

# **STUDENT ETHICS AND CONDUCT CODE**

University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences  
(Adopted 10/22/2010)

## **SECTION I. INTRODUCTION**

The credibility of health care professionals is based, to a large extent, on the high degree of trust accorded by patients and other health care providers. Students entering the health care professions have a particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

The University of Colorado School of Pharmacy is committed to promoting in all of its students a sense of professionalism and a desire to adhere to the highest professional standards that pertain to pharmacy. Students are expected to exhibit the highest standards of professional conduct, avoiding impropriety and the appearance of impropriety.

The Student Ethics and Conduct Code exists to promote honorable conduct on the part of all students in the school and instill in students a life-long commitment to the principles embodied within the code. Students are required to engage in responsible academic and social conduct that reflects credit upon the profession, the school and the university. The code includes rules, regulations and professional expectations (Appendix A) and sanctions (Appendix B). Student Ethics and Conduct Code complements the school's Substance Abuse Policy and other school policies.

Ultimately, the code depends on students monitoring their own behavior and discouraging violations of the code by others. Students are obligated to self report, i.e., file an incident report (Appendix C) for suspected or substantiated violations of the code which they may have committed, and to report suspected or substantiated violations of the code committed by other students. Students who wish to discuss a potential breach of the Code are encouraged to meet with the Associate Dean for Academic Affairs, Associate Dean for Student and Professional Affairs, or chair of the Student Ethics and Conduct Committee.

This Code provides guidelines for students under the authority of the Laws of the Regents, Article 7, Part B, requiring the development of student codes of conduct. This code was approved by the student council on November 5, 2010 and by the faculty on October 22, 2010.

This Student Ethics and Conduct Code shall apply to students in the entry-level and nontraditional PharmD programs of the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree or permanent withdrawal from the professional program, at all times and in all locations. This Student Ethics and Conduct Code shall apply even if the student leaves school while a disciplinary matter is pending.

## **SECTION II. RELATIONSHIP OF THE STUDENT ETHICS AND CONDUCT CODE TO LOCAL, STATE AND FEDERAL LAWS AND TO PHARMACY LICENSING AGENCY RULES AND REGULATIONS**

The university adheres to all appropriate local, state and federal laws and to pharmacy licensing agency rules and regulations. It cooperates with law enforcement and other officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency.

A student must notify the Associate Dean for Academic Affairs, within seven calendar days, of the filing of any legal charges or proceedings and the disposition of such proceedings, wherein it is alleged that a student has violated any criminal law, including but not limited to “driving under the influence” and “driving while ability impaired”. Convictions, including a guilty verdict, a plea of guilty or *nolo contendere* accepted by the court, or a deferred judgment or sentence, for violation of local, state, or federal criminal laws shall be considered unprofessional conduct for purposes of this code.

The discipline process can be initiated by a report from any student, faculty, administrative staff, or other member of the university/campus community, or from police or court reports. This process is initiated through the submission of an incident report or other written account to the Associate Dean for Academic Affairs.

Proceedings initiated under this Student Ethics and Conduct Code are separate from civil or criminal proceedings that may relate to the same incident. Investigations or proceedings by the university are not postponed while criminal or civil proceedings are pending unless otherwise determined by the Associate Dean for Academic Affairs.

## **SECTION III. CONDUCT, PROCEDURES AND SANCTIONS**

This code shall be available to those applying for admission. Prior to entering the academic program, all entry-level and nontraditional PharmD students must provide a signed statement or electronic equivalent that they have received and read the Student Ethics and Conduct Code and that they have made a personal commitment to uphold the code and abide by its processes and principles.

The primary responsibility for reporting violations of the Student Ethics and Conduct Code rests with the individual student who has violated the code. Because responsibility for upholding the code is shared by all members of the Skaggs School of Pharmacy and Pharmaceutical Sciences, documented reports of misconduct may originate from any student or member of the faculty or staff, or others having knowledge of alleged misconduct. Failure to report a perceived violation shall itself be deemed a violation. Upon observing a possible violation of the Student Ethics and Conduct Code, students, faculty, staff and teaching assistants are obligated to:

- File an incident report as outlined in Section IIIC below. If necessary, students

should seek advice from the Associate Dean for Academic Affairs, the Associate Dean for Student and Professional Affairs, or the chair of the Student Ethics and Conduct Committee.

