

SCHOOL OF PHARMACY
UNIVERSITY OF MARYLAND

STUDENT GUIDELINES AND POLICIES

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1	STATEMENT OF PHILOSOPHY	2
2	GUIDELINES FOR PROFESSIONALISM	2
2.1	Curricular Issues	2
2.2	Civility	2
2.2.1	Classroom Etiquette	2
2.2.1.1	Dress Code	
2.2.2	Taking Exams	3
2.2.3	Experiential Learning Etiquette.....	43
2.2.4	Misconduct at Events.....	4
2.3	Recording of Lectures.....	4
2.3.1	Suggested Statements.....	5
3	ADDITIONAL STUDENT POLICIES.....	5
4	STUDENT HONOR CODE OF ACADEMIC INTEGRITY	65
4.1	Academic Integrity Violations	65
4.1.1	Cheating.....	65
4.1.2	Plagiarism.....	76
4.1.3	Facilitating Academic Dishonesty	76
4.1.4	Abuse of Academic Materials	7
4.1.5	Stealing.....	7
4.1.6	Lying	87
4.2	Academic Integrity Pledge.....	87
5	PROCEDURES FOR ADDRESSING VIOLATIONS OF HONOR CODE.....	8
5.1	Overview	8
5.2	Reporting.....	98
5.3	Informal Grievance.....	9
5.4	Formal Grievance	9
5.4.1	Preliminary Evaluation.....	9
5.5	Discipline and Grievance Committee.....	10
5.5.1	Non-Traditional PharmD Students	Error! Bookmark not defined. 10
5.6	Formal Grievance Procedure.....	10
5.6.1	Timing	10
5.6.2	Access to Evidence	10
5.6.3	The Formal Hearing	11
5.6.4	Resolution.....	12
5.7	Course of Action.....	12
5.8	Appeal to the Dean	13
5.9	Administrative Reports	13
	APPENDIX 1: Summaries of Other Important Rules and Regulations.....	14

1 STATEMENT OF PHILOSOPHY

The students of the University of Maryland, School of Pharmacy recognize that honesty, truth, and integrity are values central to the school's mission as an institution of higher education. All persons enrolled in any course or program offered by the University of Maryland, School of Pharmacy and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy.

2 GUIDELINES FOR PROFESSIONALISM

Professional behavior is critical to success, not only in while earning the Doctor of Pharmacy degree at UMB's School of Pharmacy, but also in eventual practice of a pharmacy career. These guidelines will clearly define what is expected of the student pharmacist, and address some key issues that will serve as a guide for the academic pursuit and in future endeavors.

2.1 Curricular Issues

Issues may arise involving an individual student or the entire class. A student with an individual concern (i.e., illness, academic performance) should meet with the respective course master and participating faculty members to discuss the issue. Students can also discuss personal issues with their academic advisors, the Director of Student Services, the Associate Dean for Student Affairs or the Associate Dean for Academic Affairs.

For issues concerning the entire class (i.e., scheduling or exams, course handouts), a process is in place to facilitate open discussion and resolve non-disciplinary issues among course masters, faculty, and students. The first step is to work with the course master and the class liaison. Appointed by class officers each year, the liaison is responsible for communication between the course faculty and students regarding any curricular concerns. Issues not resolved at this level should be directed to the class president. The class president may wish to meet with the faculty class advisor to discuss options or consult the other class officers before meeting with the course master. If the concern is not handled on this level, it should then be directed to the SGA president. The last step in the process is to contact the Associate Dean of Academic Affairs.

2.2 Civility

A healthy academic environment depends on mutual respect of students, faculty and staff. The school does not tolerate disrespect or lack of civility toward any member of the pharmacy school or campus community. Inappropriate verbal, written, or e-mail remarks that disrespect, harass, discriminate, intimidate or demean the character of another individual will be dealt with through informal and formal disciplinary procedures.

2.2.1 Classroom Etiquette

In the interest of professionalism, self-discipline is expected in the classroom. Certain behaviors are prohibited during class time, such as:

- a) Conversation during the presentation of material. Waiting until the breaks between lectures to converse with colleagues is the accepted way to discuss issues.

- b) Walking in and out of the classroom during presentations. The expectation is that students should remain seated for the entire presentation.
- c) Ringing cell phones or pagers. These should be turned off during classes and labs.
- d) Sleeping in class. This is very distracting to classmates and extremely disrespectful to faculty.
- e) Inappropriate laptop/computer use. During class, computers shall be used for note-taking purposes only. Activities such as e-mailing, watching movies, using chat programs, searching the internet, etc. will not be permitted in the lecture halls while class is in session. In addition, laptops shall not be used during special guest speakers or forums where note-taking is not necessary.
- f) Inattentiveness or distracting behavior. Presentations are forums for discussion; therefore, questions and comments should be respected. Material that is clear to some may not be evident to others. Please show respect to those who express concerns and questions.
- g) Monopolizing the presenter's time with questions that may not be generally relevant to the topic being discussed. Students seeking specific information should approach the presenter after the presentation to ask these questions.
- h) Eating/Drinking in Lecture Halls and in the south wing of the Pharmacy Learning Center.

2.2.1.1 Dress Code

Unless stated by a coursemaster or included in a course syllabus “casual” attire is appropriate for classroom and exams during the first three years of didactic classes. Clothing items and accessories considered unacceptable include revealing clothing such as low necklines and bare midriffs, undergarments visible through clothing, pajamas, clothing with unprofessional slogans; baseball hats, large amounts of body and face jewelry, or other clothing and accessory items which detract from the educational environment.

