

Policy:	Student Honor Code
Applicability:	All PharmD Students
Who is affected:	Students, Faculty, Proctors and Preceptors
Effective:	Until Further Notice
Last Updated:	November 20 2015
Initiated By:	Office of Academic Affairs
Responsibility:	Associate Deans for Academic and Student Affairs
Policy Link:	<a href="http://www.pharmacy.umaryland.edu/honorcode">http://www.pharmacy.umaryland.edu/honorcode</a>

All students admitted to the School are expected to personally demonstrate professional and academic integrity and contribute to the maintenance of integrity in others within the School and professional community. Each member of the School community is expected to be vigilant, and act upon any observation or evidence which indicates to them that another member of the School has violated the professional or academic principles embodied by the Honor Code.

## 1. Background

The position of the School is that violations of academic integrity by a single student negatively reflect on the entire School. For this reason violations are punished to varying degrees based on the severity of the violation, and anonymous summaries are reported to the school community as a tool to examine our collective positions and processes.

## 2. Academic Integrity Violations

Violations of academic integrity fall into seven categories.

### 2.1. Cheating

Cheating is defined as facilitating, possessing, attempting to use, or using unauthorized materials or the unauthorized assistance of another individual or group during any form of learning or assessment activity. Unauthorized materials include but are not limited to written or electronic media in any format. Learning activities include, but are not limited to classes, active learning sessions, laboratories, projects or clinics. Assessment activities include, but are not limited to exams, quizzes, homework or any academic evaluations or assignments associated with points or calculation of a grade. Examples of cheating include the following actions:

- a) Copying from another student's paper or electronic exam, or receiving assistance from another person(s) during an academic evaluation in a manner not authorized by the instructor.
- b) Creating, offering, distributing, possessing, buying, selling, removing, receiving, or using, at any time and in any manner not previously authorized by the instructor, a paper or electronic copy of sections or whole exams or other assessment tools.
- c) Using or possessing material or equipment not authorized by the instructor during an academic evaluation, such as crib notes, a calculator, voice recorder, computer, phone or other electronic device.
- d) Working with one or more other people on any assessment activity when the instructor has not specifically authorized collaborative work.
- e) Attempting to influence or change an academic evaluation result, grade or record by deceit or unfair means, such as: (1) marking, altering or submitting an exam or other assignment in a manner designed to deceive the grader or grading system; or (2) damaging the academic work of another student to gain an unfair advantage.
- f) Submitting without prior permission the same or similar academic work in fulfillment of two assignments in different classes, or to complete other academic requirement at the School.
- g) Permitting one student to substitute for another, or substituting for another during an academic evaluation of any kind.
- h) Gaining an unfair advantage in an academic evaluation by providing, soliciting or receiving specific information about a test, exam, or other assignment.
- i) Deliberately memorizing exam questions or answers at a debriefing session, and collation or distribution of same in paper or electronic form.
- j) Failing to report any of the above cheating behaviors of which you have reasonable suspicion, evidence or first hand-knowledge.
- k) Failing to complete individual and group projects in a manner prescribed by the instructor.

## 2.2. Plagiarism

Plagiarism is defined as representing orally or in writing, during any academic assignment, the words, ideas, or works of another as one's own without proper acknowledgment of the source. Unless otherwise instructed, proper acknowledgment means a full reference to the actual document or electronic source from which the student obtained the information. Examples may include:

- a) Submitting work or materials that in whole or part were created by another individual(s) or commercial service.
- b) Quoting from a paper or electronic source without proper citation.
- c) Paraphrasing, summarizing or rearranging another's work without acknowledging the source.
- d) Referencing the primary literature having only reviewed a secondary source that included primary references.

### **2.3. Facilitating Academic Dishonesty**

Concealing, facilitating, helping or attempting to help another person commit an act of academic dishonesty is a violation of academic integrity. Examples include:

- a) Providing assistance to another during an academic evaluation in a manner not authorized by the instructor.
- b) Soliciting, collecting or providing specific information about questions or answers on academic evaluations.
- c) Permitting one's academic work to be represented as the work of another.
- d) Preparing for sale, barter, or loan to another such items as unauthorized papers, notes or abstracts of lectures and readings.