- Maintain confidentiality regarding the incident.

### **III A. RULES, REGULATIONS AND PROFESSIONAL EXPECTATIONS**

Students are required to engage in responsible academic and social conduct that reflects positively upon the profession, the school and the university.

The conduct listed in Appendix A is prohibited, as are attempts to commit and aiding, abetting, or inciting others to commit conduct prohibited by this code. Any student found to have committed or to have attempted to commit the conduct listed in Appendix A is subject to disciplinary sanctions.

### **III B. STUDENT ETHICS AND CONDUCT COMMITTEE**

The School of Pharmacy has a standing Student Ethics and Conduct Committee that serves as an advisory committee to the Associate Dean for Academic Affairs. The primary function of the committee is to examine alleged violations of the Student Ethics and Conduct Code and to make recommendations to the Associate Dean of Academic Affairs. The composition of the committee shall consist of student and faculty members to include:

#### *STUDENT MEMBERS*

The student membership on the Student Ethics and Conduct Code Committee shall include one representative from each of the four classes in the entry-level PharmD program for cases involving students in the traditional program. Each student shall have full voting privileges.

The student membership on the Student Ethics and Conduct Code Committee shall include four representatives from the non-traditional PharmD program for cases involving students in the non-traditional program. Student members shall be appointed by the Associate Dean for Academic Affairs upon recommendation of the Director of the Nontraditional PharmD Program. Each student shall have full voting privileges.

#### *FACULTY MEMBERS (WITH FULL VOTING PRIVILEGES)*

The faculty membership on the Student Ethics and Conduct Code Committee shall include four faculty members with one of the four faculty members appointed as chair of the committee. Each faculty member shall have full voting privileges. Membership and chair appointments shall be made by the Dean according to current school policy. In the absence of the chair, the vice-chair shall serve as chair of the committee.

### *STAFF MEMBER*

One staff member with non-voting privileges shall be appointed each year by the dean to assist the chair in an administrative capacity including the documentation of all committee proceedings.

### *QUORUM*

Three faculty members with full voting privileges shall be required for a quorum. Three student members with full voting privileges shall be required for a quorum.

### *TERMS OF OFFICE*

Terms of office for entry-level student members of the committee shall be determined by the student council. Nontraditional student members shall serve on an *ad hoc* basis.

Faculty members shall normally be appointed to renewable terms. The Dean within current school policy, will nominate one of the faculty appointments as chair-elect. That individual will serve a three-year appointment (one year as chair-elect, one year as chair and one year as immediate past chair).

## **III C. REPORTING PROCEDURES**

Electronic mail (e-mail) is an accepted official form of written communication in the School of Pharmacy. E-mail may be used to communicate information regarding ethics code policies and procedures. E-mail correspondence between members of the Student Ethics and Conduct Committee and other necessary parties is permitted but students should be referred to by an identification or case number and not by name. Written communications in hard copy format will be used when appropriate. All correspondence may be subject to external review under the Freedom of Information Act.

### *Alleged code violations*

A report of a suspected violation of the Student Ethics and Conduct Code should be made, whenever possible, within 15 calendar days upon observing or learning of suspected code violation. The reporting mechanism shall consist of a standardized form known as the Ethics Code Incident Report Form (Appendix C) and upon completion shall be submitted to the Associate Dean for Academic Affairs. The 15-day reporting period may be waived by the Associate Dean for Academic Affairs if, in his/her judgment, circumstances warrant.

An individual who submits an Incident Report shall be permitted to withdraw the report

at her/his discretion, with the approval of the Associate Dean for Academic Affairs, at any time prior to a formal meeting of the Student Ethics and Conduct Code Committee to hear the case.

Copies of the Ethics Code Incident Report Form are available as Appendix C to the Student Ethics and Conduct Code (available in the Student Bulletin).

In the event a committee member who personally observes an alleged violation and files an incident report or who has a conflict of interest, he/she will be excused from the committee for that case and may be replaced, if necessary, by an individual appointed by the Associate Dean for Academic Affairs or, if a student, by the Student Council.

Information regarding the disciplinary hearing and committee deliberation of an alleged violation of the Student Ethics and Conduct Code shall be considered confidential by all parties involved. Violation of confidentiality is considered a breach of ethical conduct.

