



UNIVERSITY OF
**HEALTH SCIENCES
& PHARMACY**
in St. Louis

2023-2024
STUDENT CODE OF CONDUCT

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UNIVERSITY OF HEALTH SCIENCES & PHARMACY IN ST. LOUIS

CODE OF STUDENT CONDUCT

PREAMBLE

The University's *Code of Student Conduct* is focused on the continued education and development of students in balance with the promotion of a safe and thriving community. It assumes students will respect one another, display ethical judgment and accept responsibility for one's actions. It also seeks to repair harms that may occur and further students' knowledge of the expectations of the University. Ever mindful that we are individuals with unique talents and gifts, we expect that our actions will also be reflective of the larger mission and values of the institution. The standards in this Code support a learning environment that fosters academic success, personal and professional growth, integrity, and responsible citizenship.

UHSP students are responsible for knowing the information, policies, and procedures outlined in this document. This code is intended to provide general information about policies and administrative procedures at the University. UHSP reserves the right to make changes to this code at any time as needed and those changes will be made available to students online. The Student Code is located on the UHSP website at: <https://www.uhsp.edu/policies/student-code/index.html>. The policies contained in the code will be administered and interpreted consistent with the University's status as a private, nonprofit educational institution of higher education.

SECTION I: MISSION, VISION, & VALUES

MISSION

To educate and advance communities of discovery to foster a healthier society.

VISION

The University of Health Sciences and Pharmacy in St. Louis will be a transformational leader in health education and research.

VALUES

- Discovery
- Diversity
- Inclusion
- Integrity
- Respect
- Service

SECTION II: AMENDMENT OF THE STUDENT CODE

- A. The University reserves the right to make changes to this Code at any time as necessary, and once those changes are posted online, they are in effect. Students are encouraged to check the [UHSP website](#) for updated versions of all policies and procedures. The policies contained in this Code will be administered and interpreted consistent with the University's status as a private, nonprofit educational institution of higher education.
- B. The Code of Student Conduct shall be reviewed fully at least once every five years. Amendments may be proposed by the SGA or by the faculty, staff, or administration of the University. The consideration of proposed amendments will be done through the appointment of a Student-Faculty Code Committee.
- C. The Student-Faculty Code Committee will consist of at least one faculty member and one student from each College. Faculty shall be appointed by the Vice President of Campus Life, and the students shall be appointed by the SGA, as prescribed in their Constitution.

Members will serve for the period of current need. The academic deans serve as ex officio members of the Committee.

- D. The Committee shall meet to review the present Student Code and study any requested amendments. Changes proposed by the Committee will be circulated to faculty and to the SGA for comment.
- E. The Committee shall convene in an open forum, if needed, to address comments.
- F. The final proposed changes will be reviewed by the Council of Deans and the SGA Executive Committee, and then submitted to the Interim Chief Academic Officer and Vice President, Campus Life and Chief Diversity Officer of the University for final approval.

UNIVERSITY OF HEALTH SCIENCES & PHARMACY IN ST. LOUIS CODE OF NON-ACADEMIC STUDENT CONDUCT

SECTION III: STUDENTS RIGHTS & RESPONSIBILITIES

- A. A student shall not be discriminated against on the basis of race, color, religion, gender, sexual orientation, age, national or ethnic origin, disability, veteran status, or other protected classes.
- B. As members of the University community, students maintain their rights and privileges as citizens and are consistent with community standards reflected in the policies and institutional values adopted by the University. In the event of a conflict, University policies governing conduct and institutional values shall be controlling.
- C. Students should recognize their obligation to respect the rights of others.
- D. Students have the same rights as other citizens to express themselves freely and to associate with others for that purpose, both on and off campus grounds.
- E. Students have the right to express their support of causes by orderly means that do not disrupt the regular and essential operation of the University.
- F. Students are expected to take personal responsibility for their conduct.

- G. Students have the right to examine and discuss all questions of interest to them, consistent with the mission of the University and with standards of academic scholarship, and to express their opinions publicly and privately.
- H. Students should be aware that the public tends to judge the University and its students by their conduct. Thus, when students take actions, as individuals, which may reflect on the University, they have a responsibility to make it clear that they are speaking or acting as individuals and not as representatives of the University.
- I. Students have the right to expect fair interpretation and application of University guidelines, rules, and policies.
- J. Student violations of any local, state, or federal law, which directly involve the University or directly relate to a student's fitness to pursue their educational or professional objectives, will be subject to independent review and possible sanctioning by the University.
- K. A student may petition in writing for a waiver or modification of any established guideline, rule, or policy whenever he or she believes there are unusual or compelling circumstances to justify such a waiver or modification. Such petitions should be presented to the Vice President of Campus Life.

SECTION IV: JURISDICTION

- A. Students at UHSP are provided a copy of the *Code of Non-Academic Student Conduct* annually in the form of a link on the UHSP [website](#). Hard copies are available upon request from the Director of Student Engagement and Leadership. Students are responsible for having read, and abiding by, the provisions of the *Code of Non-Academic Student Conduct*.
- B. The Director of Student Engagement and Leadership is responsible for oversight and compliance with this *Code of Non-Academic Student Conduct* as a designee of the Vice President of Campus Life and the University.
- C. The *Code of Non-Academic Student Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and professional students, and all affiliated UHSP student organizations. For the purposes of student conduct, UHSP considers an individual to be a student when an offer of admission has been extended and thereafter if the student has a continuing educational interest.
- D. The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to reenroll, obtain official transcripts, and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility or reinstatement of privileges and benefits. In the event of

serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, UHSP may revoke that student's degree.

- E. The *Code of Non-Academic Student Conduct* applies to behaviors that take place on the campus, at university-sponsored events or activities and may also apply off-campus when the Vice President of Campus Life or a University designee determines, in their discretion, that the off-campus conduct affects the University's mission, interests, or community.
- F. The *Code of Non-Academic Student Conduct* may be applied to behavior conducted online, via email or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. UHSP does not regularly search for this information but may act when such information is brought to the attention of university officials. Most online speech by students not involving UHSP networks or technology is not subject to this Code. However, the following conduct is a violation that supports UHSP jurisdiction and corrective action:
 - 1. A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals;"
 - 2. Speech posted online about UHSP or its community members that causes a significant on-campus disruption;
 - 3. Discrimination, harassment, stalking, or cyberbullying;
 - 4. Slander or libel;
 - 5. Publication of obscene, lewd, or pornographic materials;
 - 6. Violations of federal, state, or local laws such as, for example, a patient's protected health care information under HIPAA.
- G. The *Code of Non-Academic Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual credit and continuing education programs by contractual agreements. Visitors to and guests of UHSP may seek resolution of violations of the *Code of Non-Academic Student Conduct* committed against them by members of the University community.
- H. There is no time limit on reporting violations of the *Code of Non-Academic Student Conduct*; however, the greater the time between the date the incident occurred and date a complaint is filed impacts an investigation. Time may limit the availability of parties involved, witnesses and evidence. The University will make a reasonable attempt to investigate

complaints that occurred in the past and will adjudicate based on the information that is available.

Anonymous complaints are permitted, though doing so may limit UHSP's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Director of Student Engagement and Leadership or through one of the following links below:

1. [Public Safety](#)
 2. [Bias Incident Report](#)
 3. [Lighthouse](#)
- I. If a responding student should withdraw while facing an alleged violation of the *Code of Non-Academic Student Conduct*, the adjudication process may continue until all allegations are resolved.

SECTION V: EMAIL AND SOCIAL MEDIA

- A. University email is UHSP's primary means of communication with students. Students are responsible for all communication delivered to their University email address, but also through Teams messaging and phones.
- B. As a student at the University of Health Sciences & Pharmacy in St. Louis, the use of social media for personal or University related purposes should not interfere with studies or negatively impact one's professional reputation or the reputation of the University in general, regardless of whether University sites, networks or equipment are utilized.
- C. Content posted on any social media platform that is threatening, harassing, illegal, defamatory, hostile, disrespectful, demeaning, or obscene, or which violates University policy is not permitted.

SECTION VI: VIOLATIONS OF THE LAW

- A. Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Non-Academic Student Conduct*. UHSP conduct processes may proceed notwithstanding any criminal complaint that may arise from the same incident.
- B. UHSP reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint.

- C. Interim suspensions are imposed until a hearing can be held, typically within two weeks. Within that time, the suspended student may request an immediate hearing from the Director of Student Engagement and Leadership to show cause why the interim suspension should be lifted. Further processes regarding interim suspension are detailed in section XVI (page 30) of this Code.
- D. Students accused of crimes may request to take a leave from UHSP until the criminal charges are resolved. In such situations, UHSP procedure for voluntary leave of absence is subject to the following conditions:
 - 1. The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial;
 - 2. The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
 - 3. The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

SECTION VII: GENERAL BEHAVIORAL EXPECTATIONS

UHSP considers the behavior described in the following sub-sections as inappropriate for UHSP students and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, or professional. UHSP encourages community members to report to University officials all incidents that involve the following actions. This is not intended to be a comprehensive list of all behaviors that may result in disciplinary action.

- A. **Academic Misconduct.** Acts of Academic Misconduct as outlined in the Honor Code and Academic Integrity Policy (See Section XII in *Code of Academic Student Conduct*).
- B. **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and [UHSP's Alcohol Policy](#).
- C. **Animals.** Animals, except for animals that provide assistance (e.g., certified/licensed service animals), and pets as outlined in the [Residence Life policies](#), are not permitted on campus except as permitted by law and University policy.¹

¹ Please see the [Policy Library](#) for information on Service and Emotional Support Animals.

- D. **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Director of Student Engagement and Leadership within seventy-two (72) hours of release.
- E. **Assault or Threat of Violence.** Assault or any use of physical violence against another, or threatening violence or the use of force in order to inflict bodily harm against another.
- F. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.
- G. **Collusion.** Action or inaction with another or others to violate the *Code of Non-Academic Student Conduct*.
- H. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.
- I. **Discrimination, Harassment, Sexual Assault, Relationship** Conduct that is discriminatory and/or harassing, including allegations of sexual harassment, sexual assault, dating violence, domestic violence, and stalking against students that are not covered under the [University's Title IX policy](#).
- J. **Disruptive Behavior.** Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities and/or other authorized non-University activities which occur on campus.
- K. **Dress.** Failure to properly adhere to the dress code for specified activities based on the site and/or course.
- L. **Drugs.** Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and [UHSP's Drug Policy](#).
- M. **Election Tampering.** Tampering with the election of any University-recognized student organization.
- N. **Failure to Complete Conduct Sanctions.** Failure to comply with conduct sanctions within the time frame specified by the Director of Student Engagement and Leadership (or designee).
- O. **Failure to Comply.** Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- P. **Failure to evacuate.** Failure to evacuate a University-controlled building as directed during a fire alarm or other emergency.

- Q. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments.
- R. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- S. **Fire Safety.** Violation of local, state, federal or campus fire policies² including, but not limited to:
1. Making a false report of a fire or any other emergency in any University building, facility or residence hall or on premises related to university sponsored activities;
 2. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury;
 3. Improper use of university fire safety equipment;
 4. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on university property. Such action may result in a local fine in addition to university sanctions.
- T. **Gambling.** Gambling as prohibited by the laws of the State of Missouri. (Gambling may include raffles, lotteries, sports pools, and online betting activities.)
- U. **Harassment.** Behavior and actions that are considered Harassment are defined as unwelcome conduct based on actual or perceived status (race, color, religion, national or ethnic origin, disability, age, gender, sexual orientation, gender identification, veteran status or other protected class) that includes, for example, racist, homophobic, sexist, or other demeaning speech or behavior.
- V. **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.
- W. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).

² Please see [Campus Fire Safety Policy](#).

- X. **Ineligible Pledging or Association.** Pledging or associating with a student organization without having met eligibility requirements established by the University.
- Y. **IT and Acceptable Use.** Violating [UHSP Acceptable Use and Computing Policy](#)
- Z. **Other Policies.** Violating other published University policies or rules, including all [Residence Hall policies](#) and policies found within the [University policy library](#).
- AA. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- BB. **Public Exposure.** Behavior that classifies at public exposure is any action that deliberately and publicly exposes one’s intimate body parts including but not limited to public urination, defecation, and public sex acts.
- CC. **Retaliation and Intimidation.** It is a violation of policy to retaliate against or intimidate in any way an individual filing a report, providing witness statements, asserting a complaint or seeking guidance under this Code. An individual who retaliates against or intimidates another will be subject to the full range of corrective action, up to and including discharge or expulsion.
- DD. **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others or damage and/or destruction of property.
- EE. **Sexual Harassment in an Educational Program or Activity Title IX.** The term “sexual harassment” under this policy includes any or all the following defined terms: quid pro quo harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, and stalking.
- FF. **Smoking.** Smoking, vaping, or tobacco use in any area of campus is prohibited.
- GG. **Theft.** Intentional and unauthorized taking of university property or the personal property of another, including goods, services and other valuables.
- HH. **Trademark.** Unauthorized use (including misuse) of university or organizational names and images.³
- II. **UHSP Mission and Values.** Engaging in behavior that is inconsistent with the Mission and Values of the University.
- JJ. **Unauthorized Access or Misuse of Access Privileges.** Unauthorized access to

³ Please see [University Style Guide](#).

University buildings (i.e., keys, cards, etc.) and/or misuse of access privileges to university premises (propping doors, trespassing, copying keys, failing to report lost key or card, etc.).

- KK. **Violations of Law.** Evidence of violation of local, state, or federal laws, when substantiated through UHSP's conduct process.
- LL. **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives more than four inches or have switch mechanisms, including the storage of any item that falls within the category of a weapon in a vehicle parked on university property.⁴
- MM. **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside university facilities. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities.

SECTION VIII: OVERVIEW OF THE CONDUCT PROCESS

This overview gives a general idea of how UHSP's campus conduct proceedings work, but it should be noted that not all situations are of the same level of severity or complexity. Thus, these procedures are flexible and are not the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of university rules.⁵

⁴ Subject, of course, to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus. Please see the University [Weapons on campus policy](#).