### **2.4. Abuse of Academic Materials**

Destroying, intentionally damaging or making inaccessible academic resource materials, equipment, devices or other laboratory supplies intended to be generally available to all students constitutes abuse of academic materials. Examples of abuse of academic materials include:

- a) Destroying, hiding, or otherwise making unavailable for common use library, computerized programs or files, or other academic reference materials.
- b) Destroying, hiding, or otherwise making unavailable any student or instructor notes, experimental or clinical materials, computerized materials (programs or files), or other academic work and materials.

### **2.5. 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:

- a) Unauthorized removal of library materials, examination materials, computer programs and files, or any other academic materials.
- b) Obtaining unauthorized paper or electronic copies of examinations individually, as part of a group, through collusion with a University employee or by any other means.
- c) Obtaining unauthorized copies to another's academic work, including but not limited to papers, computer programs and files, laboratory experiments, or research results.

## 2.6. Lying

Lying is making any oral or written statement that the individual knows to be untrue. Examples of lying include:

- a) Knowingly making a false statement to any student, faculty member or employee.
- b) Making a false statement as part of an attempt to gain advantage over other students or obtain an exemption for which a student would not otherwise be eligible.
- c) Falsifying evidence or testifying falsely (such as during the 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.

## 2.7. Misrepresentation

Misrepresenting academic or disciplinary status inside or outside the School for any reason and to any person is a violation of the Honor Code.

## 3. Professionalism Violations

Complaints associated with any type of discrimination (for example those based on race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, protected veteran's status, age and Title IX matters) are not addressed by this Honor Code. All discrimination complaints must be promptly referred to the Office of Accountability and Compliance (OAC) for review, investigation and resolution. The OAC's contact information and procedures are contained in Campus Policy VI-1.00(E), Procedures for Resolution of Complaints Alleging Discrimination, available at:

<http://cf.umaryland.edu/umpolicies/unit.cfm?section=aa>

Violations of professional integrity may fall into the categories below, but other reported actions may be subject to resolution using the process described in the Honor Code at the discretion of the Grievance Committee. The following actions are violations of the Honor Code.

- 3.1. **Lewd, obscene, or disruptive behavior on university premises or at university supervised activities.**
- 3.2. **Threatening or abusive communication to members of the university community**

- 3.3. **Inappropriate or illegal use of alcohol, drugs and controlled substances or other violations of University substance abuse policies**
  - 3.4. **Violations of the “Acceptable use: copyright policy”**
  - 3.5. **False emergency reports. For example; intentionally initiating a false report, concerning any emergency situation, including personal danger, or the threat of fire or an explosion.**
  - 3.6. **Violations of any university or school policies; and violations of city, state, or federal law.**
- 4. Failure to Report.**

Failing to report known or suspected violations of the academic or professional Honor Code is itself a violation of the Honor Code. State Regulations and the “Oath of a Pharmacist” both require such a proactive step for maintaining the profession’s moral, ethical and legal standing.

## **5. Procedures For Addressing Violations of the Honor Code**

In situations which appear to involve criminal activity, potential injury to members of the school community, or when waiting for a formal grievance hearing raises the possibility of irreparable harm or damage to people or property, the dean or associate deans may act outside the grievance process to take immediate actions they deem necessary so long as (1) they do not violate university policy or local, state and federal law and (2) they make a good faith attempt to solicit the advice of relevant university administrators – notably the Office of University Counsel and the Campus Police.

Students may be suspended by the dean without recourse to this procedure pending resolution of one or more criminal charges.

### **5.1. Authority, Scope and Responsibilities**

The following procedures were established by PharmD students and faculty of the University of Maryland School of Pharmacy, and may be updated as necessary to address suspected violations of the Honor Code or other related complaints against Doctor of Pharmacy (PharmD.) students (collectively, “Grievances”). Faculty will be made aware of updates to the Student Honor Code, and via the Dean’s Office will offer suggestions as and when needed to stimulate future changes.

