination behavior.
2. Students may not look at others' examination materials. Students should direct their eyes toward their own examinations or toward the ceiling. If a student is seen looking to the side or rear, the student should be moved. If the student is seen looking to the side or rear after having been moved, a violation of the Honor System will be considered to have occurred.

3. Talking to another student during an examination is a breach of proper examination behavior. Students may not talk to a student or faculty proctor except for an emergency.
4. Students may not exchange notes examination materials or any object during an examination.
5. A student who completes an examination before the time allotted, may raise her/his hand and give the completed materials to a proctor. The student may then collect their belongings and leave the room, taking care not to communicate with other students. If a student completes an examination within 15 minutes of the end of the period, the student should remain seated until the period is over. At the end of the examination period, all examination materials should be collected by the proctors. Students should not be allowed extra time to finish their examinations
6. Students should take examinations at the time they are scheduled. The course coordinator may approve another examination time for a student with medical, family, or transportation emergencies. The emergency should be documented to the satisfaction of the Associate Dean of Student Affairs.
7. Students should take care of biological needs prior to the examination. Should an emergency arise, a student may leave the room and go to a rest room assigned to the student by a proctor. At no time may more than one student be in a rest room during an examination. Rest rooms should be inspected and cleared of helpful notes, by a proctor, before the student may enter.
8. If a student is suspected of any breach of examination behavior, the student can be moved to a different seat. This should prevent the student. from looking at the papers of potentially helpful students, or communicating with others. The faculty proctor or teaching assistant does not have to tell the student why a move is required. However, if a proctor suspects that inappropriate behavior has occurred, the student should be moved and warned. The student should comply with the stipulation to move.
9. It is strongly recommended but not required that faculty not interpret questions for students. Teaching assistant proctors must not interpret questions for students. If a student believes a test question to be unfair, unclear, or inappropriate, they should document the nature of their concerns in writing at the end of the examination. The course coordinator may then determine whether the question should be eliminated from the examination.

## APPENDIX B

### 11:00 Behavior Violating University Standards and Appropriate Sanctions

The Student Conduct Code articulates violations that are most common and readily identifiable. Conduct violating university community standards that is not specifically mentioned still may be subject to disciplinary action.

Academic Integrity Violations: This is a partial listing of academic integrity offenses and recommendations. See Scampus 2003-2004 for additional violations.

#### 11.11 Plagiarism

- A. The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form.
- B. The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style.
- C. Improper acknowledgment of sources in essays or papers.

**Note:** Culpability is not diminished when plagiarism occurs in drafts which are not the final version. Also, if any material is typed by another person, the student is expected to proofread the results and is responsible for all particulars of the final draft.

#### 11.12

Acquisition of term papers or other assignments from any source and the subsequent presentation of those materials as the student's own work, or providing term papers or assignments that another student submits as his/her own.

#### 11.13

- A. Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable examination behaviors: communicating with fellow students during an exam, copying material from another student's exam, allowing another student to copy from an exam, possession or use of unauthorized notes, calculator, or other materials during exams and/or any behavior that defeats the intent of an exam or other classwork.
- B. Submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

**11.14**

- A. Obtaining for oneself or providing for another person a solution to homework, a project or other assignments, or a copy of an exam or exam key without the knowledge and expressed consent of the instructor.
- B. Unauthorized collaboration on a project, homework or other assignment. Collaboration between students will be considered unauthorized unless expressly part of the assignment in question or expressly permitted by the instructor.

**11.15**

Attempting to benefit from the work of another or attempting to hinder the work of another student.

**11.16**

Using an essay, term paper or project in more than one course without permission of the instructors of the courses.

**11.17**

Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

**11.18**

Taking a course, portion of a course or exam for another student or allowing another individual to take a course, a portion of a course or exam in one's stead.

**11.19**

- A. Using university computer and word processing systems to gain access, alter and/or use unauthorized information.
- B. Misuse of university computer systems or access to those systems as articulated by the university's Student Computer Use Policy (SCampus page 102).

**11.20**

Fabrication: Submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.

**11.21** Any act which gains or is intended to gain an unfair academic advantage for the student may be considered an act of academic dishonesty.

**Note:** Culpability is not diminished for acts in violation of this code that are committed under the influence of any illegal drugs or controlled substances such as alcohol.

