

Code of Ethical and Professional Conduct

Rudolph H. Raabe College of Pharmacy

Ohio Northern University

Revised May 2018

1.00 PREAMBLE

- 1.01 A pharmacy student holds the health and safety of patients to be of primary importance. The student renders to each patient the full measure of his/her ability as an essential health care practitioner.
- 1.02 A pharmacy student strives to gain professional knowledge and to render the best professional judgment.
- 1.03 A pharmacy student is expected to be a law abiding citizen, to uphold the dignity and honor of the profession, and to accept its ethical principles. The student shall not engage in any activity that will discredit the profession. The student shall expose illegal and unethical conduct in the profession.
- 1.04 The principles of professional conduct for students of the College of Pharmacy have been established to guide the student in his/her relationship with fellow students, faculty, staff, practitioners, other health care professionals, and the public. Toward this end, the students and faculty of the College of Pharmacy have adopted this Code of Ethical and Professional Conduct, hereafter referred to as the "Code."

2.00 PLEDGE

- 2.01 At the beginning of each academic year, students shall be required to sign a pledge that shall read as follows:

This is to certify that I have read and understand the Code of Ethical and Professional Conduct of the Ohio Northern University Raabe College of Pharmacy and further, I agree to uphold and abide by the provisions contained therein, effective immediately and throughout my enrollment in the College of Pharmacy.

- 2.02 A student who refuses to sign the affirmation/reaffirmation (Section 2.01) will not be allowed to continue in the College of Pharmacy.
- 2.03 The Office of the Dean will administer and maintain all records pertaining to the pledge (Section 2.01).

3.00 VIOLATIONS

- 3.01 Violations of the College of Pharmacy Code of Ethical and Professional Conduct pertaining to academic honesty **include but are not limited to:**
- 3.01.1 Knowingly providing assistance not authorized by the instructor to another before, during, or after an examination, quiz, or any other graded/assessed activity.
- 3.01.2 Obtaining, possessing, or using test, quiz, or other graded/assessed activity material prior to or during the administration of these activities/assessments.

- 3.01.3 Using and/or possessing any unauthorized materials, information, or any electronic device not previously approved by the instructor during an exam, quiz, or any other graded/assessed activity.
- 3.01.4 The submission of papers, reports, projects or similar course requirements, or parts thereof that are not the work of the student submitting them. Also, the use of direct quotations or ideas of another in materials to be submitted for credit without appropriate acknowledgment.
- 3.01.5 Knowingly resubmitting a paper, report, examination, or any class assignment that has been altered or corrected, after initial grading in an attempt to deceive, for reevaluation or regrading.
- 3.01.6 Altering or attempting to alter an assigned grade on any official College of Pharmacy or University record.
- 3.01.7 Intentionally sharing electronic examination information (including but not limited to examination start codes and passwords) with any persons.
- 3.01.8 The instructor may delineate in advance other actions he/she considers to be a violation of the Code.
- 3.02 Violations of the College of Pharmacy Code of Ethical Professional Conduct pertaining to professional conduct include:
 - 3.02.1 Purposely falsifying applications, forms, or records prior to admission to the College of Pharmacy, or while enrolled in the College.
 - 3.02.2 Knowingly producing false evidence (or rumors) against another or providing false statements or charges in bad faith against another. Knowingly publishing or circulating false information (including but not limited to social media, written notes and voicemail) concerning any member of the University faculty, student body, staff or community.
 - 3.02.3 Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research or extension programs of the College of Pharmacy or University, either on the campus or at affiliated training sites.
 - 3.02.4 Threatening or purposely committing physical violence and/or verbal abuse against any member of the University faculty, student body, or staff.
 - 3.02.5 Misusing or misrepresenting one's status as a Pharmacy student for the right to use any University property and facilities.
 - 3.02.6 Stealing, damaging, defacing, or unauthorized use of any property of the College of Pharmacy or University. Diversion of any College of Pharmacy or University property for one's own use.
 - 3.02.7 Engaging in any facet of Pharmacy practice prior to graduation that is not under the direct supervision of a licensed practitioner or otherwise allowed by law.