2.2.2 Taking Exams

Students should minimize the amount of items carried into examinations. All items will be placed either in the front or back of the classroom. Students must arrive on time. If a student arrives late, they may not be able to take the exam. Individual faculty members will inform students of expectations prior to their exams. The School of Pharmacy prohibits the use of individual electronic devices such as cell phones, personal data assistants (i.e., PDA's), programmable calculators, and portable computers during examinations. Exceptions to this policy are permitted when the use of one of more of these devices is integral to the evaluation process and explicitly authorized by the coursemaster.

When taking closed-book, open-book or take-home exams or assignments, students must complete their own work as outlined in the section on Academic Integrity.

2.2.3 Experiential Learning Etiquette

While on rotation, professional appearance and demeanor is always expected from UMB students. Students should dress in appropriate attire while at any experiential learning site. This includes dress shirts and ties for men with nice pants or skirts/dresses/slacks for women. The nametag and white clinical lab coat should also be worn. Professional behavior includes treating the preceptor and the employees at the rotation site with respect and upholding patient confidentiality. Students should contact their preceptors prior to the start of the rotation, as stipulated in course material. This contact will ensure that students will know where and when to arrive.

Students should remember that these experiential rotations are unique learning experiences, and should try to learn as much as possible during these experiences. Many students have altered their perceptions and career plans based on their experiential learning rotations.

2.2.4 Misconduct at Events

Rioting, assault, theft, vandalism, fire-setting, or other serious misconduct related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community may result in disciplinary action of suspension or dismissal regardless of the existence, status, or outcome of any criminal charges in a court of law related to misconduct associated with a University-sponsored event.

Any person may refer a student or a student group or organization suspected of violating this Code to the Office of Student Affairs. Allegations of off-campus event-related misconduct must be supported by a report, statement, or accusation from a law enforcement agency in whose jurisdiction the misconduct is alleged to have occurred. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to appear before the grievance committee as the complainant.

2.2.4.1 Behavior at School-Sponsored Events

Students agree to behave in a professional manner at all school-sponsored events occurring on- or off-campus. Students should remember that by attending school-sponsored events, they are representing the School of Pharmacy and agree to abide by the Honor Code. School-sponsored events are designed for the enjoyment of all students and any behaviors that disrupt this goal should be avoided. Examples of behavioral misconduct include but are not limited to the following: overt intoxication leading to inappropriate or disruptive behavior, inappropriate or offensive verbal remarks, and physical assault upon others.

2.3 Recording of Lectures

The University of Maryland, School of Pharmacy prohibits the use of audio and video recorders and all other mechanical devices by students to record class lectures unless an express written authorization has been given by the faculty member. Recording without authorization will subject the student to discipline under the grievance policy.

The authorization must specify whether permission extends to a single lecture, a series of

lectures, or the entire course. The authorization may be stated by the faculty member in the course syllabus or is otherwise to be obtained from the faculty member by the class liaison, on behalf of the other students in the course.

Under no circumstance does a faculty member's authorization imply authorization by guest lecturers in the same course.

Students with a documented disability who have been approved for this academic adjustment are exempt from the authorization requirement.

Lecture notes and recordings involve the intellectual property rights of faculty members. Such notes and recordings may be used for individual or group study, or for other noncommercial purposes reasonably arising from students' academic pursuits. Notes, recordings, handouts and other material provided by the faculty member cannot be sold, exchanged or distributed for commercial purposes or for any purpose not related to a student's study or enrollment.

Students who have the express consent of a faculty member to record a class must make their own arrangements to record the class.

2.3.1 Suggested Statements

2.3.1.1 For the Syllabus

"I hereby authorize all students to record any and all lectures in this course by (audio) (video) recording. In addition, this statement certifies that I have also obtained the express permission for recording in the method designated herein of all guest lecturers that will be speaking to this class. The recordings are expected to be used for students' personal use in their academic preparation for this class, and may not be distributed for any purpose."

—OR—

"I hereby authorize all students to record any and all lectures in this course by (audio) (video) recording. This statement does not extend to the guest lecturers that will be speaking to this class, and students are expressly prohibited to record guest lecturers unless their express permission is obtained in advance through the class liaison. The recordings are expected to be used for students' personal use in their academic preparation for this class, and may not be distributed for any purpose."

2.3.1.2 For A Single Use

"I hereby authorize (all students) (a specific student) to record my lecture on (date) by means of (audio) (video) recording. The recording is expected to be used for personal use in academic preparation for this class, and may not be distributed for any purpose."

3 ADDITIONAL STUDENT POLICIES

Please read and understand the additional student policies contained in the Appendix.

4 STUDENT HONOR CODE OF ACADEMIC INTEGRITY

Adhering to a philosophy of academic integrity compels students to place the highest significance on their learning, and on the academic work that they produce during their course of study.

4.1 Academic Integrity Violations

Violations of academic integrity can be categorized into 6 broad areas.

4.1.1 Cheating

Cheating can be defined as *using or attempting to use unauthorized materials, information, notes, study aids or other devices, or obtaining unauthorized assistance from any source for work submitted as one's own individual efforts in any class, clinic, assignment, or examination.* Examples of cheating include, but are not limited to, the following actions:

- a) Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor.
- b) Possessing, buying, selling, removing, receiving, or using at any time or in any manner not previously authorized by the instructor a copy or copies of any exam or other materials (in whole or in part) intended to be used as an instrument of evaluation in advance of its administration.
- c) Using material or equipment not authorized by the instructor during a test or other academic evaluation, such as crib notes, a calculator, tape recorder, PDA or other personal electronic device.
- d) Working with another or others on any exam, take home exam, computer or laboratory work; or any other assignment when the instructor has required independent and unaided effort.
- e) Attempting to influence or change an academic evaluation, grade or record by deceit or unfair means, such as: (1) damaging the academic work of another student to gain an unfair advantage in an academic evaluation; or (2) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.
- f) Submitting without prior permission the same academic work that has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University.
- g) Permitting another to substitute for one's self during an exam or any other type of academic evaluation.
- h) Gaining an unfair advantage in an academic evaluation by receiving specific information about a test, exam, or other assignment.