- 11.31** Dishonesty, such as furnishing false information to any university official, faculty member or office. This includes, but is not limited to, furnishing false information in academic petitions or requests, financial aid documents, student employment documents, financial statements or other documents or intentionally evading legitimate financial obligations to the university.
- 11.32** Conducting oneself in a manner that endangers the health or safety of oneself, other members or visitors within the university community or at university sponsored or related events.
- 11.33** Unauthorized entry, presence in or use of university premises, facilities or property.
- 11.34**
- A. Forgery, unauthorized alteration or unauthorized use of any university document, records, keys or instruments of identification, or of documents or records related to functions of the university.
  - B. Unauthorized presentation of oneself as a representative of the university for the purpose of gaining or attempting to gain privilege, convenience, goods or services.
  - C. Possession, manufacture or distribution of false or altered instruments of identification within the university community.
- 11.35** Theft (or attempted theft) of property or of services within the university community; possession of stolen property regardless of origin; misappropriation of university resources.
- 11.36** Causing physical harm to any person in the university community or at university-sponsored activities or causing reasonable apprehension of such harm. This includes hazing. (Also see University Policy Against Hazing, SCampus, page 108)
- 11.37** Destroying, damaging or defacing the property of others, whether in the university community or at university-sponsored activities or assignments.
- 11.38** Behavior which disrupts or interferes with normal university or university-sponsored activities, including but not limited to, study, teaching, research, officially invited speakers, university administration, public safety, or fire, police or emergency services or other authorized activity. (Also see University Policy on Free Expression and Dissent, SCampus, page 130.)
- 11.39** Failure to comply with directions of university officials acting in the performance of their duties while in the university community or at university-sponsored activities, or



resisting or obstructing such university officials in the performance of their duties, including failure to carry and/or provide upon request appropriate USC student identification.

**11.40** Unauthorized use, possession or dissemination of alcohol in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, SCampus, page 109.)

**11.41** Use, possession or dissemination of illegal drugs or drug-related paraphernalia (when accompanied by evidence of drug use) in the university community or at university-sponsored activities. (Also see University Policy on Alcohol and Other Drugs, SCampus, page 109.)

**11.42** Behavior which disrupts or interferes with the freedom of expression of others in the university community or at university-sponsored activities. (Also see University Policy on Free Expression and Dissent, SCampus, page 101-102.)

**11.43** Participation in or promotion of a disturbance of the peace or unlawful assembly in the university community or at university-sponsored activities as well as violating published USC guidelines regarding amplification equipment and noise. (Also see University Policy on Free Expression and Dissent, SCampus, page 101-102.)

**11.44**

- A. Engaging in disorderly conduct or lewd, indecent or obscene behavior in the university community or at university-sponsored activities.
- B. Encouraging or permitting others to engage in misconduct prohibited within the university community.

**11.45** Initiating or causing to be initiated any false report, warning or threat, such as that of fire, explosion or other emergency in the university community or at university-sponsored activities.

**11.46**

- A. Misusing or damaging fire safety equipment or other emergency equipment in the university community or at university-sponsored activities.
- B. Failure to evacuate during a fire alarm, whether the alarm is activated falsely, as a drill, or in a genuine emergency.

**11.47** The use or possession of firearms or replicas, ammunition, explosives, knives or other weapons or fireworks in the university community or at university-sponsored activities. Any exception requires prior authorization from the USC Department of Public Safety.

- 11.48** Violating rules and regulations pertaining to the operation of bicycles, mopeds and/or vehicles, roller skates, roller blades, scooters and skateboards in the university community property. (Also see Bicycle Policy, page 118, Scooter and Motorcycle Policy, page 146; Roller Skates, Roller Blade, Scooter and Skateboard Policy, page 146, SCampus..)
- 11.49** Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
- 11.50**
- A. Violating rules outlined in the USC housing contract, and/or established university regulations or policies governing, residence in university owned or administered property (i.e., Residential Life policies and Greek Recognition Standards.)
  - B. Violating any policies, rules or regulations of the university including but not limited to administrative rules of campus offices.
  - C. Violating the University Policy Concerning Group Responsibility for Student Organizations (including social Greek letter organizations). This policy is available in the Scampus, page 139 guidebook or from the office for Residential and Greek Life and in the Office of Student Activities.
- 11.51** Verbal comments which are individually directed and which are harassing, intimidating or threatening and/or interfere with work or learning. (Also see Sexual Harassment Policy, SCampus, page 134.)
- 11.52** Any act chargeable as a violation of local, state or federal law may be cited as a violation of the University Student Conduct Code, whether or not charges are brought by civil authorities, when such act(s) occur on university premises, or at university sponsored activities or events, or when such conduct adversely affects the university community and/or the pursuit of its objectives.
- 11.53** Participation in rape or any other kind of sexual assault by an individual student or in concert with others. For the purposes of this section, students should understand that:
- A. Forced intercourse, or other sexual contact which is not consensual is defined as rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant;
  - B. Intoxication of the accused does not diminish his/her responsibility for a sexual assault;
  - C. In situations where the complainant is incapable of giving consent, which includes but is not limited to when the complainant is prevented from resisting due to consumption of

alcohol or drugs, the accused is responsible for misconduct if the accused sexually assaults the complainant.