As future healthcare providers who will be subject to the Duty to Report provisions of state law, student pharmacists have the same responsibility to both demonstrate academic integrity and report all violations of the UM SoP Student Honor Code. Failure to do so jeopardizes the integrity of the University of Maryland School of Pharmacy, its students, alumni and faculty, and the profession of

pharmacy. Prompt reporting, investigation and resolution of suspected violations of the Honor Code is essential to maintaining academic and professional standards.

Students and other members of the School community, who report suspected Honor Code violations ("Grievants"), serve as witnesses, provide written testimony or evidence, or are Discipline and Grievance Committee members must not be subject to retaliation from any person or group. Students accused or found to have committed Honor Code violations ("Respondents") are accorded the anonymity afforded by prevailing law and university policy. Students found to have committed Honor Code violations must not be subject to additional punishment if their identity is inadvertently revealed or deduced. Failing to abide by these provisions is itself a violation of the Honor Code, and may lead to filing of additional grievances.

The UM SoP Student Honor Code in effect at the time the Grievance is filed shall be the governing document for Grievance procedures. All parties are reminded that they have the right to initiate criminal or civil actions against individuals whose actions appear to violate local, state or federal law.

## **5.2. Eligibility, Confidentiality and Process for Grievance Reporting**

Any member of the School of Pharmacy community (including students, staff, faculty, preceptors and contractors (collectively, "Grievants"), are empowered to bring a grievance against a PharmD student(s) ("Respondent") for perceived academic or professional action or inaction that is an alleged violation of the Honor Code, or is otherwise unethical, illegal or causes injury or damage.

Complaints against faculty, preceptors, contractors, staff and grievances against students enrolled in other programs, such as the UMB Graduate School or another university are not addressed by this procedure.

Grievances must be reported in writing to the Associate Dean for Academic Affairs, who initiates an investigative process to determine what mechanism will be used to resolve the grievance.

Before filing a grievance it is acceptable and advisable to seek advice from student leaders or any faculty member. The Grievant must have seen, heard or have other first-hand knowledge, documentation or evidence of the alleged violation. The Associate Dean for Academic Affairs and later the Preliminary Evaluation Panel (the "Panel") and Discipline and Grievance Committee (the "Committee") must know the identity of the Grievant, but makes every attempt to maintain their anonymity when initially assessing the violation. However, unless the Grievant is able to provide physical evidence to support their complaint they will generally become known to the Respondent during the exchange of evidence or hearing process. Exceptions are made only when there is reasonable cause to suspect that the Grievant may be subjected to retaliation from the Respondent or other students and groups.

During hearings the Respondent has the right to see and question evidence presented against them. If the evidence includes personal observations by the Grievant, the Respondent has the right to question them, which of necessity means the Grievant cannot remain anonymous.

### **5.3. Informal Grievance Resolution**

An attempt will be made to informally resolve reported Honor Code violations when the Preliminary Evaluation Panel described in Section 5.5 votes in favor of this approach due to the minor nature of the violation or insufficient evidence to support a formal grievance hearing.

When informal resolution is initiated, faculty members or staff (usually the Director of Educational Services and Outreach) will attempt to broker a resolution that is agreed to by the Grievant, Respondent and the associate deans for academic and student affairs. If agreement is reached a brief summary of the accusation and resolution is recorded by one of the associate deans and included in the file of the Respondent indefinitely. Such summaries may be reviewed and considered if other grievances are subsequently filed against the Respondent.

If no agreement is reached the associate dean for academic affairs may refer the matter to the full Discipline and Grievance Committee, deal with the issues on a case-by-case basis, or terminate the grievance (in which case no further action is taken against the Respondent).

Apparent Honor Code violations will be dealt with by the associate dean for academic affairs on a case-by-case basis when either (1) the Grievant or Respondent is not subject to this policy as outlined in section 5.2., or (2) the subject of the grievance falls outside the scope of this policy as described in section 5.1.

### **5.4. Formal Grievance Resolution**

The Committee will review grievances and conduct hearings in a timely manner. The associate dean for academic affairs may modify the response times anticipated by this document to allow for delays caused by holidays, inclement weather and other unanticipated circumstances. Specific details of the grievance will remain confidential within the Committee until the formal grievance process has concluded.