### **III D. PROCEDURES OF THE STUDENT ETHICS AND CONDUCT COMMITTEE**

#### *1. Events prior to a formal committee hearing*

Upon receipt of the incident report, the Associate Dean for Academic Affairs will within 15 calendar days (under ordinary circumstances):

- Inform the accused student and the chair of the Student Ethics and Conduct Committee about the receipt of the incident report. The Associate Dean for Academic Affairs may allow an accused student to self-submit an incident report.
- Notify the accused student(s) that his/her written response must be submitted within seven calendar days and that she/he must meet with the Associate Dean for Academic Affairs.
- In cases of alleged sexual harassment or sexual misconduct, or other allegations of civil rights violations, the Associate Dean for Academic Affairs will refer the investigation to the campus civil rights officer.
- In assessing whether the matter should be referred to the Student Ethics and Conduct Committee for investigation the Associate Dean for Academic Affairs may conduct limited fact finding to determine whether there is evidence to support the allegations. The Associate Dean for Academic Affairs will not assess the credibility of witnesses but will instead make his/her determination based on whether the alleged facts if proven true may constitute a violation of the honor code and whether there is evidence to support those allegations.
- Make a determination. The Associate Dean for Academic Affairs, based on the information available, will choose to:

- A) Dismiss the case if, in her or his judgment, there is insufficient evidence to justify forwarding the case to the Student Ethics and Conduct Committee. The decision by the Associate Dean for Academic Affairs to dismiss a case shall be made in consultation with and with the concurrence of the Chair of the Student Ethics and Conduct Committee. In such circumstances, the Associate Dean for Academic Affairs will prepare a written report justifying her/his decision for the individual(s) who submitted the incident report and for the Student Ethics and Conduct Committee.
- B) Resolve the case to the satisfaction of the individual(s) who submitted the incident report without referring the case to the Student Ethics and Conduct Committee. The decision by the Associate Dean for Academic Affairs to resolve a case shall be made in consultation with and with the concurrence of the Chair of the Student Ethics and Conduct Committee. In such circumstances, the Associate Dean for Academic Affairs will prepare a written report of the case for the Student Ethics and Conduct Committee.
- C) Refer the case to the Student Ethics and Conduct Committee for investigation, determination of the facts of the case and/or recommendation of sanctions. In such circumstances, the Associate Dean for Academic Affairs will first meet with any student accused of a Student Ethics and Conduct Code violation and inform her/him that an investigation is underway. Without disclosing any details of the investigation, the Associate Dean for Academic Affairs will remind the student that the Code requires any student who has committed an offense to self report that offense and give the student the opportunity to submit a formal self (incident) report.
- Keep confidential the names of the individual(s) reporting the alleged code violation, witnesses and potential witnesses except as described below, or as required by school or university policy, or by law or statute.

After receiving a request from the Associate Dean for Academic Affairs to provide recommendations regarding a case, the chair of the Student Ethics and Conduct Committee will notify the accused student(s) in writing about the following:

- the nature of the charge and the evidence to support the charge.
- the name(s) of the individual(s) who submitted the incident report and the names of witnesses and potential witnesses.
- that retaliation, harassment or any direct or indirect attempt by the student or a third party to contact and/or discuss the case with the individual(s) who submitted the incident report form and any witness or potential witness named in the case documentation shall be considered a breach of the Code.
- that her/his name will be forwarded to the Associate Dean for Student and

Professional Affairs and the Director of Student Services and that they will be informed that she/he has been accused of a breach of the Code and about the nature of the alleged breach. The student is encouraged but not obliged to discuss his or her case with the Associate Dean for Student and Professional Affairs and/or the Director of Student Services. At the student's discretion, the Associate Dean for Student and Professional Affairs, the Director of Student Services or anyone else chosen by the student may advise her/him in preparing her/his response.