- 11.54** Any act that intimidates or threatens a student, staff or faculty member because of his/her intending to file, filing and/or Proceeding with a police, USC Department of Public Safety or Student Conduct incident report or review.

### **11.80 Sanctions**

Sanctions for violations of the university Student Conduct Code are assessed appropriately for the cited violation. Sanctions will be considered in light of students' entire conduct records at the university and will be designed to hold students accountable for their actions and the resulting or potential consequences of such actions, to promote the educational well-being of students and to protect the educational environment of the university and the safety of its community. All academic integrity violations will result in an academic consequence. Failure to comply with the terms of any imposed sanctions may be considered an additional violation.

One or more of the following sanctions may be imposed for violations of university regulations.

- 11.81** Expulsion from the university: Permanent termination of student status. Permanent notation will appear on the student's transcript. The student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; and is barred from university premises. If the expulsion becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.
- 11.82** Suspension from the University: Termination of student status for a specified but limited period of time. A permanent notation will be made on the student's transcript indicating the period of suspension and the date of removal of suspension. During the period of suspension, the student will be excluded from all classes, seminars and programs; will not be allowed to participate in any university-sponsored activity; and is barred from university premises. During the period of suspension for a violation of academic integrity guidelines, the student may not complete academic work elsewhere that may be counted toward the completion of a USC degree. Violation of the conditions of suspension, university policies or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the university. Normally after the suspension, the student will be on disciplinary probation for a specified period of time. If the suspension becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.

- 11.83 Interim Action:** The Vice President for Student Affairs or designee may initiate interim action against a student or organization pending disciplinary proceedings whenever there is evidence that the student or organization poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or when a student or organization poses a continuing threat of disruption or interference to normal university life or functions. A student or organization subject to interim action will be given prompt written notice of the charges and the opportunity for a review within 15 days of the notice, unless a later date shall be mutually agreed upon by the accused student and the Office for Student Conduct.
- A. Interim Suspension: Exclusion from all classes, seminars and programs; prohibition of participation in university-sponsored activities and exclusion from university premises.
  - B. Other Interim Action: Includes, but is not limited to, exclusion from university housing or a specified portion thereof, or from other specified activities or areas of the campus as set forth in the written notice of Interim Action.
- 11.84 Revocation of Admission:** The student loses admitted status to the university. The student may not continue enrollment or enroll for future semesters. Normally, revocation of admission precludes the student from the opportunity to apply to or be admitted to any program at the university in the future. A permanent notation will be made on the student's Transcript indicating that admission was revoked and the date of the action. If the revocation of admission becomes effective during a semester for which the student currently is enrolled, the student's enrollment will be cancelled by the university resulting in marks of "W" for the enrolled courses on the student's academic transcript.
- 11.85 Revocation of Degree:** The student loses the right to claim the degree as earned. Posting of the degree will be removed from the student's transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved and the date of the action.
- 11.86 Dismissal from an Academic Unit:** Permanent termination of the student's right to enroll or participate in the classes, seminars and/or programs of a specific academic unit, school or department.
- A. Undergraduate Students: Dismissal from a specific undergraduate academic unit shall not prevent undergraduate students from enrolling in other university academic units. Normally after dismissal from an academic unit, the student will be on disciplinary probation for a specified period of time.
  - B. Graduate Students: Students who have been dismissed from a specific graduate academic unit may not enroll in other graduate programs unless they have gained formal admission to such programs. .

