

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 or respond to school representative(s) (administrators, faculty, or staff) on non-curricular matters."
- ___ 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.