



ST. LOUIS  
COLLEGE *of* PHARMACY

Student  
Code

2017-18

*The purpose of the Student Code is to define the rights and responsibilities of students. The exercise of the freedoms inherent to college life requires respect for the rights of all in the College community. Students, like all members of the College, assume responsibility to conduct themselves respectfully and in compliance with the policies and standards of conduct established by the College.*

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This Student Code provides information about the St. Louis College of Pharmacy’s policies and procedures relating to the conduct of students and student organizations. Additional information, rules, and regulations may be published in the Academic Catalog, Student Handbook, or policies and procedures for particular schools or departments.

The College reserves the right to change or add any policies, rules, regulations or any other information contained in this document. Consult the Vice President for Culture and Campus Life for the latest information. To the extent possible, substantive changes will only be made between academic years. Any changes will be updated on the STLCOP intranet.

## SECTION I – STUDENTS’ RIGHTS AND RESPONSIBILITIES

### A. STUDENTS’ RIGHTS

1. A student shall not be discriminated against on the basis of race, color, religion, gender, gender identity, sexual orientation, age, national or ethnic origin, or disability, veteran status, or other protected classes.
2. Students have the right to expect fair interpretation and application of College guidelines, rules, and policies.
3. Students have the right to examine and discuss all questions of interest to them, consistent with the mission of the College and with standards of academic scholarship, and to express their opinions publicly and privately.
4. Students have the same rights as other citizens to express themselves freely and to associate with others for that purpose, both on and off campus grounds.
5. Students have the right to express their support of causes by orderly means that do not disrupt the regular and essential operation of the College.

### B. RIGHT TO CONFIDENTIALITY

1. The privacy rights of parents and students are protected under the Family Education Rights and Privacy Act (FERPA) of 1974, as amended and published in the Federal Register, Part 99 of title 45. A copy of this Act is available in the Registrar’s Office for anyone wanting to know specifics beyond those described below.
2. Excluded from FERPA is information designated as “Directory Information,” which includes the following:
  - i. Student name, address, telephone, and e-mail address
  - ii. Field of study
  - iii. Participation in officially recognized sports and activities
  - iv. Membership in student organizations
  - v. Dates of enrollment at the College
  - vi. Degrees, awards, and honors received at the College
  - vii. Enrollment status (i.e., full-time or part-time student)
  - viii. Height, high school, and hometown of each athletic team participant
3. Directory Information will be released to organizations or agencies designated by the College unless the student specifically requests that such information be withheld. Such a request must be given in writing to the Registrar’s Office within 30 days after the beginning of each academic year. Under special circumstances, students may request the withholding of directory information after the 30-day period has elapsed.
4. A student’s academic performance is considered confidential information, so instructors should take appropriate precautions to maintain the confidentiality of individual student grades.
  - i. Posting grades in a public place shall not identify any student by name or by any other easily identifiable manner.
  - ii. Instructors who return exams in public places must respect the request of any student who does not want his/her exams returned in such a manner.
5. Students 18 years of age or older are adults. Academic and personnel records will be held in confidence unless the student provides the Registrar’s Office written declaration permitting sharing of information with parties designated. Without such authorization, parents (of minors) will be notified only if a student’s behavior is deemed to represent potential danger to self or others.

6. Students may inspect and review their academic file upon written request to the Registrar. Access will be provided within a reasonable time from the date the written request is received by the Registrar's Office.
7. A student may petition in writing for a waiver or modification of any established guideline, rule, or policy whenever he or she believes there are unusual or compelling circumstances to justify such a waiver or modification. Such petitions should be presented to the Vice President of Culture and Campus Life.

### **C. STUDENTS' RESPONSIBILITIES**

1. As members of the College community, students maintain their rights and privileges as citizens and should recognize their obligation to respect the rights of others.
2. Students are expected to take personal responsibility for their conduct.
3. Students should be aware that the public tends to judge the College and its students by their conduct. Thus, when students take actions, as individuals, which may reflect on the College, they have a responsibility to make it clear that they are speaking or acting as individuals and not as representatives of the College.
4. Student violations of any local, state, or federal law, which directly involve the College or directly relate to a student's fitness to pursue his/her educational or professional objectives, will be subject to independent review and possible action by the College.

### **D. HOW TO FILE A GRIEVANCE WITH ACPE**

1. ACPE, the Accreditation Council for Pharmacy Education, is the sole accreditation agency recognized by the U.S. Department of Education to accredit professional degree programs in pharmacy and, therefore, ACPE's directory is the only directory of accredited professional degree programs in pharmacy recognized by the U.S. Department of Education. This directory can be found at: <http://www.acpe-accredit.org/students/programs.asp>.
2. ACPE has an obligation to assure itself that any institution that holds accreditation status for its professional program conducts its affairs with honesty and frankness. To this end, it will accept complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures. Information about the complaint process can be found at: <http://www.acpe-accredit.org/students/complaints.asp>.

### **E. ROLE OF STUDENT GOVERNMENT ASSOCIATION IN DETERMINING COLLEGE POLICY**

1. Students may submit policy recommendations to the Student Government Association (SGA) through elected class representatives or the SGA office.
2. SGA may make formal recommendations regarding College policies upon approval of its voting membership as prescribed in the SGA Constitution, such recommendations should be in writing and referred to the Vice President of Culture and Campus Life, who will provide a written response to these recommendations within two weeks of their submittal.
3. The following is the proper procedure for reporting student concerns/issues at the St. Louis College of Pharmacy. The policy does not apply to/include concerns that deal with academic or behavioral discipline, academic dishonesty, faculty members, or employment.
  - i. If a student has an issue, idea, concern, or comment, the student should bring it to the SGA by talking directly to an SGA officer or senator, visiting the SGA Office located at Jones 1436, emailing [SGA@stlcop.edu](mailto:SGA@stlcop.edu), or placing it in the SGA organization mailbox.
  - ii. The issue, idea, concern, or comment will be brought up for discussion at a general SGA meeting. (The SGA meets every 2 weeks on Tuesday during Sacred Hour. For a complete listing of meeting dates, please visit the SGA MySTLCOP Page.)

- iii. If two-thirds of the voting membership of SGA feels that an action is warranted, it will develop an action plan for the issue, idea, concern, or comment.
  - iv. If needed, the SGA will include relevant members of the College in discussions to elicit input on the action plan.
  - v. The SGA will complete the action plan and present it to report it to the students, and present it to the appropriate administration at the College, in writing.
  - vi. If the proposed action plan is approved, the SGA will relay this information to the entire student body, and administration of the College.
4. Student appointments to selected College committees shall be made by the SGA as prescribed in the SGA Constitution. SGA appointments to the Student Conduct Board and the Academic Dishonesty Panel shall be made in the same manner.

## **F. STUDENT ORGANIZATIONS**

1. Each official student organization shall conform to the following regulations:
  - i. No student shall be restricted from membership on the basis of race, color, religion, gender, gender identity, sexual orientation, genetic information, veteran status, age, national origin, or disability.
  - ii. Each organization shall determine its own membership, policies, and actions by vote of its members. Such determination shall be in accord with existing College policies and the Student Code.
  - iii. Each organization shall choose its own advisor(s); at least one should be from the College community. Such selections must be approved by the Dean of Arts & Sciences or Dean of the School of Pharmacy. An advisor may counsel an organization in the exercise of its purposes and responsibilities, but shall have no authority to control the policies of the organization other than as they pertain to adherence to College policies, the Student Code, and legal statutes.
  - iv. Each organization shall submit to the Office of Student Services and SGA Executive Board any changes in purpose, criteria for membership, or rules of operation.
  - v. Each organization shall submit via online registration to the Office of Student Services and SGA Executive Board a list of new officers every semester.
  - vi. At the beginning of each year, each organization shall submit a list of its members to the Office of Student Services and SGA Executive Board via online registration.
  - vii. Each student organization must send one representative to the annual student organization orientation held at the beginning of each fall semester.
2. Any group desiring to be an official student organization must submit the following information to the Office of Student Services and SGA Executive Board:
  - i. Name and purpose of the organization and any affiliates
  - ii. Name, title, and e-mail address of each officer
  - iii. Name of advisor(s)
  - iv. A statement of any dues, membership fees, or other financial obligations required of members
  - v. Agreement to meet on a regular basis during the academic year
  - vi. Additional information regarding the organization at the local, regional, or national level as may be requested by the Office of Student Services or appropriate Dean
  - vii. Any other information required for the creation of a new student organization as outlined in the SGA Constitution

- viii. If a student organization meets these stipulations, the appropriate Dean or designee shall issue a written statement to the organization that it is recognized as an official student organization.
- ix. Upon written recognition by the appropriate Dean or designee, any new student organization may then petition the SGA for operations funds from the Student Activity Fund as outlined in the SGA Constitution
- x. Any official student organization may request use of College facilities and sponsor approved fund-raising events and activities at the College in accordance with College policy.
- xi. An official student organization may indicate its affiliation with St. Louis College of Pharmacy, but it may not use the College name in any way that can be reasonably construed to indicate College approval or endorsement of any activity or policy of the organization.

## **G. GREEK AFFILIATION**

- 1. Only students enrolled in years 2, 3, 4, 5, and 6 are eligible to drop a bid for a Greek organization.
- 2. Only students enrolled in years 2, 3, 4, 5, and 6 are eligible to drop a bid for a Greek organization.
- 3. Students must have a cumulative GPA of 2.7 or higher and be in good academic and non-academic standing with the College in order to drop a bid for an organization.
- 4. The College prohibits students from conducting or instigating pledging activities in classrooms, laboratories, or the Residence Hall. In addition, such activities should not be carried out in areas occupied by students who are studying. This policy applies to all individuals including those who do not reside on campus.
- 5. Sanctions for violating this policy are listed in Section III.E. Additional sanctions towards the offending organization may be assessed per the College's Greek Council Bylaws.
- 6. Any individual or organization who feels that they have been incorrectly or falsely accused of an above offense may file an appeal as outlined in Section III.E.4 of the Student Code and with the Greek Council.

## **H. HAZING**

- 1. POLICY ON HAZING
  - i. The College believes hazing in any form to be the antithesis of professional behavior, and it absolutely will not condone the practice. The College supports only those activities that are constructive and contribute to the intellectual, personal, or professional development of students. Actions of official student organizations or groups, such as intercollegiate or intramural athletics teams, reflect not only on the College's good name but on the profession of pharmacy as well. The College defines hazing as the following:
    - a. A broad term encompassing any action or activity that does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxiety; which may demean, degrade, or disgrace any person regardless of location, intent, or consent of participants, or any action or situation, which intentionally or unintentionally endangers a student for admission into or affiliation with any student organization.
  - ii. The SGA's Resolution on Hazing states that all St. Louis College of Pharmacy students stand in opposition of hazing of any kind and are in full support of a zero- tolerance hazing policy and any sanctions described as a result thereof.
  - iii. The State of Missouri treats any act of hazing as a crime. The Revised Statutes of Missouri, Section 578.360 (August 28, 1997) define hazing as follows:
    - a. "Hazing," a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating

under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing shall include:

- i. any activity that recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or forced smoking or chewing of tobacco products; or
  - ii. any activity that recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activities; or
  - iii. any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of this state or any political subdivision in this state.
- iv. In Missouri, hazing is a Class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a Class C felony. It is important to note that in Missouri, student consent is not a defense to hazing if injury or homicide has occurred (Section 578.365.4), so student organizations cannot claim they were exempt from the law on the grounds that prospective members consented to what was being done to them.
- v. Sleep deprivation is perhaps one of the most insidious forms of hazing and will not be tolerated by the College. Evidence of sleep deprivation includes deteriorating motor skills, a marked drop in academic performance, and inability to stay awake in the classroom or laboratory.
- vi. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal as outlined in Section III.E of the Student Code.

## 2. SANCTIONS FOR HAZING AND PLEDGING VIOLATIONS

- i. Violations of College hazing policies will be acted upon by the College as well as by the Greek Council (GC). GC sanctions are stipulated in its By-Laws. The College's sanctions may include, without limitation, any of the sanctions set forth in Section III.E.5 of the Student Code and the following:
  - a. First violation: \$100 fine per person, nonacademic disciplinary probation;
  - b. Second violation: \$250 fine per person and dismissal from the College.
- ii. The above fines can be imposed on the fraternity itself in addition to individual members.
- iii. Unproven charges of hazing on the part of one or more individuals will result in a campus probationary status for the organization until an investigation of the charges has concluded and the matter is resolved. Such probation requires termination of all activities that were associated with the hazing incident until the matter is resolved.
- iv. Violation of a campus probationary status will result in an immediate notification of the National Office, when one exists, of the organization involved.
- v. Violation of a campus probationary status will result in an immediate notification of the National Office, when one exists, of the organization involved.
- vi. Proven violations will result in individuals serving a non-academic suspension or dismissal from the College, as well as suspension of the organization from the campus.