- 11.87** Removal from an individual course or section of a course. Removal precludes the student from participation in and attendance of the course or section, or any of its sessions. In multiple section courses, the student will not necessarily be allowed to transfer to another section.
- 11.88** Grade Sanctions: Any disciplinary grade reduction including, but not limited to, grades of F or no-credit for a course, a reduced grade for a course, grades of F or zero credit for assignments, or reduced credit for assignments.
- 11.89** Disciplinary Probation: Indicates that the student has engaged in unacceptable behavior and may be required to report to the Office for Student Conduct and meet specific conditions related to the violation during the probationary period. Additionally, the student is given written notice that any further violations of university policies may result in more severe sanctions such as eviction from university housing, suspension, dismissal from an academic unit or expulsion from the university.
- 11.90** Warning Probation: Written reprimand for violations of specified university policies or regulations, including notice to the student that continued or repeated violations may be cause for further disciplinary action, normally in the form of disciplinary probation, suspension or expulsion.
- 11.91** Restitution: Reimbursement for damage to university property or for misappropriation of university property or services may be imposed in combination with other disciplinary action where appropriate. The student may be required to make reimbursement to the university for property damages incurred as a result of a violation of this code. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be assigned for minor damage to the property of individuals or groups within the university community, but adjudication of student discipline usually will defer determination of significant restitution to other. I appropriate processes.
- 11.93** Organizational Sanctions: All residential and non-residential organizations, clubs and similar organized groups are responsible for compliance with university rules and regulations. Upon a determination that the group has encouraged violations or did not take reasonable steps as a group to prevent violations of university rules and regulations, the group may be subjected to permanent or temporary removal of recognition/registration, social probation, denial of the use of university facilities or other appropriate sanctions (see University Policy Concerning Group Responsibility for Student Organizations, SCampus, page 117).
- 11.94** Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified in the above list. Examples include but are not limited to: university housing reassignment or removal, temporary or permanent loss of computer use privileges, restrictions upon or denial of driving privileges on campus, prohibition of student leadership opportunities, community service work, research projects, seminars, classes or other educational experiences deemed appropriate. Certain sanctions also may be

assigned as "deferred" under appropriate circumstances (e.g.: deferred removal from housing, deferred suspension from the university, deferred loss of organizational recognition).

## APPENDIX C

### Examples of Honor Code Violations and Sanction Guidelines

Section	Violation	Recommended Sanction
11.11	Plagiarism.*	F for course.
11.12	Submission of purchased term papers or papers done by others.*	Suspension or expulsion from the university; F for course.
11.13A	Copying answers from other students on exam.*	F for course.
11.13A	One person allowing another to cheat from his/her exam or assignment.*	F for course for both persons.
11.13A	Possessing or using material during exam (crib sheets, notes, books, etc.) which is not expressly permitted by the instructor.*	F for course.
11.13A	Continuing to write after exam has ended.*	F or zero on exam if continued after warning.
11.13A	Taking exam from room and later claiming that the instructor lost it.*	F for course and recommendation for disciplinary action (possible suspension).
11.13A	Any action taken to assist in an act of academic dishonesty or to keep such an act from being detected.	F for course and recommendation for disciplinary action (possible suspension).
11.13A	Roving eyes during exam.	F or zero on exam after student has been warned.
11.13A	Talking during exam.	F or zero on exam after student has been warned.
11.13B	Changing answers after exam has been returned.*	F for course and recommendation for disciplinary action (possible suspension).

11.14	Fraudulent possession of exam prior to administration.*	F for course and recommendation for suspension.
11.14	Obtaining a copy of an exam or answer key prior to administration.*	Suspension or expulsion from the university; F for course.
11.14A	Breaking into file/office/or other location by physical, electronic or other means to obtain examination.	Suspension or expulsion from the university; F for course.
11.15	Hiding from another student or otherwise making material inaccessible which is necessary for the completion of an assignment or exam.	F for course.
11.16	Submission of the same term papers to more than one instructor, where no previous approval has been given.*	F for both courses.
11.17	Falsification, alteration, or misrepresentation of official records of school or university.	Expulsion from the university
11.18	Having someone else take an exam for oneself.*	Suspension or expulsion from the university; F for course.
11.20	Fabrication, in part or whole, of any classroom or laboratory assignment (e.g., "dry labbing" assignments).	F for course.
11.51	Any physical, verbal, written, or other action which tends to demean, abuse, or otherwise dehumanize another individual's character.	Reprimand with community service, expulsion, or suspension from university.



	Failing to keep information about investigations or hearings confidential.	Suspension or expulsion from university.
	Supplying false information to the Honor Council.	Suspension or expulsion from university.
	Second conviction of violating the Honor Code upheld on appeal.	Suspension from university; expulsion recommended.
	Accusing another student of violation of the Honor Code in bad faith.	Suspension or expulsion from university.
11.52	Breach of patient confidentiality whereby the patient can be identified.	F for course.
11.52	Any act of sexual harassment of student colleagues, faculty, staff, or patients.	Suspension or expulsion from university.

