

Assertion of Code of Ethical and Professional Conduct Violation

Instructions for Use: 1) Complete the form and sign it electronically. Forms without signatures will not be processed. 2) Send to the Associate Dean of Student Affairs at rmdehart@samford.edu or deliver to the Associate Dean of Student Affairs in person.

Name(s) of the accused:

Violations of the Code – Please check all that apply:

I. Academic Dishonesty – The student affairs committee, hereafter called the committee shall consider the following as acts of dishonesty.

- 1.) The distribution, possession, or use of any unauthorized material or assistance in the preparation of papers, reports, examinations, or any class assignment to be submitted for credit as part of a course or to be submitted to fulfill school of pharmacy requirements. The receipt, possession, or use of any unauthorized aid or material while an examination or quiz is in progress.
- 2.) Knowingly giving unauthorized assistance to another while an examination or quiz is in progress.
- 3.) Knowingly giving unauthorized assistance to another in the preparation and/or submission of assignments, papers, reports, or laboratory data and products.
- 4.) Unauthorized communication regarding the contents of an exam or quiz, either before, during, or after the time the exam is given. Knowingly submitting a graded paper, report, examination, or class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading.
- 5.) Group “batching” in lab to avoid personal work expected by the instructor.
- 6.) Submitting the work of another as one’s own, i.e., plagiarism. (Please see detailed plagiarism definition in other sections of this handbook).
- 7.) Altering or attempting to alter any record of student grades.
- 8.) Instructors may delineate in advance in their syllabi other actions they consider to be academic dishonesty.

II. Professional and Ethical Conduct – The committee shall consider the following areas as violations of ethical and professional conduct.

- 1.) Purposely falsifying or omitting information on applications, forms, or records used for admission or other purposes by the school of pharmacy.

- 2.) Knowingly producing false evidence or rumors against another or providing false statements or charges in bad faith against any member of the Samford University faculty, staff, or student body.
- 3.) Violating the University's harassment policy.* (* See the Samford University Student Handbook for Title IX Sexual Misconduct Policy for violations involving sexual misconduct)
- 4.) Committing perjury before the committee when it considers charges against a student.
- 5.) Purposefully committing physical acts of violence against a fellow student, faculty, preceptors, staff or university official. * (* See the Samford University Student Handbook for Title IX Sexual Misconduct Policy for violations involving sexual misconduct)
- 6.) Stealing, damaging, defacing, or diverting to one's personal use without permission, any university, faculty, staff or fellow student's property.
- 7.) Unauthorized accessing or revealing of information about faculty, staff, students, or patients that is private or confidential.
- 8.) Illegal possession, use, or trafficking of drugs or other pharmacologically active substances.* (*Students should refer to the policy on substance abuse in this Handbook.)
- 9.) Participating in the diversion of drugs.
- 10.) Use or possession of alcoholic drink at an officially sponsored school of pharmacy or university function.
- 11.) Use of profanity.
- 12.) Repeated disregard of the dress code (3 or more reports to the committee while a student is at the McWhorter School of Pharmacy).
- 13.) Repeated failure to attend required meetings called by an official of the school of pharmacy.
- 14.) Disregard of the rules and regulations of the clinical facilities used by the school of pharmacy for educational or other purposes.
- 15.) Repeated disregard of the general rules of the school of pharmacy or the university.
- 16.) Behavior which may endanger patients or the public, including failure to carry out assigned duties where lack of doing so may endanger the health or well-being of others.
- 17.) Behavior intended to deceive, defraud, or harm the public and/or profession.
- 18.) Falsifying, or through negligence, making incorrect entries or failing to make essential entries in health records.
- 19.) Failure to maintain patient confidentiality.
- 20.) Awareness of a violation of the code and failure to report it to the committee.
- 21.) Any unauthorized/uninvited entry into restricted areas of the school of pharmacy (offices, closets, storerooms, labs, etc.).
- 22.) Charges and/or convictions of a misdemeanor involving moral turpitude or violation of pharmacy, liquor or narcotic law(s) and/or felony.
- 23.) Any other unethical and/or unprofessional conduct for which sufficient evidence warrants attention by the committee.

Description of the alleged violation (include date, location, and other pertinent information):

Recommended Penalty:

- Letter of Reprimand
- Probation
- Suspension
- Expulsion
- Other: _____

Name(s) of any witnesses:

Printed name of accuser: _____

Electronic signature of accuser: _____

Cell phone #: _____

Date Signed: _____

Please remember to send any related documents pertinent to the violation with this document.