- 3.02.8 Intentionally revealing the names of the charging party, the student charged, witnesses or the facts involved in an alleged violation except in accordance with the provisions of this Code, or revealing the confidential proceedings of any board hearing.
- 3.02.9 Failure to report known violations of the College of Pharmacy Code of Ethical and Professional Conduct.
- 3.02.10 Use, possession, or participation in the trafficking of illegal drugs or controlled substances, or the misuse/abuse of alcohol and other chemical substances (including underage consumption).
- 3.02.11 Unauthorized access, disclosure or sharing of information about faculty, staff, or students of the College of Pharmacy, or patients/clients, that is private or confidential.
- 3.02.12 Failing to complete stated sanctions from previous violation of the College of Pharmacy Code of Ethical and Professional Conduct for which student too responsibility and accepted stated sanction.

4.00 SANCTIONS AND RECORDS

The following sanctions, alone or in combination, may be imposed for violation of the Code by the Dean of the College of Pharmacy upon recommendation by the Board of Ethical and Professional Conduct:

- 4.01 Reprimand with inclusion of a letter of reprimand in the student's file that is maintained in the Dean's Office.
 - 4.01.1 Students found in violation may be subject to college proposed sanctions including but not limited to: community service, counseling, educational and rehabilitative measures or academic action including probation, suspension, and dismissal.
- 4.02 A recommendation of assignment of a grade of "F" in the course in which the violation(s) occurred.
- 4.03 A notation of "assigned for academic dishonesty" placed on the student's transcript.
- 4.04 Disciplinary probation for a stated period of time which will include loss of privilege to represent the College of Pharmacy, hold an elected office or appointment to any College committee, or participation in the College's extracurricular activities. A notation of the conditions of probation will be included in the student's record. A student who fails to abide by the conditions of his or her probation will be subject to further disciplinary action, including suspension or dismissal.
 - 4.04.1 It will be the responsibility of the student to request removal of the notation of probation after the sanction has expired. Such requests must be submitted in writing to the Dean of the College of Pharmacy.
- 4.05 Suspension from the University for a stated period of time during which the student will not be allowed to take any courses in the College of Pharmacy. Furthermore, the College of Pharmacy will not accept credit for any coursework that was completed by the student at Ohio Northern University while he/she was suspended from the College. The

appropriate notation of “suspension for academic dishonesty” or “suspension for violation of the Code of Ethical and Professional Conduct” will be placed on the student’s transcript.

- 4.05.1 It will be the responsibility of the student to request removal of the notation of suspension after the sanction has expired. Such requests must be submitted in writing to the Dean of the College of Pharmacy.
- 4.06 Dismissal from the College of Pharmacy. Dismissal for violation of the Code will be noted permanently on the student’s transcript.
- 4.07 If a student has been subjected to sanctions for violation of the Code previously, the minimum sanction for an additional violation will be suspension.
- 4.08 Sanctions including probation, suspension and dismissal will apply only to the College of Pharmacy and its required coursework.

5.00 THE BOARD OF ETHICAL AND PROFESSIONAL CONDUCT

- 5.01 Composition of the Board of Ethical and Professional Conduct hereafter referred to as the “Board.”
 - 5.01.1 The Board will consist of four pharmacy student members and three faculty members. The Pharmacy Council representatives for the respective classes (P2-P5) will make up the Board as specified in Section 5.01.2. The three faculty members on the Board shall consist of one faculty member and an alternate represent each of the academic departments in the College of Pharmacy, as well as a Dean’s Office Representative as specified in 5.01.3 and 5.01.4.
 - 5.01.2 The student members and student alternates will be elected each year in the elections that determine the Pharmacy Council. The student receiving the highest number of votes in each class will serve as the student representative of their class (P2-P5) on the Board, and the student receiving the second highest number of votes in each class will serve as the alternative. The President or Vice-President of the Pharmacy Council will forward the results of the elections to the Dean within one week. Each student member and alternate elected will serve a one-year term beginning immediately following the election. Student members will be elected according to the rules governing the election of the Pharmacy Council.
 - 5.01.3 The faculty members and faculty alternates representing each academic department will be appointed to three-year, staggered terms by the Dean. All necessary faculty appointments will be made by the Dean at a spring faculty meeting. The Dean’s Office Representative is appointed by the Dean at the time it is determined a Board Hearing is necessary.
 - 5.01.4 The Dean’s Office Representative will not be the charging party or the member of the Office of the Dean who works with the charging party to in stating the charging party’s case in the hearing. The Dean’s Office Representative may be alternatively chosen from the College Executive Committee faculty if necessary.