Note: Violations marked with an asterisk (\*) have been previously identified in Appendix A: Academic Dishonesty Sanction Guidelines, SCampus 2005-2006.

## APPENDIX D

### Report of Academic Integrity Violation

(See Student Conduct Code Section 14.00 (SCampus) for details)

When an instructor has reason to believe that a student has violated the university's academic integrity standards, he or she should make reasonable attempts to meet with the student and discuss the alleged violation prior to filing a formal report. When such attempts are unsuccessful within a reasonable amount of time (preferably within 15 days of identifying the violation), a completed report should be forwarded to the Office for Student Conduct with the understanding that the student may subsequently wish to meet with the instructor.

Procedures to be followed when meeting with a student are outlined in *Trojan Integrity: A Faculty Desk Reference* (available from the Office for Student Conducts). **Members of the Office for Student Conduct are also available for consultation at (213) 821-7373.**

Student:	_____	_____		
	Name	Student Identification Number		
Class:	_____	_____	_____	_____
	Title	Course#	Class #	Semester
Instructor:	_____	_____		
	Name	Department / School		
	_____	_____		
	Phone #	Room # / Mail Code		
Date of Incident	_____			

**Description of Incident:** (attach additional pages or a supplementary report as necessary; please include original or facsimile copies of supporting documents):

## APPENDIX E

### Implementation Plan

The Honor Council is responsible for ensuring that students, faculty and staff are properly oriented to the provisions of the Honor System of the University of Southern California School of Pharmacy. Each year the Honor Council will review the orientation procedures for new and continuing students and develop an appropriate strategy. At a minimum, the procedures will include the following activities:

#### **Orientation:**

At the beginning of each semester, all students in each level will receive a detailed review of the Honor System, including their rights, responsibilities, and procedures for filing and processing a complaint. This review will be incorporated as part of the Level I orientation to pharmacy school. Confidentiality for the accuser and the accused must be stressed in each orientation.

#### **Training:**

Each year, all teaching assistants and graduate students will be instructed about the Honor System including their rights and responsibilities. Confidentiality of the accused and of the accuser should be stressed as should the prohibition of teaching assistants and graduate students from answering or interpreting questions during an examination.

#### **Reminders:**

At the beginning of each course, and each syllabus, instructors should reinforce the Honor System and restate that academic dishonesty will not be tolerated.

#### **Examples and Definitions:**

Some students may not understand the definition of plagiarism or other infractions of the Honor System. Instructors should make an effort to give examples of prohibited activities in the course syllabus and when assigning work such as writing assignments that may present the opportunity for such dishonest behavior.

#### **Monitoring:**

The Honor Council will monitor the extent to which students and faculty adhere to the Honor System of the University of Southern California School of Pharmacy.

## APPENDIX F

### Application for Membership on Honor Council

**Name:**

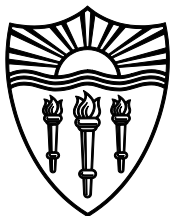
**Social Security Number:**

**Year:**

*Briefly describe why you are interested in serving on the Honor Council:*

*Student Evaluation  
Dispute Resolution Policy*

*Section VI*



USC School  
of Pharmacy

**UNIVERSITY OF SOUTHERN CALIFORNIA  
SCHOOL OF PHARMACY  
ACADEMIC AFFAIRS**

If a dispute should arise regarding the manner in which a student has been evaluated in a given course, the student is to follow the procedures outlined below:

- ◆ First, attempt to resolve the subject dispute with the instructor for the course involved. If no resolve is attained at this level, then
- ◆ Attempt to resolve the subject dispute with the course coordinator for the course involved. If no resolve is attained at this level, then
- ◆ Attempt to resolve the subject dispute with the Department Chair who has departmental jurisdiction over the course. If no resolve is attained at this level, then
- ◆ The disputed matter is to be written up and submitted to the Associate Dean for Academic Affairs Office within a reasonable period of time that should not exceed 30 days after the student has notice of the evaluation results that give rise to the dispute.

