

**University of Louisiana Monroe**  
**School of Pharmacy**  
**Code of Ethical and Professional Conduct**

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**1.0 PREAMBLE**

- 1.01 A student pharmacist holds the health and safety of patients to be of primary importance. The student renders to each patient the full measure of his/her ability as an essential health care practitioner.
- 1.02 A student pharmacist strives to gain professional knowledge and to render the best professional judgment.
- 1.03 A student pharmacist is required to obey federal, state, and local statutes and ordinances both on and off campus, to uphold the dignity and honor of the profession, and to accept its ethical principles.
- 1.04 Pharmacists do not learn to be professionals upon completion of academic courses or through issuance of a license. Instead, the internalization of the concept of professionalism must occur as a part of the professional education process so that student pharmacists carry these concepts with them into the profession. It is the student pharmacist's responsibility to develop a selfless sense of service that demands personal excellence and accountability. The student shall not engage in any activity that will discredit the profession. The student shall expose, without fear or favor, illegal and unethical conduct in the profession.
- 1.05 Primary core values that every student pharmacist must possess include honesty, integrity, responsibility, competence and respect for people.
- 1.06 By enrolling in the School of Pharmacy (SOP), a student accepts these professional standards and requirements as a prerequisite for continued enrollment in the pharmacy curriculum and graduation. Failure to meet these standards and requirements may result in sanctions of dismissal, suspension, probation or lesser sanctions by the SOP.
- 1.07 In all disciplinary hearings, students are considered innocent until allegations of policy violation have been proven by a preponderance of evidence.
- 1.08 The principles of professional conduct for students of the SOP have been established to guide the student in his/her relationship with fellow students, faculty, staff, practitioners, other health care professionals and the public. Toward this end, the students and faculty of the SOP have adopted this Code of Ethical and Professional Conduct, hereafter referred to as the "Code."

**2.0 PLEDGE**

- 2.01 As a condition of acceptance to the School of Pharmacy (SOP), the applicant shall be required to sign a pledge that shall read as follows:
  - 2.01.1 This is to certify that I have read and understand the Code of Ethical and Professional Conduct of the ULM School of Pharmacy, and further, I agree to uphold and abide by the provisions contained therein, effective immediately and until my enrollment in the SOP is terminated.
  - 2.01.2 The Office of the Dean will deny admission into the professional program of the SOP to any student who refuses to sign the pledge.
- 2.02 During the orientation program provided for incoming students, or sometime prior to enrollment in the professional program, a "Reaffirmation of Pledge" shall be signed by each new student and by returning students on a yearly basis when signing the student handbook and shall read as follows:
  - 2.02.1 I reaffirm my acceptance and understanding of the Code of Ethical and Professional Conduct of ULM School of Pharmacy, and further, I agree to uphold

and abide by the provisions contained therein until my enrollment in the SOP is terminated.

- 2.02.2 The Office of the Dean will deny admission to any student who refuses to sign the reaffirmation as required in Section 2.02.
- 2.03 The Office of the Dean will administer and maintain all records pertaining to the pledge (Section 2.01) and reaffirmation (2.02).

### **3.0 VIOLATIONS**

- 3.01 Violations of the School of Pharmacy Code of Ethical and Professional Conduct pertaining to academic honesty include but are not limited to:
  - 3.01.1 The receipt, possession or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations, or any class assignment to be submitted for credit as a part of a course or to be submitted to fulfill School of Pharmacy (SOP) requirements. The receipt, possession or use of any aid or material prohibited by the instructor while an examination or quiz is in progress.
  - 3.01.2 Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, or laboratory data and products.
  - 3.01.3 Knowingly giving assistance not authorized by the instructor to another while an examination or quiz is in progress.
  - 3.01.4 Lending, giving, selling or otherwise furnishing to another any material or information not authorized by the instructor which can be shown to contain the exact questions or answers to any examination or quiz scheduled to be given at a subsequent date.
  - 3.01.5 The submission of papers, reports, projects or similar course requirements, or parts thereof, that is not the work of the student submitting them. Also, the use of direct quotations or ideas of another in materials to be submitted for credit without appropriate acknowledgment.
  - 3.01.6 Knowingly submitting a paper, report, examination or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or regrading.
  - 3.01.7 Altering or attempting to alter an assigned grade on any official SOP or University record.
  - 3.01.8 The instructor may delineate in advance per course syllabi other actions he/she considers to be a violation of the Code.
- 3.02 Violations of the School of Pharmacy Code of Ethical and Professional Conduct pertaining to professional conduct include but are not limited to:
  - 3.02.1 Purposely falsifying applications, forms or records prior to admission to the SOP, or while enrolled in the School's professional program.
  - 3.02.2 Knowingly producing false evidence (or rumors) against another or providing false statements or charges in bad faith against another. Knowingly publishing or circulating false information concerning any member of the University faculty, student body, staff or community. Knowingly misrepresenting or misleading information to a faculty member regarding one's situation or circumstances.
  - 3.02.3 Contributing to, or engaging in, any activity that disrupts or obstructs the teaching, research or extension programs of the SOP or University, either on the campus or at affiliated training sites.
  - 3.02.4 Threatening or purposely committing physical violence against any member of the University faculty, student body, staff, or community.