- 5.01.5 The Chairperson will be the P5 member with the most votes from the Pharmacy Council Election, and the Vice-Chairperson will be the Dean's Office Representative.
- 5.02 The duties of the Board Chairperson:
 - 5.02.1 To call all meetings of the Board and to preside at all meetings.
 - 5.02.2 To receive and review, with the Vice-Chairperson, all notifications of alleged violations of the Code, and to notify all parties involved in the alleged violation as described in Section 11.00 and 12.00.
 - 5.02.3 To submit to the Dean within 48 hours or two (2) working days, a written report of all findings and recommendations of the Board.
 - 5.02.4 To assist the Office of the Dean in the dissemination of information concerning the provisions of the Code.
- 5.03 The duties of the Vice-Chairperson will include:
 - 5.03.1 To receive and review, with the Chairperson, all notifications of alleged violations of the Code, and to assist the Chairperson in the notification of all parties involved in the alleged violation as described in Sections 11.00 and 12.00.
 - 5.03.2 To assist the Chairperson of the Board and the Office of the Dean in the notification of witnesses who are to be present at a hearing.
- 5.04 The functions and responsibilities of the Board:
 - 5.04.1 All members and alternates may assist the Chairperson, Vice-Chairperson and Office of the Dean with dissemination of information concerning the provisions of the Code.
 - 5.04.2 All members and alternates may attend and participate in all called meetings of the Board, excluding hearings (Section 5.04.3).
 - 5.04.3 To hear cases of alleged violations of the Code:
 - 5.04.3.1 Hearings requested by students charged with violation of the Code will be heard by a Board, which will consist of the Chairperson, Vice-Chairperson, and the other student and faculty members of the Board.
 - 5.04.3.2 In the event that a student or faculty Board member is excused or cannot be present to hear a case, the Chairperson may appoint the alternate to represent the appropriate pharmacy class as a member of the in place of the excused or absent member. A member should excuse him/herself for perceived conflict of interest.
 - 5.04.3.3 In the event that a member of the Board Hearing Committee is involved as a charging party, witness, or the student charged in the violation to be heard by the committee, the Chairperson will excuse that member and may appoint the alternate to represent the appropriate pharmacy class as a member in place of the excused member.

- 5.04.3.4 In the event the Chairperson is involved as a charging party or witness, or is the student charged in the violation to be heard by the committee, the Vice-Chairperson will excuse the Chairperson and will appoint the alternate P5 representative as the new Chairperson. If both the Chairperson, and the alternate P5 representative are excused, an elected Pharmacy Council officer will take the place as the Chairperson.
- 5.04.3.5 In the event the Vice-Chairperson is involved as a charging party or witness, or is the student charged in the violation to be heard by the committee, the Chairperson will excuse the Vice-Chairperson. In this case, the Dean will appoint a temporary Vice-Chairperson.
- 5.04.3.6 If neither a member nor alternate can be present to hear a case, the Board Hearing Committee may proceed provided the Chairperson, Vice-Chairperson and three other members, or duly appointed alternates, are present.
- 5.04.3.7 Board Hearing Committee members or duly appointed alternates must be present during the entire hearing process to participate in subsequent deliberations.
- 5.04.3.8 All recommendations of the Board Hearing Committee will be determined by simple majority vote. Each member present will cast a vote of guilty or not guilty. The Chairperson will vote only in the event of a tie.
- 5.04.3.9 All recommendations and findings of the Board Hearing Committee will be forwarded to the Office of the Dean within two (2) working days by the Chairperson.