- that the student may request to meet with the chair to review committee procedures and students' rights and responsibilities.
- that when more than one student is accused of misconduct in the same incident, each student may request a separate hearing.
- that the accused student(s) shall have at least seven calendar days from the date of notification regarding the case to prepare her/his response and that she/he has the option to waive that time requirement.
- the date, time and place of the Student Ethics and Conduct Committee hearing. That information will be given to the accused student at least seven calendar days in advance of the hearing unless the student elects to waive that time requirement. At the same time, the Associate Dean for Academic Affairs shall also be notified about the hearing.
- that, in cases related to a course which concludes prior to a final determination of the case, the student's final course grade will be determined by the Associate Dean for Academic Affairs after he/she has received the Student Ethics and Conduct Committee's recommendations and made his/her decision. If the committee recommends action that subsequently is approved by the Associate Dean for Academic Affairs, such action may alter the student's final course grade.
- that the student shall indicate whether he or she accepts or denies responsibility (and in instances in which more than one conduct violation is alleged, the student may accept or deny responsibility for each conduct violation). The Student Ethics and Conduct Committee will proceed with the hearing regardless of whether the accused student accepts or denies responsibility.

## *2. Procedures at the formal committee hearing*

Prior to the Student Ethics and Conduct Committee hearing, the chair will ask the Student Ethics and Conduct Committee members (himself or herself included) whether there is any reason why they would be unable to render an unbiased opinion in the impending case. Committee members who disqualify themselves may be replaced by a faculty member chosen by the Associate Dean for Academic Affairs or, in the event that

the disqualified member is a student, by the Student Council.

Hearings will be conducted in an orderly manner and comprise at least two sessions: a disciplinary hearing and committee deliberation. An initial disciplinary hearing:

- must be conducted in the presence of the accused student regardless of her/his response except when her/his absence is without good cause, as determined by the committee chair.
- may exclude parties not having a role in the hearing at the sole discretion of the chair.
- may be conducted with one or more members, witnesses and the accused participating from a distance through electronic technology.
- may accommodate concerns for personal safety, well-being, and/or fears of confrontation during the hearing by means determined to be appropriate in the sole judgment of the committee chair.
- will permit the individual(s) reporting the incident and the accused student the opportunity to speak and present fully the evidence he or she has brought to the hearing.
- will permit members of the committee to question the individual(s) reporting the incident, the accused student(s) and witnesses. However, the accused student(s) and witness(es) are not permitted to question the individual(s) reporting the incident.
- will permit the accused student(s) to introduce and rebut information and provide on her/his behalf witnesses to the incident.
- will permit the accused student (at her/his own expense) and the Student Ethics and Conduct Committee to seek assistance from an advisor. The advisor may attend the hearing but she/he is not permitted to speak for the student or the committee; address the committee; or question the accused student or witnesses or committee members during the proceedings.
- will require all parties to keep the proceedings confidential. The university agrees to maintain confidentiality of the disciplinary hearing proceedings as permitted by law.

At the disciplinary hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply. A single verbatim record of the disciplinary hearing shall be made by audiotape or digital recorder, and shall remain the property of the Skaggs School of Pharmacy and Pharmaceutical Sciences.

The Student Ethics and Conduct Committee will deliberate in closed session within seven days of the disciplinary hearing under normal conditions to determine whether the student was responsible for, or engaged in, the alleged conduct. Following this decision, as appropriate, the committee will deliberate to recommend appropriate sanction(s). During the deliberation of appropriate sanctions, the committee may consider any available documentation regarding student behavior and professionalism. Deliberations of the Student Ethics and Conduct Committee shall not be recorded.



- The standard that shall be applied in all cases brought before the committee is that, for a finding to be made against the accused student, the preponderance of the evidence in the majority opinion of the committee must be against the student.
- Within seven days of the closed session under normal circumstances, the Student Ethics and Conduct Committee will submit a written report and recommendation to the Associate Dean for Academic Affairs, and the chair and Associate Dean will meet to discuss the case and recommendation.
- The Associate Dean for Academic Affairs may accept or modify the recommendation of the committee. The Associate Dean for Academic Affairs shall notify the student in writing of her/his decision within fifteen calendar days by U.S. mail with delivery confirmation, or if circumstances prevent, as soon as possible thereafter. The Student Ethics and Conduct Committee members and the individual(s) who submitted the incident report shall be informed of the Associate Dean's decision and shall keep that information confidential.
- The decision of the Associate Dean for Academic Affairs shall be communicated to the Office of Student Services and other appropriate parties within the school, to the Board of Pharmacy, and to others as required by law. Such notification shall not occur until the opportunity for appeal has expired and the decision is considered final.