### **5.5. Preliminary Evaluation Panel Composition and Process**

Within 15 days of receiving a grievance the associate dean for academic affairs will convene a Preliminary Evaluation Panel (the "Panel") consisting of the SGA President, the SGA advisor and her or himself. In the event a member of the Panel is unavailable, unresponsive or must recuse themselves due to a conflict of interest or bias, the remaining Panel members will select an alternate in order to meet the timeline.

Hearsay reports of violations will not be considered by the Panel.

The Panel will review the facts presented and determine by majority vote if the matter should be forwarded to the full Committee for a formal hearing or be subject to the informal resolution process described in Section 5.3.

### **5.6. Discipline and Grievance Committee Composition and Alternates**

The Discipline and Grievance Committee ("Committee") hears and attempts to resolve all formal grievances. The Committee is composed of seven voting members: four students and three faculty members. Student members of the Committee are 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 are the SGA faculty advisor and the third and fourth year class advisors. The SGA president chairs the Committee. The Associate Dean for Academic Affairs serves as an ex-officio, non-voting member.

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 in advance of the meeting. In the event one or more members of the Committee are unavailable to attend, unresponsive or must recuse themselves due to an actual or perceived conflict of interest or bias, the chair of the Committee will select alternates as follows. A student member of the Committee unable to attend will be replaced by another student, preferably an elected officer in the SGA or president of another pharmacy student organization. A faculty member of the Committee unable to attend will be replaced by a faculty member, preferably a member of the Student Affairs Committee or a class advisor. The associate dean for academic affairs can be replaced by any associate dean if they are unable to participate for any reason.

In order to facilitate continuity in Grievance Committee operations the President elect of the SGA will be invited to attend Grievance Committee hearings that are convened after the results of SGA elections become known. They will be present as a non-participating, non-voting observer, but will see e-mail and documents associated with case(s).

### **5.7. Timing**

When the Panel decides a formal hearing is necessary the associate dean for academic affairs will notify the Respondent by e-mail that a formal grievance hearing concerning them will be scheduled. The e-mail will (1) specify the violations alleged in the grievance, (2) explicitly state submission of a written rebuttal to the Committee chairman is required or must be waived within 15 days, and (3) recommend that advice and counsel be sought from the Respondent's academic advisor or another



faculty member. The Respondent will also be e-mailed copies of evidence submitted by the Grievant and a link to this policy.

The Respondent is required to acknowledge receipt of the e-mail immediately. Failure to respond will result in a copy of the e-mail and attachments being sent by certified mail to the Respondent's address as maintained by student affairs. Continued failure to respond could result in a hearing in absentia and an assumption that the right to a written rebuttal has been waived. Receipt of a rebuttal or waiver by the Committee chair will be confirmed by-e-mail to the associate dean for academic affairs.

Following receipt of a rebuttal, waiver or expiration of the 15 day period, the Committee chair will notify Committee members, the Grievant and the Respondent of a formal hearing date. The Committee will generally hold a formal hearing approximately 15 days after the deadline by which the Respondent is expected to address the grievance. Grievances of such severity that sanctions might affect the Respondent's eligibility to graduate will be considered on an accelerated schedule with the Respondent's consent. If a Respondent declines to consent, graduation will be deferred pending resolution of the matter.

All e-mail communications regarding the grievance proceedings shall include receipt verification or requests to acknowledge receipt.

### **5.8. Access to Evidence**

Approximately one week before the hearing, the Committee chairman will provide members, the Grievant and the Respondent with access to the initial allegation(s), all responses, and any supporting information received by the Committee chairman or the associate dean for academic affairs. This will include the names of witnesses who will be presented during the hearing.

### **5.9. Committee Presence at Formal Hearing**

All members of the Committee, or alternates, must be present at formal hearings either in person or by phone or video link.

## **6. Hearing Process**

The formal hearing is an internal process; legal rules of evidence do not apply and legal counsel may not represent the Grievant or the Respondent.

The associate dean of academic affairs will keep the official record of the proceedings and report on committee recommendations. The grievance may be 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 previously identified 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, at their discretion, may adjourn and reconvene the hearing at a later time or date.

