

POLICY ON INTEGRITY OF SCHOLARSHIP

Integrity of scholarship is essential for an academic community. The University and the School expect that both faculty and students will honor this principle and in so doing protect the validity of University intellectual work. For students, this means that all academic work will be done by the individual to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in planning and supervising academic work, so that honest effort will be upheld.

The following policies apply to academic coursework for the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS).

Instructors' Responsibility:

At the beginning of the term the instructor shall state in writing (e.g., in the syllabus, information sheets, or website) what graded assignments and exams will be required of students. The instructor shall also inform students in writing of any course-specific requirements regarding which types of aid and collaboration, if any, are permitted on graded assignments and exams.

Students' Responsibility:

Students are expected to complete the course in compliance with the instructor's standards. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort; for example:

- No student shall knowingly procure, provide, or accept any unauthorized information regarding questions or answers to any examination or assignment to be given at a subsequent time.
- No student shall complete, in part or in total, any examination or assignment for another person.
- No student shall knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person.
- No student shall plagiarize or copy the work of another person and submit it as his/her own work.
- No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.
- No student shall alter graded class assignments or examinations and then resubmit them for re-grading.
- No student shall submit substantially the same material in more than one course without prior authorization.

Responsibility for Disposition of Cases of Student Academic Dishonesty:

The responsibility for enforcing the standards of academic honesty rests with two University authorities: the faculty and the administration. Under the Standing Orders of the Regents, discipline is the exclusive responsibility of the campus administration, while authority over courses and curricula is delegated to the faculty through the Academic Senate. When a student has admitted to or has been found guilty of a violation of the standards of academic honesty, two separate actions shall follow.

- The instructor shall determine the student's grade on the assignment and in the course as a whole. Any breach of academic honesty may be considered grounds for failure in the course, although less serious consequences may be incurred in less serious circumstances.
- The appropriate administrative authority shall impose a disciplinary penalty. For the Skaggs School of Pharmacy and Pharmaceutical Sciences, this administrator is the Associate Dean for Student Affairs.

Procedures for Disposition of Cases of Student Academic Dishonesty:

The procedure for disposition of cases of academic dishonesty is divided into three phases

- Initial Phase
- Decision and Resolution Phase
- Appeals Phase

The Initial Phase:

When an instructor has reason to believe that a student has violated the Policy on Integrity of Scholarship, the instructor should call the student to a meeting to discuss the suspected violation.

If the instructor decides that evidence of academic dishonesty exists, he/she must report the suspected violation to the SSPPS Associate Dean for Student Affairs.

The Associate Dean for Student Affairs shall contact the instructor and discuss the evidence in the case. If the instructor decides to proceed with the charges, the Associate Dean for Student Affairs shall notify the student of the charges in writing and inform the student of the procedures for processing cases of academic dishonesty under the SSPPS Policy on Integrity of Scholarship and of where to obtain advice and assistance, such as from Student Legal Services.

The Decision and Resolution Phase:

The student shall have ten (10) business days following notification of the charges of academic dishonesty to meet with the Associate Dean for Student Affairs to discuss the charges and possible administrative penalties. The results of the meeting shall be documented in writing by SSPPS Associate Dean for Student Affairs. The student shall then decide whether:

- to accept the charge of academic dishonesty.
- to deny the charge of dishonesty and to proceed to a formal hearing.

If the student fails to respond to the written notification of alleged misconduct and does not meet with the Associate Dean for Student Affairs, he or she shall be presumed to have taken the decision to accept the charge of academic dishonesty.

Decision Option I (*Student accepts charge of academic dishonesty*):

If the student accepts the charge of academic dishonesty, the Associate Dean for Student Affairs shall notify the instructor and, if the course has been completed, request a grade assignment. The instructor shall assign a grade for the course and notify the Associate Dean for Student Affairs who shall notify the Registrar of the grade.

The Associate Dean for Student Affairs shall also decide the administrative penalty. Within (10) ten business days of being notified by the student of the acceptance of the charge, the Associate Dean for Student Affairs shall notify the student and the instructor of the administrative penalty.

A record of the administrative penalty shall be maintained in the students file in the SSPPS Office of Student Affairs.

Decision Option II (*Student denies charge and requests a formal hearing*):

If the student denies having committed the alleged act of academic dishonesty, he or she must submit a written request for a formal hearing to the Associate Dean for Student Affairs within ten (10) business days of being notified of the charges. Within thirty (30) calendar days after receipt of the request, the Associate Dean for Student Affairs shall schedule a formal hearing of the case by an ad-hoc Academic Dishonesty Hearing Board. ("Hearing Board"). The Associate Dean for Student Affairs shall provide at least ten (10) business days' notice to the student and the instructor of the time, date, and location of the hearing. The instructor shall be present at the hearing to address the charges and to present the case to the Hearing Board.

The Hearing Board shall be composed of two faculty members appointed by the Associate Dean for Student Affairs and two students appointed by the President of the SSPPS Associated Student Body. The President of the SSPPS Associated Student Body shall serve as the presiding officer and shall conduct the hearing and advise the Hearing Board on procedure, but shall not vote except in the event of a tie vote. The faculty members shall not be instructors in the course where the alleged misconduct took place. The student members shall not be of the same academic year class as the accused student. If the President of the Associated Student Body is a member of the same academic year class as the accused student, the President shall appoint an alternate to serve in his or her place. In addition, an alternate will be provided for any member of the Hearing Board who feels that he/she cannot provide an unbiased decision due to previous relationships with the accused student.