4.1.2 Plagiarism

Plagiarism can be defined as *representing orally or in writing, in any academic assignment or exercise, the words, ideas, or works of another as one's own without customary and proper acknowledgment of the source*. Examples may include:

- a) Submitting material or work for evaluation, in whole or in part, which has been prepared by another individual(s) or commercial service.
- b) Directly quoting from a source without the customary or proper citation.
- c) Paraphrasing or summarizing another's work without acknowledging the source.
- d) Downloading material from websites without appropriate documentation.

4.1.3 Facilitating Academic Dishonesty

Helping or attempting to help another person commit an act of academic dishonesty is also a violation of academic integrity. Examples include:

- a) Providing assistance to another during an exam or other assignment in a manner not authorized by the instructor.
- b) Acting as a substitute for another in any exam or any other type of academic evaluation.
- c) Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.
- d) Permitting one's academic work to be represented as the work of another.
- e) Preparing for sale, barter, or loan to another such items as unauthorized papers, notes or abstracts of lectures and readings.

4.1.4 Abuse of Academic Materials

Destroying or making inaccessible academic resource materials constitutes abuse of academic materials.

Examples of such actions include destroying, hiding, or otherwise making unavailable for common use library, computer, or other academic reference materials; and destroying, hiding, or otherwise making unavailable another's notes, experiments, computer programs, or other academic work.

4.1.5 Stealing

Stealing is defined as *taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use or possession*.

Examples of stealing include unauthorized removal of library materials, examinations, computer programs, or any other academic materials, including obtaining advance access to an examination through collusion with a University employee or otherwise; and taking another's academic work, such as papers computer programs, laboratory experiments, or research results.

4.1.6 Lying

Lying is *making any oral or written statement that the individual knows to be untrue.*

Examples of lying include making a false statement to any instructor or other University employee in an attempt to gain advantage or exception; falsifying evidence or testifying falsely, such as in a Student Discipline and Grievance Committee hearing; inventing or counterfeiting data, research results, research procedures, internship or practicum experiences or other information; and citing a false source for referenced material/data.

4.2 Academic Integrity Pledge

In order to address cheating and plagiarism, the SOP has developed an "academic integrity pledge" that has been used by many faculty to reinforce the importance of academic integrity. This pledge will be used for individual work assigned for classes, clinics, internships, and all other types of instruction offered at the School of Pharmacy.

Individual work is defined as academic effort that was completed independently, without giving or receiving assistance from another. Collaborative work is defined as academic effort that may be completed in collaboration with others as directed by the instructor. All work is considered to be individual work unless the instructor specifies otherwise. For all individual work, instructors may require students to sign the following pledge:

"On my honor, I have neither given nor received aid on this assignment."

Student's signature:

Date:

Thus, students will state that the work that was submitted is their own and will be held accountable if evidence appears that is contrary to this statement. Students are reminded that neither the presence nor the absence of a signed pledge statement will allow students to violate established codes of conduct as described above.

5 PROCEDURES FOR ADDRESSING VIOLATIONS OF HONOR CODE

5.1 Overview

The following procedures were established by the students and faculty of the School of Pharmacy to address violations of the Student Honor Code and other complaints against Doctor of Pharmacy ("PharmD") students. Such violations and complaints (hereinafter referred to as "Grievances") may include, but are not limited to: violations of academic integrity; acts of discrimination based on race, color, religion, age, ancestry or national origin, gender, sexual orientation, physical or mental disability, marital status, or veteran status; lewd, obscene, or disruptive behavior on university premises or at university supervised activities; sexual harassment; threatening or abusive communication to members of the university community; inappropriate or illegal use of alcohol, drugs and controlled substances or other violations of the substance abuse policies; violations of the acceptable use policy; intentionally initiating any false report or threat of fire, explosion or other emergency; violations of university or school policies;

and violations of Baltimore City, state, or federal law.

5.2 Reporting

Any member of the School of Pharmacy community, including a student, a group of students, a staff member, or a faculty member ("Grievant") may bring a grievance against a student or a group of students ("Respondent") under this Policy for any academic or nonacademic action or inaction that is an alleged violation of the Honor Code, or is otherwise unethical, illegal or causes injury or damage. Informal or formal grievance proceedings will commence in accordance with the policy contained herein.

The Grievant should have first-hand knowledge or actual documentation supporting the alleged violation.

Grievances against faculty and grievances against students enrolled in programs of the UMB Graduate School are handled under separate policies and procedures. If the situation involves criminal or civil action against the Grievant by the accused, the Grievant may seek outside legal counsel and pursue the case in the local or state legal system.

5.3 Informal Grievance

Grievances against PharmD students may be addressed through informal or formal channels. While most grievances are brought directly into the formal grievance process, the Grievant may choose to resolve a minor grievance informally. The informal process is typically facilitated by faculty members, the Director of Educational Services and Outreach, or the Associate Deans for Student Affairs or Academic Affairs, and eventually leads to a resolution of issues acceptable to all parties involved.

A brief summary of the accusation and resolution is recorded by the ranking staff or faculty member, and included in the file of the Respondent student.