- 3.02.5 Misusing or misrepresenting one's status as a pharmacy student or the right to use any University property and facilities.
- 3.02.6 Stealing, damaging, defacing, or unauthorized use of any property of the SOP or University. Diversion of any School of Pharmacy or University property to one's own use.
- 3.02.7 Engaging in any facet of pharmacy practice prior to graduation unless under the direct supervision of a licensed practitioner or otherwise allowed by law.
- 3.02.8 Intentionally revealing the names of the charging party, the accused, witnesses or the facts involved in an alleged violation except in accordance with the provisions of this Code, or revealing the confidential proceedings of an Honor Board hearing.
- 3.02.9 Failure to report known violations of the School of Pharmacy Code of Ethical and Professional Conduct.
- 3.02.10 Suspicious Activity: If someone witnesses suspicious behavior but is uncertain of an Honor Code violation, the student or faculty member may informally report the behavior to The Director of Student Affairs. The Director may counsel with the suspected student and advise the student that such actions are suspicious and, if continued, may lead to a formal complaint. The Director will maintain a record of counseling documentation.
- 3.02.11 Use, possession, or participating in the trafficking of illegal drugs or substances.
- 3.02.12 Unauthorized accessing of information about faculty, staff, or students of the SOP or patients/clients, that is private or confidential.
- 3.02.13 Unauthorized revealing of information about faculty, staff, or students of the SOP, or patients/clients, that is private or confidential.
- 3.02.14 Purposeful attempts at circumvention of SOP policies and procedures or rules set forth in course syllabi.
- 3.02.15 Disciplinary action taken by the University including but not limited to: probation, suspension or expulsion.

#### **4.0 SANCTIONS AND RECORDS**

The following sanctions, alone or in combination, may be imposed for violation of the Code by the Dean of the School of Pharmacy upon recommendation by the Board of Ethical and Professional Conduct:

- 4.01 Letter of Warning: The School of Pharmacy Board of Ethical and Professional Conduct reserves the option to issue a letter of warning to a student in the event of multiple complaints describing suspicious behavior, as in Section 3.02.10. The purpose of this letter is to notify and warn a student that his or her behavior is raising concern among his or her classmates or faculty member that the activity in question may be in violation of the Honor Code. If the activity or behavior continues, a formal notice of charge may follow.
- 4.02 Recommend a grade of "F" on the assignment and/or in the course in which the violation(s) occurred and a notation of "assigned for academic dishonesty" placed on the student's transcript for a designated period of time.
  - 4.02.1 It will be the responsibility of the student to request removal of the notation of sanction associated with the assignment of a grade of "F"

after the designated time period. Such requests must be submitted in writing to the Dean of the School of Pharmacy.

4.03 Reprimand with inclusion of a letter of reprimand in the student's file that is maintained in the Dean's Office for a period of time designated by the Dean. This letter will remain in the student's file for not less than the following two academic terms of residence.

4.03.1 It will be the responsibility of the student to request removal of the letter of reprimand from his/her file after the designated time period. Such requests must be submitted in writing to the Dean of the School of Pharmacy.

4.04 Disciplinary probation for a stated period of time which will include loss of privilege to represent the School of Pharmacy, hold an elected office or appointment to any School committee or participation in the School's extracurricular activities. A notation of the conditions of probation will be included in the student's record. A student who fails to abide by the conditions of his or her probation will be subject to further disciplinary action, including suspension or expulsion.