⁵ In Title IX related issues, the "administrator" is any "responsible employee" as defined under Title IX and/or campus policy.

INITIAL MEETING AND ONLINE REPORTING

- A. Once notice is received from any source (victim, RA, 3rd party, online, etc.), the Director of Student Engagement and Leadership (or designee) may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.
- B. The University community is encouraged to use the online reporting systems in place for all violations of the Student Code. In circumstances where the online system is not used, the information submitted should at a minimum include:
 - 1. Name of student(s) involved;
 - 2. Faculty course and/or course coordinator if appropriate;
 - 3. Date(s) of incident;
 - 4. A description of the issue/behavior that occurred;
 - 5. The name of the individual that submitted the report.

PRELIMINARY INQUIRY AND/OR EDUCATIONAL CONFERENCE

The University conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available and the parties involved. The preliminary inquiry may lead to:

- A. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the *Code of Non-Academic Student Conduct*, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
- B. A more comprehensive investigation, when it is clear more information must be gathered;
 - 1. A formal complaint of a violation and/or an informational meeting with the responding student. When an informational meeting/conference is held, the possible outcomes include:
 - a. A decision not to pursue the allegation based on insufficient evidence. The matter should be closed, and records should indicate this;
 - b. A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation;
 - c. Student/respondent’s acceptance of responsibility for alleged charges;

- d. A recommendation to proceed with additional investigation and/or referral for a “formal” resolution.

FORMAL HEARING

A formal notice of hearing will be issued in the event an informal or administrative resolution cannot be reached. Hearings may take place before The Conduct Board, the Director of Student Engagement and Leadership (or designee) for a conduct issue, or the Dean of Pharmacy (or designee) or the Professionalism Board for a professionalism issue. If the finding is that the responding student is not responsible, the process ends. Applicable appeals options are described in section XV (page 31).

FINALIZE SANCTION(S).

If the student is found responsible for the charged violation(s), sanctions will be issued. Sanctions should be appropriate for the situation and should be designed for an educational purpose as well as a concern for the safety and wellbeing of the community.

SECTION IX: STUDENT CONDUCT AUTHORITY

AUTHORITY

- A. The Director of Student Engagement and Leadership is vested with the authority over student conduct by the President of UHSP and the Vice President for Campus Life. The Director of Student Engagement and Leadership is appointed to oversee and manage the student conduct process and may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.
- B. The Director of Student Engagement and Leadership (or designee) will assume responsibility for the investigation of allegations of misconduct to determine if the complaint has merit.
-

GATEKEEPING

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

CONFLICT RESOLUTION OPTIONS

The Director of Student Engagement and Leadership (or designee) has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Director of Student Engagement and Leadership (or designee) may also suggest that complaints that do not involve a violation of the *Code of Non-Academic Student Conduct* be referred for mediation or other appropriate conflict resolution.

SECTION X: CONDUCT BOARD AND ADJUDICATIVE BODIES

- A. The Director of Student Engagement and Leadership (or designee) will be responsible for assembling the Conduct Board according to the following guidelines:
1. The membership of the Board is selected from a pool of at least 10 faculty, staff and student members appointed and trained annually; Preference can be given to those faculty who have been trained in academic misconduct and Title IX hearing panels.
 2. For each complaint, a hearing panel will be chosen from the available pool to serve as the Conduct Board, and is usually comprised of one student, one faculty member, and one staff member or administrator. Availability may determine a different composition for the panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Director of Student Engagement and Leadership (or designee) will serve as the non-voting chair of the Conduct Board, who assures that University procedures are followed throughout the hearing;
 3. Anyone involved in the investigation of the allegation of misconduct cannot serve in any capacity on a conduct or appeals board for that matter.

- B. Administrative Hearing Officers may be selected from a pool of annually trained administrators or staff members selected by the Director of Student Engagement and Leadership.
- C. Three-member Appeals Panels may be selected from the conduct board pool, with the only requirement being that they did not serve on the selected board for the initial hearing.
- D. To serve in the conduct board pool, students must:
 - 1. Be in academic good standing and have completed 15 hours of academic credit with a cumulative GPA of at least 2.50;
 - 2. Be in good standing with the conduct process throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the school year in which a student wishes to serve on the panel. A serious history of misconduct could disqualify a student from service.
- E. Decisions made, and sanctions imposed, by an adjudicative body such as the Conduct Board will be final and implemented, pending the normal appeal process. At the discretion of the Director of Student Engagement and Leadership (or designee), implementation of sanctions may be stayed pending review.

SECTION XI: INTERPRETATION

The proceedings under the Code are intended to serve the educational mission of the University and formal legal rules of evidence and procedure are not applicable. Any question of interpretation of the *Code of Non-Academic Student Conduct* will be referred to the Vice President of Campus Life, whose interpretation is final.

SECTION XII: FORMAL CONDUCT PROCEDURES

- A. The University is the convener of every action under this code. Within that action, there are several roles:
 - 1. The responding student is the person who is alleged to have violated the Code;
 - 2. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student;

3. The witness(es), who may offer information regarding the allegation;
 4. The investigator(s) whose role is to present the allegations and share the evidence that UHSP has obtained regarding the allegations.
- B. A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):
1. Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
 2. Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
 3. Were known or should have been known to the membership or its officers.
- C. Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization. In the event of a conflict between the Charter and Bylaws of a student organization and this Code, the Code shall be controlling.
- D. Any member of the UHSP community, visitor or guest may allege a policy violation(s) by any student for misconduct under this *Code* [by the following process]:
1. Notice may also be given to the Director of Student Engagement and Leadership (or designee). Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party and should be submitted as soon as possible after the offending event occurs. UHSP has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

INVESTIGATION

- A. The investigation shall take the following steps:
1. Initiate any necessary remedial actions or interim supportive measures to ensure the educational opportunities and/or safety of all parties, the University community, and/or the integrity of the process;

2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a university proxy or representative;
3. Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - a. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
 - b. Notify the victim of whether UHSP intends to pursue the complaint regardless of their involvement, and inform them of their rights in the process and option to become involved if they so choose;
4. If indicated by the preliminary investigation and authorized by the Director of Student Engagement and Leadership, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
5. Meet with the party bringing the complaint to finalize their statement, which will be drawn up by the investigator or designee as a result of this meeting;
6. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who may be given notice of the interview prior to, or at the time of, the interview;
 - a. Prepare the notice of alleged policy violation(s) based on the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s);
7. Interview all relevant witnesses and summarize the information they can share;
8. Obtain all documentary evidence and information that is available;
9. Obtain all physical evidence that is available;

10. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
11. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
12. Present the investigation report and findings to the responding student, who may:
 - a. accept the findings;
 - b. accept the findings in part and reject them in part;
 - c. or may reject all findings;
13. Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

FINDINGS

- A. Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed.
- B. Where the responding student accepts responsibility for violating University policy, appropriate sanctions will be applied by the Director of Student Engagement and Leadership (or designee).
- C. If the responding student accepts the “responsible” findings, but rejects the recommended sanctions, they may file a formal appeal following the appeal procedures in this code, Section XV (page 31).
- D. Where the responding student rejects in part the finding that they violated University policy, the matter may be referred for a formal hearing with the Conduct Board or adjudicative body.

SECTION XIII: SPECIAL INVESTIGATION AND HEARING PROVISIONS FOR SEXUAL MISCONDUCT, DISCRIMINATION AND OTHER COMPLAINTS OF SENSITIVE NATURE ⁶

The University’s Sexual Harassment in an Educational Program or Activity (Title IX) policy contains specific rules regarding definitions of prohibited conduct, investigations, reports, formal complaints, hearings, and appeals which will be applied in all cases involving an alleged

⁶ Please see [University Title IX policy prohibiting sexual harassment](#).

violation of Title IX. See the [University's Title IX policy prohibiting sexual harassment](#). Please see this policy document for a thorough explanation of the policy and administrators to contact regarding reporting violations.

SECTION XIV: STUDENT CODE OF NON-ACADEMIC CONDUCT HEARING PROCEDURES

NOTICE OF HEARING

- A. Once a determination is made that reasonable cause exists for the Director of Student Engagement and Leadership (or designee) to refer a complaint for a hearing, notice will be given to the complaining and responding students. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Engagement and Leadership (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:
1. Include the alleged violation and notification of where to locate the *Code of Non-Academic Student Conduct* and University procedures for resolution of the complaint;
 2. Direct the responding student to contact the Director of Student Engagement and Leadership (or designee) within a specified period to respond to the complaint. This time period will generally be no less than **ten (10) business days**⁷ from the date of delivery.
- B. A meeting with the Director of Student Engagement and Leadership (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Director of Student Engagement and Leadership (or designee) whether they admit to or deny the allegations of the complaint.

HEARING PREPARATION

- A. All parties to a Conduct Board hearing will be given a **minimum of ten (10) days** to prepare unless all parties wish to proceed more quickly.

⁷ "Day," used throughout this document, refers to normal business days when the University is in operation.

- B. If there is an alleged victim of the conduct in question, the alleged victim may serve as the party bringing the complaint or may elect to have UHSP administration serve as the party bringing the complaint forward. Where there is no alleged victim, UHSP administration will serve as the party bringing the complaint forward.
- C. If a responding student fails to respond to notice from the Director of Student Engagement and Leadership (or designee) a complaint against the student for failure to comply with the directives of a University official may be filed, and the hearing process may proceed in absentia.
- D. At least **five (5) days** before any scheduled formal hearing, the following will occur:
1. The responding student, as well as the party bringing the complaint, will deliver to the Director of Student Engagement and Leadership (or designee) a written response to the complaint;
 2. The responding student, as well as the party bringing the complaint, will deliver to the Director of Student Engagement and Leadership (or designer) a written list of all witnesses to appear at the hearing;
 3. The responding student, as well as the party bringing the complaint, will deliver to the Director of Student Engagement and Leadership (or designee) all physical evidence or copies thereof that they intend to use or have present at the hearing;
 4. The responding student, as well as the party bringing the complaint, will deliver to the Director of Student Engagement and Leadership (or designee) the names of any advisors/advocates they wish to have present with them at the hearing;
 5. The Director of Student Engagement and Leadership (or designee), shall have final approval of all witnesses, evidence and/or advisors/advocates to be included in the hearing;
 6. The Director of Student Engagement and Leadership (or designee) will ensure that the hearing information and any other available written documentation and all evidence (including evidence that will not be presented at the hearing) is shared with the parties **at least three (3) days** before any scheduled hearing. In addition, the parties will be given a list of the names of the conduct board members in advance. Should any party object to a board member, that party must raise all objections, in writing, to the Director of Student Engagement and Leadership (or designee) immediately. Board members will only be unseated if the Director of Student Engagement and Leadership concludes that their bias precludes an impartial hearing of the complaint. Additionally, any board member who feels they cannot make an objective decision must recuse themselves from the proceedings.

HEARING COMPOSITION AND PROCESS

- A. The Director of Student Engagement and Leadership will appoint one board member as the Chair for the hearing.
- B. An administrator will also be chosen to help facilitate the hearing. This person will perform duties such as helping to guide the hearing panel and answering questions from all participants. The administrator should not have been involved in the prior conduct process for this case and will not be involved in the final decision of the hearing.
- C. The parties involved have the right to be present at the hearing; however, they do not have the right to be present during deliberations.
- D. If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Student Engagement and Leadership (or designee) **no less than three (3) days prior** to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite **minimum three (3) day notice**, or if the responding student fails to appear, the hearing will proceed as scheduled. If the party bringing the complaint fails to appear, the complaint may be dropped unless the University chooses to pursue the allegation on its own behalf, as determined by the Director of Student Engagement and Leadership.
- E. The appropriate hearing administrator, or the Chair and the Panel will conduct panel hearings according to the following guidelines:
 - 1. Hearings will be closed to the public;
 - 2. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel Chair and the Director of Student Engagement and Leadership;
 - 3. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the appropriate hearing administrator may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student;
 - 4. The parties have the right to an advisor of their own choosing. Unless criminal charges are concurrently pending, the advisor/advocate shall not be an attorney except in cases involving sexual misconduct, dating violence, domestic violence and stalking. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor.⁸ The advisor may not make a presentation or

⁸ Note that some jurisdictions (e.g., North Carolina) require institutions to permit attorney participation in a hearing.

represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the Chair and suggest questions to their advisee;⁹

5. The party bringing the complaint, the responding student, the hearing panel, and the Director of Student Engagement and Leadership (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the board Chair and/or the Director of Student Engagement and Leadership or appropriate hearing administrator;
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the panel and the Director of Student Engagement and Leadership (or designee). Formal rules of evidence are not observed. The Chair and/or the appropriate hearing administrator may limit the number of character witnesses presented or may accept written affidavits of character instead;
7. All procedural questions are subject to the final decision of the appropriate hearing administrator;
8. After a panel hearing, the panel will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the *Code of Non-Academic Student Conduct*. The appropriate hearing administrator will be present and available as a resource during all deliberations;
9. Once a finding is determined, if the finding is that of a policy violation, the panel will determine an appropriate sanction(s). The appropriate hearing administrator is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student;
10. The appropriate hearing administrator will consider the recommendations of the board, may make appropriate modifications to the report and will then render a decision and inform the responding student and party bringing the complaint (if applicable by law or University policy) of the final determination within **five (5) business days** of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Engagement and Leadership (or designee); mailed to the local or permanent address of the student as indicated in official University records; or emailed to the student's University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes

⁹ See *Id.*

of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.