### **III E. APPEAL PROCESS**

The accused student or alleged victim of a violent crime may appeal the decision of the Associate Dean for Academic Affairs to the Dean in writing within fifteen calendar days after notification by the Associate Dean. The Dean will only reverse or modify the findings and recommendations of the Associate Dean of Academic Affairs if he/she concludes, by a preponderance of the evidence, that one of the following situations exists:

- (a) new information regarding the student's alleged violation of the Student Ethics and Conduct Code which was previously unknown to the student or the Committee is discovered;
- (b) there was an error in the process that prevented the student from presenting relevant information to the Committee that could have materially changed the Committee's decision; or
- (c) there is evidence that the Student Ethics and Conduct Committee or Associate Dean for Academic Affairs acted in an arbitrary or capricious manner.

The decision of the Dean shall be final. The Dean will communicate the decision in writing to the student by confirmation delivery and to the Associate Dean for Academic Affairs. The Dean may, at her or his discretion, convene an advisory committee to assist in reaching a reasonable conclusion to the case.

### **III F. SANCTIONS**

Sanctions listed in Appendix B may be applied when appropriate to individuals found to have violated the Student Ethics and Conduct Code. More than one of the sanctions may be imposed for any single violation. Failure to complete disciplinary sanction within required deadlines will result in a “hold” on the student’s registration status.

All disciplinary actions taken against a student become a part of her/his file. All prior professionalism records and disciplinary actions noted in a student's file may be used in subsequent cases of code violations committed by that student and may result in harsher consequences than would otherwise have been the case.

The Associate Dean for Academic Affairs (or her/his designee) shall have the responsibility to determine that a student, found responsible for having engaged in an offense, meets all the conditions stipulated in disciplinary actions taken against the student by the school. All documentation relating to cases investigated by the Student Ethics and Conduct Committee shall be held by the Associate Dean for Academic Affairs (or her/his designee).

School of Pharmacy faculty will be informed of all Student Ethics and Conduct activity through the report of the chair at regular faculty meetings.

### **III G. PROCEDURES FOR REVISION OF THE STUDENT ETHICS AND CONDUCT CODE**

Changes to the code may be initiated by students through the Student Council or by members of the faculty or administration. All recommended changes should be forwarded to the chair of the Student Ethics and Conduct Committee and the Associate Dean for Academic Affairs for consideration. The code revision will be drafted by the Student Ethics and Conduct Committee and reviewed by the Student Council and the faculty. Following additional revisions, the revised code will be sent to the Student Council for approval and to the faculty for approval. A simple majority of a quorum of each group shall be sufficient to revise the code.

## ***Appendix A***

### **Rules, Regulations and Professional Expectations**

Students are required to engage in responsible conduct that reflects positively upon the profession, the school and the university.

The conduct listed below is prohibited, as are attempts to commit and aiding, abetting, or inciting others to commit conduct prohibited by this code.

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any university official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Violation of patient confidentiality, or of other established professional expectations for pharmacists.
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other school or university activities, including its public service functions on or off campus, or of other authorized activities when the conduct occurs on campus premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Abusive Conduct, defined as unwelcome conduct by an individual(s) that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "intimidating, hostile or offensive" must be based on all of the circumstances of the case. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which 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. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

6. Sexual Misconduct: Sexual Misconduct includes non-consensual sexual intercourse, non-consensual sexual contact and sexual exploitation or exposure.
  - a. Non-consensual sexual intercourse, defined as any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.
  - b. Non-consensual sexual contact, defined as any sexual touching (including touching with an object) however slight, by one person on another without consent.
  - c. Sexual exploitation and/or exposure, defined as taking non-consensual, unjust or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited. Sexual Exposure occurs when a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person.
7. Stalking, defined as repeated conduct which reasonably and subjectively causes another person to fear for his/her safety or repeated conduct which causes a person to alter his/her activities in response to the repeated conduct. Such repeated conduct may include but is not limited to any of the following: following or approaching a person or a member of that person's family or household; contacting a person or a member of that person's family or household whether or not conversation ensues; and placing a person or a member of that person's family or household under surveillance.
8. Attempted or actual theft of and/or damage to property of the university or property of a member of the academic community or other personal or public property, on or off campus, including (but not limited to) possessing property known to be stolen, or taking property of another without consent, even with an intent to return the property.
9. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Unauthorized possession, duplication or use of keys or other access device to any university premises or unauthorized entry to or use of university premises.
11. Violation of any school or university policy, rule, or regulation published in hard copy or available electronically on the school or university website, included (but not limited to):
  - a. violating the university policy on sexual harassment or non-discrimination.
  - b. behavior which exhibits general disregard for school policies, or pharmacy professionalism.
12. Misdemeanor or felony violations of any federal, state, or local law, or behavior that exhibits general disregard for the law.

13. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other prescription and/or controlled substances except as expressly permitted by law.
14. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by university regulations and local law), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
15. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
  - a. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy (including, but not limited to, BB guns, pellet guns, martial arts equipment, and knives with a blade over 3" in length).
  - b. As mandated by Regent's Policy 14I, in the case of a student who is found responsible via the Student Conduct Code process to have intentionally or recklessly used or possessed a weapon in a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the university, the minimum disciplinary sanction shall be expulsion. In the case of a harmless instrument as described in section 14a., the minimum sanction shall be expulsion if the student used the item with the intent to cause fear in or assault to another person.
  - c. Mere possession of firearms, explosives, fireworks, incendiary devices, ammunition, other weapons, or instruments designed to look like any of the above will result in suspension unless mitigating factors are present.
16. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
17. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at school or university sponsored or supervised functions.
18. Interfering with, obstructing or disrupting police or fire responses. This prohibition includes (but is not limited to):
  - a. Resisting arrest.
  - b. Failing to abide by the directions of a peace officer.
  - c. Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, or alarms.
  - d. Failing to evacuate during a fire alarm.
  - e. Arson/setting fires.

19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the school, university or members of the academic community. Disorderly conduct includes (but is not limited to): Use of electronic or other devices to make an audio or video record of another person without that person's express consent and/or knowledge when such a recording is likely to cause injury or distress to the individual being recorded.
20. Theft or other abuse of computer facilities and resources, including (but not limited to):
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the school or university computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of school or university Computer Use Policy.
21. Abuse of the Student Ethics and Conduct Code, including (but not limited to):
  - a. Failure to file an incident report.
  - b. Failure to obey the notice from a Student Ethics and Conduct Committee or school official to appear for a meeting or hearing as part of the Student Ethics and Conduct Code.
  - c. Falsification, distortion or misrepresentation of information before a Student Ethics and Conduct Committee.
  - d. Disruption or interference with the orderly conduct of a Student Ethics and Conduct Committee proceeding.
  - e. Submission of an incident report in bad faith.
  - f. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  - g. Attempting to influence the impartiality of a member of a Student Ethics and Conduct Committee prior to, and/or during the course of, the Student Ethics and Conduct Committee proceeding.
  - h. Harassment (verbal or physical) and/or intimidation of a member of a Student Ethics and Conduct Committee prior to, during, and/or after a proceeding.
  - i. Failure to comply with the sanction(s) imposed under the Student Ethics

and Conduct Code.

- j. Influencing or attempting to influence another person to commit an abuse of the student ethics and conduct code.
- k. Retaliating against or discouraging an individual from participating in a university process, acting to improperly influence the Student Ethics and Conduct Committee, or the unauthorized release of confidential student or university information/records.

## **Appendix B.**

### **IV F. SANCTIONS**

The following sanctions may be applied when appropriate to individuals found to have violated the Student Ethics and Conduct Code. More than one of the sanctions listed below may be imposed for any single violation. Failure to complete disciplinary sanctions within required deadlines will result in a “hold” on the student’s registration status.

1. *No action*  
The Associate Dean for Academic Affairs finds that the charges are unsubstantiated or exonerates the student. The decision letter specifies that the charges are cleared and no disciplinary action is taken.
2. *Warning or written reprimand*  
A student may be given a warning or written reprimand for minor infractions.
3. *Failing grade*  
A zero or fail grade for an assignment, exam, or course. The student’s ability to continue her/his academic program without interruption is dependent on her/his academic standing.
4. *General disciplinary probation*  
Probation is for a designated period of time, implemented by semesters, during which the student is required to show appropriate changes in attitude and behavior. Probation may include specified conditions and actions such as restrictions or limitations in certain activities or privileges or notifying the state Board of Pharmacy. Probation is considered stronger disciplinary action than a reprimand but the student is permitted to continue her/his academic program if she/he is in good academic standing. A violation of the terms of General Disciplinary Probation, or subsequent misconduct after discipline, is grounds for further disciplinary action, including loss of good standing, suspension, or expulsion.
5. *Disciplinary probation/Loss of good standing*  
Probation is for a designated period of time during which appropriate changes in attitude and behavior are expected to occur. Specific sanctions or restrictions may be imposed as a part of this probation. A student on this disciplinary probation is not in good standing with the school. Loss of good standing shall preclude eligibility to represent the school, to serve on a school committee, and for recognition by the School including any office held in a student organization. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary action, including suspension, or expulsion.
6. *Discretionary/educational sanctions*