## **I. STUDENT PUBLICATIONS**

1. Student publications should provide for an open presentation and discussion of items of interest to the College community, which consists of students, faculty, staff, administrators, trustees, and alumni.
2. Each student publication shall have an advisor(s) who will act in an advisory capacity regarding publication content, as the need arises, and approve expenditures.
3. In the event of a major problem arising between the publication staff and other members of the College community, an ad hoc committee of faculty and students will be appointed to arbitrate the problem and submit its recommendation to the Vice President of Culture and Campus Life. Faculty members of said committee will be appointed by the Vice President of Culture and Campus Life and student members will be appointed by the SGA. Upon receipt of the committee's recommendations, the Vice President of Culture and Campus Life will make the final decision on resolving the problem.

## **J. POSTING MATERIAL ON COLLEGE PREMISES**

1. Students may not post anything on College premises without prior approval from Student Services, the Deans Office or the Office of Culture and Campus Life.
2. All posted materials should conform to standards of good taste and reflect the professional image of the College as well as conform to all College policies found in the Student Handbook.
3. Materials may only be posted on designated bulletin boards or other approved locations.
4. The College reserves the right to remove any posted materials deemed inappropriate.

## **K. SOLICITATION**

1. The College generally does not permit soliciting on its premises. If you are confronted by a salesperson, you should immediately report the person to campus security.
2. On campus fundraisers must be sponsored by official student groups or the administration. Individual students and outside groups are prohibited from fundraising on campus. Student organizations are limited to a maximum of two product sales events per calendar month. Products include such things as food items, T-shirts, etc.

## **SECTION II - COLLEGE POLICIES**

St. Louis College of Pharmacy has established a number of policies and student responsibilities that are consistent with the College's mission statement and that are designed to assist in the development of professionally capable, ethical, intellectually mature, culturally competent and socially conscious students.

Students residing in the Residence Hall should be aware that the Student Code also applies to conduct in the residence hall. A suspected case of misconduct may be subject to action according to both the Residence Hall rules and Student Code policies. Therefore, students residing in the Residence Hall should consult the rules and regulations published in the Residence Hall Handbook. Violations of these rules and regulations carry a maximum sanction of eviction from the Residence Hall as well as possible dismissal from the College.

### **A. SOCIAL MEDIA**

#### **1. POLICY ON SOCIAL MEDIA**

- i. As a student of St. Louis College of Pharmacy, what you post to social media as an individual will not only reflect on you as an individual, but it will reflect on the College as well. Your use of social media should not interfere with your studies, negatively impact your professional reputation, or negatively impact the reputation of the College. This is important whether your

use of social media is for personal or College related purposes or whether it is on College sites, networks, or equipment.

## 2. GUIDELINES FOR USE OF SOCIAL MEDIA

- i. **Personal Accountability:** Remember that you are and always will be responsible for what you post and publish. Think about the immediate and long term consequences of your posts before you publish them.
- ii. **Permanence:** Information on social media will create a permanent record of what you say and do. What you may think is appropriate today will often not be appropriate at the time that you are searching for a job to start your career. One problematic post can follow you throughout your personal and professional life and wreak havoc on your career.
- iii. **Content:** Do not publish or post any information that is threatening, harassing, illegal, defamatory, hostile, disrespectful or obscene.
- iv. **Confidential Information:** Confidential information is never appropriate for publishing through social media. Do not publish confidential information regarding yourself or others.
- v. **Respect:** Be respectful in your posts. Do not publish any derogatory comments or embarrassing information regarding others.
- vi. **Accuracy:** Strive for accuracy in all of your posts. Do not post any false or misleading information that you know is untrue, inaccurate, or have not verified.
- vii. **Audience:** Be aware that your posts to social media can and probably will be read by students, faculty, prospective students of the College, and future employers. Even if your posts are published to a limited audience, one of the recipients can republish your post to the world or circulate your post beyond your intended audience. The terms personal and private are not synonymous in social media and your posts can be exposed beyond your social media privacy settings.
- viii. **Honesty & Security:** Be honest about your identity, do not impersonate third parties or use fake profiles. Do not allow anyone to use your social media profile.
- ix. **Plagiarism:** Cite and link to sources when you use information from third parties or obtain permission from the third parties to republish the information.

## 3. REQUIREMENTS FOR USE OF SOCIAL MEDIA

The following are requirements for your use of social media. Violations of these requirements may result in adverse sanctions for non-academic or professional misconduct under Section III of the Student Code ranging from a letter of reprimand to dismissal from the College. For the purposes of these requirements, the term "College Community" shall include all faculty, staff, current students, alumni, and prospective students of the College as well as the College itself.

- i. **Inappropriate Content:** Do not publish or post any information that references the College or is directed at the College Community that is threatening, harassing, illegal, defamatory, hostile, obscene, or disrespectful of an individual or group based on age, race, gender, gender identity, ethnicity, nationality, religion, sex, or any other protected class. You are also prohibited from posting any derogatory comments or embarrassing information regarding or directed to the College Community.
- ii. **Confidential Information:** Do not publish any confidential information regarding the College Community.
- iii. **Accuracy:** Do not post any false or misleading information in a post that mentions the College or is directed to the College Community.
- iv. **Honesty & Security:** If you are posting information about or directed to the College Community, you must be honest about your identity and you are prohibited from publishing under an alternative identity. Additionally, if you allow a third party to access your social

media identity and the third party violates these requirements, you will be responsible for the violation of these requirements. It is imperative that you do not allow others to utilize your social media identities.

- v. Plagiarism: In any post that is directed at the College Community or mentions the College Community, you must properly link and cite all of your resources or obtain permission from the owners of the resources to publish the information.
- vi. Personal Health Information: Personal health information may not be disclosed in any circumstance. Do not post personal health information of any person. Removing a person's name and certain personal data does not constitute proper de-identification of protected health information.
- vii. Association with the College: If you include in a post any reference to the College, you must state that your post is your opinion and not that of the College. Do not publish or post your opinions as those of the College unless you are authorized to do so.
- viii. Use of College Email Addresses: Do not use your College email address for any social media purposes.

## **B. ALCOHOLIC BEVERAGES ON AND OFF CAMPUS**

### **1. POLICY ON USE OF ALCOHOLIC BEVERAGES ON CAMPUS**

- i. The possession consumption of alcoholic beverages by students on campus property is prohibited except to the extent that persons of lawful drinking age in Missouri are allowed to consume and store alcohol in College housing or at specific College events approved by the president or deans. Examples include the graduate reception and specific alumni events. Efforts are made to ensure that such events include only students of drinking age.
- ii. Students found to be intoxicated on the College campus, regardless of where they consumed the alcohol, will have violated this policy.
- iii. Individual violations of this alcohol policy and/or federal or state regulations will be subject to disciplinary action as outlined in Section III, the Non Academic and Professional Conduct Standards.
- iv. Proven violations of this alcohol policy and/or federal or state regulations by school organizations carry the potential penalty of suspension or revocation of official recognition of a group by the College, thereby prohibiting it from functioning on campus. All official student organizations are governed by the College policy on the use of alcoholic beverages. Many official student organizations also may be governed by the policies of national organizations. In any situation addressed by the College, or a group's national organization, official student organizations will be required to adhere to the strictest policy regarding the use of alcoholic beverages.
- v. Off-campus activities sponsored by official student organizations are not subject to direct control by the College. Student organizations, however, are expected to supervise and conduct their off-campus activities in a responsible and lawful manner and to follow the College's Policy on the Use of Alcoholic Beverages. Students attending such off-campus student organization activities are expected to take personal responsibility for their conduct and to comply with this policy as well as all local, state, and federal laws and statutes.

### **2. GUIDELINES FOR OFF-CAMPUS EVENTS THAT INCLUDE THE SERVING OF ALCOHOLIC BEVERAGES**

- ii. The possession, use, serving, and/or consumption of alcoholic beverages during any event sponsored by a College-sanctioned student organization shall be in compliance with any and all local, state, and federal laws and statutes.
  - a. Valid age determinations will be made to assure compliance with minimum age requirements, including efforts to determine if a person is using a false ID.

**NOTE: The State of Missouri has a statute regarding falsification of ID cards for whatever purpose. The statute and consequent penalties for its violation are set forth below:**

*As established in section 311.320 RSMO Any person who shall represent that s/he has attained the age of twenty-one years for the purpose of purchasing, asking for or in any way receiving any intoxicating liquor, or any other such identification card which indicates that the person represented on the card is over 21 years of age, is guilty of a misdemeanor and shall be subject to a fine of five hundred dollars for each separate offense.*

- b. Sale of alcoholic beverages by a College sponsored organization is prohibited. No portion of any charge levied for attendance at an event shall be used to pay for any alcoholic beverages.
- c. The serving and/or consumption of alcoholic beverages shall be carried out only by individuals 21 years of age or older.
- iii. The serving and/or consumption of alcoholic beverages shall not be promoted as the primary focus of any event.
- iv. Organizations are responsible for ensuring that moderation is encouraged during the lawful consumption of alcoholic beverages.
- v. A person's decision not to use alcohol is to be respected.
- vi. Food or snacks as well as non-alcoholic beverages must be readily available at any event in which alcoholic beverages are served.
- vii. An appropriate number of designated drivers will be available at any event where alcoholic beverages are served.
- viii. Professional security personnel will be employed at organizational events involving alcohol. Any school event held in an acceptable public facility that provides its own security is exempted from this requirement.
- ix. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal as outlined in Section III.E of the Student Code.

### 3. SANCTIONS FOR VIOLATING COLLEGE ALCOHOL POLICY

The College may impose any of the sanctions outlined in Section III of the Student Code including, without limitation, the following:

- i. The use or possession of alcohol on College property has the following sanctions:
  - a. First violation: \$100 fine (per person), a written reprimand, nonacademic probation, and possible referral to a risk reduction alcohol class.
  - b. Second violation: \$200 fine (per person), nonacademic probation, and substance abuse assessment with possible referral to an appropriate licensed treatment program. Student must complete a risk reduction alcohol class.
  - c. Third violation: \$500 fine (per person) and suspension or dismissal from the College.
  - d. Any and all legal sanctions set forth by local, state, and federal law.
- ii. In cases where minors violate the College Alcohol Policy, the College reserves the right to notify parents if deemed appropriate by the Student Conduct Officer or Vice President for Culture and Campus Life.
- iii. Additional punishment and remediation may be levied by the Greek Council if the violation has occurred during a fraternity function.
- iv. Violations involving the residence halls may result in additional sanctions up to and including termination of a student's housing contract and exclusion from the residence halls.

## C. SUBSTANCE USE, ABUSE, ABUSE OF PRESCRIPTION DRUGS, OR DEPENDENCY

The College is committed to taking a community leadership role in health care professional and public education on substance use, abuse, and dependency.

Every effort will be made to assist students experiencing difficulty related to substance use, abuse, or dependency. Students who voluntarily seek help will be assisted with a referral to an appropriate licensed program.

### 1. POLICY ON DRUG PARAPHERNALIA

- i. Any and all types of drug paraphernalia including, but not limited to bongos, pipes, water pipes, or any items modified or adopted so they can be used to consume drugs, are not permitted on College property. Drugs and drug paraphernalia will be confiscated when found on College property.
- ii. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal as outlined in Section III of the Student Code.

### 2. SANCTIONS FOR DRUG PARAPHERNALIA POLICY

- i. First violation: \$100 fine and confiscation of drug paraphernalia item(s).
- ii. Second violation: \$500 fine and additional sanctions listed in Section III as may be determined by the Vice President for Culture and Campus Life.

### 3. POLICY ON ILLICIT SUBSTANCES

- i. The unlawful manufacture, distribution, dispensation, diversion, possession or use of illicit controlled substances is strictly prohibited on the College's property or as a part of off-campus College activities. Violators are subject to College disciplinary action, as well as possible referral for criminal prosecution.
- ii. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal as outlined in Section III.E of the Student Code.