XV: APPEALS

Any party may request an appeal of the decision of The Conduct Board by filing a written request to the appropriate hearing administrator within **three (3)** business days of the delivery of the hearing determination letter. All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

GROUND FOR APPEAL REQUESTS

- A. Appeal requests are limited to the following grounds:
1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g., substantial and material deviation from established procedures, etc.);
 2. To consider new evidence, unavailable during the original hearing or investigation through no fault or lack of diligence by a party, that could substantially and materially impact the original finding or sanction.¹⁰ A summary of this new evidence and its potential impact must be included along with an explanation showing why the evidence was not presented at the original hearing;¹¹
 3. The sanctions imposed are substantially disproportionate to the severity of the violation of offense or the cumulative conduct record of the responding student.
- B. Appeals must be filed in writing to the appropriate hearing administrator within **three (3) business days** of the notice of the outcome to the hearing, barring exigent circumstances.
- Any exceptions are made at the discretion of the Director of Student Engagement and Leadership.
- C. The appropriate hearing administrator or the Director of Student Engagement and Leadership will share the appeal by one party with the other party (parties) or complaining

¹⁰ Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence “unavailable” at the time of the hearing.

¹¹ The Director of Student Engagement and Leadership is expected to consult with the Chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.

student when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds).

- D. The appropriate hearing administrator will refer the request(s) to the Vice President of Campus Life.
- E. The Director of Student Engagement and Leadership (or designee) will also draft a response memorandum to the appeal request(s), based on the Vice President of Campus Life determination that the request(s) will be granted or denied, and why. All request-related documents are shared with all parties prior to submission to the Vice President of Campus Life.
- F. The Vice President of Campus Life may conduct an initial review to determine if the appeal request meets the limited grounds and is timely. They may consult with the Director of Student Engagement and Leadership on any procedural or substantive questions that arise.
- G. If the appeal is not timely or substantively eligible, the original finding and sanction will stand, and the decision is final.
- H. Full re-hearings by the Appeals Board are not permitted. The Appeals Board must limit its review to the challenges presented.
- I. On reconsideration, the Appeals Boards may affirm or change the findings and/or sanctions of the original hearing body according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.
- J. All decisions of the Appeals Board are to be made generally within **five (5) days** of submission to the Panel and are final, as are any decisions made by the original hearing body, the Director of Student Engagement and Leadership as the result of reconsideration consistent with instructions from the Vice President of Campus Life.

THE APPEALS BOARD

- A. Three-member Appeals Boards are drawn from the Conduct Board pool, with the following requirements to serve:
 - 1. they did not serve on the Panel for the initial hearing;
 - 2. they were not involved in the investigation in any way;
 - 3. they have been properly trained in appeals procedures.

- B. The Vice President of Campus Life will have final authority to approve all those serving on the Appeal Board. The parties may challenge a panelist(s) based on potential bias, and any panelist who cannot render an impartial decision must recuse themselves. The Vice President of Campus Life will make the determination as to the validity of any challenge or need for recusal. In the event of a recusal from the panel, the Vice President of Campus Life will solicit a replacement from the pool of board members.
- C. The Director of Student Engagement and Leadership (or designee) serves as the non-voting advisor to the Appeal Board, with responsibility for training the board, conducting preliminary investigations, and ensuring a fair process for the complainant and responding student.
- D. Sanctions will generally be imposed after the appellate process. Interim measures, however, may need to be taken until the appeals process is concluded.

OTHER GUIDELINES FOR APPEALS

- A. All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- B. Every opportunity to return the appeal to the original decision-maker for reconsideration (remand) should be pursued.
- C. Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal; Witnesses may be called if necessary.
- D. Appeals are not an opportunity for appeal board members to substitute their judgment for that of the original decision-maker merely because they disagree with the finding and/or sanctions. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

XVI: INTERIM ACTION

- A. Under the *Code of Non-Academic Student Conduct*, The Vice President of Campus Life (or designee) may impose restrictions and/or temporarily separate a student from the community pending the scheduling of a hearing on alleged violation(s) of the *Code of Non-Academic Student Conduct* when:
 - 1. a student's behavior presents an immediate danger to the life, health, welfare, safety or property of any member of the University community;
 - 2. a student is facing allegations of serious criminal activity;
 - 3. the integrity of an investigation may be threatened;
 - 4. there is a need to preserve University property and/or to prevent disruption of, or interference with, the normal operations of UHSP.
- B. Interim actions can include separation from the institution or restrictions on participation in the community for a designated period, ideally in which a hearing can be scheduled and completed on the alleged violation(s) of the *Code of Non-Academic Student Conduct*.
- C. A student who receives an interim suspension may request a meeting with the Vice President of Campus Life (or designee) to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, UHSP may still proceed with the scheduling of a campus hearing.
- D. During an interim suspension, a student may be denied access to university housing and/or UHSP campus/facilities/events as determined appropriate by the Vice President of Campus Life (or designee). This restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible.

SECTION XVII: AMNESTY AND SAFE HARBOR

- A. UHSP provides amnesty to victims who may be hesitant to report to university officials. We want our students to make decisions that support the community and connect to the concepts of integrity and responsibility that are so critical to our history and our future success. We do also recognize that some may fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.
- B. To encourage students to offer help and assistance to others, the University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Engagement and Leadership (or designee) amnesty

may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.

- C. Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of UHSP will receive amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.
- D. Abuse of amnesty requests can result in a decision not to extend amnesty.
- E. UHSP has a Safe Harbor rule for students. UHSP believes that students who have a drug and/or addiction problem deserve help. If a student brings their own use, addiction, or dependency to the attention of university officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated

SECTION XVIII: CONDUCT SANCTIONS

One or more of the following sanctions may be imposed upon any student for any single violation of the *Code of Non-Academic Student Conduct*:

- A. *Behavioral Requirement*: This includes required activities including, but not limited to, seeking academic counseling, writing a reflection paper or letter of apology, etc.
- B. *University Housing Probation*: Official notice that, should further violations of Residence Life or UHSP policies occur during a specified probationary period, the student may immediately be removed from UHSP housing. Regular probationary meetings may also be imposed.
- C. *Community/University Service Requirements*: For the student or organization to complete a specific supervised service to the campus or surrounding community.
- D. *Confiscation of Prohibited Property*: Items whose presence is in violation of university policy will be confiscated and will become the property of UHSP. Prohibited items may be returned to the owner at the discretion of the Director of Student Engagement and Leadership and/or Public Safety.

- E. *Disciplinary Probation*: A designated period in which any violations of policy will be examined using heightened scrutiny and may likely result in more significant sanctions such as suspension or expulsion. During the probationary period, regular probationary meetings may be imposed, and a student may be deemed “not in good standing” with the University and thus ineligible for opportunities such as:
1. Holding any office in any student organization recognized by UHSP or hold an elected or appointed office at UHSP; or
 2. Representing UHSP to anyone outside UHSP community in any way including: participating in the study abroad program, attending conferences, or representing UHSP at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- F. *Discretionary Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Engagement and Leadership (or designee).
- G. *Educational Program*: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.
- H. *Expulsion*: Permanent separation from the University. The student is banned from university property and the student’s presence at any UHSP-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- I. *Fines*: Reasonable fines may be imposed as they are needed in connection with restorative programming and/or the costs of education opportunities.
- J. *Housing Expulsion*: The student’s privilege to live in, or visit, any University residence hall is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- K. *Housing Reassignment*: In consultation with residence life, a student may be reassigned to a different residence hall, floor, or room.
- L. *Loss of Privileges*: The student will be denied specified privileges for a designated period.
- M. *Removal from Campus Housing*: Removal from UHSP housing for a specified period after which the student may be eligible to return. Conditions for re-admission to UHSP housing may be specified. A student may be required to vacate UHSP housing within hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Vice President for Campus Life. This sanction may include restrictions on visitation to specified buildings or University housing during the suspension.

- N. *Restitution*: Compensation for damage caused to UHSP or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- O. *Restriction of Visitation Privileges*: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- P. *Suspension*: Separation from the University for a specified minimum period, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Vice President of Campus Life. During the suspension period, the student may be restricted from the University property, functions, events and activities without prior written approval from the Vice President of Campus Life.
- Q. *Warning*: An official written notice that the student has violated University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at UHSP.

SECTION XIX: PARENTAL NOTIFICATION

UHSP reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. UHSP may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or with the consent of the student.

SECTION XX: NOTICE OF OUTCOMES

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by the Violence Against Women Act and FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, UHSP will inform the alleged victim/party bringing the complaint in writing of the results of a hearing regardless of whether UHSP concludes that a violation was committed. Such

release of information may only include the alleged student's/responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where UHSP determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, UHSP may also release the above information publicly and/or to any third party. FERPA "crimes of violence" to include:

- A. Arson;
- B. Assault offenses (includes stalking);
- C. Burglary;
- D. Criminal Homicide—manslaughter by negligence;
- E. Criminal Homicide—murder and non-negligent manslaughter;
- F. Destruction/damage/vandalism of property;
- G. Kidnapping/abduction;
- H. Robbery;
- I. Forcible sex offences;
- J. Non-forcible sex offences;

SECTION XXI: DISCIPLINARY RECORDS

All conduct records are maintained by UHSP for **seven (7) years** from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

SECTION XXIII: POLICY ON POSTING AND SOLICITATION

- A. Posting Materials on University Premises
 - 1. Students may not post anything on university premises without prior approval from Student Services, the Deans Office or the Office of Student Success and Wellness.
 - 2. All posted materials should conform to standards of good taste and reflect the professional image of the University as well as conform to all University policies.

3. Materials may only be posted on designated bulletin boards or other approved locations.
4. The University reserves the right to remove any posted materials deemed inappropriate.

B. Solicitation

1. The University generally does not permit soliciting on its premises. If you are confronted by a salesperson, you should immediately report the person to campus security.
2. On campus fundraisers must be sponsored by official student groups or the administration. Individual students and outside groups are prohibited from fundraising on campus. Student organizations are limited to a maximum of two product sales events per calendar month. Products include such things as food items, T-shirts, etc.

SECTION XXIV: POLICY ON ALCOHOL ON AND OFF CAMPUS

A. Policy on use of alcoholic beverages on campus

1. The possession consumption of alcoholic beverages by students on campus property is prohibited except to the extent that persons of lawful drinking age in Missouri are allowed to consume and store alcohol in university housing or at specific University events approved by the president. Examples include the graduate reception and specific alumni events. Efforts are made to ensure that such events include only students of drinking age.
2. Students found to be intoxicated on the University campus, regardless of where they consumed the alcohol, will have violated this policy.
3. Individual violations of this alcohol policy and/or federal or state regulations will be subject to disciplinary action as outlined in Section VI, of the Code of Non-Academic Student Conduct.
4. Proven violations of this alcohol policy and/or federal or state regulations by school organizations carry the potential penalty of suspension or revocation of official recognition of a group by the University, thereby prohibiting it from functioning on campus. All official student organizations are governed by the University policy on the use of alcoholic beverages. Many official student organizations also may be governed by the policies of national organizations. In any situation addressed by the University, or a

group's national organization, official student organizations will be required to adhere to the strictest policy regarding the use of alcoholic beverages.

5. Off-campus activities sponsored by official student organizations are not subject to direct control by the University. Student organizations, however, are expected to supervise and conduct their off-campus activities in a responsible and lawful manner and to follow the University's Policy on the Use of Alcoholic Beverages. Students attending such off-campus student organization activities are expected to take personal responsibility for their conduct and to comply with this policy as well as all local, state, and federal laws and statutes.

B. Guidelines for off-campus events that include the serving of alcoholic beverages

1. The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by a University-sanctioned student organization shall follow all local, state, and federal laws and statutes.
2. Valid age determinations will be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false ID.
3. The State of Missouri has a statute regarding falsification of ID cards for whatever purpose. The statute and consequent penalties for its violation are set forth below:
 - a. *As established in section 311.320 RSMO Any person who shall represent that s/he has attained the age of twenty-one years for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, or any other such identification card which indicates that the person represented on the card is over 21 years of age, is guilty of a misdemeanor and shall be subject to a fine of five hundred dollars for each separate offense.*
4. Sale of alcoholic beverages by a university sponsored organization is prohibited. No portion of any charge levied for attendance at an event shall be used to pay for any alcoholic beverages.
 - a. The serving and/or consumption of alcoholic beverages shall be carried out only by individuals 21 years of age or older.
 - b. The serving and/or consumption of alcoholic beverages shall not be promoted as the primary focus of any event.
 - c. Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.
 - d. A person's decision not to use alcohol is to be respected.

- e. Food or snacks as well as non-alcoholic beverages must be readily available at any event in which alcoholic beverages are served.
- f. An appropriate number of designated drivers will be available at any event where alcoholic beverages are served.
- g. Professional security personnel will be employed at organizational events involving alcohol. Any school event held in an acceptable public facility that provides its own security is exempted from this requirement.
- h. Any student who feels that he/she has been incorrectly or falsely accused of the above offense may file an appeal as outlined in Section III.E of the Student Code.

SECTION XXV: POLICY ON DRUGS AND PARAPHERNALIA ON AND OFF CAMPUS

The University is committed to taking a community leadership role in health care professional and public education on substance use, abuse, and dependency. Every effort will be made to assist students having trouble related to substance use, abuse, or dependency. Students who voluntarily seek help will be assisted with a referral to an appropriate licensed program;

A. Policy on drug paraphernalia

1. All types of drug paraphernalia including, but not limited to bong, pipes, water pipes, or any items modified or adopted so they can be used to consume drugs, are not permitted on university property. Drugs and drug paraphernalia will be confiscated when found on university property.
2. Any student who feels that he/she has been incorrectly or falsely accused of the above offense may file an appeal as outlined in Section III of the Student Code.

B. Policy on illicit substances

1. The unlawful manufacture, distribution, dispensation, diversion, possession or use of illicit controlled substances is strictly prohibited on the University's property or as a part of off-campus University activities. Violators are subject to university disciplinary action, as well as possible referral for criminal prosecution.
2. Any student who feels that he/she has been incorrectly or falsely accused of the above offense may file an appeal as outlined in Section III.E of the Student Code.

SECTION XXVI: INVOLUNTARY MEDICAL LEAVE

The Vice President of Campus Life or their designee may place a student on an Involuntary Leave of Absence (ILOA) to protect the well-being and safety of the student and the UHSP and affiliated communities and to preserve the integrity of the University's academic, residential and administrative functions. Examples of circumstances where an ILOA may be invoked include but are not limited to suicidal threats, substance abuse or addiction, threats and acts of harm to self or others, or other disruptive behavior. In these circumstances, an ILOA can be invoked because the student's behavior is concerning, and the student's continued presence at the University is judged to threaten the safety, well-being or health of the student and/or others in the UHSP community.