6.00 RESPONSIBILITIES OF THE OFFICE OF THE DEAN

- 6.01 To administer the pledge (Section 2.01) and the reaffirmation of the pledge (Section 2.02) to student pharmacists at the beginning of the academic year.
- 6.02 To provide information concerning the provisions of the Code and modifications of the Code to faculty, students and staff of the College of Pharmacy.
- 6.03 In consultation with the charging party, determine appropriate sanctions based on presented violations in situations described in 7.02.
- 6.04 Notification of Board members of all regular and special meetings called.
- 6.05 To assist the Board Hearing Committee and any party involved in cases of alleged violation of the Code if such assistance is requested at a reasonable time prior to the scheduled hearing (Section 12.02).
- 6.06 To notify the accused student and the charging party of the Board Hearing Committee recommendations and to implement sanctions as described in Section 15.00.
- 6.07 To implement all sanctions.
- 6.08 To maintain confidential files regarding violations of the Code and all records concerning the findings and recommendations of the Board Hearing Committee.

6.08.1 All records concerning violations of the Code will be filed for a period of seven (7) years following hearing the case. Access to these records will be limited as indicated by applicable law, University policy concerning student records, and the provisions of the Code.

7.00 PROCEDURES FOR FILING CHARGES

7.01 When a College of Pharmacy instructor detects or witnesses a violation of the Academic Honesty Code, he/she shall provide a written notice of the alleged violation and any recommended sanctions to the Office of the Dean within two (2) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.

7.02 A student, or person other than a course instructor, who detects or witnesses a violation of the Code pertaining to academic honesty is advised to consult with the instructor in charge of the course in which the alleged violation occurred. Under these circumstances the instructor will then prepare a written notice and file the notice as described in Section 7.01 if he/she determines that the facts warrant such action. A student or person other than a College of Pharmacy instructor who detects or witnesses a violation of the Code pertaining to academic honesty may file a written notice of the alleged violation directly to the Office of the Dean within two (2) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.

7.03 Any person who detects or witnesses a violation of the Code pertaining to professional conduct shall provide written notice of the alleged violation to the Office of the Dean within two (2) working days following the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.

8.00 HEARING

A student has the right to a hearing for any charge of violations of the Code. The student must file a written request with the Office of the Dean.

9.00 RIGHTS OF THE ACCUSED PARTY

The student charged of a violation of the Code has the following rights:

9.01 To be informed in writing of the specific charge or charges made against him/her and of any sanctions recommended by the charging party.

9.02 To a hearing for any charge of violations of the Code. The student must file a written request with the Office of the Dean.

9.03 To be informed in writing of the right of hearing, procedures involved in the hearing and the names of the known witnesses.

9.04 To receive written notice of the time and place of the hearing regarding the charges or charges if a hearing is requested by the student.

9.05 To present witnesses and evidence and to be present throughout the presentation of all witnesses and evidence at the hearing, if a hearing is requested by the student.

10.00 RIGHTS OF THE CHARGING PARTY

A member of the faculty, staff or student body who has submitted a written notice of an alleged violation (Section 11.00) is the charging party and as such has all the rights guaranteed the student charged, including the right of appeal (Section 9.00).

11.00 PROCEDURES FOR PROCESSING CHARGES

11.01 The Chairperson and/or Vice-Chairperson of the Board Hearing Committee will receive all written notices of alleged violations of the Code, and the recommended sanctions, they shall prepare a written notice of charges which includes a specific listing of the charge or charges, the names of any known witnesses and a statement of the student's right to a hearing as well as the procedures involved in the hearing. Copies of this written notice are to be provided to the student charged with the violation, the charging party and the instructor in charge of the course in which the alleged violation occurred within two (2) working days. Written notice shall be sent via electronic mail and "Certified Mail Return Receipt Requested Deliver to Addressee only."

11.02 If the student charged with violation of the Code desires a hearing before the Board Hearing Committee, he/she must file a written request for a hearing to the Office of the Dean within two (2) working days after receipt of notice of the charge(s) (Section 11.01). This request should include any reply or response the student charged wishes to make to the charges and the names of witnesses willing to testify on his/her behalf. The Office of the Dean will then send a copy of the request for hearing to all parties who received a copy of the written notice described in Section 11.01.

