

Standards of Conduct and Professional Decorum
The University of Iowa College of Pharmacy
Approved by Student Leadership Council and Faculty
May Meeting, 2013

Code of Conduct

ARTICLE 1. PURPOSE, DEFINITIONS, AND SCOPE

Healthcare providers are held to the highest standard of ethical conduct and must possess exceptional character, honesty, and integrity. The Code of Conduct requires students of The University of Iowa College of Pharmacy to abide by the tenets of respect, honesty, integrity, and professionalism. A pharmacist is characterized in *The Oath of a Pharmacist* as devoting “a lifetime of service to others through the profession of pharmacy.” This oath demands a pharmacist hold him/herself and colleagues to “the highest principles of our profession’s moral, ethical, and legal conduct.”¹

The purpose of the Code of Conduct is to:

1. Establish a set of expectations to guide students’ academic behavior as they develop in their role as health care professionals.
2. Promote awareness of moral, ethical, and legal conduct associated with the profession of pharmacy through proper education and a mutual understanding of expectations.
3. Promote a community of trust and an environment conducive to learning.
4. Instill lifelong principles of professionalism and a culture of academic integrity.

“Code of Conduct” is defined as the written document outlining the requirements of student conduct related to academic honesty and professional behavior. The Code of Conduct applies to students enrolled in the Doctor of Pharmacy Program.

“Honor Council” is defined as the student-led group responsible for administering the Code of Conduct. The Honor Council reports to the Associate Dean for Professional Education who will serve as the faculty advisor.

The Code of Conduct encompasses all work submitted for any academic credit while enrolled in the College of Pharmacy. Additionally, the Code of Conduct includes any activity where a student is representing the College of Pharmacy. The Code of Conduct is intended to supplement the University of Iowa’s Code of Student Life.²

¹ Oath of a Pharmacist. American Association of Colleges of Pharmacy. <http://www.aacp.org/resources/academicpolicies/studentaffairspolicies/Documents/OATHOFAPHARMACIST2008-09.pdf>. Accessed April 25, 2013.

² Code of Student Life. The University of Iowa. <http://dos.uiowa.edu/policy-list/current-policies-and-regulations-affecting-students-2012-2013-academic-year/student-responsibilities-6/code-of-student-life-2011-2012-academic-year/>. Accessed April 25, 2013.

ARTICLE 2. THE AFFIRMATION OF THE CODE OF CONDUCT

At the beginning of each academic year, each student will be required to sign and date the following statement as a condition of enrollment in the College of Pharmacy:

“I affirm that I have read, understand, accept, and will uphold the University of Iowa College of Pharmacy’s Code of Conduct, The University of Iowa Code of Student Life, and the Oath of the Pharmacist. If I violate the Code of Conduct, I recognize that I may receive sanctions that could include dismissal from the College of Pharmacy.”

All signed affirmations will be kept on file by the Office of Academic Affairs. Annually, each class will be presented information regarding the importance of the Code of Conduct and the role of the Honor Council at the College of Pharmacy. Honor Council members and the Dean of the College of Pharmacy or his/her designate will lead a mandatory, informational session.

Instructors are encouraged to provide reminders stating the Code of Conduct is in effect. Specifically, stating this on exams and homework is recommended, but not required. Instructors should clearly indicate when collaboration or use of resources is permitted on an assignment/exam. When collaboration or use of resources is not mentioned, it is understood that the assignment/exam is done on an individual basis.

ARTICLE 3. STUDENT RESPONSIBILITIES

Violations of the Code of Conduct include, but are not limited to:

1. Cheating
 - Cheating is defined as a student who does not do his or her own work on an academic exercise or otherwise gains an unfair advantage over his or her colleagues.
 - Cheating is also defined as aiding or abetting another through willful collaboration when such collaboration has not been authorized.
2. Plagiarism
 - Defined by Webster’s dictionary as “to steal and pass off words of another as one’s own; to use another’s production without crediting the source.”³
 - Violations can be either intentional or unintentional plagiarism.
 - An unintentional violation can occur when a student is unaware of correct citation practices in the writing of a paper, project, or presentation. To avoid such unintentional plagiarism, students must familiarize themselves with the appropriate process for crediting sources.
3. Falsification and Fabrication
 - Fabrication is considered to be consciously manufacturing or manipulating information in a false manner.
 - Falsification is considered to be willfully providing false, misleading, or incomplete information.
4. Failing to Respect Confidentiality
 - Students will respect each patient’s privacy and dignity and will maintain all patient information as confidential.

³ “Plagiarism”. Merriam-Webster.com. Merriam-Webster, 2012. February 18, 2012.