The decision to invoke an ILOA is done in consultation with the University CARE Team, a committee of University staff and faculty that provide a support system and interventions for students with academic, personal, financial, mental health and behavioral concerns. The CARE Team members include representatives from University colleges, counseling, academic support, public safety, and other campus departments. The decision to invoke an ILOA includes gathering of information and an assessment of the student's ability to safely participate in their academic program and function as a member of the UHSP community. The student may be asked to complete a psychological or medical risk assessment, to be administered by the University Counseling and Wellness Center and/or an outside health care or medical provider.

A student may request a voluntary leave of absence for academic or personal reasons by submitting a written request to the Dean's Office of the College in which they are enrolled (see "Leave of Absence" policy in the UHSP Academic Catalog). If a student is placed on a leave of absence, whether voluntary or involuntary, they usually receive a W (withdrawn) for the course in which they are enrolled. If a student voluntarily requests a break from courses but does not go on a leave, they should consult with the Dean of their College and request an excused absence(s) or follow the excused absence policy for their College as outlined in the Academic Catalog.

If a student is placed on ILOA, they will be informed in writing of the decision by the Vice President of Campus Life or their designee. The letter will communicate the reason for the decision and requirements the student must meet to resume their academic program and return to campus. If the student is a resident of University Housing, the student must vacate their residence hall and remove their belongings. Length of time for completion of these actions will be determined on a case-by-case basis. Once placed on an ILOA, the student will not be allowed to visit campus or any University facility without permission from the Vice President of Campus Life or their designee during the period of the ILOA.

Students have the right to appeal any ILOA decision to the Dean of their College or the Dean's designee. The appeal must be in writing, delineating the reason(s) why the student believes the decision is inappropriate, and must be received by the Dean within three business days of the student's receipt of the decision or within the time frame stated within the letter, whichever is longer. The Dean will review the student's appeal and uphold, reverse or alter the decision. The

Dean's decision will be communicated to the student in writing and shall be considered final. There may be circumstances where a student is granted additional time to communicate with the University about their appeal.

SECTION XXVII: RETURN TO CAMPUS AFTER EMERGENCY MEDICAL SITUATIONS

For a student to return from an ILOA, all requirements specified in their ILOA letter must be met. The requirements may include but are not limited to, authorizing the Counseling and Wellness Center (or designee) access to pertinent health care records, written notification from the student's health care provider(s) stating the student can safely return to campus and resume their academic program, and an ongoing commitment by the student to adhere to health care treatment plans as prescribed by their health care provider(s). If the student does not meet all requirements as specified in their ILOA letter, the University reserves the right to not re-enroll the student. Students who participated in campus housing prior to their ILOA are not guaranteed housing upon re-enrollment. In addition, it is the student's responsibility to follow up with their Dean, financial aid, housing, health insurance and other University departments to understand the full implications of the ILOA.

Since an ILOA may impact student visa status, international students who are placed on an ILOA should consult with the UHSP Primary Designated School Official for more information.

PART 2: CODE OF ACADEMIC STUDENT CONDUCT

SECTION I: MISSION

The University of Health Sciences & Pharmacy in St. Louis (hereafter referred to as the University) values harmonious, collaborative relationships and mutual respect amongst all students, staff and faculty while maintaining the highest standards of academic integrity, academic performance as well as personal and professional behavior. These standards benefit the University community as a whole and provide students with a solid foundation for intellectual development and the ability to make meaningful contributions to society.

The following sections outline the rights and responsibilities of each group. In the event of disagreements, these sections will also provide guidance on the approved procedures to address and resolve those disagreements. All parties are expected to bring a reasoned approach to the challenges they may face. The processes described in this Code are intended to be fair and educational. The University reserves the right to deviate as necessary from strict compliance with provisions of this *Code of Academic Student Conduct* at any time, if the President (or designee) determines circumstances so warrant and the best interests of students and the University are protected. Should questions arise regarding this document, they can be directed to the Dean of the school in which the student is enrolled.

SECTION II: SCOPE

- A. Students at the University are provided a copy of the *Code of Academic Student Conduct* annually in the form of a link on the [UHSP website](#). Hard copies are available upon request from the Dean's Office. Students are responsible for reading, and abiding by, the provisions of the *Code of Academic Student Conduct*.
- B. The *Code of Academic Student Conduct* applies to the conduct of individual students, both undergraduate and professional students, and all affiliated University student organizations. For the purposes of student conduct, the University considers an individual to be a student when an offer of admission has been extended and thereafter, if the student has a continuing educational interest. Individual colleges may have specific policies governing professional conduct that apply to their students as well. In the event of a conflict between a college and university policy, the college policy shall be controlling.

- C. The University retains jurisdiction over students who take a leave of absence, withdraw or have graduated, for any misconduct that occurred prior to or during a leave of absence or prior to withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate and all sanctions must be satisfied prior to re-enrollment eligibility or reinstatement of privileges and benefits. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.
- D. Students are responsible for knowing the information, policies and procedures outlined in this document. This Academic Code is intended to provide general information about academic policies and administrative procedures at the University. Questions or concerns about the Code may be brought to the Dean.
- E. It is the Dean's right and within their discretion to determine whether conduct should be handled as academic misconduct, professional misconduct, or non-academic misconduct depending upon the circumstances of each case. The Dean may consult with Campus Life to determine whether a case should be considered academic or non-academic misconduct.
- F. Matters involving violations of the University's [sexual harassment and Title IX policy are covered under the Code of Non-Academic Student Misconduct](#). To find out more information about sexual harassment and Title IX, contact the Assistant Vice President of Student Success & Wellness.

SECTION III: INTERPRETATION

- A. The proceedings under the Code are intended to serve the educational mission of the University and formal legal rules of evidence and procedure are not applicable. Any question of interpretation of the *Code of Academic Student Conduct* will be referred to the Deans whose interpretation is final.

SECTION IV: DEFINITIONS

- A. Academic Dismissal:** Disenrollment from the University due to poor academic performance (see Academic Catalog for academic dismissal criteria).
- B. Academic Integrity:** The adherence to moral and ethical principles, soundness of moral character, and honesty as these apply to the academic environment of the University.
- C. Academic Misconduct:** Acts of academic misconduct for which students are subject to sanctions include but are not limited to plagiarism, cheating, fabrication and soliciting, aiding, abetting, concealing, or attempting such acts. This definition applies to misconduct occurring in any context (e.g., online, face to face, telephone, etc.). These violations will be deemed mild, moderate or severe. The categories of severity will vary based on the course, the purpose of the assignment, and the importance of the assignment as weighted by the faculty.
- D. Administrative Resolution:** A meeting between a student and an administrative representative to resolve alleged violations of policy.
- E. Academic Status Committee:** The committee, comprised of representatives from both the College of Arts and Sciences (CAS) and the St. Louis College of Pharmacy (STLCOP), reviews students who are subject to academic dismissal.
- F. Charge:** The written allegations of misconduct by the complainant against a student.
- G. Cheating:** Using or attempting to use unauthorized materials, information, or study aides in any academic exercise; copying from another student's examination, quiz or assessment; unauthorized collaboration on any academic exercise; submitting work for an in-class examination, quiz or assessment that has been prepared in advance; submitting the same work in multiple courses without prior permission of all instructors; violating rules governing administration of examinations, quizzes or assessments; violating any rules related to academic conduct in a course or program.
- H. Clinical Practice Standards:** The prescribed level of performance in a professional or clinical setting, class or program in which students observe, perform assignments and/or participate in the treatment of patients.
- I. Complainant:** The person who files a charge.

- J. Days:** Regular workdays in the normal work week, Monday through Friday, exclusive of University holidays, days of administrative closure, and term breaks.
- K. Fabrication:** Falsification or invention of any data, information, or citation in an academic exercise; representing manufactured data to be the result of scientific or scholarly experiment or research; falsification or forgery of University academic documents.
- L. Faculty:** Members of the University faculty including part-time and adjunct faculty.
- M. Field Experience:** For purposes of this policy, field experiences denote class experiences that take place outside the typical classroom. Field experiences can include such activities as: clinical experiences, field placements, travel studies, and/or semesters abroad.
- N. Instructor:** For purposes of this policy, an instructor includes anyone assigned the responsibility of teaching a class or anyone with administrative responsibility for a field experience.
- O. Notice:** Notice to any party shall be sent by University email and considered complete upon verification of receipt of delivery by the sender. Notice may also be provided via certified mail to the party's last known address as recorded with the University, or by personal delivery to the party. Failure to access one's University email and/or have one's current address on record with the University shall not invalidate notice and could result in a hearing or administrative review held in absentia.
- P. Plagiarism:** representing the words, ideas or sequence of ideas of another as one's own in any academic exercise; failing to acknowledge any of the following: quoted, paraphrased or borrowed information. Any ideas or materials taken from another source, including one's own work, must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from subject to subject. To avoid plagiarizing, one must not adopt or reproduce material from existing work without acknowledging the original source. Existing work includes but is not limited to ideas, opinions, theories, formulas, graphics, and pictures. Examples of plagiarism, subject to interpretation, include but are not limited to directly quoting another's actual words, whether oral or written; using another's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; and offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

- Q. Profession:** A profession is distinguished from other work by the nature of the relationships between professionals and the people for whom they care. As professionals, pharmacists have covenantal or fiducial relationships with their patients. That is, they are obligated to put the best interests of their patients ahead of their own.
- R. Professional Misconduct:** Behavior or conduct that is at variance with or contrary to professional standards, expectations, ethics, or College policy. The following guiding documents describe the competencies, virtues, attitudes, and behaviors expected of a pharmacy professional: [Pledge of Professionalism](#), [Oath of a Pharmacist](#), and [Code of Ethics for Pharmacists](#).
- S. Professionalism:** Professionalism consists of an individual's competencies, virtues, attitudes, and behaviors appropriate to a profession. Pharmacists are expected to: be competent; be dedicated to maintaining competency; be trustworthy; exhibit values such as responsibility, service orientation, and commitment to excellence; possess virtues such as honesty, integrity, and altruism; and display attitudes such as empathy, care, compassion, and social responsibility.
- T. Record:** All materials related to a charge brought under this policy.
- U. Respondent(s):** The person(s) against whom a charge is brought.
- V. Sanction:** A penalty imposed upon a student after the student has either accepted responsibility or been found responsible for having committed a violation of the *Code of Academic Student Conduct*.
- W. Self-plagiarism:** The use of one's own previous work in another context without citing that it was used previously. The idea is that the writer should let the reader know that this was not the first use of the material.
- X. Staff:** Any University employee other than faculty, student workers and graduate assistants.
- Y. Student:** One who is registered, or enrolled, or who has paid tuition, fees, or other University costs for credit or non-credit instructional activities.

SECTION V: STUDENT RIGHTS

Students shall have the right to the following:

- A. Express opinions and be heard.
- B. Be treated fairly and respectfully.
- C. Not be subject to intimidation or harassment by any member of the University campus regardless of rank and position on any basis and for any reason.
- D. Be appreciated and recognized for academic efforts, personal and professional behavior, and being a good citizen of the campus.
- E. Be assessed solely on the ability to meet the course requirements as stated in the course syllabus.
- F. Expect all campus policies to be applied and enforced consistently and equitably for all students.
- G. Discuss and receive an explanation of the basis for any academic decision related to their course performance.
- H. Receive feedback on any evaluation of performance in a course including grades and assessment material.
- I. Expect confidentiality of the academic record and performance.
- J. Request additional support from course instructors if needed to foster successful performance in a course.
- K. Question and appeal a course assessment or a course grade through proper academic channels starting with the course instructor.
- L. Refuse to participate in any research study conducted on campus with the intent of advancing faculty scholarship regardless of any stated student or learning benefits.
- M. Expect that the institution and all its members are acting in good faith for the wellbeing of students and to ensure quality education and optimal academic resources and campus opportunities.

SECTION VI: STUDENT RESPONSIBILITIES

Students enrolled in the University have the responsibility to be good citizens of the University and the community; to take responsibility for their learning; to pursue their educational goals with honesty, integrity and diligence; to contribute to an environment which encourages free inquiry and expression; to abide by all applicable federal, state and local laws and University policies and procedures; and to respect the rights and responsibilities of fellow students, faculty and staff. It is expected that students will:

- A. Attend class on a regular basis, giving special attention to the class attendance policies of instructors and the University.
- B. Access, regularly review, and act on communications sent to student University accounts in Outlook, Moodle, and Microsoft Teams.
- C. Know and follow instructions in course syllabi.
- D. Be prepared for and engaged/participate in class.
- E. Invest reasonable effort or seek help in securing course material as required by the instructor.
- F. Use appropriate language in class and on the Learning Management System (Moodle).
- G. Be aware of and follow the *Code of Non-Academic Student Conduct* and other University policies.
- H. Respect the rights of others to hold various points of view.
- I. Each student is expected to show consideration for the rights and safety of all fellow students and instructors in classroom and laboratory sessions.
- J. Become familiar with program requirements and expectations stated in the UHSP [Academic Catalog](#), as appropriate.
- K. Students should always bear in mind the implications campus email and other electronic resources (e.g., cellular devices, PDAs, iPods, Facebook, Twitter, etc.) have on their academic and non-academic integrity.
- L. Develop or create any paper, project, case study, art form or other print or non-print product according to established standards of a particular academic discipline conveyed by an instructor in the discipline.