### 4. SANCTIONS FOR ILLICIT SUBSTANCES VIOLATIONS

- i. The use, possession, storing, or distribution of illicit substances has the following sanctions:
  - a. First violation: \$200 fine (per person), nonacademic probation, substance abuse assessment with possible referral to an appropriate licensed treatment program, and suspension from the college;
  - b. Second violation: \$500 fine (per person) and dismissal from the College;
  - c. Any and all legal sanctions set forth by local, state, and federal law.
- ii. The manufacturing, dispensing, distribution, or diversion (theft of a controlled substance from any College facility, including an Introductory or Advanced Practice Experience site) of any illicit substance on College property or at a College activity will likely result in the following sanctions although other sanctions listed in Section III.E.5 could be given if dismissal is not deemed to be appropriate:
  - a. dismissal from the College;
  - b. any and all legal sanctions set forth by local, state, and federal law.
- iii. In cases where minors violate the College Illicit Substances Policy, the College reserves the right to notify parents if deemed appropriate by the Conduct administrator.

### 5. POLICY ON SMOKING IN COLLEGE FACILITIES

- i. Smoking is prohibited anywhere on the College's premises including, but not limited to, academic buildings, the Student Center, Residence Hall, dining facilities, parking garage, and open spaces within the campus perimeter.
- ii. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal as outlined in Section III.E of the Student Code.

### 6. SANCTIONS FOR VIOLATING SMOKING POLICY

- i. First violation: \$50 fine
- ii. Second violation: \$100 fine
- iii. Third violation: \$200 fine and additional sanctions listed in Section III.E.5 as may be determined by the Vice President of Culture and Campus Life.

## **D. ON-CAMPUS WEAPONS**

### **1. ON CAMPUS WEAPONS POLICY**

- i. St. Louis College of Pharmacy policy prohibits all persons, except for the College's public safety officers, Washington University and Barnes Jewish security staff, and on-duty law enforcement on its property from the possession, transport, storage, use, or sale of weapons, regardless of whether the person is licensed to carry the weapon or not. This includes persons holding a Conceal Carry Weapons permit. Examples of weapons include but are not limited to handguns, firearms, explosives, BB/air guns, archery equipment, or other deadly or dangerous weapons.
- ii. The policy covers all property owned by or operated by the College, including buildings and surrounding areas such as sidewalks, walkways, driveways and parking areas under College ownership or control. Vehicles owned or managed by the College are covered by this policy at all times regardless of whether they are on College property at the time or not.
- iii. The College reserves the right to conduct searches of any person or vehicle that enters College property. This provision includes searches of clothing, lockers, purses, bags, backpacks or briefcases, and vehicles on the property.

### **2. SANCTIONS FOR VIOLATING ON-CAMPUS WEAPONS POLICY**

- i. Visitors to campus who violate this policy will be denied access or removed from the premises.
- ii. Students violating this policy will be subject to disciplinary action, up to and including immediate dismissal as provided in Section III. E.5 of the Student Code.

## **E. ROOM SEARCHES/CONTRABAND**

The College reserves the right at its discretion to search College premises occupied by students any time to enforce health and safety rules and standards and any time that the College has reason to believe that student rights or College regulations have been violated. The College may confiscate and dispose of contraband or refer matters to law enforcement authorities when possession of these items and related conduct violates policies, regulations, or applicable laws. Students must comply with requests from College officials to open and allow them into rooms when acting in an official College capacity. Failure to cooperate may result in disciplinary action including dismissal from residence and/or the College.

## **F. HARASSMENT, SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING**

### **1. POLICY AGAINST HARASSMENT, SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING**

- i. St. Louis College of Pharmacy ("STLCOP" or "College") prohibits Harassment, Sexual Misconduct, Relationship Violence, and Stalking (as defined below), both on and off campus. It also prohibits direct or indirect "Retaliation" (as defined below) against any person filing a complaint or taking part in an investigation under this Policy. The College takes the safety and well-being of its students, faculty, and staff seriously and offers many forms of education and support to prevent Harassment, Sexual Misconduct, Relationship Violence and Stalking and to support the college community in the event that Sexual Misconduct and Stalking does occur.
- ii. STLCOP personnel and students who violate this policy are subject to the grievance and disciplinary procedures of the College and such civil and criminal laws as may apply. The College will impose sanctions against STLCOP personnel and students for violations of this

policy including, but not limited to, suspension, involuntary separation, and referral to appropriate law enforcement authorities. STLCOP will notify third-parties, such as other employers and educational institutions, of violations by outside persons, representatives, or students under their control. Additionally, the College will assist victims to file complaints with law enforcement authorities for violations of this policy that involve criminal conduct. The College will take steps to promptly investigate reports of policy violations, to initiate interim measures to protect victims and minimize disruption on campus, to provide a fair and impartial hearing and appeal process, to impose sanctions or discipline reasonably calculated to prevent future violations, and to correct the discriminatory effects of a violation on victims and other members of the College community.

## 2. PURPOSE

- i. St. Louis College of Pharmacy's mission is to be a supportive and enriching environment for growth, advancement, and leadership and prepare our students, residents, faculty, and staff to positively impact patients and society. The College seeks to advance its mission by promoting awareness, reporting, and prevention of Harassment, Sexual Misconduct, Relationship Violence, and Stalking. Reporting incidents involving Harassment, Sexual Misconduct, Relationship Violence, and Stalking is essential to ensuring that all persons receive equal opportunities and the benefits and privileges of working, learning, and participating in the programs and benefits offered by the College. Reporting provides the opportunity for effective intervention, support and remediation, and most importantly, to help prevent such incidents from occurring.
- ii. This policy and associated procedures are designed to achieve the following goals:
  - a. Cultivate a climate of empowerment and education in which behavioral standards and prohibited conduct are understood by the entire campus community.
  - b. Create an environment that facilitates the prompt reporting of Sexual Misconduct and Stalking offenses through clear and easily understood processes.
  - c. Provide prompt and compassionate support services for claimants (individuals bringing the complaint), respondents (individuals accused of violating this policy), and other parties involved in or affected by an incident.
  - d. Ensure that the College is made aware of incidents that require criminal or other reporting and ensure that such reporting takes place in a prompt and effective manner.
  - e. Provide clear reporting procedures and clear explanations of confidentiality and privacy issues.
  - f. Provide effective investigation, evaluation and adjudication of reports of Harassment, Sexual Misconduct, Relationship Violence, and Stalking guided by principles of fairness while maintaining the College's obligation to the safety and security of its community.
  - g. Comply with the requirements of the Clery Act, Violence Against Women Act, Title VI, Title VII, Title IX, the Rehabilitation Act of 1973, the Americans With Disabilities Act, and applicable state and federal laws.

## 3. COVERED PERSONS

- i. This policy applies to all faculty, staff, students, and others (guests, contractors and visitors) (collectively referred to as "Covered Persons").

## 4. DEFINITIONS OF PROHIBITED CONDUCT

- i. The term "Prohibited Conduct" for the purposes of this policy shall include any or all of the defined terms listed below.

## 5. HARASSMENT

- i. St. Louis College of Pharmacy strives to provide an educational environment free from discrimination based on an individual's membership in a protected group including race, color, religion, national origin, age, sex, gender, gender identity, disability, genetic information, veteran status, and sexual orientation. Harassment is a form of discrimination that is strictly prohibited and will not be tolerated. For purposes of this policy, sexual harassment is defined separately.
  - ii. Harassment is defined to include:
    - a. any unwelcome verbal, written, or physical conduct that is designed to threaten, intimidate or coerce another person, or
    - b. any unwelcome behavior that due to its severity or persistence, interferes with an individual's work, education, or living environment.
  - iii. Harassing behavior can occur in person, by phone, by publication, or through the use of electronic means including internet, email, or social media.
  - iv. Examples of behavior which may amount to harassment depending on the severity and persistence include, but are not limited to, the following:
    - a. Using slurs, derogatory or demeaning terms directed at a protected group;
    - b. Telling jokes or stories that are derogatory toward members of a particular protected group;
    - c. Displaying writings, cartoons, photographs or other derogatory, explicit, suggestive or insulting items directed at a protected group;
    - d. Sabotaging, damaging, or interfering with the work of anyone because of her or his membership in a particular protected group; or
    - e. Threatening or intimidating anyone because of her or his membership in a particular protected group.
6. SEXUAL MISCONDUCT
- i. The term "Sexual Misconduct" includes any or all of the following defined terms: Sexual Harassment, Sexual Assault, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, and Sexual Exploitation.
7. SEXUAL HARASSMENT
- i. Sexual Harassment is any unwelcome conduct of a sexual nature. This can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also encompasses nonsexual conduct, provided the behavior is unwelcome, is based on sex or sexual stereotyping, gender or failure to conform to stereotypical notions of masculinity or femininity, and has the effect of interfering with a student's ability to participate in or benefit from a school program. Sexual harassment can occur between members of the same or opposite sex/gender. Harassment based on an individual's sex or actual or perceived gender or sexual orientation is sexual harassment.
8. SEXUAL ASSAULT
- i. Sexual Assault includes non-consensual sexual contact and non-consensual intercourse.
9. NON-CONSENSUAL SEXUAL CONTACT
- i. Non-Consensual sexual contact is defined as any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Examples include bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or other bodily contact in a sexual manner. This contact can be perpetrated by a member of the same or opposite sex.
10. NON-CONSENSUAL SEXUAL INTERCOURSE

- i. Non-Consensual Sexual Intercourse is any sexual penetration or oral copulation, however slight, by a person upon another person that is without consent and/or by force. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth or genital contact or genital to mouth contact.

#### 11. SEXUAL EXPLOITATION

- i. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to: invasion of sexual privacy, prostitution, non-consensual video or audio taping of sexual activity, going beyond the boundaries of consent (such as allowing others to secretly watch you having consensual sex or distributing sexual photographs without the person's consent), engaging in voyeurism, knowingly transmitting a sexually transmitted disease or HIV to another person, exposing one's genitals in non-consensual circumstances, inducing another to expose their genitals, administering alcohol or drugs to another person without his or her knowledge or consent ("date rape" drugs).

#### 12. RELATIONSHIP VIOLENCE

- i. St. Louis College of Pharmacy uses the term "Relationship Violence" to mean domestic violence and dating violence.

#### 13. DOMESTIC VIOLENCE

- i. Domestic violence refers to an act of violence that is a misdemeanor or felony by a current or former: spouse, intimate partner, cohabitant, or similarly situated person; a person with whom a victim shares a child in common; or anyone else protected under domestic or family violence law.

#### 14. DATING VIOLENCE

- i. Dating violence is defined as physical violence or the threat of physical violence by a person who has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the statement of the accusing party as well as the length, type, and frequency of interaction. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of abuse.

#### 15. STALKING

- i. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. Stalking can be perpetrated physically or virtually through the internet or other electronic means.

#### 16. RETALIATION

- i. It is a violation of policy to retaliate against or intimidate in any way an individual seeking guidance, filing a complaint or taking part in the investigation or any proceeding involving a complaint of Prohibited Conduct. An individual who retaliates against or intimidates another will be subject to the full range of corrective action, up to and including discharge or expulsion.

#### 17. CONSENT AND RELATIONSHIPS

- i. Consent
  - a. St. Louis College of Pharmacy defines consent for purposes of this policy as affirmative consent. The College believes that this higher standard is appropriate for the personal and professional standards required of all students. Consent to engage in sexual activity must be given knowingly, voluntarily and affirmatively. Consent requires the presence of a yes, not an absence of a no. Consent may not be

automatically assumed or inferred from silence, passivity, lack of resistance or lack of rejection. Consent is demonstrated through clear, unambiguous words (for example, “Yes”) and clear, unambiguous actions that demonstrate a willingness to engage freely in sexual activity. Sexual contact without consent is a violation of this policy and, in many instances, a crime.