5.4 Formal Grievance

Formal grievances are monitored by the Associate Dean for Academic Affairs. The Dean or any of the Associate Deans can enforce an immediate temporary suspension in situations involving criminal activity, potential injury to members of the school's community, or other actions that demand an immediate action. The Dean or Associate Dean may delay Committee action or final decision pending the outcome of the criminal investigation. In cases of felony charges directly involving the school, suspension of the Respondent pending outcome of the criminal matter may be a condition of delaying the grievance process. The Student Discipline and Grievance Committee will review these emergency situations in a timely manner and will conduct formal hearings to determine long-term course of action. Specific details of the situation will remain confidential until the formal grievance process has concluded.

5.4.1 Preliminary Evaluation

A grievance must be submitted in writing to the SGA President, the SGA advisor, or the Associate Dean of Academic Affairs ("Associate Dean"). These three constitute the Preliminary Evaluation Panel ("the Panel"). Generally within 15 days of receipt of a written grievance, the Panel will review the facts presented and will determine by majority vote if the matter should be

forwarded to the entire Student Discipline and Grievance Committee (“the Committee”) for a formal hearing.

To preserve the timeliness of the process, in the event a member of the Panel is unavailable or must recuse themselves due to a conflict of interest or bias, the remaining Panel members will immediately select someone from the Committee to serve as an alternate Panel member.

The criteria for determining if a matter should not be forwarded to the Committee include, but are not limited to: 1) whether the grievance is not subject to this policy based on the identity of the Grievant, the identity of the accused, or the subject of the grievance; 2) whether an attempt at resolution of the grievance should first be made under informal resolution procedures; or 3) whether there is insufficient evidence to hear the grievance. If a majority of the Panel believes that a formal hearing should not be held, the Associate Dean or a designee will notify the Grievant in writing of the Panel’s reasoning and counsel the Grievant on alternative resolutions. The Grievant may appeal for reconsideration by the Panel by submitting a written response within 15 days to the Panel through the Associate Dean. The Panel’s decision upon reconsideration is final.

5.5 Discipline and Grievance Committee

The school’s Discipline and Grievance Committee ("Committee") hears and attempts to resolve all formal grievances. The committee is composed of 7 voting members: four students and three faculty members. Student members of the committee will include the Student Government Association (SGA) president, the second and third year class presidents, and the most senior student member of the Student Affairs Committee. Faculty members include the SGA faculty advisor and the third and fourth year class advisors. The SGA president chairs the committee. The Associate Dean serves as an ex-officio, non-voting member.

5.6 Formal Grievance Procedure

5.6.1 Timing

If the Panel determines that a formal hearing is in order, the Associate Dean will notify the student Respondent in writing that a formal grievance has been filed, the deadline for submission of a written rebuttal and a proposed date for the formal hearing, and advice and counsel should be sought from the Respondent’s academic advisor. Along with the notice, the Respondent will be provided with a written copy of the grievance, copies of evidence submitted by the Grievant, and this policy. The Respondent will be given up to 15 days to provide a written response to the Committee via the Committee chair. The Committee will hold a formal hearing generally within 15 days after the deadline for receipt of the Respondent’s written response. A grievance of such severity that it might affect the Respondent’s eligibility to graduate will be considered on very short notice with the Respondent’s consent. Otherwise, graduation will be deferred pending resolution of the matter.

5.6.2 Access to Evidence

Prior to the hearing, the Committee will provide the Grievant and the Respondent with access to each other’s allegations and responses, and any supporting information provided to the

Committee for consideration, including names of witnesses who will be presented during the hearing. The Associate Dean will facilitate this exchange of information. Whenever feasible, all supporting evidence and witness lists will be made available the week before the scheduled hearing.

5.6.3 The Formal Hearing

5.6.3.1 Committee Presence

All members of the Committee, or alternates, must be present at formal hearings. Members of the Committee will receive notice of the identity of the Grievant and the Respondent, the general nature of the grievance, and the proposed date of the hearing. Any Committee member who cannot attend the hearing or who must recuse themselves will notify the Chair immediately. Committee members who believe a potential conflict or bias may arise have a duty to recuse themselves as early in the process as possible. The Chair shall appoint replacements as follows: a student member of the committee unable to attend will be replaced by an elected officer in the SGA, and a faculty member of the committee unable to attend will be replaced by a faculty member, preferably a member of the Student Affairs Committee.

5.6.3.2 Process

The formal hearing is an internal academic process; rules of evidence do not apply and legal counsel will not be permitted to be present to represent either the Grievant or the Respondent. The Chair will select a member of the Committee to keep the official record of the proceedings, if administrative support is not available. The grievance is presented to the Committee by the Grievant or by a representative of the Dean's Office, in the presence of the Respondent. The presenter of the grievance may call witnesses to present relevant information. The witnesses supporting the Grievant may be questioned by the Respondent and committee members. The Chair may exclude from consideration repetitive or irrelevant evidence. The Chair may adjourn the hearing and continue the hearing at a later time or date if circumstances necessitate such action.

Some matters may involve witnesses who are not affiliated with the School or evidence which must be obtained from parties other than the school and its students and faculty. The School does not have the authority to subpoena witnesses or evidence. Grievants and Respondents are generally responsible for obtaining evidence and the presence of witnesses at the hearing. The school will provide reasonable assistance to the Grievants and Respondents in identifying relevant records maintained by the School which may be made accessible to the parties, if deemed appropriate by the School. Written statements are acceptable in lieu of personal appearance. However, no grievance process shall be terminated or abandoned due to the inability of the School to compel the appearance of witnesses or presentation of evidence. A grievance will be decided on the basis of evidence presented. Lack of witnesses or evidence will not create presumptions that the testimony and evidence would be favorable to the Grievant or the Respondent.