- M. Develop or create any paper, project, case study, or art form, or other print or nonprint product utilizing their own ideas. When using the ideas of others, cite the work appropriately.
- N. Create or generate information or data by using one's own methodology, experiment, or procedure and subject the information or data to careful examination and study. When using another's data, proper citations must be used.
- O. Invest time and effort in the pursuit of knowledge, inquiry and self- learning with guidance from course instructors.
- P. Comply with all clinical expectations and professional standards during clinical or other field experiences.
- Q. To raise questions or concerns with appropriate faculty in a timely and respectful manner.
- R. Abide by the Academic Honor Code & Integrity Policy for all academic course work.
- S. Report any incidents witnessed on campus that are in violation with any University policies.¹²
- T. Resolve conflicts, disputes, and differences through participation and through thoughtful discussion.
- U. Balance responsibilities and obligations to family and work while maintaining academic commitment and performance.
- V. Follow University procedures, including submission of information in a timely manner to meet deadlines, and keep the University informed of all changes in name, address, telephone number and email.

¹² Please see the University Policy Library and the Handbooks and Guidelines.

SECTION VII: CLASSROOM EXPECTATIONS

- A. Failure to respect the educational atmosphere of the classroom may result in the removal of the student from class. Please refer to the course syllabus for faculty expectations on classroom management and classroom conduct.
- B. Undergraduate, professional and graduate students whose behavior violates the listed responsibilities of the *Code of Academic Student Conduct* may be referred to the Director of Student Engagement and Leadership for proper adjudication.
- C. Students in the College of Pharmacy whose behavior violates the listed responsibilities in the *Code of Academic Student Conduct* may be referred to the Dean for proper adjudication.

SECTION VIII: FACULTY RIGHTS AND RESPONSIBILITIES

- A. Faculty rights are delineated in the Faculty Handbook and Faculty Bylaws, found in the University online [Policy Library](#).
- B. Faculty members are solely responsible for establishing academic assignments and methods of examination and assessment of students.
- C. Faculty members shall provide each student with a clear, written explanation of their expectations regarding the completion of assignments and examinations, including impermissible collaboration.
- D. Faculty members are encouraged to choose assignments and methods of examination believed to promote academic honesty. When assigning collaborative projects, the instructor should explicitly state the expectations of performance for all participants.
- E. Examples of methods to promote academic honesty include, but are not limited to:
 - 1. Careful proctoring of examinations;
 - 2. When there are larger class sizes seated for an exam, additional proctoring should be provided;
 - 3. The continuous creation of unique exams;
 - 4. A review of course-specific expectations prior to the administration of any examination verbally or by providing students with the written statement included in the Honor Code;

5. Additional standards or expectations that are required by the school or area in which the faculty reports must be considered part of these examples as well (e.g., St. Louis College of Pharmacy Exam Policy).
- F. Each instructor is responsible for consistently enforcing reasonable standards of behavior, for informing students of any standards of behavior specific to that instructor's particular course and for reciprocating the respect and consideration shown by students.
- G. All faculty shall report acts of academic dishonesty. This does not include undocumented "educational conversations" between faculty and students regarding questionable behavior. In a circumstance where a faculty member is uncertain whether the act qualifies as academic dishonesty, they should consult with their Department Chair, Dean (or designee) and/or the student suspected of academic dishonesty to determine whether the incident should be forwarded for further investigation.

SECTION IX: STANDARD OF REVIEW

In any hearing provided under this *Code of Academic Student Conduct*, the hearing body will determine that a violation occurred whenever the information presented demonstrates that it is more likely than not that a violation occurred.

SECTION X: GRADE DISPUTE ¹³

- A. A student with a concern regarding how their grade in a didactic course was determined, either on an individual assignment, quiz, exam or other assessment or their overall course grade, should first contact the course instructor with their concern within 5 days after issuance of the grade in question or 3 days in the case of a final course grade.¹⁴ Refer to the Experiential Education Guidelines regarding grade disputes in an experiential course.
- B. If no resolution is agreed upon after consultation with the course instructor, students may contact the course instructor's Department Chair within 5 days after the meeting with the course instructor to dispute the grade in writing. This dispute must be supported by evidence, such as:

¹³ Please see chart detailing this process in appendix A.

¹⁴ Procedures and timelines for Grade Disputes within the Office of Experiential Education may differ from those listed in this section. Students enrolled in OEE courses should consult the Experiential Education Guidelines for information.

1. the grading rubric for the assignment;
2. examples of the student's work;
3. an explanation of how/why the grade was determined inaccurately;
4. other information that may support the dispute.

C. The Department Chair will acknowledge receipt of the dispute normally within 24 hours. If no receipt of acknowledgment is received, the student should contact the Dean of the appropriate College in the event the incident needs to be handled by an alternative department chair.

D. Investigation

Upon receipt of a report, the Department Chair (or designee) will investigate the report. Elements of this investigation may include, but not be limited to meetings with the student bringing forth the dispute; inquiries with the faculty member of the course; evidence gathering from other related community members such as department chairs, additional students, etc. In the event the Department Chair has a potential or perceived conflict of interest with the student (e.g., advisee) or course (e.g., chair is co-coordinator), the Department Chair of another academic department will conduct the investigation and issue a decision.

E. Resolution

The decision of the Department Chair (or designee) will be communicated to the student normally within 3 days.

F. Appeal

Appeals of the Department Chair's (or designee) decision should be submitted in writing to the Dean of the College in which the student is enrolled within 3 days of receipt of the decision. An appeal must meet one of the three grounds for appeal described below. If none of these grounds for appeal are met, the appeal will not be considered, and the Department Chair decision will be final.

1. A procedural error occurred that significantly impacted the outcome of the adjudicative process (e.g., substantial and material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original consultation or investigation through no fault or lack of diligence by a party, that could

substantially and materially impact the original finding or decision. A summary of this new evidence and its potential impact must be included along with an explanation showing why the evidence was not presented during the original consultation and investigation.

3. The grade and/or decisions imposed are substantially disproportionate to the situation.

The Dean will make a final decision and notify the student in writing, normally within 10 days of the receipt of the appeal. The Dean's decision is final; no further appeals are available for the student.

SECTION XI: ACADEMIC DISMISSAL¹⁵

A. Eligibility, Notification, and Student Requests to Continue

1. Students failing to meet the academic progression policies (found in the [Academic Catalog](#)) are subject to dismissal from the College. The Dean's Office will notify students who are subject to dismissal via email.
2. A student may submit additional information to the Dean's Office within the period specified in the notification letter and should include the following:
 - a. Any extenuating circumstances (serious, exceptional, or impactful factors outside of the student's control) which adversely affected the student's performance during studies (documentation that supports the existence of those factors may be submitted);
 - b. How/why the extenuating circumstances noted will not impair the student's academic performance going forward;
 - c. A detailed plan for how the student will manage academic and nonacademic challenges moving forward.
3. The Academic Status Committee will review the student's academic file and consider this additional information and conduct a holistic review of the student's situation to make a decision regarding their academic status.

B. Structure, Procedures and Actions of the Academic Status Committee (ASC)

1. The committee shall consist of:

¹⁵ Please see chart detailing this process in appendix B.

- a. The Assistant Vice President of Student Success and Wellness will act as Committee Chair;
- b. The College of Arts & Sciences (CAS) and St. Louis College of Pharmacy (STLCOP) academic department chairs (or a representative appointed by them from their respective departments);
- c. The chairs of the CAS and STLCOP Admissions and Progressions committees;
- d. Others, as appointed by the appropriate dean, consider the need for equal representation from each College;
- e. The Registrar, a non-voting member.

2. Academic Status Committee Review

- a. The Chairperson shall conduct all meetings and shall be entitled to vote only in the case of a tie.
- b. Quorum is the majority of members.
- c. The members will review the student's academic file and discuss the merits of the student's request.
- d. Members may consult with pertinent faculty or staff in unique situations when additional information is necessary to decide.
- e. In any action by the committee, a majority vote of the members present, and voting shall be required, with at least two members present from the College in which the student is enrolled. In most circumstances, only the members of the student's College will vote on the matter.
- f. When the final decision has been made, the Chairperson shall notify the student in writing, as well as any other parties needing to be informed of the decision. Letters will originate from the Dean's Office of the pertinent College.
- g. If the Academic Status Committee's decision is to grant the student's request to continue, there will be stipulations outlined which must be met to continue progression in the academic program.

C. Appeal of the decision of the Academic Status Committee

1. Appeals of the ASC's decision should be submitted in writing to the Dean of the College in which the student is enrolled, by the date specified. An appeal must meet one of the three grounds for appeal described below. If none of these grounds for appeal are met, the appeal will not be considered, and the ASC decision will be final.
 - a. A procedural error occurred that significantly impacted the outcome of the adjudicative process (e.g., substantial and material deviation from established procedures, etc.).
 - b. To consider new evidence, unavailable during the original hearing or investigation through no fault or lack of diligence by a party, that could substantially and materially impact the ASC's original decision. A summary of this new evidence and its potential impact must be included along with an explanation showing why the evidence was not presented as part of the student's original written request.
 - c. The decision and/or stipulations imposed are substantially disproportionate to the academic record of the student.
3. The Dean of the College in which the student is enrolled will make a final decision and notify the student via email, normally within 10 days of the receipt of the appeal. The Dean's decision is final; no further appeals are available for the student.

SECTION XII: ACADEMIC HONOR CODE AND INTEGRITY POLICY

- A. The Academic Honor Code is a promise regarding academic matters affirmed by the students and faculty of the University. Students and faculty will act with integrity as individuals, organize themselves to create and maintain an environment for this purpose, and regulate threats or infractions of integrity through guidelines outlined within the Academic Honor Code and Integrity Policy. Although not all-encompassing, the following sections outline aspects of the Academic Honor Code as they relate to students and faculty. Each party shall fulfill a different role with the ultimate, mutual goal of maintaining academic integrity at the University.
- B. All students shall sign the following pledge of honor: *"I hereby pledge that, as a student at the University of Health Sciences & Pharmacy in St. Louis, I will always uphold myself to the highest degree of academic integrity. I understand that if I'm found to be in violation of the Academic Honor Code and Integrity Policy, there could*

be significant negative consequences that could impact my academic future and remain a part of my academic record.”

- C. Faculty members are encouraged to provide opportunities for students to affirm their commitment to academic integrity in various settings, including examinations and other assignments. The following statement may be used for this purpose: *“I affirm that I have completed this assignment/examination in accordance with the Academic Honor Code and Integrity Policy. Signed, (student’s name).”*
- D. All faculty shall include the following statement in course syllabi: *“The Academic Honor Code and Integrity policy, which can be found in the Code of Academic Student Conduct, applies to this course.”*
- E. All faculty shall sign the following pledge of honor: *“I hereby pledge that, as a faculty member at the University of Health Sciences & Pharmacy in St. Louis, I will promote academic integrity among my students and follow the Academic Honor Code and Integrity Policy.”*
- F. For questions related to the Academic Honor Code and Integrity Policy, please contact the Dean of the College in which the student is enrolled.

SECTION XIII: PROCEDURES FOR ACADEMIC MISCONDUCT ¹⁶

- A. All faculty shall report acts of academic misconduct. In a circumstance where a faculty member is uncertain whether student conduct rises to the level of academic misconduct, the faculty member shall consult with their Department Chair, Dean (or designee) and/or the student suspected of academic dishonesty, to determine whether the incident should be forwarded for further investigation.
- B. Reporting of Violations
 - 1. It is the responsibility of each member of the University community to respond to suspected acts of academic misconduct by:
 - 1. Consulting the individual(s) thought to be involved and encouraging the student(s) to report it; and/or ii. Reporting it to the instructor(s) involved; and/or
 - 2. Reporting it to the Dean of the College in which the student is enrolled.

¹⁶ Please see chart detailing this process in Appendix C.

2. Self-reporting of academic misconduct to the Dean of the College in which the student is enrolled is strongly encouraged. Reporting oneself for committing academic misconduct may be taken into consideration in determining sanctions.

C. Filing a Report

1. Any member of the University community may bring charges against a student for alleged acts of academic misconduct using the procedures of this policy. Charges of academic misconduct must be filed within twenty (20) days of the discovery of the occurrence, which forms the basis of the charge and should include the following:
 1. The name of the person(s) against whom the complaint is (are) made
 2. The specific charges of academic misconduct including the date and time of the event precipitating the complaint
 3. A detailed statement of the circumstances and evidence
 4. Documentary evidence in support of the complaint
 5. A list of witnesses to the event or an individual with knowledge of the incident, if applicable.
 6. Resolution sought

Reports are submitted electronically and forwarded to the Dean of the College in which the student is enrolled. When a course meets requirements for multiple degree programs, the Dean or Honor Code Committee (HCC) of the highest degree granting College the student is enrolled in will adjudicate. Failure to provide all required elements of the report may result in the matter being dismissed without further investigation. The Dean (or designee) will acknowledge receipt of a completed report normally within 10 days.

D. Classifications of Academic Misconduct

The following examples, including but not limited to those listed under their corresponding severities below, may be appropriate as a guideline. However, the severity and sanction will vary based on the course, the purpose of the assignment, type and circumstances of the violation, and the importance of the assignment as weighted by the faculty. Therefore, these severities may change based on background information surrounding each case.

1. Severe Violations—an act of academic misconduct performed on examinations, major projects as determined by a course coordinator, practical examinations, and/or advanced pharmacy practice experiences.
2. Moderate Violations—an act of academic misconduct performed on quizzes, non-major projects, and/or introductory pharmacy practice experiences.
3. Mild Violations—an act of academic misconduct performed on homework assignments.
4. Subsequent Violations—subsequent violations of the Policy by any one student will be sanctioned more severely than the first. (Example: A second violation by a previously sanctioned student will no longer be allowed the severity of “mild,” no matter how minor the violation. The second violation automatically becomes “moderate” or “severe” and sanctioned accordingly.)
5. Failure to provide truthful information to the Panel may result in further incidents of misconduct.

These and other violations will result in disciplinary action, ranging from a written warning to dismissal from the University. Any student found responsible for committing an act of academic misconduct that is “severe” is not eligible to receive a scholarship or award from the Awards Committee of the faculty.

E. Group Assignments

Unless there are unusual circumstances surrounding an incident of academic misconduct committed in a group assignment, each student in the group will be treated individually. This means that the responsibility for the act of academic misconduct may be determined to be different for each student in the group. Accordingly, different members of the group may be sanctioned differently. Students engaging in collaborative projects should carefully review and understand the instructor’s expectations of performance for all participants.