- b. Each participant is expected to obtain and give consent to each sexual activity and each sexual encounter. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent cannot be inferred from a current or previous dating or sexual relationship. Past consent does not imply future consent.
- c. Consent may be withdrawn at any time.
- d. Silence or absence of resistance does not imply consent.
- e. An individual who is physically incapacitated from alcohol and/or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically helpless is considered unable to give consent. For example, a person who is asleep cannot give consent. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason. Consent cannot be forced or coerced through duress or deception. An individual physically forced to participate cannot provide consent. When an individual is intimidated, coerced, threatened – even a perceived threat – isolated, or confined consent cannot be granted.
- f. Consent cannot be obtained from a person who lacks the mental capacity to authorize the sexual conduct and when such mental incapacity is known.
- g. Consent cannot be obtained from a person who is a minor.
- h. Consent cannot be inferred from an individual’s attire, physical appearance, or participation in non-sexual social activity (social media, dating, dancing).
- ii. Consensual relationships between staff, faculty and students
  - a. Consensual sexual or romantic relationships among faculty, staff and students often create a conflict of interest and have the potential for adverse consequences including potential for sexual harassment or retaliation. This is especially the case in instances where an asymmetry of power occurs (when one person has an employment or academic supervisory role over another person). A consensual relationship between faculty, staff and students where there is any instructional or administrative relationship is strongly discouraged. Any employee involved in or who commences a consensual relationship with someone over whom he or she has supervisory power (employment or academic) must disclose the existence of the relationship to Human Resources (employment) or the appropriate Dean (academic).

#### 18. SECTION 504 & TITLE IX COORDINATOR/DEPUTY COORDINATOR FOR STUDENTS

- i. Pursuant to STLCOP policy, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Higher Education Amendments of 1972 STLCOP has designated a Section 504 & Title IX Coordinator to implement and coordinate this policy. Additionally, STLCOP has designated a Deputy Section 504 & Title IX Coordinator for Students (“Deputy Coordinator for Students”) who reports to and assists the Section 504 & Title IX Coordinator to effectively administer this policy for students. If you have questions about the policy, if you believe that you are being harassed or retaliated against in violation of the Retaliation section of this policy, or if you observe someone else being subjected to such conduct, you can report the conduct to the Section 504 & Title IX Coordinator. Complaints against students can also be reported to the Deputy Coordinator for Students. The Section 504 & Title IX Coordinator or the Deputy

Coordinator for Students will oversee the complaint process to enable the College to best assess, respond and investigate complaints to eliminate events, prevent their recurrence and address the effects on the complainant and others. Additionally, the Section 504 & Title IX Coordinator is responsible for coordination and oversight of the administration of this policy including processing and investigation of complaints, disciplinary proceedings and sanctions, reporting, education and awareness of prohibited conduct and this policy, training of personnel, and conducting an annual review of the effectiveness of the College's Prohibited Conduct programs.

- ii. Contact information for the Section 504 & Title IX Coordinator and Deputy Coordinator for Students is listed below:
  - a. Section 504 & Title IX Coordinator  
Daniel Bauer, PHR  
Director, Human Resources  
314.446.8308  
Jones Hall, Room 1340  
[Daniel.Bauer@stlcop.edu](mailto:Daniel.Bauer@stlcop.edu)
  - b. Deputy Section 504 & Title IX Coordinator for Students  
Rebecca Jones  
Director, Academic Support Services  
314-446-8352  
Student Success Center, Room 2128  
314.446.8352  
[Rebecca.Jones@stlcop.edu](mailto:Rebecca.Jones@stlcop.edu)

#### 19. EDUCATIONAL AND PREVENTION PROGRAMS

- i. St. Louis College of Pharmacy engages in comprehensive educational programming to prevent incidents of Prohibited Conduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees as well as ongoing awareness and prevention campaigns for students and faculty that identify and define Prohibited Conduct, identify and define Consent, provide safe and positive options for bystander intervention, provide risk reduction information, and provide information regarding the Clery Act and the Annual Security Report.
- ii. St. Louis College of Pharmacy has developed an annual educational campaign consisting of several media to reach the intended audiences including presentations and distribution of educational materials to new students; presentations during new employee orientation and annual policy updates for faculty and staff; continuing speaker series, awareness weeks and web-based training for faculty, staff, and students throughout the school year.
- iii. The College recognizes that at times many community members may put themselves in dangerous or risky situations and encourages all community members to offer help and assistance to others in need by taking reasonable and prudent actions to prevent or stop an act of Prohibited Conduct from occurring.

#### 20. REPORTING COMPLAINTS AND CONFIDENTIALITY

The College has initiated a complaint procedure designed to encourage any faculty, staff, student or visitor to report any instance of Prohibited Conduct. A complainant does not have to decide whether or not to request criminal reporting, or pursue College conduct processes, to make a complaint. The College encourages victims of Prohibited Conduct to talk to somebody about what happened – so they can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a complainant's confidentiality.

- i. Options for reporting:

- a. Privileged and Confidential Communications
  - i. Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the College community (including those who act in that role under the supervision of a licensed counselor) are generally not required to report any information about an incident to College personnel without a victim's permission.
  - ii. Counselors in the STLCOP Student Counseling Center are examples of professional counselors. For more information about STLCOP's counseling services, contact Michelle Hastings, campus psychologist at 314.446.8338 or [michelle.hastings@stlcop.edu](mailto:michelle.hastings@stlcop.edu). STLCOP currently does not have any pastoral counselors.
- b. Reporting to "Responsible Employees"
  - i. A "responsible employee" is a College employee who has the authority to redress Prohibited Conduct, who has the duty to report incidents of Prohibited Conduct or other student misconduct (see Section 10 titled "Clery Requirements, Timely Warning and/or Emergency Notification"), or who a student could reasonably believe has this authority or duty (i.e. coaches, athletic directors, residence assistants, residence life staff, student activities staff, advisors to student organizations, faculty, administrators). The College has designated all employees other than those employed as a professional counselor as a responsible employee under this policy. A report to a responsible employee is considered a report to the College.
  - ii. When a victim tells a responsible employee about an incident of Prohibited Conduct the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
  - iii. A responsible employee must report to the Section 504 & Title IX Coordinator/Deputy Coordinator for Students all relevant details about the alleged Prohibited Conduct shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.
  - iv. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report except for instances of mandated reporting in Missouri, such as professionals reporting suspected child abuse or neglect.
  - v. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Section 504 & Title IX Coordinator/Deputy Coordinator for Students, the responsible employee will also inform them of the victim's request for confidentiality.
  - vi. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.
  - vii. All faculty and staff, whether they are full-time or part-time, are responsible for supporting and assisting in the administration of this policy. Security Services staff and any employee, with the exception of a professional counselor, is

- required to immediately contact the Section 504 & Title IX Coordinator/Deputy Coordinator for Students if Prohibited Conduct is reported to them or they become aware of information indicating that such conduct has occurred.
- viii. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.
  - c. Anonymous Reporting
    - i. The College encourages victims to talk to someone. Currently the College does not provide an online form for anonymous reporting, but a person may contact security at 314-446-SAFE (7233) or security@stlscop.edu 24 hours a day, seven days a week.
  - ii. Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond
    - a. If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, faculty, staff and visitors, including the victim.
    - b. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.
    - c. Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe environment for all students, faculty, staff and visitors.
    - d. The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of an incident of alleged Prohibited Conduct:
      - ii. Section 504 & Title IX Coordinator
      - iii. Deputy Coordinator for Students
      - iv. Title IX Investigators
    - e. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator/Deputy Coordinator for Students and appropriate College officials will consider a range of factors, including the following:
      - i. the legal obligations of the College;
      - ii. the increased risk that the alleged perpetrator will commit additional acts of Prohibited Conduct or other violence, such as:
        - ii-a. whether there have been other complaints about the same alleged perpetrator;
        - ii-b. whether the alleged perpetrator has a history of arrests or records from a prior institution indicating a history of violence;
        - ii-c. whether the alleged perpetrator threatened further Prohibited Conduct or other violence against the victim or others;
        - ii-d. whether the Prohibited Conduct was committed by multiple perpetrators;
      - iii. whether the Prohibited Conduct was perpetrated with a weapon;
      - iv. whether the victim is a minor;

- v. whether the College possesses other means to obtain relevant evidence of the incident (e.g., security cameras or personnel, physical evidence);
    - vi. whether the victim's report reveals a pattern (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
  - f. The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.
  - g. Even if the request for confidentiality is granted the College may take steps to limit the effects of the alleged misconduct and prevent its recurrence without initiating a formal action against the alleged perpetrator or revealing the identity of the student. This may include increased monitoring, security or additional training or communication efforts for students or employees.
- iii. If the College determines that it cannot maintain a victim's confidentiality
  - a. The College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.
  - b. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.
  - c. The College will also:
    - i. assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, visa and immigration assistance, and legal assistance both on and off campus (see portion of policy identifying these);
    - ii. provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
    - iii. inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.
  - d. The College may not require a victim to participate in any investigation or disciplinary proceeding.
  - e. Because the College is under a continuing obligation to address the issue of Prohibited Conduct campus-wide, reports of Prohibited Conduct (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported Prohibited Conduct occurred; increasing education and prevention efforts, including to targeted groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.
- iv. If the College determines that it can respect a victim's request for confidentiality
  - a. If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.
- v. Off-campus Counselors and Advocates
  - a. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Confidentiality is

maintained as long as it is within the limits of the law (i.e. no harm to self, others, and no current abuse of a child or other vulnerable persons).

## 21. INTERIM PROTECTIVE MEASURES

- i. Upon receipt of a report, the complainant or respondent may request or the College may impose reasonable and appropriate interim measures to ensure the safety of all parties, the College community, and/or the integrity of the process. Interim protective measures will be considered by the Section 504 & Title IX Coordinator/Deputy Coordinator for Students and appropriate administrators (Security Services, Culture and Campus Life for students, Human Resources for staff, and appropriate Dean for faculty).
- ii. Potential interim measures include:
  - a. A STLCOP “no contact” order
  - b. Access to counseling services and assistance in setting up the initial appointment.
  - c. Rescheduling of exams and assignments
  - d. Change in class schedule or transferring section including late withdrawal from a class without penalty
  - e. A change in work schedule or job assignment
  - f. Change in Residence Hall assignment
  - g. Providing an escort to ensure safe movement between classes and activities
  - h. Academic support such as tutoring
  - i. Leave of absence
  - j. Assistance with filing an order of protection with the St. Louis City Circuit Court (Civil Courts Building, 9th Floor, Adult Abuse Office, 10 N. Tucker, St. Louis, MO) or other appropriate jurisdiction.

## 22. IMMEDIATE ASSISTANCE FOR PROHIBITED CONDUCT

- i. If you are a victim of Sexual Misconduct, Relationship Violence, or Stalking, or any incident of Prohibited Conduct involving violence or a threat of violence please contact STLCOP Security Services immediately by calling 314-446-SAFE (7233) and/or the St. Louis Metropolitan Police Department at 314-444-5385. All other incidents of Prohibited Conduct should be reported to the Section 504 & Title IX Coordinator or Deputy Coordinator for Students.
- ii. Upon receipt of a report of Sexual Misconduct, Relationship Violence, Stalking, or any incident of Prohibited Conduct involving a threat or act of violence the College’s priority response is to address the safety of the victim. If the victim is uncomfortable contacting Security or the St. Louis Metropolitan Police Department, he/she can notify a staff member of Culture and Campus Life, Residential Life or Counseling Center for assistance. These College personnel will assist the victim in notifying the appropriate law enforcement authorities upon request. Students, faculty or staff who are victims of Prohibited Conduct will receive information regarding counseling opportunities on and off campus. Students can contact the Counseling Center at 314-446-8338 for further information. Faculty and staff can contact the Employee Assistance Program H&H Health Services at 314-845-8302 or 800-832-8302.
- iii. A victim should report the incident to STLCOP Security Services and/or St. Louis Metropolitan Police Department, even if the victim does not want to press charges. This will allow the authorities to gather important evidence should the victim later change his/her mind. The victim may choose to pursue the investigation through the criminal justice system and/or the College conduct/discipline system.
- iv. STLCOP Security Services will help the victim get to a safe place and assist the person in seeking immediate medical treatment. Sexual Assault victims will be instructed on getting medical treatment in order to preserve potential evidence by completing a Sexual Assault

Forensic Examination (SAFE). There is no cost for the exam. Sexual Assault victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not: bathe or shower, use the restroom, change clothes, comb hair, clean up the crime scene or move anything that may have been touched.

- v. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date. A victim does not have to give his/her name to receive the exam.
- vi. A victim may also want to keep a journal to record detailed information about the incident.