The Respondent has the right to refuse to appear before the committee and the right to remain silent during the hearing. Refusal to appear will not be taken as an admission of guilt. The

Respondent has the right to: 1) present a statement in the Respondent's own behalf at the hearing; 2) present witnesses having relevant information pertaining to the grievance; and 3) present relevant evidence in the form of written or tangible materials. The witnesses supporting the Respondent may be questioned by the Grievant and committee members.

The hearings and all information associated with the hearings will not be open to the public and will be conducted in a manner that preserves confidentiality to the most reasonable extent possible. All witnesses will be excluded from the hearing room until they are called to testify. All witnesses will be asked to affirm that any information they are presenting, including any written materials, is accurate and complete to the best of their knowledge and belief.

5.6.4 Resolution

Upon completion of the hearing, the Committee will meet in closed session to determine whether the grievance has been proven by the preponderance of the evidence; that is, whether on the basis of the evidence, it is more likely than not that the Respondent has committed a violation of the conduct prescribed herein. The Chair will remind the Committee that it is to hear the matter, and to deliberate free from bias that may interfere with fair consideration of the case in question. The method of voting shall be by secret ballot. All questions before the Committee will be decided by a simple majority vote. The Committee will vote to find whether the Respondent is responsible for the alleged violations. There is no Grievant's right of appeal if the Committee finds the Respondent has not committed a conduct violation. A record of the case will be kept in the Committee's files, as well as in the file of the Respondent. If a Respondent is found responsible for one or more conduct violations, the committee will decide on a course of action.

5.7 Course of Action

Following a vote that the Respondent is responsible for one or more conduct violations, the Committee will take one of the following courses of action depending on the severity of the violation.

- a) ***A letter of censure*** stating that the Respondent acted with impropriety. This is the least severe course of action and is meant to serve as a warning to the student for a lack of judgment or questionable behavior.
- b) ***Disciplinary probation*** for one or two semesters. Placing the Respondent on probation will serve as a stern warning that repeat violations within the probation period may result in more serious disciplinary sanctions. A student may not participate in school or university sponsored extracurricular activities or serve as an officer in any school or university organization while on disciplinary probation. At the end of the disciplinary probation period, the student will be placed in good disciplinary standing. This policy does not apply to academic status.
- c) ***Suspension*** for one or two semesters. Suspending the Respondent is a serious sanction that is intended to allow the student time away from the University to reflect on and learn from their actions. The student may apply to the Dean for reinstatement at the end of the suspension period.

- d) **Dismissal** from the school. Dismissal is the most severe course of action and may be applied in cases of repeat or severe violations.

In addition to the actions stated above, the committee may place other requirements on the Respondent that relate to the case (i.e., to make restitution or repairs when property is damaged, to produce additional assignments, to seek counseling for behavioral issues). The Respondent will also be informed of the right to appeal the Committee's action to the Dean.

The Respondent and Grievant will be informed in writing of the Committee's action, and the Respondent will be sent a letter describing the disciplinary action taken and any additional requirements. Such letters, along with the official record of the hearing, will be entered into Respondent's file and are retained in the Committee's file until the student has left the school.

Generally within 7 days after reaching a decision that the Respondent is not responsible for conduct violations, or reaching a decision on the Course of Action applicable to the Respondent who has committed conduct violations, the Committee must submit a written report to the Dean summarizing the matter, the hearing, the Committee's decision, and the Course of Action, if any.

5.8 Appeal to the Dean

A Respondent may appeal any action of the Committee to the Dean within 15 days of Respondent's receipt of the decision. The appeal must be made in writing and must be filed in the Dean's Office. The appeal must be based on one or more of the following criteria:

- a) production of new evidence or relevant facts not produced in the hearing;
- b) a claim of inadequate consideration of specific evidence;
- c) a claim that a rule or regulation of the University or School applied in the case is not applicable;
- d) a claim of denial of due process, or
- e) a claim that the Course of Action is unduly severe.

If no appeal is submitted, then the Committee's action is final. If the action is appealed, the Dean will review the case and may affirm the Committee's Course of Action, modify the Committee's Course of Action, or remand the all or part of the matter to the Committee for further consideration. The Dean may not overturn the Committee's decision that a Respondent is or is not responsible for the alleged violations. The Dean will make a decision generally within 15 days after receiving the appeal or as soon as is reasonably possible. If the Committee's decision is affirmed by the Dean, the Dean's decision is final.

5.9 Administrative Reports

Upon conclusion of the matter, reports will be presented by the Associate Dean to the Faculty Assembly and by the SGA President to the SGA at the next scheduled meetings of those bodies, describing the characteristics and outcomes of the case in a manner that preserves student confidentiality rights under federal law.

APPENDIX 1: Summaries of Other Important Rules and Regulations

These policies have been edited for brevity. Please read the complete policies and check for updates online at http://www.umaryland.edu/student/sab/pdf2005/rules_regulations.pdf and www.umaryland.edu/hrpolicies. Additional questions may be directed to the Associate Dean of Student Affairs or the Associate Dean of Academic Affairs.

I. Confidentiality and Disclosure of Student Records

It is the policy of the University of Maryland Baltimore to adhere to the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment). As such, it is UMB's policy to permit students to inspect their education records, to limit disclosure to others of personally identifiable information from education records without students' prior written consent, to provide students the opportunity to seek correction of their education records where appropriate, and to advise students that they may file a complaint with the U.S. Department of Education to allege a failure by the University to comply with FERPA.

