

Faculty Guidelines for Dealing with Issues of Academic Dishonesty

Because the faculty of the School of Pharmacy are committed to providing a professional learning environment for our students, it is essential to promote academic integrity and address academic dishonesty when it occurs. The University of Pittsburgh Faculty Guidelines on Academic Integrity specifies that violations of academic integrity should be dealt with in a consistent manner within each School. The Code of Conduct Committee offers the following guidelines to be used by all faculty for both preventing and addressing academic dishonesty within the School of Pharmacy. The committee strongly believes that consistently utilized preventative measures are an essential obligation of each faculty member. Also, in the event of a potential violation of academic integrity, student confidentiality must be maintained at all times. The Code of Conduct Committee's recommendations listed below are to serve as guidelines for faculty members and should not be considered School of Pharmacy policy.

A. Prevention

1. Utilize the School's established guidelines for testing (attached).
2. Review the School's position on academic dishonesty and potential sanctions at the beginning of each course and prior to each exam.
3. Always use multiple forms of each examination. Do not in any way differentiate between the various forms (i.e., different colored paper).
4. If you are asking students to work in groups, to prevent sharing of results between groups, ask the groups to complete different work or different topics within the same term.
5. Because students, especially student organizations, tend to maintain examination files over time (even examinations that are not returned), different examinations should be administered each year.
6. This issue should be discussed and reinforced to students by their portfolio advisers.

B. Detection

1. If possible, any suspected academic dishonesty behavior should be observed by both the faculty member and the exam preceptors prior to student confrontation.
2. Unless the behavior is obvious (i.e. hidden cheat sheets), confirmation of a suspected incident should not occur until after the examination period is over.

C. Approach

1. If you suspect that a student is looking at another student's examination, ask the person(s) surrounding the suspected student to move to another location.
2. In the case of an obvious cheat sheet you should ask the student to step outside of the examination area, take the examination, and discuss the accusation and ramifications away from the rest of the class.
3. If the situation involves potential plagiarism of reports or assignments, the documents involved need to be inspected and those involved should be confronted and asked to explain the similarities.

D. Who Needs to be Involved – in addition to the faculty member involved:

1. The Course Director should be informed immediately and should be directly involved with the resolution of the situation. These two faculty members are ultimately responsible for handling the issue.

2. Others Who Should Be Informed & Sources of Guidance:

- a. Department Chair: (available for general guidance and should be informed that an academic dishonesty incident is being handled within their department; for confidential reasons, should not be informed of the specifics of the situation).
- b. Dean of Student and Academic Affairs; (available for general guidance and should be informed in order to access the student's records to determine if there is a history of academic dishonesty violations).
- c. Chairman of the Code of Conduct Committee; (as a non-voting member of the hearing board, available for procedural and general guidance; should not be informed of the specifics of the situation).

3. Who Should not be contacted:

- a. Members of the Code of Conduct Committee (voting member of the hearing board).
- b. Dean of the School (must evaluate and approve all hearing outcomes, therefore, cannot be involved at any level).

E. Resolution

1. Situation Resolution

- a. A detailed letter describing the incident should be signed by the student and faculty member. The letter should include: i.) situation description, ii.) resolution agreement, iii.) sanction imposed, and, iv.) admission of guilt (if applicable). This letter must state that it will be included in the student's non-permanent records until graduation. The file containing

this letter can only be accessed by the Dean of Student and Academic Affairs and will be useful to both keep track of students with multiple violations and to serve as the data base for recording the overall number of incidences occurring each academic year (to be reported to and discussed by the faculty at each annual faculty retreat).

b. Sanction Determination

While the specific resolution to each incident is at the discretion of the individual faculty member, the Code of Conduct Committee recommends the following sanctions:

First offense:	Examination/Project/Course Failure
Second offense:	Expulsion from the School of Pharmacy

Often course failure requires the student to repeat a year of school, the specific implications of a course failure are determined by the Academic Performance Committee.

2. Failure to Resolve

- a. Inform student of established procedures within the University's guidelines on Academic Integrity and refer them to their advisor, the Dean of Student and Academic Affairs, or the Chairperson of the Code of Conduct Committee.
- b. The faculty member must file a written statement of charges with the chairman of the Code of Conduct Committee to initiate the hearing process.

School of Pharmacy
University of Pittsburgh
Guidelines on Testing

BACKGROUND

Students who graduate from the University of Pittsburgh School of Pharmacy should possess a comprehensive scientific and clinical knowledge base that can be used to solve problems with drug therapy. How practitioners use their knowledge base depends largely upon their motivation, their ability to keep abreast of developments in practice, and their moral and ethical values.

The School of Pharmacy expects its students to adhere to the principles of academic integrity outlined in the University's Guidelines on Academic Integrity and the School's Student Code of Conduct. These guidelines make it clear that academic dishonesty in any form will not be tolerated and that preventing violations is a shared responsibility of the faculty and the students.

The School of Pharmacy has an obligation to see that students who work honestly will not suffer by the actions of the dishonest student. It is hoped that these guidelines for testing will reduce the temptation to cheat and assist the School in its efforts to teach students the value of effective scholarship.

COORDINATION OF EXAMINATIONS

The Office of the Dean will coordinate the dates, times, and locations of all major examinations (prior to the start of the semester) and final examinations to reduce conflicts in testing and provide for the availability of appropriate testing rooms. Instructors should submit tentative exam dates to the Office of the Dean at least one month prior to the beginning of the term.

LOCATION OF EXAMINATIONS

Classrooms to be used should accommodate the class with sufficient space separating each student. Presently, Scaife 6 and David Lawrence are the preferred testing locations and will be utilized on all possible occasions. Should large classrooms not be available, multiple classrooms will be assigned to the examination. Randomized seating arrangements will be used on all occasions. A system of seating randomization will be determined for each room and will be provided to the faculty member to standardize the procedure. The Office of the Dean will be responsible for the assignment of all classrooms and the distribution of the Randomized Seating System. The mixing of two classes taking two different examinations should be considered if insufficient testing rooms are available. No coats, books, etc, should be allowed near the student during examinations.

PROCTORS

The use of Teaching Assistants/Fellows as proctors will be determined by the Department Chairs, Course instructors, Chair of the Postgraduate Studies Committee and the Office of the Dean, with the direct assignment of proctors the responsibility of the Department Chairs. A minimum number of three proctors must be available for each examination, provided the test is administered in a single classroom. Of these three at least one should be a member of the faculty. Should the test be administered in two classrooms, a minimum of four proctors should be present. An orientation for TA/TFs and new faculty should be held on an annual basis. The proctors are expected to be attentive at all times. Special attention must be placed if one or more of the proctors are answering student questions during the examination and during the final stages of the examination when students are handing in the tests.

TIMES OF DAY

In order to obtain the appropriate classrooms for examinations, it may be necessary to give examinations at odd times, i.e., 7-9 am or 3-7 pm.

TYPES OF EXAMINATIONS

All efforts should be made to reduce the possibility of cheating on an examination. These efforts include: preparation of multiple examinations and variations of questions types (multiple choice/short answer). It has been suggested that the faculty investigate and experiment in alternate methods for the evaluation of the competency of our students. The reuse of previously administered examination is discouraged because some students have access to these examinations.

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