11.03 If the student charged with a violation of the Code does not request a hearing or fails to request a hearing within two (2) working days, the student defacto accepts the responsibility for the violations and the submitted sanctions will be enforced.

11.04 If the student charged with a violation of the Code requests a hearing, a date shall be set for a hearing and all parties involved notified by the Board Hearing Committee as to the date, time and place. The hearing shall be scheduled within five (5) working days from the date of the request for hearing (Section 11.02). If a student fails to attend a scheduled hearing the hearing will be conducted in their absence.

12.00 PROVISION OF EVIDENCE AND WITNESSES

12.01 Each party shall have the right to provide evidence and witnesses at the hearing and to be present throughout the presentation of all witnesses and evidence.

12.02 Each party shall provide a list of witnesses to the Board Hearing Committee. The Vice-Chairperson of the Board will then issue summons to the witnesses requiring their presence at the hearing. Witnesses with an unexcused absence will be held in contempt of the Code and will be subject to appropriate sanctions within reason. If either party requests, for just cause, as determined by the Vice-Chairperson of the Board Hearing Committee or the Office of the Dean, that additional witnesses be present, the Board

Hearing Committee may defer the hearing until such time that the witnesses may appear and be questioned.

- 12.03 The Board Hearing Committee may request the appearance of additional witnesses if the Board determines that such witnesses could present relevant information.
- 12.04 Any witness who wishes or needs to be excused should, in advance of the hearing, confer with the Office of the Dean. The decision reached during this conference will be communicated immediately by the Dean, to the Chairperson or to the Vice-Chairperson of the Board who will then promptly relay any such information to all parties.
- 12.05 If a witness fails or refuses to appear, the Board Hearing Committee shall first determine whether or not to proceed on the basis of other evidence or witnesses available. If it is the decision of the Board Hearing Committee to proceed, the challenged portions of any written statements that may have been made by the absent witness shall be disregarded.

13.00 HEARING PROCEDURES

- 13.01 The Board Hearing Committee will conduct the hearing and all of its deliberations in closed and confidential session within the committee.
- 13.02 The hearing will be called to order by the Chairperson who will then identify by name members of the Board Hearing Committee who are present for the record.
- 13.03 The Chairperson will then identify by name the student charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses.
 - 13.03.1 In the event the student charged with the alleged violation of the Code or any of his/her witnesses or the charging party or any of his/her witnesses fail to appear, the Board Hearing Committee shall determine whether or not to proceed based on the witnesses and evidence available.
- 13.04 The presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee will proceed generally as described by the following:
 - 13.04.1 The charging party will have approximately 10-15 minutes present his/her evidence and witnesses.
 - 13.04.2 The student charged with an alleged violation of the Code will have approximately 10-15 minutes to present his/her evidence and witnesses.
 - 13.04.3 The members of the Board Hearing Committee will ask questions of all parties to the Board's satisfaction.
 - 13.04.4 The Chairperson may recognize others present to speak if the Chairperson believes that the information provided is required for the Board Hearing Committee to discharge their duties.
 - 13.04.5 Following presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee, all parties will be excused while the Board Hearing Committee deliberates.

- 13.04.5.1 The parties will remain available in the event that they are recalled as described in Section 13.04.6.
- 13.04.6 The Chairperson may recall the parties for further questioning if it is deemed necessary for the Board Hearing Committee to discharge their duty. All parties have the right to be present during further questioning.
- 13.05 The Chairperson may grant a recess at the request of members of the Board Hearing committee or the parties involved to allow time for further preparation.
- 13.06 The Chairperson and members of the Board Hearing Committee shall not discuss the evidence or testimony in the presence of the parties. All parties present shall hold all proceedings of the Board Hearing Committee as confidential information.