Once the matter of dispute is brought to the Associate Dean's Office, the Associate Dean will meet with both the student and the appropriate faculty member involved to discuss the merits of the dispute. If there is no resolve to the dispute at this level, the student will be instructed that his/her request (or a revised written request stating the facts as well as the student's arguments be prepared and submitted to the Associate Dean's office within 10 days from the date of the first meeting with the Associate Dean and the involved faculty member), if the student wishes, will be forwarded to the School's Scholarship Standards Committee (a five member pharmacy faculty body) via the Committee's chair for review and the scheduling of a "due process hearing." The hearing shall be scheduled within 30 days after the Committee chair has received both the written statement from the student and notice by the Associate Dean's Office to convene a hearing. If a member of the Scholarship Standards Committee at the time should be an instructor, course coordinator, or chair for the department having jurisdiction over the subject course, they shall dismiss themselves from serving as a member on the Committee's panel to hear the case. Faculty having interest in a course where a dispute arises shall not partake in the Committee's decision regarding the specific dispute. If such a conflict exists with the chair of the Committee, then a disinterested acting chair shall be appointed by the chair from the remaining members of the Scholarship Standards Committee.

The student will be notified of the hearing date by the Scholarship Standard Committee's chair and will be instructed that he/she may have a faculty advocate accompany him/her to the hearing. The student will also be allowed to present witnesses (if deemed appropriate)

pertinent to the issue surrounding the dispute. The student's choice regarding a faculty advocate and witnesses shall be sent in writing to the chair of the Scholarship Standards Committee naming the parties that will accompany the student. The Committee may also call additional witnesses as it sees fit, and will notify the student of the witnesses it has called to attend the hearing.

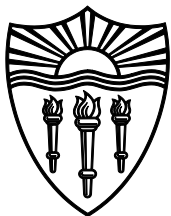
At the scheduled hearing, the student will be asked to present any facts or arguments on his or her behalf. Witnesses and the student's faculty advocate will also have opportunity to make presentations. The Committee panel will have an opportunity to question the student, the faculty advocate and witnesses. Once all presentations and arguments are made, the Committee panel will deliberate on its decision. The decision will be prepared in writing and provided to the student within 20 days from the hearing date.

If the decision is unfavorable to the student, the student may appeal the decision to the office of the Pharmacy School Dean within 20 days after receipt of the decision. The Dean will review the record of the case, and will communicate his/her decision within 20 days from his/her receipt of the student's written appeal. The same procedure of appeal applies to the faculty member whose course is subject to the dispute if the decision rendered is unfavorable to the faculty member's student evaluation decision. The Dean's decision becomes the final decision in the process.

Approved by the School of Pharmacy Faculty on February 8, 2000

# *Student Grievance Procedures*

## *Section VII*



USC School  
of Pharmacy



**University of Southern California  
SCHOOL OF PHARMACY  
ACADEMIC AFFAIRS**

The University of Southern California School of Pharmacy is committed to treating all students equitably and fairly. Consequently, in its interactions with students, the School does not differentiate between students on the basis of race, color, religion, gender, sexual orientation, national origin, disability or medical condition. Likewise, in creating and maintaining a learning environment that promotes academic excellence, one element of maintaining such an environment is ensuring that students are free from the effects of misconduct by other members of the academic community, including faculty members. Policies for the School regarding "Honor Code Violations" and "Student Evaluation Dispute Resolution", when such matters are reported by students to faculty or to the School's Administration, are addressed in separate sections within the School's Academic Policies and Procedures Manual and updated each year.

A complaint registered against an individual associated with the School by a student who believes that he or she has been treated by a fellow student, instructor, staff member or an administrator in an arbitrary, capricious or discriminatory manner that fundamentally deprives him or her of an alleged or a perceived right, as written within the policies of the University, shall not be denied or deprived of having such matter investigated and dealt with in a timely manner in order to ensure that the student is provided the appropriate protections.

**INFORMAL RESOLUTION**

A student bringing a complaint against a fellow student, faculty member, staff member, or School administrator must first attempt to put forth a good faith effort to resolve the grievance first with the party directly responsible for the disputed matter or second with a member of the School's Administration (either with a department chair if appropriate or with the Associate Dean for Academic and Clinical Affairs).

Attempts at informal resolution must have been initiated within 30 days of the student becoming aware of the grievance, otherwise the grievance cannot proceed to the formal process described in the following section. (This time period may be extended for good cause as determined by the Associate Dean for Academic and Clinical Affairs or his/her designee).