4.04.1 It will be the responsibility of the student to request removal of the notation of probation after this sanction has expired. Such requests must be submitted in writing to the Dean of the School of Pharmacy.

4.05 Suspension from the School of Pharmacy for a stated period of time during which the student will not be allowed to take any courses in the School of Pharmacy. Furthermore, the School of Pharmacy will not accept credit for any coursework that was completed by the student at ULM or any other institution while he/she was suspended from the School. The appropriate notation of "suspension for academic dishonesty" or "suspension for violation of the code of ethical and professional conduct" will be placed on the student's transcript

4.05.1 It will be the responsibility of the student to request removal of the notation of suspension after this sanction has expired. Such requests must be submitted in writing to the Dean of the School of Pharmacy.

4.06 Expulsion from the School of Pharmacy. Expulsion for violation of the Code will be noted permanently on the student's transcript.

4.07 If a student has been subjected to sanctions for violation of the Code previously, the minimum sanction for further violation will be suspension.

4.08 Sanctions including probation, suspension and expulsion will apply only to the School of Pharmacy and its academic programs.

## **5.0 THE BOARD OF ETHICAL AND PROFESSIONAL CONDUCT**

5.01 Composition of the Board of Ethical and Professional Conduct hereafter referred to as the "Board."

5.01.1 The Board will consist of four pharmacy student member, four alternate student members, and four faculty members, as well as a faculty chairperson.

5.01.2 One student member and one alternate will be elected or appointed to represent the P1 class. One student member and one alternate will be elected or appointed to represent the P2 class. One student member and one alternate will be elected or appointed to represent the P3 class. One student member and one alternate will be elected or appointed to represent the P4 class. Each student shall serve for one year.

5.01.3 Four faculty members will be appointed to represent the School of Pharmacy. A fifth faculty member will be named the Faculty Chairperson, and will not be a voting member of the Board except to break a tie. The Dean of the School of Pharmacy or his/her designee will appointment the faculty members.

- 5.02 Eligibility to Serve on the Board
  - 5.02.1 To be eligible to serve on the Board, the student must be in good standing with the University and School of Pharmacy. The term good standing indicates that the student is not under academic sanctions and has not been sanctioned for ethical and/or professional misconduct during their tenure in the School of Pharmacy.
  - 5.02.2 In the event a student member is ineligible or unable to complete their one year term an alternate will be appointed by the office of the Dean.
- 5.03 Responsibilities of the Faculty Chairperson:
  - 5.03.1 To call all meetings of the Board and to preside at all meetings.
  - 5.03.2 To record the minutes of all regular and special meetings held by the Board.
  - 5.03.3 To submit to the Associate Dean of Academic Affairs in a timely manner, a written report of all findings and recommendations of the Board.
  - 5.03.4 To notify Board members of all regular and special meetings.
  - 5.03.5 To receive all notifications of alleged violations of the Code from the Associate Dean of Academic Affairs considered meaningful and/or not frivolous (Section 9.02)
- 5.04 Responsibilities of the Board:
  - 5.04.1 To hear cases of alleged violations of the Code:
    - 5.04.1.1 Board members are required to attend all hearings in which a student is charged with a violation of the Code. All board members may attend meetings in person, via telecommunication or other electronic means.
    - 5.04.1.2 In the event that a student or faculty Board member is unable to attend or is excused from hearing a case, an alternate will be appointed in place of the excused or absent member.
  - 5.04.2 If a board member has a conflict of interest with regard to the case, the committee member should notify the Faculty Chairperson and recuse him or herself from the case. The office of the Dean for that case will then appoint an alternate.
  - 5.04.3 In the event the Faculty Chairperson is involved as a charging party or witness, or is the accuser in the violation to be heard by the committee, the Faculty Chairperson will be excused. In this case, a temporary Faculty Chairperson will be appointed by the Dean's office.
  - 5.04.4 All board members should familiarize themselves with the Code of Ethical and Professional Conduct.
  - 5.04.5 Board Hearing Committee members or duly appointed alternates must be present during the entire hearing process to participate in subsequent deliberations.
- 5.05 Responsibilities of the Office of the Dean
  - 5.05.1 To administer the pledge (Section 2.01) and the reaffirmation of the pledge (Section 2.02) to all students entering the professional program of the School of Pharmacy.
  - 5.05.2 To provide information concerning the provisions of the Code and modifications of the Code to faculty, students and staff of the School of Pharmacy.
  - 5.05.3 To assist the Board Hearing Committee and any party involved in cases of alleged violations of the Code if such assistance is requested at a reasonable time prior to the scheduled hearing.
  - 5.05.4 To maintain confidential files regarding violations of the Code and all records concerning the findings and recommendations of the Board Hearing Committee.
    - 5.05.4.1 All records concerning violations of the Code will be filed for a period