A student may, in writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. Such recommendations will be used only for the purpose for which they were specifically intended. It is the general policy of UMB to limit disclosure of personally identifiable information from education records unless it has the student's prior written consent. Directory Information is specifically excluded from this policy unless the student files written notice informing UMB not to disclose any or all of the categories within three weeks of the first day of the semester in which the student begins each school year. This notice must be filed annually within the above allotted time to avoid automatic disclosure of directory information. The following categories of information have been designated directory information: name, address, telephone listing, date and place of birth, photograph, major field of study, dates of attendance, degrees and awards received, and most recent previous educational institution attended.

II. Scheduling of Academic Assignments on Dates of Religious Observance

It is the policy of the University of Maryland Baltimore to excuse the absence(s) of students that result from the observance of religious holidays. Students shall be given the opportunity, whenever feasible, to make up, within a reasonable time, any academic assignments that are missed due to individual participation in religious observances. Opportunities to make up missed academic assignments shall be timely and shall not interfere with the regular academic assignments of the student.

III. Library Materials

Failure to observe library policies due to negligent or willful disregard of rules disrupts library functions and inconveniences colleagues. Mutilation, misuse, or theft of library resources are serious offenses inconsistent with the standards of integrity and professionalism established for UMB students, faculty, and staff and required of individuals granted privileges to use UMB library resources. Library resources are defined as any property owned, loaned, leased, licensed,

or otherwise managed or under the control of a UMB library including, but not limited to, a book, journal, digital storage device or media, electronic hardware or software, furniture, fixtures, and the library building itself. Penalties include suspension or termination of library privileges, a fine of \$250 plus the cost of replacing or repairing the library resources, and community service.

IV. Information Technology Acceptable Use Policy

Misuse of information technology includes, but is not limited to, “hacking;” violations of copyright law, anti-discrimination or harassment policies or academic honor code; software theft or piracy, data theft; inappropriate access to academic or administrative systems; altering system software or hardware configurations; intercepting or monitoring communications, user dialog, or password input intended for another recipient; use of electronic distribution lists or permitting others access to such distribution lists for unauthorized purposes; transmitting threatening, obscene or harassing messages, or messages that personally attack another individual or group of individuals; illegal activity; or commercial purposes. Personnel who are accused of violating this policy and who have a student or employment relationship with UMB will be subject to disciplinary actions and/or other proceedings including temporary or permanent suspension of access to IT Resources, use restrictions, special monitoring of activities involving IT Resources, actions under the Student Grievance Policy, and/or termination of enrollment.

The primary purpose, and primary use, of email is UMB-related activities. Occasional use of e-mail for personal communications during the business day is acceptable. Personnel should not rely on a UMB e-mail account as a primary personal e-mail account. E-mail sent with the intent of disrupting communication or other system services is not allowed. Unsolicited commercial e-mail ("spam"), virus warnings, urban legends, and other electronic chain letters are not acceptable uses of IT Resources. Broadcast e-mail, i.e., e-mail messages sent to a list of users in all schools and units of UMB, is forbidden unless approved by the President or his designee. Broadcast e-mail to users in a particular school or unit is prohibited unless approved by the head of the school or unit.

Personal web pages and commercial web pages may not be posted using UMB IT Resources. However, personal web pages for students or faculty are permitted if allowed by their school. Web pages that are not in good taste are not allowed. Anyone who wants a web page primarily or exclusively for personal or commercial purposes, rather than academic purposes, should not use IT Resources to create or host the web page.

UMB seeks to maintain the security of IT Resources, but cannot guarantee security. Personnel have no expectation of privacy as to information stored or transmitted using IT Resources, and generally should not maintain or transmit sensitive personal information about themselves or others using IT Resources. However, IT Resources protected by appropriate security measures can be used for personal information of clients, research subjects, and patients. Related security policies apply to certain categories of personal information. UMB may monitor the activity and accounts of personnel without notice, in situations when it is necessary or appropriate in the judgment of the CIO or an IT Administrator.

V. Policies Related to Smoking, Alcohol, and Drugs

The smoking of tobacco products is not permitted in any campus building, facility, state vehicle, or shuttle bus. Tobacco products will not be available for purchase on campus. There shall be no smoking in meetings, conferences, or training sessions hosted by UMB on or off campus.

Maryland law forbids the sale or serving of alcoholic beverages to people under 21 years of age or those visibly intoxicated. The law also forbids misrepresenting one's age for the purpose of consuming alcoholic beverages. Individuals are expected to obey the law and take personal responsibility for their own conduct on or off campus. Disorderly conduct in any manner or misrepresentation of age at on-campus social events sponsored by UMB-recognized organizations may subject the offender to disciplinary action or action by law enforcement personnel. The association of alcohol with problem behavior shall be seen as an exacerbating factor, not a mitigating one.

A campus free of substance abuse is fundamental to promote efficient, effective and responsive education, research, and service. The unlawful manufacture, distribution, dispensing, possession, or use of drugs is prohibited at UMB. Students must report to work, class, or any other official University activity and remain, whether on or off campus, in a fit condition to perform. Reporting to work, class, or any other official University activity or working while impaired by drugs or alcohol is a violation of this policy and shall subject the student to the appropriate disciplinary or rehabilitative action. As a condition of employment or enrollment, every employee and student must abide by the terms of this policy and notify his or her supervisor (employee) or dean's office (students) of any drug or alcohol-related conviction, such notice to be given no later than five days after such conviction.

Students who reside on the campus are forewarned that the use, possession, or sale of illicit drugs will mean expulsion from residency on the campus, and all faculty and staff members and students are likewise warned that such activities may mean prosecution by the appropriate agencies of the community.