## FORMAL RESOLUTION

Should a situation arise in which a dispute between a student and another individual associated with the School is not resolved by less formal means, the School's formal grievance process may be employed as follows:

### **1.0 Filing a Written Complaint:**

Students bringing complaints against another individual associated with the School must initiate a formal complaint within 30 calendar days of completion of the informal resolution process (or within 60 days from the incident giving rise to the complaint). In complaints concerning personal misconduct by faculty, the student must initiate a formal written complaint within 30 calendar days of the behavior or incident giving rise to the complaint. A copy of the formal written complaint is to be directed to the office of the Associate Dean for Academic and Clinical Affairs.

The content of a formal written complaint must include the following:

- Identification of the office or individual against whom the complaint is brought;
- A detailed description of the specific action or individual behavior giving rise to the complaint, and the perceived negative consequences or harm that occurred as a result of the behavior involved;
- The date or period of time during which the behavior or action occurred, and the location of the incident;
- Any and all steps taken for informal resolution and the reasons they were unsuccessful, and a desired remedy;
- The name, address and telephone number of the person making the complaint;
- The name of any witnesses who may have observed or participated in the action that has given rise to the complaint, and where and how such witnesses can be contacted; and
- An accurate listing of all individuals who received copies of the complaint.

The 30 calendar day limit for submission of a formal complaint to the Associate Dean's Office may be extended reasonably for good cause by direction of the Associate Dean.

### **1.2 Investigation of a Complaint**

Upon receiving a formal complaint, the Associate Dean for Academic and Clinical Affairs will either investigate the substance of the complaint, or assign an impartial faculty or staff member to conduct the investigation. However, it may be necessary, based upon the party who is the subject of the complaint, that someone other than the Associate Dean for Academic and Clinical Affairs be responsible for conducting the investigation.

- If the complaint involves a faculty member, the Associate Dean will provide a copy of the complaint to the department chair who has jurisdiction over that faculty member. The respective department chair will be responsible for providing a written response to the

Associate Dean or an assigned investigator within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Associate Dean or the assigned investigator. A copy of the investigative report will be forwarded to both the complainant and the respondent. The Associate Dean or assigned investigator may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (faculty member) agree in writing upon an informal resolution approved by the Associate Dean for Academic and Clinical Affairs.

- If the complaint involves a department chair, the Associate Dean for Academic and Clinical Affairs will be responsible for conducting the investigation. The Associate Dean will be responsible for providing a written response to the Dean within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Dean. A copy of this investigative report will be forwarded to both the complainant and the respondent. The Dean or Associate Dean may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (department chair) agree in writing upon an informal resolution approved by the Associate Dean for Academic and Clinical Affairs.
- If the complaint involves any of the School's Associate or Assistant Deans, the Dean will be responsible for conducting the investigation. The Dean will prepare a written response within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Dean. A copy of this investigative report will be forwarded to both the complainant and respondent. The Dean may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (Assistant or Associate Dean) agree in writing upon an informal resolution approved by the Dean.
- If the complaint involves the Dean or an Administrative Official outside the School of Pharmacy, the complaint is to be registered with the University's Office of Student Affairs and the Section entitled, "Student Grievance Procedures" found on page 106 of the recent edition of SCampus shall constitute the procedure that the complainant must follow.
- If the complaint involves a School of Pharmacy Staff member, the Associate Dean for Administrative Affairs will conduct the investigation and provide a written response to the Dean or an assigned investigator appointed by the Dean within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Associate Dean for Administrative Affairs or the assigned investigator. A copy of the investigative report will be forwarded to both the complainant and the respondent. The Associate Dean for Administrative Affairs or the assigned investigator may initiate further inquiry as necessary. The investigation may be terminated at any time should the complainant and respondent (staff member) agree in writing upon an informal resolution approved by the Associate Dean for Administrative Affairs.
- If the complaint involves another student enrolled in the School of Pharmacy, the Associate Dean for Academic and Clinical Affairs or an assigned investigator will be responsible for an investigation report to be prepared within 15 calendar days of receipt of the written complaint. This 15 day limit may be extended for good cause as determined by the Associate Dean or the assigned investigator. The Associate Dean or assigned investigator may initiate further inquiry as necessary. The investigation may be terminated at any time

should the complainant and respondent (School of Pharmacy Student) agree in writing upon an informal resolution approved by the Associate Dean for Academic and Clinical Affairs.

### **1.3 Investigational Report**

A written report of the investigation will be produced, including a description of the investigation, a summary of relevant information gathered, and a determination of whether or not the complaint has merit. When a complaint is found to have merit, a proposed administrative resolution to the complaint will be included in the report.