of six years following hearing the case. Access to these records will be limited as indicated by applicable law, University policy concerning student records, and the provisions of the Code.

- 5.06 To notify the accused party and the charging party of Board Hearing Committee recommendations and sanctions as described in Section 12.00.
- 5.07 To hear all appeals as described in Section 12.00
- 5.08 To impose sanctions as described in Section 4.00 if the accused is found guilty of the alleged violation.

## **6.0 RIGHTS OF THE ACCUSED PARTY:**

The party accused of an alleged violation of the Code has the following rights:

- 6.01 The right to a hearing if the student desires. He/she must file a written request with the Associate Dean of Academic Affairs as set forth in Section 9.08. The right of a student to be heard will be waived if such a request is not filed within the time required by Section 9.08.
- 6.02 The right to be informed in writing of the specific charge or charges made against him/her and of any sanctions recommended by the charging party.
- 6.03 The right to be informed in writing of the right of hearing, procedures involved in the hearing and the names of known witnesses.
- 6.04 The right to receive written notice of the time and place of the hearing regarding the charge or charges if a hearing is requested by the student.
- 6.05 The right to appear alone or with any **one** person of the student's choice. Such advisors may consult with their advisees privately, but may neither speak for them nor participate in the proceedings directly.
  - 6.05.1 Such person shall not: voice nor address the hearing committee nor any member thereof; address the witness(es), directly or indirectly; examine or cross-examine the person(s) bringing the charge or the witness(es); disrupt the disciplinary process (defined as the period starting with the date on which the student is notified of the charges and continuing through the date of the final decision after all appeals are exhausted); intimidate the person bringing the charge, the witness(es), and any member of the hearing committee; and shall not act as an agent for the student during the disciplinary process. Such person shall limit his/her activities during the disciplinary process to only advising the student privately.
- 6.06 The right to call witnesses and present evidence.
- 6.07 The right to have sanctions deferred until completion of the process described herein, including appeals to the Dean of the School of Pharmacy and the Vice President of Academic Affairs at the University of Louisiana at Monroe.

## **7.0 RIGHTS OF THE CHARGING PARTY**

- 7.01 A member of the faculty, staff or student body who has submitted a written notice of an alleged violation (Section 8.0) is a charging party and as such has all the rights guaranteed the accused, including the right of appeal (Section 6.0).

## **8.0 PROCEDURES FOR FILING CHARGES**

- 8.01 When an instructor, student, or other party detects or witnesses a violation of the Code of Ethical and Professional Conduct, he/she shall provide a written notice of the alleged violation and any recommended sanctions to the Associate Dean for Academic Affairs within ten (10) working days of the time the alleged violation becomes known. Under no circumstances shall any accusation be made in public.
  - 8.01.1 Once a written notice of an alleged violation has been submitted the accusing party shall not discuss the alleged violation with the accused party outside of

official committee hearings.

- 8.02 Disciplinary action taken at the University level not only constitutes a violation, but will also constitute an automatic filing of charges through the Office of the Associate Dean for Academic Affairs for potential sanctions at the School of Pharmacy level.