VI. Policy on Students who are Called to Active Military Duty during a National or International Crisis or Conflict

When a student is ordered to active military duty by the United States or one of its allies, during a national or international crisis or conflict, the student will receive special consideration from the student's school and UMB administration. This is so that the student may fulfill his or her active duty obligations, without being subject to inappropriate financial penalties or other adverse effects of University System of Maryland or UMB policies otherwise applicable to students who withdraw from or interrupt their course of study. In addition to following this policy, schools and campus administration should establish flexible policies and procedures to accommodate the special requirements of students called to active military duty during a national or international crisis.

VII. Statement Regarding Organized Activities on Campus

As an academic institution, the University of Maryland Baltimore welcomes the exchange of

ideas and respects the rights of our faculty, students, and staff to free speech, regardless of the topic. The use of our facilities, including outdoor space, however, must fall within appropriate guidelines, as set forth in our policy regarding physical facilities and public meetings.

VIII. Policy on the Use of the Physical Facilities of the University System for Public Meetings

The dean or director will determine what areas, if any, in the building or its grounds are available for reserved use by campus groups. Requests from campus groups for use of areas will be considered and acted on by the dean or director. Use of an area will not be permitted if the use is inconsistent with the academic mission of the school, would interfere with academic activities, or would result in unbudgeted costs which the dean or director is not willing to meet from the school's budget and which the campus group is unable to pay. A use fee may be charged for use of a school area by a campus group associated with another school. A use fee may be charged for use of a library area by any campus group. Events will be permitted in these areas subject to space, noise, and safety limitations, and payment of any use fees or special costs.

IX. Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 is a federal law that provides uniform rules for protecting the privacy of health information. This law affects employees, students, and others at the University of Maryland Baltimore. The HIPAA law requires UMB employees, students, and other UMB personnel to keep health information private and secure. UMB employees, students, and other UMB personnel may not see, use, or share private health information unless authorized to do so and as necessary to fulfill UMB work responsibilities. All UMB employees—including faculty and staff members, students, residents, fellows, and volunteers—must safeguard health information, including research information, in accordance with both federal and state privacy laws. You may be required to complete additional education about HIPAA and privacy, depending on your responsibilities and the policies of your school and program.

X. Immunization Policy

All students, both full- and part-time, who wish to qualify for enrollment at UMB must satisfy the University's immunization requirements. All costs of student compliance with the immunization requirements will be the responsibility of the student. All students who live on campus in student housing must receive a vaccination for meningococcal disease or sign a waiver stating that the student has received and reviewed information provided by UMB about meningococcal disease and has chosen not to be vaccinated. Students who wish to enroll in advanced dental education programs or the dental (DDS), dental hygiene, medical and research technology (BS and MS), medicine (MD), and undergraduate nursing programs must be immunized against Hepatitis B. This requirement will not be waived. Students enrolled in other programs are strongly encouraged to consider such immunization. To participate in clinical training at nonuniversity sites students must comply with the health and immunization requirements of the training sites.

Except for the Hepatitis B vaccine, a student may receive a waiver on health grounds if he or she presents a written statement from a licensed physician or a local deputy state health officer

indicating that immunization against any or all of the diseases for which immunization is required, is medically contraindicated, detrimental to, or not in the best interest of the student. A student who objects to immunization upon the grounds that immunization conflicts with his or her bona fide religious beliefs and practices may request a religious waiver. A waiver on religious grounds may be obtained by submitting a written request to Student Health. This waiver will not apply in case of an emergency or epidemic of disease declared by the Secretary of Health and Mental Hygiene or the Secretary's designee. Students requesting religious waivers should refer to this policy and contact their school or program for possible curricular implications.

XI. Service to Those with Infectious Diseases

No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the school involved will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

XII. Policy Against Sexual Harassment of Students

Sexual harassment is an infringement of an individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sexual harassment may violate the law of Maryland and the United States. UMB has adopted the definition of sexual harassment used by the U.S. Equal Employment Opportunity Commission. Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a University educational program; submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Sexual harassment of students by students, faculty, or staff will not be tolerated. Proven harassment will result in disciplinary action, possibly including suspension, expulsion, or dismissal. The University will not tolerate or condone any form of retaliation against a student complainant whose sexual harassment claim is made in good faith.

XIII. Position on Acts of Violence and Extremism that are Racially, Ethnically, Religiously, or Politically Motivated

Individuals committing such acts at any campus or facility of the University will be subject to swift campus judicial and personnel action, including possible expulsion or termination, as well as possible state criminal proceedings.

XIV. Student Sexual Orientation Nondiscrimination

It is the University of Maryland Baltimore's policy that within UMB, the educational environment will be free of discrimination on the basis of sexual orientation, and UMB students are prohibited from discriminating on the basis of sexual orientation against fellow students,

University personnel, and other people with whom the students interact during the course of their educational experiences both on and off campus. Students may be disciplined for violation of this policy. If a student experiences discrimination on the basis of sexual orientation in such a setting, the University will attempt to resolve the issue and will attempt to reassign the student if a resolution is not feasible.

XV. Inclement Weather and Emergency Policy

In the event of inclement weather, a decision regarding the status of the University will be made by the President or his designee. No other University official has the authority to determine the status of the campus. Once a decision has been made, the Office of External Affairs will contact both the media and internal communications personnel to ensure that changes are communicated quickly and efficiently. For accurate school, program and general office closings related to inclement weather and any other types of emergencies, go to the UMB home page at www.umaryland.edu and click on the “ALERTS” page. Otherwise, call the University’s Emergency Information Hotline at 410-706-UMAB (8622).

XVI. Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act requires that the University of Maryland Baltimore make information readily available to its students and prospective students. The Student Right to Know and Campus Security Act allows students to find out how safe a campus and its surrounding neighborhood are, along with other information including Campus Crime Statistics, Campus Safety and Security, Completion and Graduation Rates for Undergraduate Students, Costs of Attending the University of Maryland Baltimore, Facilities and Services for Students with Disabilities, Financial Aid, Loan Deferral Under the Peace Corps and Domestic Volunteer Services Act, Procedures for Review of School and Campus Accreditation, and the Refund Policy.