Grievants and Respondents are generally responsible for obtaining evidence and arranging for their witnesses to attend the hearing. Written statements from witnesses are acceptable in lieu of a personal appearance. Any party to the hearing may request relevant information or records be released by the school. Requests will only be granted after obtaining permission from the associate dean for academic or student affairs. Released records will be limited to the minimum amount of information to address the grievance and must be made accessible to all parties.

The School does not have the authority to subpoena witnesses or evidence. Subsequently, the grievance process will not be terminated by the inability of the School to compel the appearance of witnesses or make available evidence requested by any party. The grievance will be decided on the basis of evidence presented. The absence of a particular witness or evidence will not create any presumption 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- neither action will be taken as an admission that a violation occurred. At the hearing the Respondent has the right to (1) present a statement on their own behalf, (2) present witnesses having relevant information pertaining to the grievance; and (3) present relevant written or other tangible evidence. Witnesses supporting the Respondent may be questioned by the Grievant and Committee members.

Grievance hearings are not open to the general faculty, student body or public and will be conducted in a manner that preserves the confidentiality of all evidence to the extent that this is possible. All witnesses will be excluded from the hearing room until they are called to testify and must leave after completing their testimony. Witnesses may 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.

## **6.1. Resolution**

Upon completion of the hearing, the Committee will meet in closed session to determine by secret ballot if a violation of the Honor Code occurred based on the preponderance of the evidence standard; that is, whether on the basis of the evidence, it is more likely than not that the Respondent committed a violation. This question will be answered based on a simple majority vote in which abstentions are not permitted. The vote will be conducted and recorded by the associate dean for academic affairs.

Possible sanctions must not be considered during the vote to decide if an Honor Code violation actually occurred.

If a Respondent is not found to have committed an Honor Code violation they will receive a letter or e-mail, copied to their student file, recording the outcome of the hearing. Records associated with the grievance will be archived by the associate dean for student affairs with copies placed in the Respondent's student file.

The Grievant is not permitted to appeal if the Committee finds the Respondent did not commit an Honor Code violation.

If a Respondent is found responsible for one or more Honor Code violations, the Committee will discuss and recommend an appropriate course of action.

## **6.2. Recommended Course of Action**

Sanctions for violations of the Honor Code are recommended by the Committee to the dean. Several courses of action are available to the Committee who are charged with recommending the most appropriate sanction based on the severity of the violation. Section 6.3 lists recommended progressive sanctions.

The Committee is empowered to impose additional requirements on Respondents for the purpose of minimizing repeat offences, ensuring appropriate learning, or to provide restitution. Examples include but are not limited to, requiring repairs to property, completion of additional assignments and mandatory counseling for behavioral issues.

The vote will be by secret ballot conducted and recorded by the associate dean for academic affairs. The appropriate sanction will be decided by a simple majority vote. Because more than two sanctions are available the possibility of a tie exists. In such cases the less severe sanction will be recommended to the dean.

Four sanctions, listed from least to most severe, are available to the Committee:

- a) A letter of censure stating that the Respondent acted with impropriety

This is meant to serve as a warning to the student that they lacked good of judgment and/or exhibited questionable behavior that must not be repeated. They will remain in good disciplinary standing

- b) Disciplinary probation for one or two major semesters

Placing the Respondent on disciplinary probation serves as a stern warning that their behavior was unacceptable and must not be repeated. A repeat violation of the Honor Code for any reason within the probation period may result in more serious disciplinary sanctions. A student on probation will only be permitted to engage in required school activities. They will 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 return to good disciplinary standing.

Students on disciplinary probation are not eligible for any school or university academic or leadership awards. Memberships in and consideration for honor societies must be resigned by a student on disciplinary probation.

The Committee may recommend that students on disciplinary probation be barred from participating in Commencement activities including walking in graduation ceremonies.

c) Suspension for one or two major semesters

Suspending the Respondent is a severe sanction intended to indicate the seriousness of their Honor Code violation, and compel the student to spend time away from the University to reflect on and potentially learn from their actions. Unless specifically mentioned in their notification letter students may not participate in any School or University activities. The student will be readmitted at the end of the suspension period at a point in the curriculum that allows them to complete all graduation requirements not accomplished prior to suspension. Missed or partially completed courses will be taken the next time they are offered.

d) Dismissal from the School

Dismissal is the most severe course of action and may be applied in cases of repeat or serious first time violations. Dismissed students may apply for readmission through the normal application process. Students must meet the admission requirements which are current at the time of their readmission, and if readmitted, they must start the PharmD program in the first professional year earning no credit for courses taken prior to dismissal.