## **9.0 PROCEDURES FOR PROCESSING CHARGES**

- 9.01 The Associate Dean for Academic Affairs will receive all written notices of alleged violations of the Code.
- 9.02 The Associate Dean for Academic Affairs will screen all reports of alleged violations of the code to exclude frivolous charges. If the accusation is considered meaningful and the case warrants finding of facts, the Associate Dean for Academic Affairs shall submit the case to the Board of Ethical and Professional Conduct.
- 9.03 If, in consultation with the Faculty Chairperson, it is the Associate Dean for Academic Affairs' opinion that the charges are not sufficient to submit to the board, but the charges do warrant action, the Associate Dean may address the charges by formally counseling the accused.
- 9.04 If formal counseling occurs, a formal counseling sheet stating the name of the person counseled, date of counseling, reason for counseling, content of the counseling, and follow-up will be placed in the student's file.
- 9.05 If the charges are to be submitted to the Board, the Associate Dean for Academic Affairs shall prepare a written notice of charges that includes a specific listing of the charge or charges, a brief description of the alleged incident, the names of any known witnesses, the name of the Faculty Chair of the Committee, and a statement of the student's right to a hearing as well as the procedures involved in the hearing.
- 9.05.1 Copies of this written notice are to be provided to the student in person (the student will sign a receipt acknowledging their acceptance of the written notice). The written notice will also be sent via campus email to the charging party, the instructor in charge of the course in which the alleged violation occurred, and the faculty chairperson. Each party shall arrange for the attendance of their own witnesses.
- 9.05.1.1 In the event that the Associate Dean is unable to provide the written notice in person to the accused student, the student will be contacted for his/her current address, and the charges will be sent via certified mail.
- 9.06 Cases in which charges arise from a single incident against two or more students will be heard together unless one or more of the students submits a written request for a separate hearing. The request must demonstrate good cause for a separate hearing.
- 9.07 If the student charged with a violation of the Code does not request a hearing or fails to request a hearing within the time allowed (Section 9.08), the Board will consider the case based on the evidence available and will submit its findings and recommendations to the Associate Dean for Academic Affairs.
- 9.08 If the student charged with violation of the Code desires a hearing before the Board, he/she must file a written request for a hearing to the Associate Dean for Academic Affairs within ten (10) working days after receipt of notice of the charge(s).
- 9.08.1 This request should include any reply or response the accused student wishes to make to the charges and the names of witnesses willing to testify on his/her behalf.
- 9.08.2 This request should also include any evidence the student would like to present or have access to for the hearing.
- 9.08.3 The Associate Dean for Academic Affairs will then send a copy of the request for hearing to all parties who received a copy of the written notice described in



Section 9.05.1.

- 9.09 If the student charged with a violation of the Code requests a hearing, a date shall be set by the Faculty Chairperson as soon as possible, based on faculty, student and university schedules. Once a date has been set for a hearing the Faculty Chairperson will notify all parties involved.

**10.0 HEARING PROCEDURES**

- 10.01 The Board Hearing Committee will conduct the hearing and all of its deliberations in closed and confidential session. All parties present will be required to maintain strict confidentiality of all hearing proceedings.
- 10.02 The accuser(s) and the accused shall appear together before the Board. The accused and the accusing party have the right to hear all testimony presented in the hearing. Any involved party may choose to participate via telephone or other electronic means of communication.
- 10.03 The hearing will be called to order by the Faculty Chairperson and will then identify by name members of the Board Hearing Committee who are present for the record.
- 10.04 The Faculty Chairperson will then identify by name the student(s) charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses.
- 10.05 The Associate Dean for Academic Affairs or the Dean's Designee shall present the charges to the Board and then excuse themselves from the hearing.
- 10.06 The accused student shall enter a plea of guilty or not guilty.
- 10.06.1 If the accused student pleads guilty, the Board will proceed to recommending sanctions as stipulated in Section 4.0. The student will have the right to briefly address the board or charging party after making a guilty plea.
- 10.06.2 If the accused student pleads not guilty the hearing proceeds to 10.07
- 10.07 The Faculty Chairperson will poll each member of the Board Hearing Committee to determine if any member has a prior opinion of guilt or innocence.
- 10.07.1 Any member of the Board Hearing Committee who has a prior opinion of guilt or innocence will be excused. The hearing may continue if an alternate member is immediately available, otherwise the hearing may be rescheduled.
- 10.08 The presentation of all evidence and witnesses and questioning by the members of the Board Hearing Committee will proceed generally as described by the following:
- 10.08.1 The formal rules of evidence do not apply.
- 10.08.2 If a witness fails or refuses to appear, the Board Hearing Committee shall first determine whether or not to proceed on the basis of other evidence or witnesses available. If it is the decision of the Board Hearing Committee to proceed, the challenged portions of any written statements that may have been made by the absent witness shall be disregarded
- 10.08.3 The charging party will present his/her evidence and witnesses.
- 10.08.4 The student charged with an alleged violation of the Code will present his/her evidence and witnesses.
- 10.08.5 The charging party and the accused student may then question each other or any witnesses that have given testimony.
- 10.08.6 The members of the Board Hearing Committee will ask questions of all parties to the Board's satisfaction.
- 10.08.7 The Faculty Chairperson may recognize others present to speak if the Faculty Chairperson believes that the information provided is needed for the Board Hearing Committee to discharge their duties.
- 10.08.8 The Board may request the appearance of additional witnesses if the Board determines that such witnesses could present relevant information.