- All Honor Council proceedings are strictly confidential. Any student who serves as an accuser, witness, or Honor Council member will not discuss any matters outside the Honor Council proceedings.
5. Discrimination
 - There will be no differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual.⁴
 6. Inappropriate Use of Technology Resources
 - Students should use technology consistent with values, behavioral standards, laws, ethics and University policy⁵ in their educational and research pursuits.
 - Manipulation of technology in violation of license agreements, for personal gain, or in furtherance of questionable ethical behavior is a violation of the Code of Conduct.
 7. Educational Environment Civility
 - Any student who demonstrates a pattern of blatant disregard for the *Standards of Professional Decorum* is in violation of the Code of Conduct.
 8. Other Violations
 - Any behavior by a student that goes against the Oath of a Pharmacist could be considered a violation of the Code of Conduct.

ARTICLE 4. ADMINISTRATION OF THE CODE OF CONDUCT⁶

Students, faculty, and staff are integral components of the Code of Conduct and should work together to promote a community of trust. The Code of Conduct is administered by the Honor Council. The Honor Council receives complaints of violations, investigates such violations, holds formal hearings, votes to (1) “dismiss the case” or (2) issue a “finding of a violation” and makes recommendation for sanctions to the Associate Dean for Professional Education.

Composition of the Honor Council

The Honor Council will consist of 12 student members. Each College of Pharmacy class will elect 3 representatives from their respective class.

The term of office for the first, second, and third year students will be from September 1 to August 31. The term of office for fourth year pharmacy students will be from September 1 until graduation. Elections are to occur in the spring for second, third and fourth year students and during the first weeks of the fall semester for first year students. Elections shall be planned and supervised by the Student Leadership Council.

The term of student members of the Honor Council shall be one year, but may be renewed by re-election. To be eligible to serve on the Honor Council:

1. Student members must be enrolled in the College of Pharmacy for the class they are representing;
2. Student members must be in good academic standing, and;

⁴ Operations Manual. The University of Iowa. <http://www.uiowa.edu/~our/opmanual/ii/03.htm>. Accessed on April 25, 2013

⁵ Operations Manual. The University of Iowa. <https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources>. Accessed on July 28, 2017

⁶ Procedures for the Honor Council were adapted from the University of Iowa Carver College of Medicine with permission.

3. Student members must have no previous violations of the Code of Conduct.

An Honor Council member will excuse him/herself from any hearing in which there is a real or perceived conflict of interest. If a quorum is not met due to multiple conflicts of interest, then the Honor Council will consult the Associate Dean for Professional Education to appoint Honor Council alternates.

The Associate Dean for Professional Education will serve as an ex-officio, non-voting member of the Honor Council. At the first meeting of the term, the members of the Honor Council will elect a student to serve as chairperson, one as vice-chairperson, and one as secretary for the Honor Council. The chairperson will preside at the meeting. If the chairperson is unable to preside, the vice-chairperson will preside at the meeting.

Reporting a Violation

Any person (i.e. student, faculty, instructor, staff, or preceptor) can report a “complaint of a violation” (i.e. “complaint”). All complaints must be submitted in writing addressed to the Honor Council, and will include a description of the violation and the names of the person(s) involved. To prevent frivolous reports, the initial report cannot be made anonymously; however, a reporter’s identity will be protected whenever possible. The complaint may be submitted in one of the following ways:

1. A complaint may be submitted to any Honor Council member directly. In this case, the identity of the reporter will be made known to the full Honor Council. The Honor Council also abides by strict confidentiality practices and shall not discuss matters outside of Council meetings; or
2. A student’s complaint may be submitted to the Associate Dean for Professional Education who, at the reporter’s request, will share details of the complaint with the Honor Council in an anonymous fashion.

The Honor Council will also act in an advisory role by welcoming questions or concerns which will support the community of trust. Frivolous, egregiously unsubstantiated, or harassing accusations may of themselves constitute Code of Conduct violations and subject the accuser to penalty.

Honor Council Procedures

When a complaint is received the Associate Dean for Professional Education will investigate the complaint. The Associate Dean for Professional Education will present his/her findings to the Honor Council. The Honor Council will then vote to either:

1. “Hold a formal hearing;”
2. “Dismiss the complaint.”

If the Honor Council votes to “dismiss the complaint”, the accused student will be notified by the Associate Dean for Professional Education. At this point, no further action will be taken by the Honor Council regarding the dismissed complaint.

If the Honor Council votes to “hold a formal hearing,” the accused student will be notified and be given a minimum of 10 business days’ notice of the date and time of the Honor Council formal hearing. The date and time of the hearing shall not be in conflict with religious practices of the accused student. The accused student will have access to the written accusation and a copy of the procedures that will be followed during the hearing.