The Hearing Board shall hold a formal hearing, closed to the public, and be governed by the following rules of due process:

1. The presiding officer shall determine the admissibility of evidence and consider other rulings such as, but not limited to:
 - a. Admissible evidence shall be of the sort upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
 - b. At the request of either party, witnesses may be excluded from the hearing by the presiding officer, except during their testimony.
 - c. Assuring that deliberations of the Hearing Board shall always be confidential and conducted in private and out of the presence of the public, accused student and instructor presenting the case.
2. The hearing shall be recorded. The accused student shall have access to a copy of the recording and may have a copy of the recording for the cost of reproduction. However, all records pertaining to the hearing, including but not limited to the transcript, shall be considered to be UCSD records and they shall be retained and administered by the SSPPS Office of Student Affairs in accordance with the applicable UCSD records policy, such as, but not limited to, PPM 160-2 and PPM 480.
3. The accused student may be represented at the hearing by an attorney or by a student advocate provided by UCSD Student Legal Services. If the student is assisted by an attorney or anyone other than a student advocate, the SSPPS may be assisted by Campus Counsel. The student shall inform the Associate Dean for Student Affairs, at least five (5) business days prior to the date of the hearing, of his/her intent to have an attorney present at the hearing. Students assisted by an attorney or student advocate must provide a signed release authorizing those third parties to receive relevant information from the student's records as required by UCSD PPM 160-2.
4. The findings of the Hearing Panel shall be based on the preponderance of evidence as defined below:

"Preponderance of the evidence is generally that evidence which, when fairly considered, produces the stronger impression and has the greater weight, and is more convincing as to its truth when weighed against opposing evidence."
5. The decision of the Hearing Board shall be based on a simple majority vote of the members of the Board with the presiding officer voting only in the event of a tie vote. Voting shall be by written, confidential ballot unless all members of the panel agree to an open, oral vote.
6. Within five (5) business days from the date on which the hearing is completed, the presiding officer shall forward, in writing, the Hearing Board's findings to the Associate Dean for Student Affairs, with copies to the instructor and the accused student.

7. If the student is found guilty of academic dishonesty, the Associate Dean for Student Affairs shall then decide the administrative penalty and shall inform the student and the instructor, in writing, within ten (10) business days after receipt of the notice of the Hearing Board's final judgment. The written notification shall also advise the student of the steps for appeal. The instructor shall then assign a grade for the course and notify the Associate Dean for Student Affairs of the grade within ten (10) business days. The Associate Dean for Student Affairs shall notify the student and the Registrar of the grade.
8. If the Hearing Board finds the evidence insufficient to sustain the charge of academic dishonesty, the Associate Dean for Student Affairs and the instructor shall dismiss the matter without further action against the student, who shall be permitted to complete the course without prejudice.

The Appeals Phase:

1. Appeal of the Judgment of the Hearing Board:

If the Hearing Board sustains the charge of academic dishonesty, the student may appeal the judgment by writing to the Dean of the SSPPS. Appeals must be made within five (5) business days of formal notification of the disposition of the case. The letter of appeal must state the basis for appeal. The Dean will consider the appeal within ten (10) business days from receipt of the appeal letter.

The only basis for appeal of the Hearing Board's judgment shall be:

- 1) that the standards of procedural fairness were violated, e.g. that the student did not have sufficient opportunity to present his or her side of the case; or
- 2) newly discovered important evidence exists that has substantial bearing on the findings of the Hearing Board.

If the appeal is sustained, the case shall be referred back to the Hearing Board for a new hearing. In all other cases, the judgment of the Hearing Board shall be final.

2. Appeal of the Academic Action, Administrative Penalty, or both:

For both the Decision 1 and Decision 2 processes, within five (5) business days of receipt of the Associate Dean for Student Affairs' notification, the student may appeal the instructor's grade assignment, or the administrative penalty, or both, by submitting a written request to the SSPPS Dean. The SSPPS Dean will evaluate the student's appeal and make a final decision within ten (10) business days of receiving the appeal. The decision of the SSPPS Dean shall be final.

Policies for Student Records:

A record of all proceedings related to the case and its outcome shall be established in the SSPPS Office of Student Affairs.

Once an instructor has decided to proceed with a charge of academic dishonesty, he/she will refrain from assigning a course grade for the student until the charge has been resolved. If the course concludes before the charge is resolved, the instructor will assign an "IP" on the course grade sheet for the student's grade and will indicate in the memorandum column that this IP is for a "Pending Charge of Academic Dishonesty". Academic Records will note in attached text to the course (i.e., not on the student's transcript) that the hold is for a "Pending Charge of Academic Dishonesty". The student's transcript will show an "IP" for the course until the charge is resolved. While a hold is in effect, the student may not drop the course. The faculty hold shall not be removed by the Registrar until notification from the SSPPS Associate Dean for Student Affairs, who shall release the hold once the charge is resolved and a grade has been assigned by the instructor.

If the student accepts the charge of academic dishonesty or is found guilty by the Hearing Board, the grade assigned by the instructor will be recorded on the student transcript and Academic Records will permanently note in text attached to the course (i.e., not on the student's transcript) that the grade was given as a result of "Academic Dishonesty". If the administrative penalty is suspension or dismissal, the Associate Dean for Student Affairs will notify the Registrar and the fact that the student was suspended or dismissed for academic dishonesty will be posted on the academic transcript for the duration of the penalty.