- 10.09 Following presentation of all evidence and witnesses and questioning by the accused student, charging party, and members of the Board Hearing Committee, all parties will be excused while the Board Hearing Committee deliberates.
- 10.10 The parties will remain available in the event that they are recalled. The Faculty Chairperson may recall the parties for further questioning if it is deemed necessary for the Board Hearing Committee to discharge their duty. All parties have the right to be present during further questioning.
- 10.11 The Faculty Chairperson may grant a recess at the request of members of the Board Hearing Committee or the parties involved to be allowed time for further preparation.
- 10.12 The Faculty Chairperson and members of the Board Hearing Committee shall not discuss the evidence or testimony in the presence of the parties.
- 10.13 All hearings shall be recorded, and summary minutes and the recordings of the proceedings shall be kept in the Office of the Dean in accordance with University policies on record retention. Summary minutes and recordings will be made available to the accused student upon request.

## **11.0 BOARD HEARING COMMITTEE DELIBERATIONS**

- 11.01 The burden of proof rests with the charging party and will be satisfied by a preponderance of evidence in the record when considered as a whole.
- 11.02 The Board Hearing Committee shall not consider the failure of the student charged with an alleged violation of the Code to make a statement or to answer any or all questions in the determination of guilt or innocence.
- 11.03 The Board Hearing Committee will begin deliberation immediately following the hearing and will continue their deliberations until verdict of guilty or not guilty is reached. The verdict will be determined by simple majority vote. A minimum of five votes is required for a verdict to be reached and, if needed, sanctions to be recommended.
- 11.04 In the event multiple students are charged for the same incident, each student's guilt or innocence shall be determined individually.
- 11.05 The Faculty Chairperson does not have a vote except in instances where the committee vote results in a tie.
- 11.06 A student's prior record of sanctions shall be inadmissible as evidence to provide innocence or guilt.
  - 11.06.1 The Board Hearing Committee, in the determination of the appropriate sanctions, must consider the student's prior record of sanctions if the student is judged guilty of the present violation.
  - 11.06.2 The deliberation and determination of sanctions to be recommended may be postponed until precedential cases can be reviewed.
- 11.07 In the event a verdict of not guilty is reached the Faculty Chairperson will notify the Associate Dean of Academic Affairs in writing and the charges will be dismissed.
- 11.08 In the event a verdict of guilty is reached, the Board Hearing Committee will consider recommended sanctions as stipulated in Section 4.0.
  - 11.08.1 In the event multiple students are found guilty for the same incident, each student's sanctions shall be determined individually.
- 11.09 If a verdict of guilty is reached and the recommendations of sanctions is made, the Faculty Chairperson will notify the Associate Dean of Academic Affairs in writing of the guilty verdict and recommendations of sanctions.
- 11.10 The Board recommends but does not impose penalties. The Associate Dean of Academic Affairs imposes penalties.