The Honor Council will hear the allegation and the accused student's position. If the accused requests, other persons may appear before the Honor Council to speak on his/her behalf. However, the accused does not have the right to have legal representation at the hearing. The Associate Dean for Professional Education will attend all hearings, but will not vote.

Any person invited to Honor Council proceedings by virtue of his or her presence is bound by the Honor Council confidentiality standards. The Honor Council reserves the right to hear the case in the absence of the accused if she/he fails to appear. There is no obligation to tell the accuser the outcome of the hearing.

After the hearing, the Honor Council will vote to

1. "Dismiss the case;"
2. Issue a "finding of a violation" and make a recommendation for sanctions to the Associate Dean for Professional Education.

A quorum is defined by nine student members of the Honor Council with at least one Honor Council member from each class present at the hearing. Hearings may be held by teleconference / videoconference to accommodate students who are not in Iowa City. A majority vote will suffice for all decisions with one exception: to "issue a finding of a violation" of the Code of Conduct requires two-thirds vote of the quorum. Thus, when nine members are present, six must vote to recommend that a student has committed a violation; when ten or eleven members are present, seven votes are required.

ABSOLUTE CONFIDENTIALITY WILL BE MAINTAINED DURING ALL PHASES OF PROCEEDINGS AND REGARDING ANY ACTIONS OR PROCEEDINGS OF THE HONOR COUNCIL. The maintenance of confidentiality includes conversations outside official Honor Council proceedings with any Honor Council members regarding Code of Conduct issues, and also encompasses any person invited to observe or participate in any Honor Council proceeding. All participants in Honor Council proceedings will maintain confidentiality. Violation of confidentiality is in itself a Code of Conduct offense.

Council Appeals Process

Any student who wishes to appeal the verdict and recommended sanction of the Honor Council may file a written request for reconsideration of his/her case with the Associate Dean for Professional Education within 10 business days of an Honor Council decision. The Dean may ask the Honor Council to revisit the case or deny the appeal. Acceptable grounds for appeal may include: procedural mishandling, inappropriate action, or new evidence. If a student wishes to appeal the recommendation of the Associate Dean for Professional Education, then a student may file a written request for reconsideration of his/her case with the Dean of the College of Pharmacy within ten (10) business days of the reconsideration.

Past Cases

Cases where a "finding of a violation" is issued will be documented and stored in a confidential manner by the Associate Dean for Professional Education. Direct access to these files will be limited to the Honor Council chairperson, vice chairperson, and the Associate Dean for Professional Education. An individual student will have access to his/her record, if requested. Past cases will be reviewed in the event of similar, impending cases. They will serve as a potential resource in determining appropriate sanctions.

When a student graduates, any Honor Council file will be de-identified and retained in a file for historical precedence. If acquitted, all associated documents, evidence, and council recordings will be destroyed within four weeks of acquittal.

Reporting of Honor Council Activities

Due to the confidentiality of all Honor Council proceedings, the College of Pharmacy community is unaware of any activity unless specifically involved in the hearing. In order to promote awareness of the Code of Conduct and the Honor Council, de-identified data will be presented on an annual basis to faculty and students. This report will include the number of complaints, number of hearings, verdicts and sanctions imposed. No names will be used in this report.

ARTICLE 5. SANCTIONS

When a “finding of a violation” occurs, the Honor Council will recommend sanctions to the Associate Dean for Professional Education. Sanction recommendations will be made on a case-by-case basis. If a sanction involves any aspect of grading or assessment of performance in a course, the course coordinator must approve. Examples of sanctions that can be recommended to the Associate Dean for Professional Education include, but are not limited to:

1. Written or verbal warning;
2. Task participation (e.g. writing a letter of apology, reflection essays);
3. Loss of privileges (e.g. stepping down from leadership position);
4. Grade adjustment in coordination with the course coordinator;
5. Recommendation for counseling (e.g. attending remediation courses at the writing center);
6. Recommendation that the student re-completes the assignment in coordination with the course coordinator;
7. Probation for a specified duration – noted on the student’s record such that if a second violation occurs within a specified time period the penalty will be more severe;
8. Suspension from the College of Pharmacy.

ARTICLE 6. MODIFYING THE CODE OF CONDUCT

Any changes in the Code of Conduct will require majority approval by the Student Leadership Council.

Approved by a vote of the Student Leadership Council on April 4, 2013

Approved by a vote of the Faculty on May 13, 2013

Addendum
Examples of Code of Conduct Violations
2017

Cheating

Examples can include, but are not limited to:

- Taking an exam/completing an assignment for someone or having someone do so for you.
- Copying from another student's examination;
- Allowing another student to copy from his or her examination;
- Utilizing unauthorized materials during an examination or assignment such as writing on one's hand, computer, or desk, use of formula sheets, or access of electronic resources;
- Collaborating on any assignment or exam which requires independent work;
- Writing a paper or completing an assignment for another person;
- Sharing exam questions or answers or providing guidance regarding specifically covered content with another student before a make-up exam;
- Taking, acquiring, distributing, or using test materials by any means including photographing/copying, voice recording, or intentional compilation from memory without faculty permission.
- Communicating regarding examination content during emergency evacuation or other delay in resuming exam

"Test Banks" (i.e. files of old exams) can be a useful study aid, but should comply with the following standards in order to not be considered cheating:

- A "test bank" cannot be restricted to only students in one particular organization and must be available to any student in the class.
- If an instructor or professor gives permission, then an exam can be housed in a "test bank." For example, if an instructor or professor gives an exam back to the student to keep, then the exam can be kept in a "test bank" as a future study aid.

Appearance of Cheating- Students should be cautious of behaviors that give the appearance of cheating, such as:

- Looking at another student's examination (wandering eyes)
- Failure to make reasonable efforts to protect one's own work from view by others
- Appearing to hide view of materials and surroundings from the view of the proctor
- Talking during the examination period
- Accessing a cellphone or other communication device
- Intentionally failing to follow proctor instructions and requests

Inappropriate Use of Technology Resources

Examples can include, but are not limited to:

- Attempting to disable or tamper with the security features of electronic testing software
- Sharing exam password(s)

- Reverse engineering exam encryption or attempting to do so
- Accessing other materials aside from the exam itself during examination
- Hacking/attempting to hack secure IT systems or software for any reason.

Falsification and Fabrication

Examples can include, but are not limited to:

- Falsification of clinical information, academic records, attendance reports, assignments, health records, or admissions information;
- Taking an examination for another student;
- Manufacturing data to support research;
- Forging signatures;
- Making a false accusation against a student to the Honor Council

Failing to Respect Confidentiality

Examples can include, but are not limited to:

- Knowingly releasing confidential information;
- Accessing patient records without justification;
- Sharing confidential practice site information.

Educational Environment Civility

Examples can include, but are not limited to:

- Unprofessional dress at a practice site on a recurring basis;
- A pattern of disruptive behavior in the classroom.

Any behavior by a student that goes against the Oath of a Pharmacist could be considered a violation of the Code of Conduct. The Oath of a Pharmacist reads:

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- *I will consider the welfare of humanity and relief of suffering my primary concerns.*
- *I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.*
- *I will respect and protect all personal and health information entrusted to me.*
- *I will accept the lifelong obligation to improve my professional knowledge and competence.*
- *I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.*
- *I will embrace and advocate changes that improve patient care.*
- *I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.*
- *I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."*

Standards of Professional Decorum

In all environments, student pharmacists must convey a professional presence which is portrayed in the way they dress or carry themselves. This professional presence should instill confidence and trust with patients, healthcare colleagues, faculty and other students. Certain standards should be upheld in the classroom, lab and professional practice experiences in order to facilitate professional behaviors and professional socialization.

The following standards for attire apply to all students enrolled in The University of Iowa College of Pharmacy Doctor of Pharmacy program.

**In the event of a discrepancy between these standards and a course manual or syllabus, the latter shall supersede this standard.*

Standards apply when one is represented as a University of Iowa Student Pharmacist. This includes in the Classroom, in Pharmacy Practice Laboratory (PPL), and during participation in Pharmacy Practice Experiences, Patient Care Settings and Public interactions.

1. Attire:
 - a. Dressy casual is recommended except when professional dress is required. In general, dressy casual means looking neat and put together.
 - b. Professional dress including a clean, pressed lab coat is required in most professional settings such as Advance Pharmacy Practice Experience (APPE), Introductory Pharmacy Practice Experience (IPPE), and PPL settings.
 - c. Clothing must be neat, clean and free from offending odors.
 - d. Exceptions:
 - i. After Hours and Weekend Attire:
 1. When studying at the College of Pharmacy Building after hours, which are defined as after 5:00pm on weekdays, more comfortable attire is acceptable. However, care should be taken not to wear clothing that might be deemed inappropriate.
 2. Students should also be aware when special events or interviews are taking place at the College of Pharmacy and dress accordingly.
 - ii. Any religious or medical condition that prohibits adherence should be discussed with the Associate Dean for Professional Education.
 - e. Certain APPE, IPPE, PPL, or public activities may require additional dress standards, such as wearing protective uniforms or scrubs, or wearing specific College of Pharmacy attire.
 - f. Hats or caps, unless worn for religious or medical purpose are not permitted.
2. Grooming/Personal Hygiene:
 - a. Student pharmacists must be physically clean, well groomed, and take steps to prevent and/or address offensive odors such as body odor, tobacco smoke, etc.
 - b. Student pharmacists should avoid excessive use of fragrances and chemicals that may be offensive, cause allergic, or other adverse reactions.
 - c. Hairstyle and/or hair color, including facial hair, should not cause unwarranted distraction.
3. Civility:
 - a. The professional program is designed for learning and interaction with classmates, instructors, and faculty. Students should refrain from any disruptive behavior in any class or professional setting at all times.

- b. Electronic Device Use:
 - i. Electronic device use is permitted only if it pertains to classroom activity.
 - ii. All personal electronic devices must be set to silent-mode.
 - iii. Electronic device for personal use is not allowed in PPL or practice settings.
 - iv. Personal electronic device use is distracting to others in the classroom and should be reserved for use outside the classroom.
- c. Classroom Attendance:
 - i. Students should make every effort to attend all classes, arrive on time, and stay until dismissed by the instructor or professor.
 - ii. Students are expected to arrive on time for professional commitments, such as events hosted by student organizations and health care screening events.
 - iii. In the event of an emergency or illness, the student shall make every effort to promptly notify the professor, instructor, or preceptor.
- 4. Identification:
 - a. In certain settings pharmacists are required to wear identification badges at all times while in these settings. This includes PPL. Site specific identification may be required.
 - b. The ID badge must be worn above the waist. Pins and awards are to be attached to clothing or a lanyard, not the ID badge.
- 5. Jewelry/Adornments:
 - a. The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection or physical hazard to the patient, to self or to another person.
 - b. Tattoos and body art with wording or images that may be perceived as offensive to a reasonable person should be covered while in lab or at practice site.
 - c. Hands and nails should be clean and well-manicured. Artificial nails are not permitted due to infectious disease concerns.
- 6. Further specific standards for Decorum and Conduct may be defined for Professional settings.

Part 3: Enforcement Standards:

- 1) The Standards of Decorum are intended to be self-regulated.
- 2) Students in violation of the above standards may be dismissed from classes, PPL or practice sites and requested to comply with the standards set forth in this document.
- 3) A pattern of blatant violation of any of the above standards constitutes a Code of Conduct violation and may result in disciplinary action.

Approved by a vote of the Student Leadership Council on April 4, 2013

Approved by a vote of the Faculty on May 13, 2013

Addendum
Examples of appropriate and inappropriate attire
2013

Examples of dressy casual styled clothing includes, but is not limited to: “a collared shirt, cotton trousers, skirt or casual dress, blazer or casual jacket, turtlenecks and mock turtlenecks, denim trousers in good condition (e.g. not “ragged” blue jeans).

Examples of Items **not** considered as dressy casual dress:

- i. Hats or caps, unless worn for religious or medical purpose;
- ii. Shirts or other apparel with images, wording or logos that may be perceived as offensive to patients or others;
- iii. Mini-skirts or mini-shorts;
- iv. Revealing clothes of any kind, such as tank tops, halter tops, low-cut neck-line, bare-midriff, see-through, or excessively tight shirts or low-cut waist-line pants;
- v. Any clothing that could be perceived as sexually provocative to a reasonable person.

Professional styled clothing is required in all PPL, pharmacy practice settings and public interactions. Examples include: dresses or skirts of appropriate length, non-denim tailored slacks, appropriate shirt or blouse, collared dress shirt with necktie, professional styled footwear. Denim jean pants in colors other than blue are acceptable if they are clean, and in good condition with no holes, ragged hems, or patches.

Examples of Items **not** permitted as professional dress:

- vi. Hats or caps, unless worn for religious or medical purpose;
- vii. Shirts or other apparel with images, wording or logos that may be perceived as offensive to patients or others;
- viii. Mini-skirts or mini-shorts and in most settings, shorts;
- ix. Blue jeans are not permitted in practice experience settings;
 - x. Exercise or workout clothing such as, sweatpants, sweatshirts, T-shirts with large or inappropriate logos, spandex;
- xi. Revealing clothes of any kind, such as tank tops, halter tops, low-cut neck-line, bare-midriff, see-through, or excessively tight shirts or low-cut waist-line pants;
- xii. Any clothing that could be perceived as sexually provocative to a reasonable person;
- xiii. Slippers and open-toed footwear including sandals and flip-flops.