HONOR CODE VIOLATIONS

A. Purpose
The purpose of this policy is to provide guidelines for the College of Pharmacy faculty, staff, and administrative personnel to pursue student violations of the Honor Code.

B. Persons Affected
Full-time, part-time and adjunct faculty and College administration and staff.

C. Definitions
Faculty includes all ranks.

D. Procedures
1. Objectives
   a. As a component institution of The University of Texas System, The University of Texas at Tyler is committed to maintaining a standard of academic and professional excellence in all of its programs, departments and colleges. As stated in Chapter 8 of the Manual of Policies and Procedures for Student Affairs, “Students at the university neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey and conduct themselves in accordance with both the penal and civil statutes of the local, state and federal government and the Rules and Regulations of the Board of Regents, university regulations, and administrative rules, and to observe standards of conduct appropriate for an academic institution”. The Fisch College of Pharmacy (hereafter known as College of Pharmacy) operates under an Honor Code that is intended to serve as a guideline for ethical behavior. Students and faculty alike are bound by this Code and are expected to uphold the articles of the Code. Faculty members are urged to report all violations of the Code to the UT Tyler Judicial Affairs Office after discussing and attempting to resolve or resolving the incident with the student.

   The Honor Code is published in the College of Pharmacy Student Handbook. Faculty members are advised to become familiar with the Honor Code and the policies and procedures for pursuing violations.

   b. This Policy and Procedure guidance contains specifics for dealing with alleged student violations of the university standards of conduct and the College of Pharmacy Honor Code. The procedures are designed to protect students’ rights for due process when accused of violations of the Code.

   c. For additional information regarding University Judicial Affairs, please refer to the Judicial Affairs website.

2. Guidelines – Academic Violations
   a. The faculty member notifies the student(s) of the alleged violation of the Honor Code. Faculty is urged to meet face-to-face with the student(s) within 24-hours to discuss the allegations and present documentation of the violations. If more than one student is involved in the incident, separate meetings should be held with each student.
b. Before the face-to-face meeting occurs, the faculty should contact university Judicial Affairs to ascertain whether this is the student’s first violation of the Honor Code;

c. At the time of the face-to-face meeting, the faculty shall:

- present the nature of the allegations (e.g., professional or academic violation);
- present the nature of the evidence (e.g., plagiarized documents, videotapes, eyewitness);
- present the student with their findings regarding previous Honor Code violations; and,
- provide the student with an opportunity to explain the circumstances that led to the allegations and the evidence.

After discussing the nature of the allegations and evidence and giving the student an opportunity to explain the circumstances, the faculty shall:

- present the student with The University of Texas at Tyler Scholastic Dishonesty Report Form found on the UT Tyler Judicial Affairs, Scholastic Dishonesty webpage;
- discuss the student’s due process rights and responsibilities according to the resolution form, including an overview of the judicial appeals process should the faculty and student not be able to come to a mutually agreeable resolution;
- indicate the resolution of the incident on the report form. The faculty and student both shall sign the form.
- submit the original signed report form to the College’s Office of Academic Affairs and initiate reporting of the incident to university Judicial Affairs using the online Scholastic Dishonesty Report form. The Judicial Affairs website allows uploading of an electronic copy of the report form.

d. Initiate reporting of the incident to university Judicial Affairs

Rationale. The incident shall be reported to the university Judicial Affairs without fail for two reasons. First, even if a resolution is achieved, reporting the incident to Judicial Affairs provides a permanent record of the student’s conduct. If another incident occurs while the student is enrolled in the University, Judicial Affairs will be able to inform the faculty of the student’s history. Second, if a resolution is not obtained within the College of Pharmacy, the student’s due process is under the purview of Judicial Affairs.

When the faculty member refers the student to the Director of Residence Life and Judicial Affairs (DRLJA), the faculty member should contact the DRLJA and explain the circumstances of the incident. The faculty member should also provide any evidence that supports the alleged violation to the DRLJA. Faculty members should use the on-line reporting form to submit the information. After conferring with the faculty

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member, the DRLJA will summon the student and proceed with the UT Tyler judicial process. More information on the judicial process is available at the Judicial Affairs web site.

e. Authority for the Judicial Affairs policies and procedures is found in the Manual of Policy and Procedures for Student Affairs Chapter 8, Student Conduct and Discipline. A comprehensive discussion of scholastic dishonesty is found on the Judicial Affairs website along with definitions and examples of common types of scholastic dishonesty.


a. Historically, the majority of Honor Code violations concern the principle of honesty and integrity, specifically in the academic environment. Other equally important non-academic principles, if violated, diminish the individual, the college, university, the profession, and potentially the patients that we serve.

b. Non-academic violations of the Honor Code, if not resolved between the faculty and student, are within the purview of the College’s Professional and Academic Standards Committee (PASC); unless the faculty chooses to directly involve the university Judicial Affairs Hearing Officer.

c. Faculty shall follow the following procedures.

   (1) The faculty member notifies the student(s) of the alleged violation of the Honor Code. Faculty is urged to meet face-to-face with the student(s) within 24-hours to discuss the allegations and present documentation of the violations. If more than one student is involved in the incident, separate meetings should be held with each student.

   (2) Before the face-to-face meeting occurs, the faculty should contact university Judicial Affairs to ascertain whether this is the student’s first violation of the Honor Code. If so, whether the previous violation was academic or non-academic;

   (3) At the time of the face-to-face meeting, the faculty shall:

      i. present the nature of the allegations (e.g., type of non-academic violation);
      ii. present the nature of the evidence (e.g., pictures, videotapes, eyewitness);
      iii. present the student with their findings regarding previous Honor Code violations; and,
      iv. provide the student with an opportunity to explain the circumstances that led to the allegations and the evidence.

      After discussing the nature of the allegations and evidence and giving the student an opportunity to explain the circumstances, the faculty shall:

   (4) present the student with College Faculty/Student Resolution Form found on the College’s webpage;
(5) discuss the student’s due process rights and responsibilities according to the resolution form, including an overview of the judicial appeals process should the faculty and student not be able to come to a mutually agreeable resolution;

(6) indicate the resolution of the incident on the report form. The faculty and student both shall sign the form.

(7) submit the original signed report form to the College’s Office of Academic Affairs and initiate reporting of the incident to university Judicial Affairs using the online Scholastic Dishonesty Report form. The Judicial Affairs website allows uploading of an electronic copy of the report form.

After the Faculty/Student Resolution Form is submitted by the faculty member, the Associate/Assistant Dean for Academic Affairs will submit the form and documentation to the Chair, Professional and Academic Standards Committee for a formal hearing according to the PASC by-laws.

(8) If the violation is referred to Judicial Affairs for adjudication, either directly or if the PASC determined sanction requires referral, policies and procedures contained within Sections 2d and 2e are followed.

E. Review

The Associate/Assistant Dean for Academic Affairs is responsible for this policy. In addition to the responsible party, this policy shall be reviewed every five years or as needed by the following stakeholders:

1. College of Pharmacy Faculty
2. Director of Residence Life and Judicial Affairs
3. Student Government
4. Dean’s Executive Council