## **12.0 ACTIONS IN RESPONSE TO BOARD HEARING COMMITTEE'S FINDINGS**

- 12.01 The Associate Dean of Academic Affairs will receive the findings and will notify the student charged, in writing, of the findings.
- 12.02 The Associate Dean of Academic Affairs will notify in writing (a) the accused student, (b) the accuser(s), (c) the faculty involved, (d) the Faculty Chairperson of the Board of Ethical and Professional Conduct, and (e) the Dean of the action to be taken by the School of Pharmacy.
- 12.03 Upon notification of action, either the charged or the accusing party may appeal to the Office of the Dean as stipulated below:
  - 12.03.1 The appeal must be filed in writing within ten (10) class days after receipt of notification of the action described in Section 12.01. The appeal must include a statement of the asserted facts and the argument concerning appeal.
- 12.04 An appeal hearing will be granted only if the student or accuser can show one of the following:
  - 12.04.1 A procedural error has occurred.
  - 12.04.2 New evidence has been secured. This evidence must be supported by documentation that will be reasonably reviewed by the Office of the Dean.
  - 12.04.3 The sanction(s) is/are disproportionate to the violation. Clear and convincing reasons must be given to show that the sanction(s) do/does not meet the test of reasonableness and fairness.
  - 12.04.4 The hearing conclusion is unsupported.
- 12.05 The following guidelines for writing an appeal are established:
  - 12.05.1 The appeal must be a written letter or memorandum addressed to the Dean of the School of Pharmacy. The appeal must be signed and dated by the student or accuser making the appeal.
  - 12.05.2 The letter should clearly state the specific actions or recommendations that are being appealed (e.g., the findings of the Board or the sanction(s) of the Associate Dean of Academic Affairs, or both the findings and the sanction(s)).
  - 12.05.3 The letter should clearly present specific reasons, grounds or justifications to support the appeal (refer to section 12.04 of this Code).
- 12.06 The Office of the Dean shall send a copy of the appeal to all parties who received the notification of action.
- 12.07 The other parties may submit a written response to the appeal within ten (10) class days of receipt of the appeal.
- 12.08 The Dean shall consider the appeal and any responses by the other parties.
  - 12.08.1 The Dean may return the case to the Board Hearing Committee if additional evidence is brought to his/her attention that was not presented during the hearing and which could affect his/her decision regarding the case. In this event, the Board Hearing Committee will consider the additional evidence and report its findings and recommendations to the Dean.
- 12.09 The Office of the Dean shall notify all parties of his/her decision(s) regarding the appeal. This notification shall represent the School of Pharmacy's final action.
- 12.10 Upon notification of final action, either party may appeal to the Vice-President for Academic Affairs or his designee.
  - 12.10.1 Such appeals must be made in writing within ten (10) working days after receipt of notification from the Office of the Dean regarding the preliminary appeal.
  - 12.10.2 Appeals to the Vice-President for Academic Affairs must follow the same procedures as the previous appeals outlined in sections 12.03 and 12.04.
  - 12.10.3 The appealing party shall send a copy of the appeal to the Vice-President for Academic Affairs, and that office will send a notice of appeal to the Dean of the School of Pharmacy and all parties who received notice of the actions to be taken

by the School of Pharmacy as stipulated in 12.02.

- 12.10.4 The other parties may submit a written response within ten (10) working days of notification of appeal to the Vice-President for Academic Affairs.
- 12.10.5 The Vice-President for Academic Affairs will consider the appeal and responses.
- 12.10.6 Prior to a change in the sanction(s), the Vice-President for Academic Affairs will confer with the Office of the Dean and Faculty Chairperson, if necessary.
- 12.10.7 The Vice-President for Academic Affairs will then respond in writing to the appealing party and send notification of this response to all parties who received notice of this appeal.
- 12.10.8 The Vice-President for Academic Affairs' decision will constitute the final action of the University of Louisiana at Monroe.
- 12.11 The Dean shall notify the Registrar in writing when the notation "assigned for academic dishonesty" or "assigned for violation of the Code of Ethical and Professional Conduct" is to be placed on a transcript and/or when suspension or expulsion is assigned.
- 12.12 The Office of the Dean shall monitor probation.
- 12.13 A student may not graduate during the appeals process.
- 12.14 The student shall be responsible for requesting removal of any notation of sanction from his/her record when the period of sanction has expired. Such requests must be made in writing to the Office of the Dean, who will notify the Registrar in writing to remove the notation of sanction from the student's record.
- 12.15 A student returning after completion of a suspension will follow the same procedure of registration as any other returning student.

### **13.0 AMENDMENTS AND REVISIONS**

- 13.01 Proposed amendments and revisions shall be submitted to the faculty and student council of the School of Pharmacy through the Board of Ethical and Professional Conduct.
  - 13.01.1 A simple majority vote of the faculty and pharmacy council is necessary for the adoption of the amendments/revisions.
  - 13.01.2 Faculty votes will be counted by the Associative Dean of Academic Affairs or his/her designee.
  - 13.01.3 Pharmacy council votes will be counted by the Director of the OPSA or his/her designee.
- 13.02 Amendments or revisions so adopted are then subject to the approval of the Dean of the School of Pharmacy.