F. Investigation

Upon receipt of a report, the Dean (or designee) will investigate the report. Elements of this investigation may include meetings with the charged or complaining parties; inquiries with the faculty member of the course; evidence gathering from other related community members such as department chairs, additional students, etc.

G. Dismissal of the Complaint

If, after investigation of a complaint or alleged violation the Dean (or designee) determines that the matter does not involve offenses of the Academic Honor Code & Integrity Policy or the matter is accompanied by inadequate information, then the complaint will be dismissed.

H. Administrative Resolution

After investigation, the Dean will notify the student and a meeting will be scheduled to discuss administrative resolution. If the student accepts responsibility for charges and the sanctions imposed, the matter will be resolved through this process and sanctions applied by the Dean (or designee). Students who choose this option are waiving their right to a formal hearing and accept the terms of the agreement. No further appeal is available.

I. Referral for Hearing

If, after investigation, an administrative resolution is not achieved or the Dean (or designee) determines the situation appropriate for a hearing, the Dean will refer the matter for a formal hearing before the Honor Code Committee Panel for the appropriate College in which the student is enrolled. When a course meets requirements for multiple degree programs, the Dean or HCC committee of the highest degree granting College the student is enrolled in will adjudicate.

J. Hearing procedures should follow those listed previously in the *Code of Non-Academic Student Conduct*, Section XIV (Hearing Procedures)¹⁷, with the appropriate Dean (or designee) as the convener of the action.

K. Sanctions

If the student is found responsible for an act of academic misconduct, sanctions may include, but are not limited to, written warning (first offense only), reassignment with or without grade reduction, grade reduction, course failure, suspension, or dismissal. One or more of the following discretionary sanctions may be added: loss of privileges (e.g., experiential placement, leadership in student organizations); reflections and/or letters of apology to promote learning, growth and development; supervised assessments or specified conditions for assessments, as applicable.

¹⁷ Please see "Hearing Procedures" Section XIV (p. 23) in the *Code of Non-Academic Student Conduct*.

SECTION XIV: HONOR CODE COMMITTEE

A. Responsibilities

1. The Honor Code Committee (HCC) shall meet regularly throughout the year to uphold the Academic Honor Code and Integrity Policy.
2. The HCC will meet within the first week of the fall semester to review the bylaws and elect co-chairs from their number.
3. When a Report of Academic Misconduct is received and the appropriate Dean has determined the matter suitable for hearing, the HCC shall assemble a group of its members, hereafter referred to as the Panel, to conduct a hearing of the Report of Academic Misconduct and decide whether it constitutes a violation of the Academic Honor Code and Integrity Policy. If the Panel concludes that the Policy was violated, then the Panel will issue a determination of the severity of the violation and the appropriate sanctions.

B. HCC Members

1. Each College shall have an HCC that shall be composed of the following:
 - a. Dean (or their designee)
 - b. Three faculty representatives from each academic department appointed by the Dean of their respective Colleges.
 - c. One student representative from each year of the curriculum, appointed by the Student Government Association
 - d. For STLCOP, the Assistant Dean for Student Academic Affairs
 - e. Other members as appointed by the Dean

C. HCC Chairs

1. Student co-chair: The student members of the HCC shall elect from among themselves one student who shall act as the student co-chair.
2. Faculty co-chair: The faculty members of the HCC shall elect from among themselves one faculty member to serve as the faculty co-chair.

D. Term

1. Each member shall serve, at minimum, a one-year term.

2. All students will do their one year beginning at the start of the fall semester and ending at the start of the following fall semester. Except for graduating students who will separate from the University, they will begin their one year at the start of the fall semester and complete their term upon graduation.

E. Voting Rights of HCC Members

1. All members of the HCC shall have a vote in matters related to bylaws and proposed changes to the Academic Honor Code and Integrity Policy.
2. A quorum of two-thirds of the members must be present for any vote.
3. Motions may be passed by a simple majority of the quorum.

F. Eligibility

1. In order to serve on the HCC, all student representatives must be in good academic and disciplinary standing, as defined in the SGA Constitution, and must have no previous violations of the Academic Honor Code and Integrity Policy.
2. If a member of the HCC is accused of violating the Academic Honor Code and Integrity Policy, they shall be relieved of their duty until accusations are resolved.
3. If admitted or confirmed responsibility ensues, they shall no longer be eligible to serve on the HCC. A temporary replacement shall be appointed to serve out the remainder of the removed student's term.
4. If a student is found not responsible, they may resume responsibility on the HCC and serve out the remainder of their term.

G. The Panel

1. Purpose
 - a. The Panel shall serve as a sub-committee of the HCC. The Panel will assemble to hear cases related to academic misconduct among students at the University.
 - b. The Panel shall determine if a violation has occurred, what the severity of the violation is and what sanctions should be applied.
2. Panel Membership

- a. The St. Louis College of Pharmacy Panel shall consist of the two faculty (ideally one from each academic department), three students from the College of Pharmacy, the Assistant Dean for Student Academic Affairs, and one STLCOP alum.
 - b. The Arts and Sciences Panel shall consist of two faculty (ideally one from each academic department) and three students from the College of Arts and Sciences.
 - c. Each Panel shall select a chairperson and a recorder.
3. Voting of Panel Members
 - a. Every member of the Panel shall be a voting member.
 - b. A majority of members present shall constitute a quorum.
 - c. Motions shall pass by a simple majority vote of this quorum.
4. Convening of the Panel
 - a. A Panel shall convene upon the Dean's notification.
 - b. A Panel member should recuse themselves from the panel if they feel they have a bias or perceived bias that may influence the case at hand.
5. Hearing Process
 - a. The Panel will review the description of the event and the evidence submitted with the Report of Academic Misconduct.
 - b. Both the complainant and the charged student shall have an opportunity to appear before the Panel.
 - c. All faculty, whether they submit a Report of Academic Misconduct or not, may appear before the Panel on issues that have occurred in their classes.
 - d. Failure to provide truthful information to the Panel may result in further incidents of misconduct.
 - e. Data sent to the Panel will not contain student names or any other identifying information unless the student has agreed to participate in the hearing.
 - f. Once assembled, the Panel will first determine if a violation has occurred:

- i. If the event is deemed a “non-violation,” the charged student and complainant will be notified, and no other proceedings shall follow;
- ii. If the event is deemed a violation, the Panel will then determine its severity;
- iii. After deciding the severity of the violation, the Panel will determine and submit a sanction recommendation to the respective Dean;
- iv. The respective Dean (or designee) will communicate the Panel’s decision to the charged student(s);
- v. The case is closed unless appealed by the complainant or the charged student.

H. Appeal Procedure

1. Appeal of the decision of the Panel is submitted to the Dean within 3 days after the decision was communicated to the student and may be filed by the student on one of the grounds below:
 - a. A procedural error occurred that significantly impacted the outcome of the adjudicative process (e.g., substantial and material deviation from established procedures, etc.);
 - b. To consider new evidence, unavailable during the original hearing or investigation through no fault or lack of diligence by a party, that could substantially and materially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included along with an explanation showing why the evidence was not presented at the original hearing;
 - c. The sanctions imposed are substantially disproportionate to the severity of the violation, offense or the cumulative conduct record of the charged student.
2. The appropriate Dean will make a final decision and notify the student in writing, normally within 10 days of the receipt of the appeal. The Dean’s decision is final; no further appeals are available for the student.

I. Documentation

1. Documentation of issues brought before the Panel, including both violations and non-violations, decisions, and any appeals filed by students or faculty will be kept on record by the respective Dean, in accordance with the record retention policy. The Panel should have access to these records to consider past precedent when making decisions and determining sanctions.
2. A summary of all cases and appeals will be made public at the end of fall and spring semesters. These public notices will contain a brief statement of the violation, the severity level determined by the Panel, the resulting sanction, and the outcome of appeal, if applicable. No personal identifying information shall be revealed in such notices.

SECTION XV: PROFESSIONAL MISCONDUCT PROCESS¹⁸

The goal of the St. Louis College of Pharmacy is to assure that students have the appropriate knowledge, skills, attitudes and behaviors that make them fit for practice.

A pharmacy student becomes a member of the pharmacy profession at the beginning of their first professional (P1) year. The Profession recognizes these students as “student pharmacists,” as defined by the American Pharmacists’ Association (APhA). As such, student pharmacists sign the [Pledge of Professionalism](#) as part of the White Coat Ceremony and are expected to meet the same standards of professionalism as licensed pharmacists as described in the [Code of Ethics for Pharmacists](#) and the [Oath of a Pharmacist](#). The College defines professionalism as follows:

- i. Professionalism consists of an individual’s competencies, virtues, attitudes, and behaviors appropriate to a profession. A profession is distinguished from other work by the nature of the relationships between professionals and the people for whom they care. As professionals, pharmacists have covenantal or fiducial relationships with their patients. That is, they are obligated to put the best interests of their patients ahead of their own.
- ii. Pharmacists must be trustworthy. To earn the trust of patients, pharmacists must operate upon values such as responsibility, service orientation, commitment to excellence and collaboration.
- iii. Pharmacists must be competent in the knowledge and skills that are required for their profession and must be dedicated to maintaining that competency throughout their careers.

¹⁸ Please see chart detailing this process in Appendix D.

- iv. Pharmacists must possess virtues such as honesty, integrity, and altruism. As professionals, pharmacists must display attitudes such as empathy, care, compassion, and social responsibility.
- v. Pharmacists should promote confidence in their profession by exemplifying professional demeanor in all interactions.

Professional misconduct is a behavior or conduct that is at variance with or contrary to professional standards, expectations, ethics, or College policy. The following guiding documents describe the competencies, virtues, attitudes, and behaviors expected of a pharmacy professional: The Pledge of Professionalism, The Oath of a Pharmacist, and the Code of Ethics for Pharmacists. Professional misconduct could occur in curricular (didactic or experiential), co-curricular, or extra-curricular settings. It is the Dean's right and within their discretion to determine whether conduct should be handled as academic misconduct, professional misconduct, or non-academic misconduct, depending upon the circumstances of each case. The Dean may consult with Campus Life to determine whether a case should be considered academic or non-academic misconduct. General conduct violations, especially those that may impact a student's fit for practice (e.g., excessive alcohol or illegal substances, etc.), will be communicated to the Dean of Pharmacy. Situations that could also be categorized as a [bias incident](#) or a [Title IX](#) incident will be adjudicated through those processes.

A. Filing a Report of Professional Misconduct

1. Any member of the University community may bring charges against a student enrolled in the Doctor of Pharmacy program for alleged incidents of professional misconduct. Charges of professional misconduct must be filed within twenty (20) days of the discovery of the occurrence, which forms the basis of the charge and should include the following:
 - a. The name of the person(s) against whom the complaint is (are) made;
 - b. The specific charges of professional misconduct including the date and time of the event precipitating the complaint;
 - c. A detailed statement of the circumstances and evidence;
 - d. Documentary evidence in support of the complaint;
 - e. A list of witnesses to the event or individuals with knowledge of the incident, as applicable;
 - f. Resolution sought.

Reports are submitted in writing to the Dean of Pharmacy. Failure to provide all required elements of the report may result in the matter being

dismissed without further investigation. The Dean (or designee) will acknowledge receipt of a completed report normally within **ten (10)** days.

2. Investigation

Upon receipt of a report, the Dean (or designee) will investigate the report. Elements of this investigation may include meetings with the charged and/or complaining parties; inquiries with the faculty member of the course; evidence gathering from other related community members such as department chairs, additional students, etc.

3. Dismissal of the Complaint

If, after investigation of a complaint or alleged violation, the Dean (or designee) determines that the matter does not qualify as professional misconduct or the matter is accompanied by inadequate information, then the complaint will be dismissed.

4. Administrative Resolution

If, after investigation, the student accepts responsibility for the misconduct, the matter will be resolved through this process and sanctions applied by the Dean (or designee). Students who choose this option are waiving their right to a formal hearing and accept the terms of the agreement. No further appeal is available.

5. Referral for Hearing

If, after investigation, an administrative resolution is not achieved, or the Dean (or designee) determines the situation appropriate for a hearing, the Dean will refer the matter for a formal hearing before the Professionalism Board.

Hearing procedures should follow those listed previously in the *Code of Non-Academic Student Code*, Section XIV (Hearing Procedures)¹⁹, with the appropriate Dean (or designee) as the convener of the action.

6. Sanctions for Professional Misconduct

¹⁹ Please see "Hearing Procedures" Section XIV (p. 23) in the online Code of Non-Academic Student Conduct found in the Policy Library.

If the student is found responsible for an act of professional misconduct, a variety of sanctions may be imposed, including but not limited to written warning, reflections, letters of apology, service requirements, loss of privileges (e.g., representing the College during activities, provision of funds for professional activities, holding offices in student organizations), suspension, or expulsion. The sanction(s) will vary from incident to incident and will consider factors such as: scope and magnitude of the behavior; potential/actual damage, injury or harm resulting from the behavior; circumstances in which it occurred; prior history of offenses where the student was found responsible or other evidence suggesting a pattern of behavior.

B. Structure of the Professionalism Board

The board shall consist of:

1. The St. Louis College of Pharmacy Assistant Dean for Student Academic Affairs will act as board chair;
2. A representative from Campus Life;
3. At least one faculty member from each STLCOP academic department;
4. Representative from the Office of Experiential Education;
5. At least one student representative from the P1, P2, P3 or P4 year in good academic and disciplinary standing; and
6. Others, as appointed by the Dean.

C. Appealing decisions of the Professionalism Board

An appeal of the decision of the Professionalism Board is submitted to the Dean of St. Louis College of Pharmacy and must be filed by the student within 3 days on one of the grounds below:

1. A procedural error occurred that significantly impacted the outcome of the adjudicative process (e.g., substantial and material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation through no fault or lack of diligence by a party, that could substantially and materially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included

along with an explanation showing why the evidence was not presented at the original hearing;

3. The sanctions imposed are substantially disproportionate to the severity of the violation of offense or the cumulative conduct record of the charged student.
 - i The Dean will make a final decision and notify the student in writing, normally within **ten (10) days** of the receipt of the appeal. The Dean's decision is final; no further appeals are available for the student.