### 23. COORDINATION WITH LAW ENFORCEMENT

- i. St. Louis College of Pharmacy encourages victims to pursue criminal action for incidents of Prohibited Conduct that may also be crimes under Missouri or federal law. The College will also assist victims in making a criminal report and will cooperate with law enforcement agencies to pursue the criminal process to the extent permitted by law.
- ii. The College's policies, definitions and burden of proof may differ from Missouri and Federal law. A complainant may seek resolution through the College's complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Law enforcement's determination whether or not to prosecute, or the outcome of any criminal prosecution, are not determinative of whether a violation of the College's policies has occurred. The College will not wait for the conclusion of a criminal investigation or proceeding to investigate and process a complaint of Prohibited Conduct.

### 24. CLERY REQUIREMENTS, TIMELY WARNING AND/OR EMERGENCY NOTIFICATION

- i. Certain campus officials, known as Campus Security Authorities (CSA), have a duty under the Clery Act to compile and publish an annual report reflecting statistical information regarding forcible sex offenses (rape, sodomy, sexual assault with an object, fondling), non-forcible sex offenses (incest, statutory rape), dating violence, domestic violence, and stalking, as defined by this policy and applicable federal law. All personally identifiable information is kept confidential, but statistical information must be passed along to campus security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College's Annual Security Report. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. The department of public safety must record this same information in a campus crime log which is available for public inspection. College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

### 25. AMNESTY FOR OTHER LESS SERIOUS POLICY VIOLATIONS

- i. St. Louis College of Pharmacy believes violations of this policy to be very serious offenses. The College will generally offer any student, whether the complainant or a third party, who reports violations of this policy limited immunity from being charged for policy violations related to alcohol use and/or drug use, provided that such violation(s) did not and do not place the health and safety of any person at risk. The College may choose, however, to pursue educational interventions with those individuals.

### 26. FALSE REPORTS

- i. Due to the seriousness of these matters an individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination or expulsion.

#### 27. WRITTEN EXPLANATION OF RIGHTS

- i. Regardless of whether a victim elects to pursue a criminal complaint or pursue a College investigation, the College will assist victims of Prohibited Conduct by providing them with a written explanation of rights. Should an alleged perpetrator be named as respondent and a claim is investigated, the respondent will also receive a written explanation of rights.

#### 28. Resources

- i. Campus and Community Resources
  - a. A number of campus and community resources are available to assist parties with Prohibited Conduct issues. A list of resources will be provided to a complainant upon receipt of a complaint.
- ii. ADVISOR IN THE PROCESS
  - b. All of the individuals involved have the right to be assisted by an advisor provided by the College during the investigation and student conduct/employee disciplinary process. Parties have the right to consult a private attorney, at their own expense, regarding a complaint. Legal counsel may participate in College conduct or disciplinary hearings as an advisor to a party, but may not participate in the proceedings.

#### 29. SANCTIONS/DISCIPLINE FOR POLICY VIOLATIONS

- i. The responsible administrator will determine the appropriate sanction or disciplinary action based on the seriousness of the violations, the respective ages and positions of the complainant and the respondent, and whether there have been other complaints against the respondent. Note that while investigation records are private, sanctions become part of student records or personnel files.
  - a. Faculty and staff discipline will be determined based on established guidelines in the Faculty Staff Handbook and Faculty Bylaws. Disciplinary action for offenses could include mandated counseling, written warning, suspension, and/or termination.
  - b. Student sanctions will be determined based on established guidelines in the Code of Student Conduct. Disciplinary action for offenses may include, but are not limited to, formal warning, non-academic disciplinary probation, mandated counseling assessment, denial of the right to hold an office in a student organization or to participate in College-sponsored extracurricular activities, campus restrictions, and/or other educational sanctions and non-academic suspension or dismissal from the College.
  - c. If the offender is neither a student nor faculty or staff member and thus not subject to the College's direct control, the College will take such measures as it deems appropriate to remedy the matter. This may include barring the offender from College property and filing a complaint with an employer, professional association, or law enforcement authorities.

## **G. INVESTIGATING AND ADJUDICATING COMPLAINTS OF HARASSMENT, SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE & STALKING**

1. The College's investigation policy provides a prompt, fair and impartial investigation and resolution process. The College approaches these investigations impartially and seeks to determine and weigh the facts and evidence against the appropriate standards of evidence to determine violations of policy. All parties will be afforded the following protections to ensure the fairness of the proceedings:
  - i. Individuals investigating complaints will receive training on issues related to Prohibited Conduct. This training includes instruction on how to conduct an investigation and adjudication process that protects the rights of the complainant and respondent and promotes accountability.
  - ii. Both the complainant and the respondent will have the opportunity to be advised as described in the resources section of this policy.
  - iii. Appropriate College officials, the complainant and the respondent will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings subject to the privacy requirements under the Family Educational Rights and Privacy Act ("FERPA").
  - iv. The complainant and respondent will be notified simultaneously in writing of the results of any disciplinary proceedings, as well as any changes to those results or sanctions/disciplinary actions prior to the time that such results become final. This shall include the rationale for the result and the sanctions consistent with Section III. E Notice of Outcome and Results.
  - v. The complainant and the respondent each have the right to appeal the results of any disciplinary hearing/determination and will be notified simultaneously in writing of the final outcome after the appeal is resolved.
  - vi. The College may extend the timeframes provided in this policy for good cause with written notice to the complainant and respondent of the delay and the reason for the delay.
2. Human Resources is responsible for overseeing disciplinary proceedings involving staff members. The appropriate Dean is responsible for the disciplinary proceedings involving faculty. Culture and Campus Life handles non-academic disciplinary proceedings involving students. In some instances an appropriate administrator will be designated to assist the parties.
3. Complaint or notice of complaint
  - i. Any responsible employee who becomes aware of violations of this policy is required to immediately contact the Section 504 & Title IX Coordinator/Deputy Coordinator for Students. See Sections titled "Reporting Complaints and Confidentiality". Security Services staff made aware of complaints will immediately share them with the Section 504 & Title IX Coordinator/Deputy Coordinator for Students. The appropriate administrator or designee (Dean for faculty, Vice President Culture and Campus Life for students, or Human Resources for staff) will work with the Section 504 & Title IX Coordinator/Deputy Coordinator for Students and help coordinate interim protective measures, and/or conduct or disciplinary hearings.
  - ii. At the time of the complaint the complainant will be informed in writing about resources (community, and interim protective measures) and the institution, including STLCOP Security Services, will assess immediate safety needs of the complainant and need for timely warning/emergency notification.
  - iii. Should a complainant or respondent feel there is a conflict of interest, in any step of the process, with the Section 504 & Title IX Coordinator, Deputy Title IX Coordinator for Students, assigned Title IX investigators, or appropriate administrator for conduct/disciplinary proceedings listed below, written notice of the potential conflict should be submitted to both

the Section 504 & Title IX Coordinator or Deputy Coordinator for Students and the appropriate administrator (Vice President, Culture and Campus Life; Assistant Vice President, College Services; Dean; or Vice President, Human Resources for staff) within three (3) business days. A panel of three consisting of at least one administrator and at least one trained Title IX investigator will review the potential conflict and determine if a conflict exists. If a conflict exists, an alternative coordinator, investigator or administrator will be assigned by the panel. The determination will be shared with the Section 504 & Title IX Coordinator/Deputy Coordinator for Students, complainant and respondent.

4. Step 1: Preliminary Review and/or Conference

- i. The Section 504 & Title IX Coordinator/Deputy Coordinator for Students, or trained investigator will review the complaint and determine if the complaint alleges any facts that suggest Prohibited Conduct occurred. This review will include: a review of the complaint as received, and a review of related prior disciplinary action or sanctions of the people allegedly involved. Additionally, a review of Title IX records will be included to see if complainant, respondent or witnesses have been involved in other incidents.
  - a. If the complaint fails to allege sufficient facts to support a violation of this policy the Section 504 & Title IX Coordinator/Deputy Coordinator for Students will notify the complainant that the complaint fails to state a violation under this policy. The complainant will be notified within five (5) business days of the complaint being received. The complainant may submit an amended complaint within five (5) business days after receiving the notice or file an appeal according to the appeal policy.
  - b. If the complaint alleges sufficient facts to support a policy violation and the claimant wishes to pursue the complaint through the College's conduct or disciplinary processes the Section 504 & Title IX Coordinator/Deputy 504 Coordinator for Students will work with the appropriate administrator or designee (Human Resources for staff, appropriate Dean for faculty, Vice President, Culture and Campus Life for students) to recommend sanctions and meet with the respondent within ten (10) business days of receiving the complaint.
    - i. If respondent accepts responsibility for the policy violation(s) outlined in the complaint and agrees to the sanction(s) the appropriate administrator will deliver the sanctions and notify the Section 504 & Title IX Coordinator/Deputy Coordinator for Students. This information will be shared with the complainant. Either side may appeal according to the process described below.
    - ii. If the respondent accepts responsibility, but rejects the sanctions he/she will be part of an administrative conference to validate the appropriateness of the sanctions. The outcome is subject to appeal procedures listed below. All parties will be notified simultaneously of the outcome, rights to appeal and final determination.
    - iii. If the respondent does not accept responsibility for policy violation(s) and/or rejects the sanctions both the claimant and respondent will be notified simultaneously within ten business days (10) of receipt of a complaint of the need to investigate.
  - c. If there is reasonable cause but the claimant does not want the complaint to be investigated the College may still investigate the complaint, but may be limited in its ability to do so.

- ii. The Section 504 & Title IX Coordinator/Deputy Coordinator for Students will serve as a resource to the administrator or designee to ensure that any sanctions or discipline and remedies will adequately address the harm to the victim, educate the respondent, and prevent the recurrence of future violations. Additionally, the Section 504 & Title IX Coordinator/Deputy Coordinator for Students will coordinate additional actions to address the impact of a policy violation on others such as, but not limited to, counseling and awareness training or programs.
- 5. Step 2: Investigation
  - i. The Section 504 & Title IX Coordinator/Deputy Title IX Coordinator for Students or trained investigators whom they select for a particular case are responsible for investigating complaints of Prohibited Conduct. The parties directly involved in the investigation will be informed in a timely manner regarding the process and progress of the investigation. During the investigation period, the investigator will gather information, evidence and interview witnesses. Questioning or evidence about a complainant's prior sexual history will not be considered by the investigator except where the complainant and respondent have a prior intimate or sexual relationship and it may be deemed relevant to a determination of consent. After the investigation, Section 504 & Title IX Coordinator, Deputy Coordinator for Students will submit a written report including findings of fact and a determination of whether it was more likely than not that the respondent committed any violation(s) of this policy or other College policies to the appropriate administrator (Dean for faculty, Vice President Culture and Campus Life for Students, or Human Resources for staff). If a designated investigator conducts the investigation, the investigator will submit a report containing the findings of fact and culpability to the Section 504 & Title IX Coordinator/ Deputy Coordinator for Students and appropriate administrator.
  - ii. This process ordinarily will not exceed thirty (30) calendar days from investigation start date except in rare circumstances. A confidential file of the investigation will be kept on file with the Section 504 & Title IX Coordinator/Deputy Coordinator for Students.
- 6. Step 3: Formal Conduct Panel/Disciplinary Proceedings
  - i. In the case of a student who is a Respondent, the College will follow the investigation and hearing procedures set forth in Section III.E.4 of the Student Code. After reviewing the investigation report, the appropriate administrator (Dean for faculty, Vice President Culture and Campus Life for students, or Vice President, Human Resources for staff) will simultaneously notify the complainant and respondent within five business days (5) of the close of the investigation of the investigator's findings. If the investigation shows that it was more likely than not that no policy violation occurred, either party may appeal. (See Section III.E.4). If the investigation shows that it was more likely than not that a policy violation occurred then the normal conduct panel procedures or disciplinary proceedings will be followed for students, faculty, and staff according to the conduct or disciplinary process for the respective party.
  - ii. However, mediation is never appropriate in sexual assault or stalking cases.
  - iii. The College may establish special hearing guidelines where cross-examination is allowed that prevent the respondent from personally cross-examining the complainant (set up a screen, etc.)
    - 1. Any investigation, hearing, review, or appeal procedure will use a preponderance of the evidence standard of proof (i.e. more likely than not).
    - 2. The accuser, accused and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.



complaint of dating violence, domestic violence, stalking, sexual assault, or a forcible sex offense (rape, sodomy, sexual assault with an object, fondling) or non-forcible sex offense (incest, statutory rape), the College will inform the complainant and respondent of the result of the proceeding, any sanctions that are imposed on the respondent, and the rationale for the result and the sanctions consistent with its obligations under the Clery Act and the Violence Against Women Act of 2013. All notices will be simultaneously provided to the complainant and respondent within the time frame specified in this policy.