XVII. Capricious Grading

While grades instructors assign to student work are normally final, they may be changed by instructors when computational or recording errors have been made, or pursuant to this Grievance Procedure when it is determined that the grade was the product of factors other than the instructor’s good faith judgment.

Whenever students believe that grades that they have received are products of factors other than the instructor’s good faith judgment, the aggrieved student may initiate the following procedure. The student should first contact the person who gave the grade to attempt to resolve the dispute informally. If an acceptable solution is not reached by this means, the student may file a written and signed complaint with the Associate Dean for Academic Affairs. The complaint shall state the facts supporting the allegation that the grade is a product of factors other than the instructor’s good faith judgment and the action with respect to the grade that is requested to remedy the injury to the student. The complaint must be filed with the Associate Dean within 30 days from the published date that grades are due for the semester.

Upon receipt of a complaint, the Associate Dean shall conduct an investigation. The investigation shall include, but not be limited to, a discussion with the faculty member in

question, unless the faculty member declines to participate in such a discussion. After investigating and upon making a determination that there is no probable cause to believe that the grade was the product of factors other than the instructor's good faith judgment, the Associate Dean will inform the student and faculty member of this determination. The student can appeal the results of this process to the Dean within 10 days of the Associate Dean's final decision. The decision of the Dean is final and cannot be appealed further.

After investigating and upon making a determination that there is probable cause to believe that the grade was the product of factors other than the instructor's good faith judgment, the Associate Dean shall refer the complaint to the Chair of the Faculty Affairs Committee. For each complaint referred, the Chair of the Faculty Affairs Committee shall appoint an ad hoc committee consisting of members of the Faculty Affairs Committee to decide the matter.

The Associate Dean shall also send a copy of the complaint to the person against whom the complaint has been made, who shall be given the opportunity to respond in writing. Any written response received by the Associate Dean from the person against whom the complaint has been made will be provided to the aforementioned ad hoc Committee. The Committee shall fully investigate the complaint and is empowered to establish the rules of procedure which it will make its findings and determination of remedy.

Upon making a finding that the grade complained of was the product of factors other than the instructor's good faith judgment, the Committee shall have the power to substitute a pass for the grade or take other appropriate action to remedy the injury to the student. The Committee's decision on the complaint shall be in writing and shall include supporting reasons for its finding and action taken. Copies of the decision shall be given to the student and the Dean within 60 calendar days from the date on which the complaint was assigned to the Committee by the Associate Dean. At the request of the Committee, the Associate Dean may, for good reason, extend the time within which the Committee must report its decision.

The student or the faculty member can appeal the results of this process to the Dean within 10 days of the Committee's final decision. The decision of the Dean is final and cannot be appealed further.

XVIII. Inappropriate Faculty Behavior

Faculty of the School of Pharmacy adhere to strict codes of academic conduct as articulated in university and school faculty handbooks. However, when students feel that members of the faculty have acted inappropriately, they have several options to pursue to remedy the situation. If the behavior is regarded as sexual harassment or prejudice based on the student's gender, sexual preference, race or ethnic background, then students should follow university policies addressing sexual harassment and discriminatory behavior. These policies indicate that students can report such behavior to the Director of Student Services, the Associate Dean for Student Affairs, the Dean or campus administrators who will follow stated policies and procedures. For all other situations, the student should proceed accordingly:

- If possible, the student should contact the faculty member to bring the behavior to his or her attention and possibly discuss resolution to the problem.
- If contact with the faculty member is not desirable or if an acceptable solution was not reached following contact with the faculty member, then the student should contact the faculty member's immediate supervisor, typically the Department Chair, to attempt to resolve the issue.
- If an acceptable solution was not reached following contact with the Department Chair, the student should file a written grievance with the Associate Dean for Academic Affairs.
- Upon receipt of a complaint, the Associate Dean shall conduct an investigation. The investigation shall include, but not be limited to, a discussion with the faculty member in question, unless the faculty member declines to participate in such a discussion. After investigating and upon making a determination that there is no probable cause of inappropriate faculty behavior, the Associate Dean shall inform the student and the faculty member of this determination. After investigating and upon making a determination that there is probable cause of inappropriate faculty behavior, the Associate Dean shall refer the complaint to the Chair of the Faculty Affairs Committee. For each complaint referred, the Chair of the Faculty Affairs Committee shall appoint an ad hoc committee consisting of members of the Faculty Affairs Committee to decide the matter.
- The Associate Dean shall also send a copy of the complaint to the person against whom the complaint has been made, who shall be given the opportunity to respond in writing. Any written response received by the Associate Dean from the person against whom the complaint has been made will be provided to the aforementioned ad hoc Committee. The Committee shall fully investigate the complaint and is empowered to establish the rules of procedure under which it will make its findings and determination of remedy.

The student can appeal the results of this process to the Dean within 10 days of the Committee's final decision. The decision of the Dean is final and cannot be appealed further.

APPENDIX 2: CERTIFICATION

"I do hereby certify that I have received and I understand and pledge to abide and be bound by the Student Honor Code of the University of Maryland, School of Pharmacy. I agree to conduct myself in an honorable manner at all times and to uphold the highest degree of academic honesty, professional and ethical behavior, and integrity. I understand that if I am ever found to be in violation of the Honor Code, I will be subject to a range of disciplinary sanctions, from censure to dismissal, all of which will be documented in my permanent file."

Student's Signature

Date

Print Name