In cases of an alleged inappropriate action on the part of a faculty member, department chair, or a School of Pharmacy administrative officer, the report will be submitted to the Vice President for Student Affairs and will be provided to the complainant and respondent. If either the complainant or respondent are unwilling to accept the administrative resolution, a formal hearing within the School of Pharmacy may be requested in writing within 15 calendar days of the release of the report. Should no request for a hearing be initiated, the administrative resolution will be final and binding.

In cases of alleged personal misconduct by a faculty member, department chair, an administrative Assistant or Associate Dean, or a staff member, the report will be submitted to the Dean, who may approve or modify the recommendation. The Dean will distribute the report and a written statement of the decision to the complaining student and accused employee of the School of Pharmacy. Either party may appeal the Dean's decision, in writing, within 15 calendar days. The matter will then be referred to a formal hearing conducted by a group of faculty, and others within the School of Pharmacy selected by either the Dean, or Associate Dean for Academic and Clinical Affairs, or Associate Dean for Administrative Affairs.

### **1.4 Formal Hearing**

When a formal hearing is necessary concerning personal misconduct by a faculty member, School administrator (other than the Dean), or a School staff member, the Dean or his/her designee (either the Associate Dean for Academic and Clinical Affairs or the Associate Dean for Administrative Affairs (if neither are the subject of the complaint), will appoint an impartial panel to preside over the hearing and render a decision. The panel will consist of two faculty members, a student affairs staff member, and a student. One of the two faculty members will be appointed to chair the hearing. The chairperson will arrange to convene the hearing within 30 calendar days of the written request being received. The complainant and respondent will be notified in writing of the date, time and location of the hearing.

Information presented at the hearing will be limited to matters addressed in the written complaint. At least seven calendar days prior to the hearing, each party will submit to the hearing officer or chairperson copies of any evidence and the names of any witnesses each may

present, and the name and professional legal status of any person who may assist them at the hearing. These materials will be available to the both parties.

It is the responsibility of each party to secure any witnesses he or she intends to present. Neither the School of Pharmacy nor the panel will be responsible for locating or compelling witnesses to provide testimony.

If presentation of a School or University record or document is required at the hearing, a written request should be submitted to the panel chairperson no later than seven calendar days prior to the hearing. The hearing officer will make a reasonable attempt to produce the requested material, provided no privacy or confidentiality rights are violated by doing so. The release of any record containing personally identifiable student information must comply with the University's Student Records Policy and Procedures.

Other matters pertaining to the hearing:

- The hearing shall be closed to the public unless both parties and the hearing officer agree to an open hearing;
- Prospective witnesses, other than the complainant and respondent, will be excluded from the hearing during all testimony but their own;
- Both the complainant and respondent may be present throughout the hearing, may present written and verbal evidence concerning the complaint, may respond to evidence presented by the opposing party and may question any witnesses presented by the opposing party;
- The complainant may be assisted by a person of his/her choice. If any of the witnesses or those assisting either the complainant or the respondent are attorneys, then the hearing chair has the right to have University legal counsel represented at the hearing.
- Formal rules of evidence do not apply to this process. The panel maintains sole authority to determine admissibility and relevance of evidence and witnesses to be presented;
- An audiotape recording will be made as the single verbatim record of the hearing.
- The complainant will first present evidence and witnesses, with the respondent provided the opportunity to question the complainant and any witnesses presented, and to present a response prior to the closing of the hearing.
- At the conclusion of the complainant's presentation, the respondent may request that the panel grant a summary decision on the grounds that the complainant has failed to offer evidence sufficient to support the complaint. If the request is granted, the complaint will be dismissed without further presentation by the respondent;
- If summary decision is not requested or is denied, the respondent will present evidence and witnesses, with the complainant provided the opportunity to question the respondent and any witnesses presented, and to present a response at the closing of the hearing;
- Following presentation by both parties, closing statements will be presented, beginning with the complainant. Closing statements shall be made for the purpose of summarizing evidence presented and for recommending an appropriate determination to the hearing officer. No new evidence is to be presented during closing statements.

The panel will provide written decision in the matter within 15 calendar days of the conclusion of the hearing. The written decision will include a statement of the hearing officer's findings and, if the complaint was determined to have merit, a recommendation for appropriate action. Before issuance to any other party, the decision will be submitted to the Dean and to the University's Office of Student Affairs and is subject to his/her review and modification. Once approved for release, the decision is final and binding for all parties to the complaint.

Approved by the School of Pharmacy Faculty of June 11, 2002