The student may be permitted to continue her/his academic program without interruption while completing required or offered discretionary sanctions which may include, but are not limited to: letters of apology, community service, educational programs or assignments, restorative justice, mediation, individual assessment, counseling, substance abuse education, intervention or treatment.

7. *Restitution*

Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

8. *Disciplinary suspension*

Suspension for a distinct period of time and/or the specification that a student must fulfill certain requirements before re-admission or re-instatement will be considered. While suspended, the student is not entitled to attend classes, use university facilities, participate in university activities, or be employed by the university. Special conditions may be stipulated for reinstatement at the conclusion of the period of suspension. The school will provide the names of suspended students to the university and the Colorado State Board of Pharmacy.

9. *Deferred suspension*

A suspension may be deferred under special conditions in which the student participates in a designated program as a condition to remain in school under a strict probationary status defined by the Associate Dean for Academic Affairs.

10. *Disciplinary expulsion*

Expulsion is permanent removal from the university with no opportunity to return. The student is required to permanently leave the School of Pharmacy. The school will provide the names of expelled students to the university and the Colorado State Board of Pharmacy.

11. *Revocation of admission or degree*

Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or for other serious violations committed by a student prior to matriculation or graduation.

12. *Withholding degree*

The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of sanctions imposed.

13. *Summary suspension*

The Dean, Associate Dean for Academic Affairs, and their designee(s) have the authority to suspend summarily, pending final disposition of the case, any student when, in the opinion of these officials, such a suspension is necessary to:

- a. Maintain order on the campus;
- b. Preserve the orderly functioning of the university;

- c. Stop interference in any manner with the public or private rights of others on university premises;
- d. Stop actions or potential actions that threaten the health or safety of any person; or
- e. Stop actions or potential actions that destroy or damage property of the university, its students, faculty, staff, or guests.

Summary suspension will exclude the student from campus and off-campus program activities. Summary suspension begins immediately upon notice from the appropriate school official. A conference with the Associate Dean for Academic Affairs is then scheduled as soon as possible (usually within 10 calendar days) to determine how the case will continue and to begin the conduct process. In extreme matters, a summary suspension may be put in place until a student receives a final disposition in a court process after having been charged with a serious crime.

**Appendix C.**

UNIVERSITY OF COLORADO SKAGGS SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES  
STUDENT ETHICS AND CONDUCT CODE  
INCIDENT REPORT FORM

Your name(s): \_\_\_\_\_

Witness(es): \_\_\_\_\_

Observed violation of Student Ethics and Conduct Code:

*Date of alleged violation:* \_\_\_\_\_

*Alleged violator's name(s):* \_\_\_\_\_

*Environment (class, assignment, exam, other):* \_\_\_\_\_

*Nature of violation\* (please provide as much detail and evidence as possible):*

\*I (we) understand that intentional false accusation is a violation of the Student Ethics and Conduct Code. I (we) also agree to keep this incident report confidential.

*Signature:* \_\_\_\_\_

*Contact (phone, e-mail):* \_\_\_\_\_

*Date:* \_\_\_\_\_

Return completed report within fifteen calendar days of observing or learning of the incident to the Associate Dean for Academic Affairs.

To be completed by Associate Dean for Academic Affairs:

\_\_\_\_\_ Date received

**STUDENT ETHICS AND CONDUCT CODE**  
UNIVERSITY OF COLORADO SKAGGS SCHOOL OF PHARMACY  
AND PHARMACEUTICAL SCIENCES  
**(Adopted 10/22/2010)**

Approvals:

Review by University Counsel	October 18, 2010
School of Pharmacy Faculty	October 22, 2010
Student Council	November 5, 2010

01/18/11  
Date

Dean, School of Pharmacy