### **6.3. Recommended Progressive Sanctions**

For the circumstances outlined below the Committee must either recommend that sanction, or (1) have five or more votes for an alternative sanction, and (2) provide an explanation of why an alternative sanction was recommended. This is expected to be a rare occurrence. The committee will recommend the length of the Disciplinary Probation or Suspension period.

a) First Honor Code violation - Letter of Censure, Probation, Suspension or Dismissal

- b) Second Honor Code violation – Suspension or Dismissal
- c) Third Honor Code violation - Dismissal
- d) When two or more Respondents are the subject of Honor Code grievance proceedings arising out of the same incident and found to be responsible for identical violations, the Committee ordinarily will recommend the same sanction for each Respondent.

When a student returns to good disciplinary standing following the end of a Disciplinary Probation or Suspension period, the grievance recommendation(s) and finding(s) remains on record in their student file.

#### **6.4. Committee Recommendation to the Dean**

The Respondent will be informed of the Committee's action within seven days by the associate dean for academic affairs using e-mail. The letter will summarize the grievance and the basis for the Committee's decision. The letter will explicitly state whether a violation did or did not occur. When a violation occurred the letter will describe the disciplinary action recommended, and any additional requirements the Committee recommends be imposed on the Respondent. The letter will be copied to the Grievant, the Dean, the Associate Dean for Student Affairs, and the SGA President.

The Respondent is required to acknowledge receipt of the e-mail notification immediately. Failure to respond within 15 days will result in a copy of the e-mail being sent by certified mail to the Respondent's address as maintained by student affairs and could result in the recommendation to the dean becoming final without the Respondent having the benefit of the appeal process.

All documentation associated with the grievance will be retained by the associate dean for academic affairs until the student has left the school.

When a penalty is imposed the letter outlining the recommendation of the Grievance Committee ordinarily remains in a student's file indefinitely. However, when 5 or more members of the Grievance Committee vote to do so, the letter of censure will state that it should be removed from the student's file on a specified date. Removal from the file will occur on the specified date.

When a student is not found to have violated the Honor Code no letter will be placed in a student's file, but the student will be advised to retain a copy.

#### **6.5. Appeals to the Dean**

A Respondent may appeal the findings and sanction recommended to the Dean within 15 days of receiving the Committee decision. The appeal must be 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 University or School rule or regulation was inappropriately applied;
- d) a claim of denial of due process, or
- e) a claim that the Course of Action is unduly severe.

The Dean may not overturn the Committees decision that a Respondent is or is not responsible for the alleged violation, but may ask the committee to reconsider their decision in exceptional circumstances.

If the action is appealed, the Dean will review the case documentation and may affirm the Committee's course of action, modify it, or remand all or part of the grievance back to the Committee for re-evaluation.

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, or if no appeal is submitted, then the Committee's recommendation becomes final and will be implemented by the appropriate university personnel.

Grievance actions that require implementation by student organizations (for example the need to remove a class or organization officer who does not resign) will be facilitated by the associate dean for academic affairs and the associate dean for student affairs. The necessary disclosure of names does not constitute a breach of confidentiality.

## **6.6. Administrative Reports**

At the end of each semester non-confidential, redacted reports on the nature of the grievances and any sanctions which were imposed on the Respondent will be presented by the associate dean for academic affairs to the Faculty Assembly, and by the SGA President to the SGA. This will occur at the next scheduled meetings of those bodies or they may be circulated in written form.

## HONOR CODE 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."

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Student's Signature

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Printed Name

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Date

In lieu of signing this document, students will be required to attest to reviewing this document electronically during orientation and at other stages of their academic career.

**Amendment History**

Amendment Date
04/03/2014 Adopted as standalone policy
03/12/2015 Revision
11/20/2015 Revision