SECTION XVI: ST. LOUIS COLLEGE OF PHARMACY EXCUSED ABSENCE POLICY

This policy applies to all student pharmacists Professional Year 1 through Professional Year 3 (P1–P3) who are enrolled in the professional program at the University. Introductory pharmacy practice experiences (IPPE) courses taken during the fall and spring semesters will follow this policy. Professional Year 4 (P4) student pharmacists on advanced pharmacy practice experiences (APPEs) and P2 and P3 student pharmacists completing IPPEs for community and health system must follow the excused absence policy in the Office of Experiential Education Manual/Policies.

POLICY OVERVIEW

St. Louis College of Pharmacy expects student pharmacists to attend all required activities noted on the course schedule or syllabus, all course-related assessments (e.g., exams, quizzes, case presentations, practicums, etc.) and all scheduled classes and labs. This is necessary to allow efficient and effective teaching of course material and active learning during class and lab sessions, to show respect for instructors, and to ensure the security of examinations, quizzes, and other types of student assessments. However, St. Louis College of Pharmacy also recognizes that there are occasions when student pharmacist attendance at these activities is not possible or prudent. This policy is intended to inform P1–P3 student pharmacists of how absence requests and approvals will be processed. Course policy, even if noted in the course syllabus, does not supersede an official action by St. Louis College of Pharmacy to grant an excused absence for any of the valid reasons outlined below.

PROCEDURES

A student pharmacist must complete the process described below to be granted an excused absence.

Students will be held responsible for mastery of material missed during an excused absence.

It is the responsibility of the student to arrange a makeup plan with the course coordinator. Students are expected to be prepared and available to take any missed assessments within 48 hours of their return to campus. For excused absences, faculty members will assign makeup work or reschedule exams, quizzes, or other student assessments in a fair and equitable manner. However, student pharmacists should recognize that it may not be possible to makeup all types of missed course activities (e.g., a group presentation, discussions, etc.). Makeup course activities or assessments may differ in format from the original activity or assessment, at the discretion of the course coordinator (e.g., essay, oral, fill-in-the-blank, etc.). The scheduling and determination of the format of course makeup work or assessments is always at the discretion of the course coordinators.

Failure to comply with this policy could result in the inability to make up assessments or make up with reduced credit awarded. Student pharmacists may be excused from attending classes due to any of the reasons outlined later in this section. During a single semester, a student pharmacist with two unanticipated absences will be referred to the Assistant Dean of Student Academic Affairs. Subsequent excused absences may require additional documentation and will be coordinated with the Assistant Dean of Student Academic Affairs.

In rare cases involving extenuating circumstances student pharmacists may request an excused absence from the Office of the Dean of Pharmacy for reasons other than those listed below. Such requests will only be granted at the discretion of the Dean. The Dean's decision is final for excused absence requests not explicitly covered by this policy.

For unexcused absences, course coordinators will not be required to assign makeup work or reschedule exams, quizzes or other student assessments.

SUBMISSION OF REQUEST

All absence requests must be submitted via the electronic absence request portal for approval by the Office of the Dean of Pharmacy. The timing of requests and required documentation will differ based on the nature of the request and will be discussed below. Please note that falsification or misrepresentation of an absence request is considered an act of professional misconduct and will be reported in accordance with the Student Code.

EXCUSABLE ABSENCES

Below is a list of acceptable events, both anticipated and unanticipated, for being excused from class/lab. Except where noted below, all absence requests must be submitted via the electronic absence request portal for approval by the Office of the Dean of Pharmacy before the beginning of a class/lab. Requests submitted after the class/lab has concluded will not be granted except in extreme or extenuating circumstances that render the student incapable of communicating.

As the primary obligation of student pharmacists should be to the academic program and to developing the requisite knowledge, skills, attitudes/values/behaviors and abilities to successfully complete the program, student pharmacists are expected to minimize their time away from school.

Absence due to COVID-19 will follow our interim COVID-19 absence policy where applicable.

If a course coordinator makes a change to the course syllabus or schedule during the semester that effects an excused absence for an anticipated event, the student pharmacist should notify the course coordinator within two business days of the change in course schedule being announced to students.

Anticipated Events

ANTICIPATED EVENT	CRITERIA/STIPULATIONS	REQUIRED DOCUMENTATION MAY INCLUDE:	TIMEFRAME FOR SUBMISSION
Professional Development Activities	<ul style="list-style-type: none"> • When possible, schedule to avoid conflict with course activities. • Good academic standing • Consult professional organization advisor/professional advisor before planning to participate • Each individual student is responsible for submission and should not rely upon student organization leadership or advisors to submit a request on behalf of the organization. 	<ul style="list-style-type: none"> • Meeting registration or meeting agenda outlining student research/participation or • Faculty/advisor verification 	<ul style="list-style-type: none"> • No less than two weeks prior (or earlier when possible)
Pursuit of further Graduate or Professional Opportunities		<ul style="list-style-type: none"> • Documentation of interview • Other documentation as appropriate 	<ul style="list-style-type: none"> • Two weeks prior (or earlier when possible)
Religious Observance or Religious Holiday			<ul style="list-style-type: none"> • Within one week of semester start (or as far in advance as possible)
Scheduled Medical Care, Procedures or Childbirth	<ul style="list-style-type: none"> • When possible, schedule to avoid conflict with course activities. 	<ul style="list-style-type: none"> • Doctor's note or • Scheduled procedure paperwork or • Hospital admission paperwork <p style="margin-left: 20px;"><i>*Need not disclose medical diagnosis</i></p>	<ul style="list-style-type: none"> • As soon as date is known

NAIA College Athletic Competitions	<ul style="list-style-type: none"> • University of Health Sciences and Pharmacy in St. Louis-sponsored • University-sanctioned athletic competition 		<ul style="list-style-type: none"> • Within one week of semester start
Jury Duty or Required Court Appearance	<ul style="list-style-type: none"> • If possible, attendance at court-related proceedings should be scheduled to not conflict with class/lab. <p><i>*Related to jury duty, the Office of the Dean of Pharmacy is able to provide documentation regarding students' enrollment status. Documentation provided by the Office of the Dean of Pharmacy does not guarantee that a student will be excused from jury duty. Request for documentation must be received at least 21 days in advance of the court date.</i></p>	<ul style="list-style-type: none"> • Documentation of jury duty or court summons 	<ul style="list-style-type: none"> • As soon as date is known
Required Military Duty	<ul style="list-style-type: none"> • Active-duty members of the U.S. military called to duty 	<ul style="list-style-type: none"> • Documentation of service commitment 	<ul style="list-style-type: none"> • As soon as date is known
U.S. Naturalization Process	<ul style="list-style-type: none"> • Student pharmacists who are in the process of becoming U.S. residents or citizens • If possible, these appointments should be scheduled to not conflict with class/lab. 	<ul style="list-style-type: none"> • Documentation of appointment 	<ul style="list-style-type: none"> • As soon as date is known
Weddings/Special Family Events	<ul style="list-style-type: none"> • Weddings (or special family events of comparable, singular importance) for student pharmacists or 	<ul style="list-style-type: none"> • Invitation Event program 	<ul style="list-style-type: none"> • Within one week of semester start

	<p>their dependents, spouses, or immediate family</p> <ul style="list-style-type: none"> • Student pharmacists who are members of a wedding party may also be excused. • When possible, schedule to avoid conflict with course activities. • Student pharmacists should always weigh the priority of attending the wedding or special family event against the importance of attending class/lab. • Students should minimize time away from school and not extend travel beyond the day of the wedding or special family event. • Good academic standing 		
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Unanticipated Events

UNANTICIPATED EVENT	CRITERIA/ STIPULATIONS	REQUIRED DOCUMENTATION MAY INCLUDE:	TIMEFRAME FOR SUBMISSION
Acute Illness or Injury (single day)	<ul style="list-style-type: none"> • Emergency medical procedure, childbirth, an acute self-limiting illness, exacerbation of a chronic illness, or accident afflicting themselves or someone in their immediate family or care (e.g., parent, sibling, spouse, or child). • Student pharmacists should make every effort to attend class as 	<ul style="list-style-type: none"> • Acute illness lasting one day does not require documentation from a health care provider in most cases. Documentation may be required if there are frequent absences of this nature. • Documentation from a health care provider for emergency medical procedures, childbirth, accidents or for a family member is required. 	<ul style="list-style-type: none"> • Before class/lab

	<p>long as they are not contagious or severely ill. For example, a pharmacist experiencing a self-limiting headache that is treatable with over-the-counter medications would be expected to report to work, but a pharmacist experiencing a debilitating migraine might be excused from work.</p>	<p>Exceptions regarding dependent care may be made</p>	
<p>Illness or Injury of two or more consecutive days</p>		<ul style="list-style-type: none"> • Medical confirmation from health care provider unless confirmation is deemed unnecessary by the Office of the Dean of Pharmacy • Note must be from a medical professional involved in the medical care of the student • Note must contain the date and time of the illness/treatment and confirmation of needed absence as well as the date the student is cleared to return to class 	<ul style="list-style-type: none"> • Before class/lab
<p>Accidents, Victim of a Crime or Other similar events</p>	<ul style="list-style-type: none"> • Car accident (major or minor), traumatic event, or other similar event (e.g., fire or burglary at residence, theft of vehicle, etc.) 	<ul style="list-style-type: none"> • Police report, insurance claim/report, repair bill, or other related documentation (e.g., a date/time stamped photo of the vehicle or residential damage) 	<ul style="list-style-type: none"> • As soon as safely possible
<p>Death in the Family</p>	<ul style="list-style-type: none"> • Death of a parent, sibling, spouse, child, or grandparent an excused absence from courses for three (3) days up to and including the day of 	<ul style="list-style-type: none"> • Obituary or • Funeral or memorial card/program • Other documentation as available 	<ul style="list-style-type: none"> • Before class/lab

	<p>the funeral or memorial service will generally be allowed</p> <ul style="list-style-type: none"> • An excused absence for the day of the funeral or memorial service may be granted in the case of the death of other close relatives. • Students may work with the Office of the Dean of Pharmacy on a case-by-case basis in situations where an extended absence may be warranted. 		
Unsafe Travel Conditions to Campus	<ul style="list-style-type: none"> • Follow the University's Inclement Weather Policy when appropriate • When local weather conditions make travel dangerous but have not impacted campus closure or delays 	<ul style="list-style-type: none"> • Flight reservation and subsequent changed itinerary or • Other pertinent travel documentation or • Repair bill or towing bill 	<ul style="list-style-type: none"> • Before class/lab
Travel Delay or Commuting Problem beyond Student Pharmacist's Control	<ul style="list-style-type: none"> • Delays in travel for personal or professional reasons (e.g., cancellation or delay of a flight) that prevents a student pharmacist from returning to campus as previously scheduled. • Student pharmacists will be excused from class attendance for up to two (2) days in the event of an unforeseen travel delay requiring additional time to complete the travel. • This policy statement does not include 	<ul style="list-style-type: none"> • Flight reservation and subsequent changed itinerary or • Other pertinent travel documentation or • Repair bill or towing bill 	<ul style="list-style-type: none"> • Before class/lab

	<p>extending holidays and/or errors in booking travel arrangements that create conflict with attending class sessions or scheduled exams (including final exams or remediation exams), quizzes, or other assessments.</p> <ul style="list-style-type: none"> • Malfunction of an automobile or other mode of transportation. 		
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Responsibilities

POSITION/OFFICE/ DEPARTMENT	RESPONSIBILITY
Student Pharmacists	<ul style="list-style-type: none"> • Submit all absence requests to the Office of the Dean via the electronic absence request portal before the class session begins • Work with faculty to reschedule/complete makeup quizzes, exams, and graded activities prior to or within 48 hours of return to campus • Respond to emails within 24 hours
Executive Assistant, Office of the Dean of Pharmacy	<ul style="list-style-type: none"> • Management of student absence requests via electronic portal • Verification of student eligibility for being excused • Communicating excused absences with course coordinators and with students • Record keeping of student absence requests
Assistant Dean of Student Academic Affairs	<ul style="list-style-type: none"> • Monitor students with two or more unanticipated absences in the same semester • Meet and support students as necessary

	<ul style="list-style-type: none"> Identify need for and review additional required documentation for student-specific situations.
Dean of Pharmacy	<ul style="list-style-type: none"> Final approval of all student absence requests
Faculty	<ul style="list-style-type: none"> Refer to or include this policy in course syllabi When absences are reported directly to them, refer the student to the Office of the Dean per this policy Respond to students within 24 hours of receiving communication of the absence to schedule makeup assessments Ensure makeup assessments are fair and equitable Ensure students receiving excused absences are not penalized or disadvantaged