14.00 BOARD HEARING COMMITTEE DELIBERATIONS

- 14.01 The burden of proof rests with the charging party and will be satisfied by any clear and convincing evidence in the record when considered as a whole.
- 14.02 If the student charged with an alleged violation of the Code fails to make a statement or to answer any or all questions, this shall not be considered in the determination of guilt or innocence by the Board Hearing Committee.
- 14.03 The Board Hearing Committee will begin deliberation immediately following the hearing and continue their deliberations until the verdict of guilty or not guilty is reached. The verdict will be determined by a simple majority vote as stipulated in Section 5.04.3.8
- 14.04 A student's prior record or sanctions and/or prior accusations shall be inadmissible as evidence to provide/or prove innocence or guilt. However, Board Hearing Committee in the determination of the appropriate sanctions must consider the student's prior record of sanctions if the student is judged guilty of the present violation.
- 14.05 In the event a verdict of guilty is reached, the Board Hearing Committee will consider recommended sanctions as stipulated in Section 4.00.
- 14.05.1 The deliberation and determination of sanctions to be recommended may be postponed until previous cases can be reviewed. Deliberations concerning sanctions must be completed within two (2) working days after the determination of the guilty verdict.
- 14.05.2 The Chairperson of the Board will provide recommended sanctions to the Dean in writing within two (2) working days as stipulated in Section 5.02.3.

15.00 ACTIONS IN RESPONSE TO BOARD HEARING COMMITTEE'S FINDINGS

- 15.01 The Dean will amend or accept the findings and recommendations of the Board Hearing Committee, and notify the student charged and the charging party involved of the action to be taken by the College of Pharmacy.
- 15.01.1 The Dean will notify the student charged, in writing, of the findings and, in the case of a guilty verdict, any sanctions to be imposed. Copies of this notification of action shall be

sent to the charging party(ies), to the student, and be placed in the student's permanent file and the appropriate offices as determined by the Dean.

15.02 The Office of the Dean shall monitor probation.

15.03 A student may not graduate during the appeal process.

15.04 A student will abide by the sanctions during the appeals process.

15.05 A student returning after completion of a suspension will follow the same procedure to register as any other returning student.

16.00 APPEAL PROCEDURES

16.01 Academic Honesty Violations (3.01; specifics found in Appendix F in the Student Handbook)

16.01.1 If either the charged student or the complainant is not satisfied with the decision reached through the college procedures, an appeal from the decision may be filed with the University Committee on Academic Conduct. Appeal must be filed within ten (10) class days following the decision.

16.01.2 If either the charged student or the complainant is not satisfied with the sanction established through the college procedures, an appeal may be filed with the Vice President for Academic Affairs within ten (10) class days following the establishment of the sanction. The authority of the Vice President for Academic Affairs shall be to (1) sustain the college decision or (2) remand the matter, with recommendation, to the person or body within the college which made the decision. Following review of the Vice President's recommendation, a final and binding establishment of sanction shall be made by the person or body to which the matter was remanded.

16.02 Professional Conduct Violations (3.02)

16.02.1 Upon notification of action, either party may appeal to an appeals committee consisting of a panel of faculty and student members of the College Executive Committee (hereafter referred to as the Appeals Committee), not present at the Board hearing, as stipulated below.

16.02.2 The appeal must be filed in writing within five (5) working days after receipt of notification of the action described in Section 15.01. The appeal must include a statement of the asserted facts and the argument concerning appeal.

16.02.3 The Office of the Dean shall immediately send a copy of the appeal to all parties who received the notification of action described in Section 15.01.

16.02.4 The other parties may submit a written response to the appeal within five (5) working days of receipt of the appeal described in section 15.02.1.

16.02.5 The Appeals Committee shall accept or amend the appeal and any response by the other parties. The Appeals Committee's decision will constitute the final action of the College of Pharmacy.

16.02.6 The Office of the Dean shall notify all parties of the decision(s) regarding the appeal. This notification shall represent the College of Pharmacy's final action.

17.00 AMENDMENTS AND REVISIONS

17.01 Proposed amendments and revisions shall be submitted to the faculty of the College of Pharmacy through the Board of Ethical and Professional Conduct. A majority vote of the faculty is necessary for the adoption of amendments, with a majority defined as greater than 50% of those voting. Amendments and revisions so adopted are then subject to the approval of the Dean of the College of Pharmacy and the Academic Vice President of Ohio Northern University, who may accept or veto said amendments and revisions. If vetoed, the revisions and/or amendments may be re-voted upon by the faculty and will be added to the Code of Conduct if greater than two-thirds of the popular vote indicates approval on a given revision.