

## 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](mailto: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 following conduct shall constitute as academic 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.
2. The receipt, possession, or use of any unauthorized aid, material, or information while an examination or quiz is in progress.
3. Knowingly giving unauthorized assistance to another student while an examination or quiz is in progress.
4. Knowingly giving unauthorized assistance to another student in the preparation and/or submission of assignments, papers, reports, or laboratory data and products.
5. Making an unauthorized communication regarding the contents of an exam or quiz, either before, during or after the time the exam or quiz is given.
6. 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.
7. Group “batching” in lab to avoid personal work expected by the instructor.
8. Submitting the work of another as one’s own, i.e. plagiarism.
9. Altering or attempting to alter any record of student grades.
10. Instructors may delineate in advance in their syllabi other actions they consider to be academic dishonesty in their respective course.

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. Providing false information about attendance at required sessions (e.g. documenting someone else's name on attendance documentation, submitting work implying that you were present at a session when you were not).
- \_\_\_ 3. 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.
- \_\_\_ 4. Violating the University's sexual discrimination and misconduct policy.
- \_\_\_ 5. Knowingly providing false information to the Student Affairs Committee in connection with its proceedings concerning oneself or another student.
- \_\_\_ 6. Purposefully committing physical acts of violence against a fellow student, faculty, preceptors, staff, or university official. (See the University sexual discrimination and misconduct policy for acts constituting sexual misconduct).
- \_\_\_ 7. Stealing, damaging, defacing, or diverting to one's personal use without permission, the property of the university, faculty, staff, or fellow student.
- 8. Unauthorized accessing or revealing of information about faculty, staff, students, or patients that is private or confidential.
- \_\_\_ 9. Illegal possession, use, diversion, or trafficking of drugs or other pharmacologically active substances.
- \_\_\_ 10. The consumption or possession of alcoholic drink at any function or activity sponsored or endorsed by the school of pharmacy or university.
- 11. The use of profanity.
- \_\_\_ 12. Repeated violation of the dress code (three or more reports to the Student Affairs committee while a student at the 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 that 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 by a student and failure to report the violation to the Student Affairs Committee.
- \_\_\_ 21. Any unauthorized/uninvited entry into restricted areas of the school of pharmacy or the university (offices, closets, storerooms, labs, etc.).
- 22. Charges and/or convictions of (i) a misdemeanor involving moral turpitude (ii) violation of pharmacy, liquor or narcotic law(s) and/or (iii) felony.
- 23. Failure to provide information or documentation required by school officials relevant to program requirements.
- 24. Acts of insubordination to school officials and/or university employees.

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.