Policy Contacts

NAME	CONTACT INFORMATION
Dean of Pharmacy	deansofficepharmacy@uhsp.edu

SECTION XVII: ST. LOUIS COLLEGE OF PHARMACY EXAM POLICY

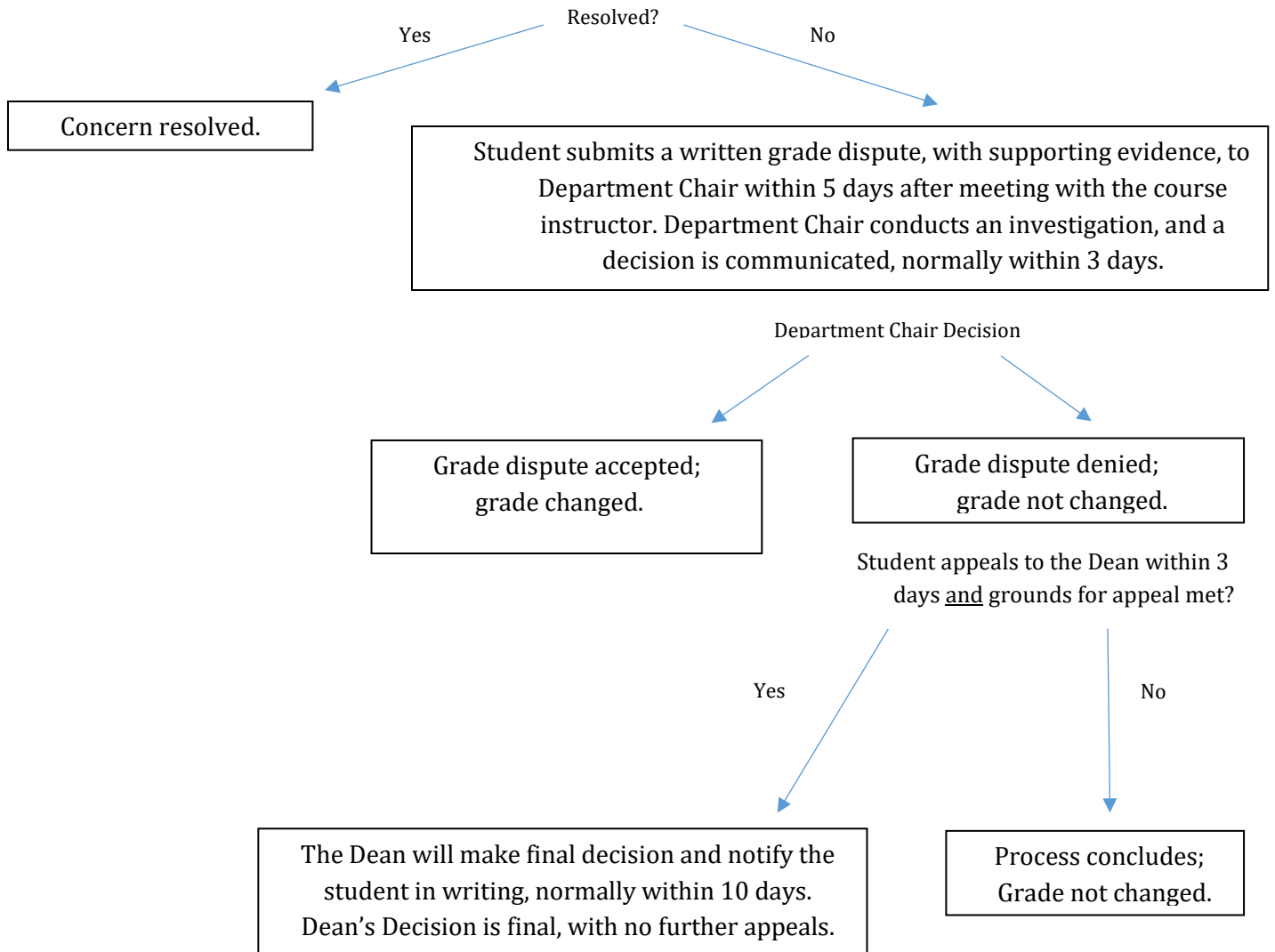
- A. Exam seating will be assigned in a randomized fashion for each exam. The seat assignments will be made available no more than one hour prior to the exam. Students are expected to check Moodle to identify their seat assignment and must be in their assigned seat for the exam.
- B. Students must be on time for the exam. If a student is late, they may only be allowed entry if no other exam taker has already finished the exam and left the room.
- C. Every student is required to have an acceptable form of identification. Identification must be visible on the body or desk during the exam. Acceptable forms of identification include:
1. University of Health Sciences and Pharmacy in St. Louis Student ID (preferred)
 2. Driver's license or state ID
 3. Passport
 4. Workplace ID that includes name and picture
 5. Credit card/debit card with student name that can be verified in combination with picture on LockDown browser
- D. The following items are restricted from students at their seat:
1. All coats and hats (exceptions made for religious purposes)

2. Non-University of Health Sciences and Pharmacy in St. Louis approved calculators
 3. Cell phones
 4. Any other electronic or digital devices (watches, activity wristbands)
 5. Backpacks, purses, computer bags/covers, pencil/ pen bags
 6. Earbuds/earphones are not permitted unless medically necessary as documented by a physician
 7. Glasses or any other device with a camera (such as Google Glass)
 8. Photographic devices
 9. Recording devices
 10. Food of any kind
 11. Foam earplugs and wireless mice are acceptable but must be shown to a proctor prior to the exam.
 12. Drinks are permitted but are subject to inspection by an exam proctor.
- E. Some items may be allowed on student desks in the setting of extenuating circumstances (e.g., tissues or cough drops if experiencing a mild cold), but these items need to be confirmed with course coordinators prior to the exam.
- F. Only University of Health Sciences and Pharmacy in St. Louis issued/approved computers, connected to University Wi-Fi, can be used for exams.
- G. Only University of Health Sciences and Pharmacy in St. Louis approved calculators are to be used.
- H. Students must be logged into LockDown Browser, have the assessment/exam open at the beginning of the assessment period, and have turned down computer brightness prior to any physical material distribution.
- I. Students should use the restroom prior to starting the exam. A student may only exit the exam room prior to submission of the exam for extenuating circumstances approved by the course coordinator. In the event the student requires the restroom, the following will be applied:
- a. An exam proctor, faculty, or staff member must accompany each student during hallway transfer.
 - b. Students must show that all pockets are empty prior to entering the bathroom.
 - c. Proctors/faculty/staff may enter the bathroom (in the common area) with the student or do a full bathroom sweep prior to the student entering the bathroom.
- J. All exam materials must be turned into a proctor prior to leaving the exam room.
- K. Exam submission must be verified by a proctor prior to leaving the exam room.

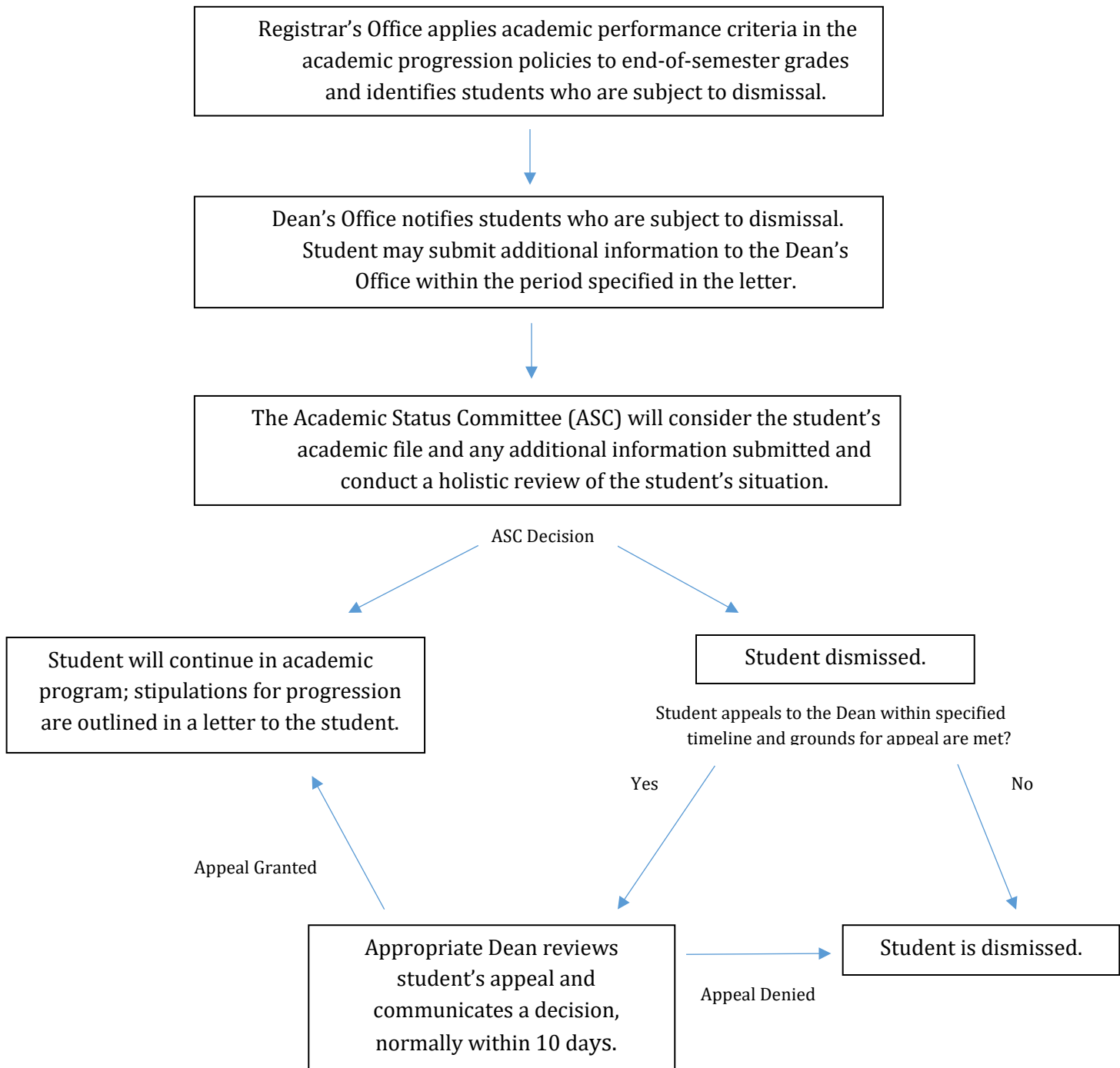
- L. If an exam cannot be taken at the originally scheduled time, students should refer to St. Louis College of Pharmacy Absence Policy and/or the appropriate course syllabus.
- M. Exams will be in person unless special accommodations need to be considered, and these will be determined on a case-by-case basis by the course coordinator.
- N. Environmental room scans will be expected for all remote examinations

APPENDIX A: GRADE DISPUTE PROCESS

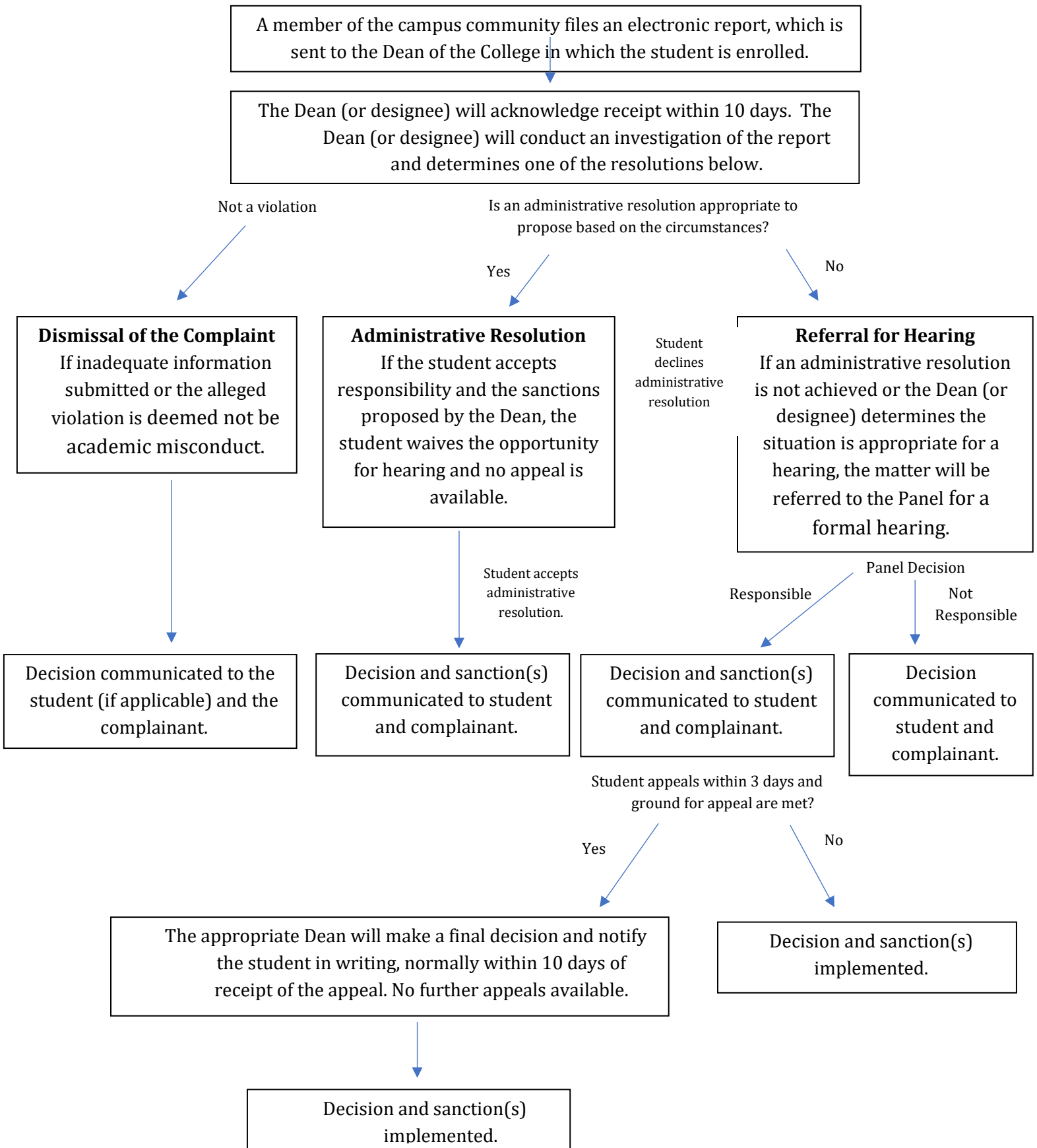
A student with a concern regarding a didactic course should first notify the course instructor responsible for the course within 5 days of assignment/quiz/exam/assessment grade issued or 3 days in case of final course grade.



APPENDIX B: ACADEMIC DISMISSAL PROCESS



APPENDIX C: ACADEMIC MISCONDUCT PROCESS



APPENDIX D: PROFESSIONAL MICONDUCT PROCESS