CONFIDENTIAL RESOURCES

On Campus Resources		
NAME	CONTACT INFORMATION	DESCRIPTION and/or TYPE
STLCOP Student Counseling Center	314.446.8338 <a href="mailto:Michelle.Hastings@stlcop.edu">Michelle.Hastings@stlcop.edu</a>	Counseling services for STLCOP students
Off Campus Resources		
NAME	CONTACT NUMBER/TYPE	DESCRIPTION and/or LOCATION
ALIVE Alternative to Living in Violent Environments	314.993.2777	Safe shelter for women and children victimized by domestic violence; emergency transportation; and counseling
Crime Victim's Advocacy Center of St. Louis	314.652.3623	Resources, counseling, advocacy and referrals with specialized services related to domestic violence
Legal Advocates for Abused Women LAAW	314.535.5229	Resources, counseling, advocacy and referrals with specialized services related to domestic violence
Life Crisis Services	314.647.4357 24-hour hotline	Crisis intervention and suicide prevention
National Sexual Assault Hotline	800.656.HOPE (4673)	Offers victims of sexual assault with free, confidential services around the clock
Safe Connections	314.646.7500	2165 Hampton Avenue Saint Louis, MO 63139
St. Louis Metropolitan Police Department	911 314.231.1212 314.444.5385 314.444.5385	Emergency Non-emergency Domestic abuse division Sex crimes division
UMSL Center for Trauma Recovery	314.516.6737	Offers short-term cognitive behavioral therapy for individuals, couples, families or groups.
Woman's Place	314.645.4848	8300 Morganford St. Louis, MO 63123 (in the back of St. Mark's Church)
Women's Safe House	314.772.4535 24-hour crisis hotline	Providing safe shelter to battered women
YWCA Women's Resource Center	314.726.6665 314.531.7273 24-hour crisis hotline	140 N. Brentwood Ave. Clayton, MO 63105

RESPONSIBILITIES	
POSITION/OFFICE/DEPARTMENT	RESPONSIBILITY
Interim Vice President, Culture and Campus Life Rebecca Jones 314.446.8352 <a href="mailto:Rebecca.Jones@stlcop.edu">Rebecca.Jones@stlcop.edu</a>	Student sanctions for policy violations
Dean of Pharmacy Dean Canaday 314.446-8106 <a href="mailto:Bruce.Canaday@stlcop.edu">Bruce.Canaday@stlcop.edu</a>	Faculty sanctions for policy violations for School of Pharmacy faculty
Dean of Arts & Sciences Dean Kilgore 314.446.8340 <a href="mailto:Kim.Kilgore@stlcop.edu">Kim.Kilgore@stlcop.edu</a>	Faculty sanctions for policy violations for School of Arts & Sciences faculty
Director, Human Resources Dan Bauer 314.446.8308 <a href="mailto:Dan.Bauer@stlcop.edu">Dan.Bauer@stlcop.edu</a>	Staff sanctions for policy violations
Section 504 & Title IX Coordinator/ Deputy Coordinator for Students Rebecca Jones 314.446.8352 <a href="mailto:Rebecca.Jones@stlcop.edu">Rebecca.Jones@stlcop.edu</a>	Oversight for policy maintenance, complaint receipt, investigations and appeals process
Director of Public Safety Scott Patterson 314.446.8382 <a href="mailto:Scott.Patterson@stlcop.edu">Scott.Patterson@stlcop.edu</a>	Clery Act compliance and campus crime reporting
Office of Public Safety 314.446.8381	Receive reports of crimes
POLICY CONTACTS	
NAME	CONTACT INFORMATION
Daniel Bauer Section 504 & Title IX Coordinator	314.446.8308 <a href="mailto:Daniel.Bauer@stlcop.edu">Daniel.Bauer@stlcop.edu</a>
Rebecca Jones Deputy Section 504 & Title IX Coordinator for Students	314.446.8352 <a href="mailto:Rebecca.Jones@stlcop.edu">Rebecca.Jones@stlcop.edu</a>

## SECTION III - NON-ACADEMIC AND PROFESSIONAL CONDUCT STANDARDS/PROCEEDINGS

### A. NON-ACADEMIC STADARDS

1. The College's student conduct process is focused on the continued education and development of students. Students, like all members of the College, assume responsibility to conduct themselves respectfully and in compliance with the policies and standards of conduct established by the College and the laws enacted by federal, state, and local governments.
  - i. General misconduct includes, but is not necessarily limited to, the following:

- a. acting in a manner that is disruptive to any College educational or extracurricular activity;
  - b. littering, damaging, destroying, or defacing College property or property of any member of the College community while on College premises;
  - c. using or threatening the use of force in order to inflict bodily harm upon any member of the College community;
  - d. entering or attempting to enter any College building, structure, or facility when unauthorized to do so;
  - e. the use or possession of fireworks in any form on College premises or on premises related to College-sponsored activities;
  - f. making a false report of a fire or any other emergency in any College building, facility, or residence hall or on premises related to College-sponsored activities;
  - g. violating published rules governing conduct in the Residence Hall, dining facilities, the O.J. Cloughly Alumni Library, or any other College premises or premises related to College-sponsored activities;
  - h. harassment and abuse directed toward individuals or groups of individuals;
  - i. intentionally interfering with College activities in a detrimental manner;
  - j. lewd or indecent conduct on College property or at College-sponsored activities;
- ii. The following infractions are regarded as being of an especially serious nature, such that their commission is likely to result in dismissal from the College:
    - a. stealing, assisting in the stealing, or attempting to steal College property or property of any member of the College community;
    - b. the unauthorized using, making, or causing to be made of any key or keys for any building, laboratory facility, lockers, or room of the College or a room on the premises of a College-sponsored activity;
    - c. altering, transferring, forging, or in any way misusing or falsifying any College document, or attempting to do the same, including forging the name of any member of the College community (including students, faculty, administrators, or staff members);
    - d. supplying any altered credentials related to a student's academic record, including verbal misrepresentations of a student's academic record;
    - e. unauthorized and intentional tampering with or damaging the College's computer network or equipment, particularly if it results in gaining access to confidential data belonging to individual students or to the College;
    - f. possessing or storing firearms, dangerous weapons, or explosives in any area of the College premises or on premises used by the College;
    - g. physical or sexual assault of a person either during a College-approved event, on or off-campus, or as a result of College-related business;
    - h. stalking a student, faculty, or staff.
    - i. violating sexual harassment, discrimination, or misconduct policies.
  - iii. Any student who feels that he/she has been incorrectly or falsely accused of an above offense may file an appeal as outlined in Section III.D.6 of the Student Code.

## **B. VIOLATION OF LAW/OFF CAMPUS CONDUCT**

- 1. Full cooperation with all federal, state, and local law enforcement, as well as campus security and other agencies of law enforcement, will be maintained when faced with issues of civil/criminal law violations by a student on or off-campus.

2. The College will fully cooperate with the conditions imposed by the courts for the rehabilitation of student violators of civil/criminal law.
3. While the College respects the privacy of its students, in some instances, a student's conduct that occurs off-campus may raise serious issues relating to the student's character and qualifications to continue at the College or potential risk to the College community. In other instances, a notice of off-campus behavior may trigger a legal obligation requiring the College to promptly investigate and take appropriate action such as, for example, a report involving a potential violation of the Harassment, Sexual Misconduct, Relationship Violence, and Stalking Policy covered under Title IX of the Higher Education Amendments or the Violence Against Women Act. The College reserves the right to investigate and impose sanctions for conduct that occurs on or off campus notwithstanding the disposition or outcome of any civil/criminal investigation or proceeding.

### **C. IMMINENT RISK**

1. The physical and mental health of our students is paramount to their success. In order to maintain an environment conducive to academic success, the College reserves the right to remove students from the College and/or Residence Hall if they present an imminent risk or threat of serious harm to themselves or others. The College will make this determination based on an individualized assessment of the student utilizing the current medical information that can be obtained about the student from appropriate health care professionals and other resources as needed. If there is reasonable suspicion that a student may be at risk or a threat to themselves or others, they may be required to obtain evaluation by an on-campus counselor or other qualified mental health professional. Depending on the level of evaluation or care needed, a student may be required to obtain such services at an off-campus mental health facility. Any cost associated with such evaluation will be absorbed by that student or his or her insurance. Students who refuse to cooperate during the evaluation process may be removed from the Residence Hall (if applicable) and, placed on an involuntary medical leave or interim suspension from the College for health, safety, or conduct reasons based on all of the information relating to the student's behavior and health that might be available to College officials at that time.
2. A student who has been placed on an involuntary medical leave or interim suspension may file an interim appeal by submitting a written request for reinstatement to their dean within thirty (30) days after the action in question. The student's request should explain the reasons why the student should be returned to status, including supporting documentation and any requests for reasonable accommodations desired by the student. When a student files an appeal the dean may seek additional information from the student, his or her health care providers, or other health care professionals that might be helpful. The dean will endeavor to issue a written decision within thirty (30) days after receipt of the appeal. This decision will be final as to the issue of reinstatement from an involuntary leave of absence or interim suspension.
3. Students deemed "at risk" may request a medical leave of absence by submitting a written request to the Vice President for Culture and Campus Life (for residence halls) or the appropriate dean.

### **D. PROFESSIONAL STANDARDS AND CONDUCT PROCEDURES**

1. The deans have the authority to determine whether conduct involving professional students should be treated as a violation of non-academic conduct standards or professional misconduct depending upon the student's academic progression in a particular degree program, the nature of the conduct, and the nature of the activities or location where the conduct occurred.
2. A pharmacy student becomes a member of the pharmacy profession at the commencement of their (P1) year. The Profession recognizes these students as "student pharmacists," as defined by the American Pharmacists' Association (APhA). As such, student pharmacists are expected to meet the

same standards of professionalism as licensed pharmacists. Accreditation Standard 23 of the Accreditation Council for Pharmacy Education (ACPE) requires that the College “provide an environment and culture that promotes professional behavior and harmonious relationships among students, faculty, administrators, preceptors and staff.” To meet these requirements, the College has developed a Professionalism Plan to facilitate student development of the appropriate competencies, virtues, attitudes and behaviors of a professional pharmacist.

3. The College defines professionalism as follows:
  - i. Professionalism consists of an individual’s competencies, virtues, attitudes and behaviors appropriate to a profession. A profession is distinguished from other work by the nature of the relationships between professionals and the people for whom they care. As professionals, pharmacists have covenantal or fiducial relationships with their patients. That is, they are obligated to put the best interests of their patients ahead of their own.
  - ii. Pharmacists must be trustworthy. To earn the trust of patients, pharmacists must operate upon values such as responsibility, a service orientation, commitment to excellence and collaboration. They must be competent in the knowledge and skills that are required for their profession and must be dedicated to maintaining that competency throughout their careers. Pharmacists must possess virtues such as honesty, integrity and altruism. As professionals, pharmacists must display attitudes such as empathy, care, compassion and social responsibility. Finally, pharmacists should promote confidence in their profession by exemplifying professional demeanor in all interactions.
4. Some examples of professional conduct are listed below:
  - i. Competence:
    - a. Appropriate computer use during class, lab, discussion or experiential activity; attentive
    - b. Avoids cell phone/pager use (including texting) during class, lab, discussion or experiential activity
    - c. Timely response to course coordinator or staff regarding course requirements, completing/revision of assignments, etc.
    - d. Proper notification and rationale for absences
    - e. Maintains functioning email to obtain important announcements
    - f. Maintains continuous licensure and professional state/school requirements
  - ii. Connection:
    - a. Communicates to others regarding the course/activities using appropriate tone or attitude (e.g. not overly critical, sarcastic, facetious)
    - b. Respectful of professors, peers, site property, staff, regulations, and/or patients
    - c. Responsible with materials (returning them on time and/or undamaged to responsible party)
  - iii. Character:
    - a. Appropriate dress for a specified activity based on the site’s or course’s code.
    - b. Avoids making fun of others.
    - c. Does not consume alcohol in excess.
    - d. Does not manufacture, distribute, or sell any controlled substance.
    - e. Does not use any illegally acquired controlled substance.
  - iv. Alleged violations of professional standards and conduct will be reported to the Vice President of Culture and Campus Life and processed in accordance with the procedures set forth in Section III.DE.

## E. STUDENT CONDUCT

1. The Mission of the Culture and Campus Life Division is to protect the rights of students while promoting education, student development, and enforcing the policies of the institution as related to the Student Code of the College, professional standards and conduct, and other institutional policies. Student Conduct supports the fostering of relationships with students, student organizations, faculty, and staff to promote the rights of students, ethical behavior, and the overall integrity of the institution and its policies. The process for reviewing charges of non-academic standards and professional misconduct are not legal or court proceedings and are designed to be as flexible as possible while determining the best interests of the students involved against the needs and requirements of the College community.
2. CHARGES AND INVESTIGATIONS
  - i. Any member of the College community (“Complainant”) may file charges against a student or student organization (“Respondent”) for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator (currently the Vice President of Culture and Campus Life or designee). Ordinarily, a charge should be submitted as soon as possible after the event takes place. The College may exercise its discretion to not accept a charge that is filed more than thirty (30) days after the Complainant became aware of the alleged violation.
  - ii. All charges will be presented to the Respondent in written form by the Student Conduct Administrator. The Respondent may, but is not required, to respond to the charges in writing to the Student Conduct Administrator within five (5) business days of receipt of the charge(s).
  - iii. The Student Conduct Administrator may, in appropriate cases, utilize or direct mediation or restorative practices to facilitate conflict resolution and disposition of a charge by mutual consent of the parties at any time prior to initiating or during the course of a formal investigation. If the Respondent admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing before the College Conduct Board, if necessary, will be limited to determining the appropriate sanction(s).
3. COMPOSITION OF THE COLLEGE CONDUCT BOARD
  - i. The College Conduct Board shall consist of the Vice President of Culture and Campus Life (or designee) as chairperson, three members of the faculty (preferably, but not necessarily from different departments of the College) and three students (years 1-6) selected by the SGA as prescribed in the SGA Bylaws. A board member will be disqualified and replaced if the member was involved in the investigation or decision to refer the matter for a board hearing.
4. STUDENT CONDUCT HEARING
  - i. A student with a grievance should first notify the individual/office with whom the grievance occurred. Consultation with this person or office shall occur prior to the initiation of a grievance procedure as resolution can often be found here.
  - ii. If consultation with the individual/office fails to resolve the issue, the grievance procedure shall start with the immediate supervisor of the individual/office with whom the grievance occurred. The supervisor should be contacted as soon as possible, ideally, within ten working days of the occurrence of the issue coming to light. This timeframe can be extended at the discretion of the supervisor if consultation between the student and individual/office involved was uncontrollably prolonged.
  - iii. If the student is still not satisfied that appropriate action has been taken, he/she should submit a request in writing within 10 working days of the occurrence of the issue to the Vice President for Culture and Campus Life requesting that the matter be reviewed by the College Conduct Board. (This timeframe can be extended at the discretion of the vice president if

consultation between the student and individual/office involved or immediate supervisor was uncontrollably prolonged.)

- iv. The College Conduct Board shall set a date and time for the formal hearing. The Vice President of Culture and Campus Life shall write a letter to all parties involved in the case providing the following information:
  1. a statement of the misconduct/appeal/grievance that includes the specific charge(s),
  2. the parties involved in the dispute,
  3. the date, time, and place of the grievance hearing,
  4. This letter shall be issued no later than 10 working days prior to the date of the formal hearing and the formal hearing shall occur no later than 30 working days from the date on which the original issue was reported.
- v. It is the responsibility of all parties involved to be present at the formal hearing. Substantive witnesses may be heard from at the hearing at the invitation of the accused or appealing student, involved faculty member, or the College Conduct Board. Appearances of such witnesses will be approved by and arranged with the Vice President of Culture and Campus Life prior to the hearing no more than five working days after the letter indicating the date and time of the hearing has been released.
- vi. All appeal hearings shall be closed sessions and only those persons invited to attend are allowed.
- vii. The committee chairperson shall conduct all hearings and shall only be entitled to vote along with the other members of the committee in the case of a tie vote.
- viii. In any action by the committee, a majority vote of the members shall be required.
- ix. When the committee has made its final decision, the committee chairperson shall notify in writing the parties concerned of that decision.
- x. The College Conduct Board serves as the final arbitrator of the grievance unless the College Conduct Board recommends suspension or dismissal of a student.
- xi. Students may appeal decisions of the College Conduct Board for suspension or dismissal by submitting his/her appeal in writing to the president of the College within five working days of the receipt of the committee's decision. The president will be the final arbitrator of the issue and will notify the students of the resolution within ten working days of the receipt of the complaint.

## **5. Sanctions**

The following sanctions may be imposed upon any Respondent found to have violated the Student Code, prior code violations may be considered in determining sanctions:

- a. Warning - A notice in writing to the Respondent that the Respondent is violating or has violated institutional regulations.
- b. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the Respondent is found to be violating any institutional regulation(s) during the probationary period.
- c. Loss of privileges - Denial of specified privileges for a designated period of time. "Privileges" can be determined by the College Conduct Board.

- d. Fines - Previously established and published fines may be imposed, as well as those deemed appropriate by the Student Conduct Administrator or the College Conduct Board.
  - e. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary sanctions -Work assignments, service to the College or other related discretionary assignments.
  - g. Restorative remedies to address harm to victims and the College community and facilitate the education, development, and restoration of the offending student
  - h. Residence hall suspension - Separation of the Respondent from the residence halls for a definite period of time, after which the Respondent is eligible to return. Conditions for readmission may be specified.
  - i. Residence hall expulsion - Permanent separation of the Respondent from the residence halls.
  - j. College suspension - Separation of the Respondent from the College for a definite period of time, after which the Respondent is eligible to return. Conditions for readmission may be specified.
  - k. College expulsion - Permanent separation of the Respondent from the College.
  - l. Counseling - Counseling or a counseling program can be recommended and/or required by the Student Conduct Administrator or the College Conduct Board. The Director of Counseling and Wellness, or a designee, will determine the length and type of counseling.
  - m. Withholding Degree - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
6. More than one of the sanctions listed above may be imposed for any single violation.
7. Disciplinary violations may be considered by the College when subsequently making educational and/or employment decisions and shall be included in the Respondent's educational records as follows: Other than College suspension, expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the Respondent's permanent academic record, but shall become part of the Respondent's disciplinary record.
8. The following sanctions may be imposed upon groups or organizations:
- a. Those sanctions listed above in Section A1, a through k.
  - b. Deactivation - Loss of all privileges, including College recognition, for a specified period of time.
  - c. Loss of selected privileges for a specified period of time.

9. Following a determination by the College Conduct Board or the Student Conduct Administrator, the Student Conduct Administrator shall advise the Respondent in writing of the determination and of the sanction(s) imposed, if any.

#### **10. Interim Suspension**

The Vice President, Culture and Campus Life, or a designee, may impose a College or residence hall suspension prior to the hearing before the Student Conduct Administrator or College Conduct Board.

Interim suspension may be imposed:

- a. To ensure the safety and well-being of members of the College community or preservation of College property.
- b. To ensure the Respondent's own physical or emotional safety and wellbeing.
- c. If the Respondent poses a threat of disruption of or interference with the operations of the College.
  - b. During the interim suspension, the Respondent shall be denied access to the residence halls and/or to the College premises (including classes) and/or all other College activities or privileges for which the Respondent might otherwise be eligible, as the Vice President, Culture and Campus Life or the Student Conduct Administrator may determine to be appropriate.
  - c. The interim suspension will be in place until either the conclusion of the conduct proceedings or it is removed by the Vice President, Culture and Campus Life.

#### **F. POLICY ON CONDUCT RECORD RETENTION**

- i. All records of the Student Conduct Administrator that result in sanctions being imposed on any student found in violation of the policies of the Student Code will be retained for 10 years from the date of adjudication. Records that do not result in a hearing or imposed sanctions, such as Resident Assistants Incident Reports, Security Incident Reports, or any other relevant records presented to the Student Conduct Administrator, will be destroyed at the end of each academic year. All records resulting in imposed sanctions on student organizations will be retained permanently. All files are confidential and will be protected under the Federal Education Right to Privacy Act (FERPA). Students have the right to inspect and review their records and may do so by scheduling an appointment with the vice president culture and campus life (nonacademic misconduct violations) or dean's office (professionalism violations).

### **SECTION IV - STANDARDS ON STUDENT-FACULTY-STAFF RELATIONS/ACADEMIC APPEALS AND GRIEVANCES**

The College seeks to maintain the highest standards of academic excellence and integrity. This can best be achieved by joint student-faculty-staff-administration cooperation. Therefore, students are expected to accept responsibility for their academic and personal conduct both on and off campus, while faculty and staff are expected to make fair and impartial evaluations of students and to respect the dignity and privacy of students, both collectively and individually.

## A. GUIDELINES

1. In accordance with the above, the College expects students, faculty, and staff to observe the following guidelines:
  - i. While students are responsible for meeting the academic requirements of any course in which they are enrolled, they are free to inquire and question, and to take reasoned exception to the content and view offered by an instructor in any academic course without fear of academic penalty.
  - ii. Students have the right to expect to be assessed solely on their ability to meet course requirements as stated in the course syllabus.
  - iii. Each student has the right to discuss and receive an explanation of the basis for his/her academic evaluation in a given course. Included is the right to review any graded assessments (quizzes, tests, etc.) used to determine a course grade.
  - iv. If, after consulting with his/her instructor, a student still believes he/she has been assessed unfairly in a course, he/she should proceed with speaking with the appropriate department chair. If the student still believes that a fair resolution has not been made then the student should proceed with the filing of a grievance as outlined in Section III of the Student Code. No grade changes, however, will be made after the end of the semester following the semester when the grade was issued. This provides ample time for a grievance to be filed and resolved, even if the complaint relates to a final exam or project.
  - v. If a student believes that another student or staff member has treated him/her unfairly in some capacity outside of course work assessment, he/she has the right to institute a grievance as outlined in Section III of the Student Code.
  - vi. Faculty and staff shall respect the confidentiality of information provided to them by a student.
  - vii. Students and faculty are expected to arrive for class on time. Students arriving late for a class shall do so quietly. Students may be penalized for late arrival if so stated in the course syllabus.
  - viii. If a faculty member has not arrived within 20 minutes of the scheduled starting time of a 50-minute class, that class session is canceled unless the students have been informed that the faculty member will arrive prior to the end of the class session. (Students should use the same ratio to determine waiting times for classes that meet for more than 50 minutes.)
  - ix. If a faculty member is unable to meet with a class because of unforeseen circumstances, the faculty member shall endeavor to have the class covered. If that is not possible, the faculty member shall notify his/her department chair as soon as possible, so that students can be informed that the class has been canceled.
  - x. Faculty members are responsible for distributing a syllabus to each student by the end of the first week of each semester. This document should follow the guidelines of the faculty Curriculum and Curricular Assessment Committee.
  - xi. Students are expected to obtain any books, manuals, equipment, or other supplies required for the courses in which they are enrolled.
  - xii. Students have the right to see a faculty member or academic advisor to obtain information or to discuss problems. Faculty members shall post a schedule of regular office hours during the normal academic week. These hours should be scheduled at times convenient for both students and the faculty member.
  - xiii. Faculty members shall make a reasonable effort to ensure the health and safety of students during all assigned educational activities.
  - xiv. No person who is conducting research may use any student or other member of the College community as a research subject without a protocol that has been approved by the College's Institutional Review Board (IRB). This policy does not refer to faculty who survey students as part of normal classroom activity, including course evaluations.

- xv. Faculty members shall make all reasonable efforts to establish an environment in which each student can independently demonstrate his/her knowledge and ability. To help ensure this, a sufficient number of proctors shall be assigned to monitor examinations. The number of proctors for a particular course will be determined by the appropriate department chair.
- xvi. If a student is disruptive during a class or laboratory session, a faculty member has the right to require the student to leave for the remainder of that session. Continued disruptions on the part of a given student can result in his/her dismissal from the course for that semester. Disruptive activities could include using cell phones, pagers, and other electronic devices.

## **B. POLICY ON CLASSROOM CONDUCT**

1. Each student is expected to show consideration for the rights and safety of all fellow students and instructors in classroom and laboratory sessions. Each instructor is responsible for consistently enforcing reasonable standards of behavior, for informing students of any standards of behavior specific to that instructor's particular course and for reciprocating the respect and consideration shown by students. At the discretion of the instructor, a student's disregard of these standards may result in dismissal from the course.

## **C. SANCTIONS FOR CLASSROOM MISCONDUCT**

1. Students whose behavior violates Section III of the Student Code are subject to a range of sanctions including, without limitation, the sanctions listed below, in order to permit flexibility and equity in the Code's enforcement.
  - i. A written reprimand, which serves as a warning
  - ii. Denial of the right to hold an office in a student organization or to participate in College-sponsored extracurricular activities
  - iii. Restorative remedies to address harm to other students or faculty
  - iv. Restitution for the consequences of the misconduct
  - v. Eviction from on-campus housing
  - vi. Nonacademic disciplinary probation, imposed for a specific period of time which will be stated in writing
  - vii. Nonacademic suspension from the College with written conditions for readmission specified
  - viii. Nonacademic dismissal from the College

## **D. PROCEDURE FOR RESOLVING ACADEMIC GRIEVANCES**

1. Except in cases of appeals involving academic dismissal and academic honesty or integrity covered under this code, whenever a student perceives that he/she has been incorrectly or falsely accused of classroom misconduct, has a grade dispute, wishes to file a grievance related to faculty classroom misconduct, or perceives that he/she has been incorrectly or falsely sanctioned for classroom misconduct, it is the right of that student to seek resolution following the procedures below.
  - i. A student with a grievance associated with a didactic or experiential course should first notify the faculty member responsible for the course. Consultation with this person or office shall occur prior to the initiation of a grievance procedure as resolution can often be found here.
  - ii. If consultation with the faculty member fails to resolve the issue, the student shall notify the department chair of the faculty member with whom the grievance is held. The department chair should be contacted within five working days of the occurrence of the issue. This timeframe can be extended at the discretion of the department chair if consultation between the student and faculty member involved was uncontrollably prolonged.
  - iii. If the student is still not satisfied that appropriate action has been taken, he/she should submit a request in writing within 10 working days of the occurrence of the issue to the appropriate dean requesting that the matter be reviewed by the Student Conduct Committee. (This timeframe can be extended at the discretion of the dean if consultation between the

student and individual/office involved or immediate supervisor was uncontrollably prolonged.)

- a. The Student Conduct Committee shall set a date and time for the formal hearing. The dean shall write a letter to all parties involved in the case providing the following information:
  1. a statement of the academic dispute/appeal/misconduct that includes the specific charges or violation of the Code,
  2. the parties involved in the dispute,
  3. the date, time, and place of the grievance hearing.
- iv. The dean normally will issue the hearing letter within 7 working days prior to the date of the formal hearing and the formal hearing will typically occur no later than 30 days from the date on which the original written request was received by the dean.
- v. It is the responsibility of all parties involved to be present at the formal hearing.
- vi. Substantive witnesses may be heard from at the hearing at the invitation of the accused or appealing student, involved faculty member, or the Student Conduct Committee. Appearances of such witnesses will be approved by and arranged with the Vice President of Culture and Campus Life prior to the hearing, no more than five working days after the letter indicating the date and time of the hearing has been released.
- vii. All appeal hearings shall be closed sessions and only those persons invited to attend are allowed.
- viii. The committee chairperson shall conduct all hearings and shall only be entitled to vote along with the other members of the committee in the case of a tie vote.
- ix. In any action by the committee, a majority vote of the members shall be required.
- x. When the committee has made its final decision, the committee chairperson will notify the parties in writing of that decision.
- xi. If the student is not satisfied that the appropriate action has been taken, he/she should submit his/her concern in writing to the appropriate dean within five working days of the receipt of the Conduct Board's decision. The dean will make the final decision and normally notify the student in writing within 10 working days of the receipt of the grievance.

#### PROCEDURE FOR RESOLVING NON-ACADEMIC GRIEVANCES WITH STAFF

- i. If a student perceives that he/she has a grievance with a College staff member, it is the right of that student to seek resolution following the grievance procedures below.
  - a. A student with a grievance should first notify the individual/office with whom the grievance occurred. Consultation with this person or office shall occur prior to the initiation of a grievance procedure as resolution can often be found here.
  - b. If consultation with the individual/office fails to resolve the issue, the grievance procedure shall start with the immediate supervisor of the individual/office with whom the grievance occurred. The supervisor should be contacted as soon as possible, ideally, within ten working days of the occurrence of the issue coming to light. This timeframe can be extended at the discretion of the supervisor if consultation between the student and individual/office involved was uncontrollably prolonged.
  - c. If the student is still not satisfied that appropriate action has been taken, he/she should submit a request for review in writing within 10 working days of the occurrence of the issue to the Vice President for Culture and Campus Life and the Director of Human Resources. (This timeframe can be extended at the discretion of the vice president and director if consultation between the student and individual/office involved or immediate supervisor was uncontrollably prolonged.)

- d. The request for review should include the following information:
  - i. a statement of the grievance that includes the specific charge(s),
  - ii. the parties involved in the dispute,
- e. The Vice President for Culture and Campus Life and Director of Human Resources will conduct an administrative review of the grievance and issue a final decision in writing to the student ordinarily within ten (10) working days of receipt of the grievance.

## E. PROCEDURE FOR APPEAL OF AN ACADEMIC DISMISSAL

1. Students failing to meet the academic progression policies shall be dismissed from the College. Students will be notified of dismissal by the dean's office, usually by email. A student wishing to file an appeal of an academic dismissal should submit a written request to the dean's office within the time frame specified in the dismissal letter sent to the student. Student appeals involving academic dismissal for failing to meet required academic standards are subject to review by the Academic Appeals Review Committee (AARC). The Dean's office will forward appeal review requests directly to the AARC. In the written appeal the student must explain
  - a. any extenuating circumstances leading to the dismissal **and** provide documentation that supports the existence of the extenuating circumstances; (e.g.a doctor's note);
  - b. how/why the extenuating circumstances noted will not continue to interfere with the student's academic performance if readmitted
  - c. a statement of the reasons why he/she should be allowed to continue their studies at the College and
  - d. a detailed plan for how he/she plans to be successful in the program if readmitted.

Absence of any of the above information and/or documentation may result in an appeal being denied by the Academic Appeals Review Committee.
2. The structure, procedures and actions of the committee will be as follows:
  - i. The Academic Appeals Review Committee shall consist of the SOAS and SOP academic department chairs or a representative appointed by them from their respective divisions, the chairs of the SOAS and SOP Admissions and Progressions committees, and others as appointed by the appropriate dean. The Vice President, Student Affairs, will act as the Academic Appeals Committee Chair. The Registrar will serve as an ex-officio member of the committee. .
  - ii. The Academic Appeals Review Committee chairperson shall conduct all hearings and shall be entitled to vote only in the case of a tie.
  - iii. In any action by the committee, a majority vote of the members shall be required.
  - iv. The members of the AARC will review the student's written appeal letter.
  - v. The AARC will discuss the merits of the student's appeal and will render a decision on the appeal.
  - vi. When the committee has made its final decision, the appropriate Dean's Office shall notify in writing the student and any other parties needing to be informed of the committee's decision which shall be binding on all concerned.
  - vii. If the Academic Appeals Committee's decision is to readmit the student there will be stipulations outlined which must be met to continue progression in the program.
  - viii. If the student is not satisfied with the Academic Appeals Review Committee's decision, he/she should submit his/her appeal in writing to the appropriate dean within two working days of the receipt of the Academic Appeals Review Committee's decision. The appropriate dean will make a final decision and notify a student in writing, normally within ten (10) working days of the receipt of the appeal. The Dean's decision is final; no further appeals from the student will be accepted.

## SECTION V - ACADEMIC HONOR CODE AND INTEGRITY POLICY

### A. ACADEMIC HONOR CODE

The Academic Honor Code is a promise regarding academic matters affirmed by the students and faculty of the St. Louis College of Pharmacy. Students and faculty will act with integrity as individuals, organize themselves to create and maintain an environment for this purpose, and regulate threats or infractions of integrity through guidelines outlined within the Policies and Procedures for Maintaining Academic Integrity. Although not all-encompassing, the following sections outline aspects of the Academic Honor Code as they relate to students and faculty. Each party shall fulfill a different role with the ultimate, mutual goal of maintaining academic integrity at the College.

#### 1. Student Role

- i. Students are responsible for conducting themselves in a manner appropriate to promote academic integrity among themselves and their peers as outlined herein and in the Policies and Procedures for Maintaining Academic Integrity.
- ii. Students should always bear in mind the implications campus email and other electronic resources (e.g., cellular devices, PDAs, iPods, Facebook, Twitter, etc.) have on their academic integrity.
- iii. All students shall sign the following pledge of honor: "I hereby pledge that, as a student at the St. Louis College of Pharmacy, I will uphold myself at all times to the highest degree of academic integrity. I understand that if ever found to be in violation of the Academic Honor Code and Integrity Policy, I will be subjected to disciplinary actions, including dismissal, outlined within and that such action will warrant a file in my academic record."
- iv. Maintaining Academic Integrity.
- v. It is the responsibility of the students to elect from their number, representatives willing and able to serve on the Honor Code Committee (HCC). This service serves to reinforce the culture of academic integrity that students and faculty have agreed to create and maintain.
  - a. The process for electing representatives is outlined in Section V.C.2.i.c.

#### 2. Faculty Role

- i. Faculty members are solely responsible for establishing academic assignments and methods of examination
  - a. Faculty members shall provide each student a clear, written explanation of their expectations regarding the completion of assignments and examinations, including impermissible collaboration.
  - b. Faculty members are encouraged to choose assignments and methods of examination believed to promote academic honesty. *When assigning collaborative projects, the instructor should explicitly state the expectations of performance for all participants.***
  - c. Examples of methods to promote academic honesty include, but are not limited to:
    - i. Careful proctoring of examinations.
    - ii. In instances where multiple choice or fill-in exams are administered and the size of a class is greater than seventy-five students, a minimum of two faculty or staff must proctor the examination.
    - iii. The continuous creation of unique exams.
    - iv. A review of course-specific expectations prior to the administration of any examination verbally or by providing students with the written statement in Section V.A.2.ii.
    - v. Provision of appropriate test environments when possible.
- ii. Faculty members are encouraged to provide opportunities for students to affirm their commitment to academic integrity in various settings, including examinations and other assignments. The following statement may be used for this purpose: "I affirm that I have

*completed this assignment/examination in accordance with the Academic Honor Code and Integrity Policy. Signed, (student's name)."*

- iii. All faculty shall include the following statement in course syllabi: *"Acts of academic dishonesty are outlined within the Academic Honor Code and Integrity Policy, which will be upheld to the highest standards in this course. For questions related to the Academic Honor Code and Integrity Policy, please contact the Honor Code Committee co-chairs or the Dean of Arts & Sciences."*
- iv. All faculty shall report EVERY ACT of academic dishonesty to the Panel as outlined in Section V.E for the integrity of the Policy. This does not include undocumented "educational conversations" between faculty and students regarding questionable behavior. In a circumstance where a faculty member is uncertain whether student conduct rises to the level of academic dishonesty, the faculty member shall consult with the Dean of Arts & Sciences, the student suspected of academic dishonesty, and an additional faculty member who serves on the Panel to determine whether the incident should be forwarded for action by the Honor Code Panel.
- v. All faculty shall sign the following pledge of honor: *"I hereby pledge that, as a faculty member at the St. Louis College of Pharmacy, I will uphold myself at all times to the highest standards in order to promote academic integrity among my students. I understand that my actions and decisions may directly affect academic conduct in my classroom."*
- vi. It is the responsibility of the faculty to elect from their number, representatives willing and able to serve on the HCC. This service further reinforces the culture of academic integrity that students and faculty have agreed to create and maintain.
  - a. The process for electing representatives is outlined in Section V.C.2.b.

## **B. POLICIES AND PROCEDURES FOR MAINTAINING ACADEMIC INTEGRITY**

The Policies and Procedures for Maintaining Academic Integrity is intended to be a guide for enforcing policies related to academically dishonest behavior at the St. Louis College of Pharmacy. Although this document may not be all inclusive, the following sections explain what academically dishonest behavior entails and outline a process for managing the occurrence of academically dishonest behavior among students at the College.

1. Definition
  - i. Academic dishonesty is defined as cheating of any kind, including, but not limited to: misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and fabricating information. These actions may be accomplished by traditional or electronic means.
2. Academically dishonest behavior includes, but is not limited to, the following:
  - i. