

*University of Illinois at Chicago College of Pharmacy  
Honor Code<sup>1</sup>  
Approved by the Pharmacy Student Council, February 2004  
Approved by the College of Pharmacy Faculty, November 2004*

## **I. STATEMENT OF PHILOSOPHY**

The students of the University of Illinois at Chicago (UIC) College Of Pharmacy recognize that honesty, truth, and integrity are core values to the development of professionalism and underpin the College's mission as an institution of higher education. They also recognize that professionalism is nurtured and developed as a student progresses through the doctor of pharmacy program and becomes socialized into the profession of pharmacy. This student growth is developed through reflective introspection and exposure/interaction with one's fellow students, faculty, alumni and the profession of pharmacy.

To facilitate this professional growth, a subcommittee of the *ad hoc* Academic Integrity Committee of the College of Pharmacy composed of students, faculty, and administrators has created this Honor Code built upon current University policies and procedures as these relate to professionalism, inclusive of academic integrity. The Code describes the responsibilities of doctor of pharmacy students, graduate students, faculty, and the administration in upholding academic integrity while creating an environment that respects the rights of individuals to the due process offered by administrative hearings and appeals. It is expected that all individuals who are enrolled in courses and/or programs conducted by the University of Illinois at Chicago College of Pharmacy, and all individuals responsible for student learning are expected and responsible to act in accordance with the provisions of this policy.

### **Students are responsible for:**

1. Understanding the types of conduct that are deemed unacceptable and, therefore, are prohibited by this policy.
2. Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, lying, or similar activities.
3. Exercising a professional "duty to report," every instance in which you have suspicion or knowledge that academic conduct which violates this policy or its spirit has taken place. The student may report an infraction of the Code to the course coordinator responsible for instruction, faculty team leader for that year's course of instruction or to a member of the Academic Integrity Committee. At the student's request anonymity will be maintained.

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<sup>1</sup>*Adapted from the University of Maryland School of Pharmacy Honor Code, Adopted by their Student Government Association, May 14, 1998*

## **Faculty members are responsible for:**

1. Understanding the procedures of this policy relative to how they are to handle suspected cases of academic dishonesty.
2. Developing an instructional environment that reflects a commitment to encouraging and nurturing a learning environment and maintaining and enforcing academic integrity and professionalism.
3. Handling every suspected or admitted instance of the violation of the provisions of this policy in accordance with the current College and University procedures.

## **II. ACADEMIC INTEGRITY**

In an attempt to maintain academic integrity, a subcommittee of the *ad hoc* Academic Integrity Committee of the College of Pharmacy has outlined a code of conduct (an Honor Code) that describes unacceptable behavior for students in all its academic settings. This code has drawn upon University policies and procedures and elements of this code can be categorized into six broad areas. *It shall be the responsibility of the student, when in doubt, to ask the instructor what is or is not authorized aid.*<sup>2</sup>

### **1. Cheating**

**Defined:** Using or attempting to use unauthorized materials, information, notes, study aids and/or other devices, or obtaining unauthorized assistance from any source for work submitted as one's own individual efforts in any class, clinic, recitation, class assignment, or class examination. Examples of cheating include, but are not limited to, the following actions:

- A. Copying from a fellow student's paper or examination, or receiving assistance from another person during an examination or other assignment in a manner not authorized by the instructor.
- B. Possessing, buying, selling, removing, receiving, or using at any time or in any manner not previously authorized by the instructor a copy or copies of any exam or other materials (in whole or in part) intended to be used as an instrument of evaluation in advance of its administration.
- C. In possession of or intending to use material or equipment not authorized by the instructor during a test or other academic evaluation, such as crib notes, a calculator with memory, PDA, telephone or a tape recorder, among others.

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<sup>2</sup>Valparaiso University, Preamble, "Constitution of the Valparaiso University Honor System," Revised, Spring 2003, p. 1.

- D. Unauthorized work with another or others on any examination, take home examination, computer or laboratory work, or any other assignment when the instructor has required independent and unaided effort.
- E. Attempting to influence or change an academic evaluation, grade or record by deceit or unfair means, such as: (a) damaging the academic work of another student to gain an unfair advantage in an academic evaluation; or (b) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.
- F. Submitting, without prior permission, the same academic work that has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University.
- G. Permitting a fellow student to substitute for one's self during an examination or any other type of academic evaluation.
- H. Gaining an unfair advantage in an academic evaluation by receiving specific information about a test, examination, or other assignment.

## 2. Plagiarism

**Definition:** Intentionally or unintentionally, representing orally or in written form, in any academic assignment or exercise, the words, ideas, or works of another as one's own without customary and proper acknowledgment of the source. Examples include, among others:

- A. Submitting material or work for evaluation, in whole or in part, which has been prepared by another (other) individual(s) or commercial service.
- B. Directly quoting from a source without the customary or proper citation.
- C. Paraphrasing or summarizing another's work or ideas without acknowledging the source.
- D. Downloading material from websites without appropriate documentation.

For further clarification about what constitutes plagiarism, the student is referred to [http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html). This is a very useful primer for students to understand what plagiarism is and how to avoid it.

## 3. Facilitating Academic Dishonesty

**Definition:** Helping or attempting to help another person commit an act of academic dishonesty. Examples include:

- A. Providing assistance to another during an examination or other assignment in a manner not authorized by the instructor.

- B. Acting as a substitute for another student in any examination or any other type of academic evaluation.
- C. Providing specific information about a recently administered examination or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.
- D. Permitting one's academic work to be represented as the work of another.
- E. Preparing for sale, barter, or loan to another student such items as unauthorized papers, notes or abstracts of lectures and readings.

#### **4. Abuse of Academic Materials**

**Definition:** Destroying or making inaccessible academic resource materials. Examples include:

- A. Destroying, hiding, or otherwise making unavailable for common use library, computer, PDA, or other academic reference materials.
- B. Destroying, hiding, or otherwise making unavailable another's notes, experiments, computer programs, or other academic work.

#### **5. Stealing**

**Definition:** Taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use or possession. Examples include:

- A. Unauthorized removal of library materials, examinations, computer programs, or any other academic materials, including obtaining advance access to an examination through collusion with a University employee or otherwise.
- B. Taking another's academic work, such as papers, computer programs, laboratory experiments, or research results.

#### **6. Lying**

**Definition:** Making any oral or written statement that the individual knows to be untrue. Examples include:

- A. Making a false statement to any instructor or other University employee in an attempt to gain advantage or exception.
- B. Falsifying evidence or testifying falsely, such as in a Student Grievance Committee hearing.

- C. Inventing or counterfeiting data, research results, research procedures, internship or practicum experiences or other information.
- D. Citing a false source for referenced material/data.
- E. Withholding information, telling half truths, or not sharing the “entire” story with the purpose of deceit or ulterior motives.

**III. HONOR PLEDGE**

To address these six areas of behavior, the College has developed an “honor pledge statement” as a means to reinforce the importance of academic integrity. This pledge statement will be used in the following manner: Work assigned for courses, clinics, clerkships, and all other types of instruction offered at the College of Pharmacy may be accomplished in either of two ways: (1) as "individual" work for which the student will sign a pledge statement indicating that the work was completed independently, without giving or receiving assistance from another: or (2) as "collaborative" work, which may be completed in collaboration with others as directed by the instructor and for which no pledge statement is required. All work is considered to be individual work unless the instructor specifies otherwise. For all "individual" work, instructors may require students to sign the following pledge statement:

**"On my honor, I have neither given nor received aid on this assignment."**

\_\_\_\_\_  
Student's signature:

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

Thus, students will indicate that the work that was submitted is their own and will be held accountable if evidence appears that is contrary to this statement. Students are reminded that neither the presence nor the absence of a signed pledge statement will allow students to violate established codes of conduct as described above.

**IV. DISCIPLINARY PROCEDURES**

The *ad hoc* Academic Integrity Committee will work in conjunction with the Offices of Student Affairs and Academic Affairs to implement and monitor aspects of this code for doctor of pharmacy students. It is the committee’s duty to protect trustworthy, honest students from being taken advantage of by those who behave in a distrustful, less than honest manner. A separate set of procedures is in place for graduate students under the auspices of the College of Pharmacy Associate Dean for Graduate Programs. Disciplinary procedures for graduate students are outlined in “The Student Disciplinary Procedures” (April, 2001). This document is available in the Office of the Dean of Student Affairs, 3030 Student Services Building. Involved faculty in an incident of academic dishonesty to will follow the steps outlined in the attached protocol (Appendix A)

## V. IMPLEMENTATION

Class Officers will be responsible for presenting the Honor Code to each class. Each incoming student will receive a copy of this Honor Code and sign an affidavit (note below) indicating that he/she has received and understands the code and will abide by the Honor Code. At the very least, the student is expected to sign the statement indicating that he/she has received and understands the code. A copy of the document will be kept in each student's file in the Office of Student Affairs and the confidentiality of the student will be maintained to the extent permitted by law. Faculty will not know whether a student has agreed to abide by code, nor have access to the student's file.

**"I have received and understand this University of Illinois at Chicago College of Pharmacy Honor Code."**

\_\_\_\_\_  
Student's signature:

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

**"I will abide by the Honor Code."**

\_\_\_\_\_  
Student's signature:

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

### References

- 2002-2004 Student Handbook (University) <http://www.ssb.uic.edu/handbook/handbook>
- Student Disciplinary Procedure of the Senate Committee on Student Discipline (University) <http://www.uic.edu/depts/sja/cover.htm>
- Link to College of Pharmacy Academic Policies <http://www.uic.edu/pharmacy/offices/osa/handbook.htm#Academic%20Policies>
- [http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html)
- [http://www.uic.edu/depts/oar/rr/records\\_policy.shtml](http://www.uic.edu/depts/oar/rr/records_policy.shtml)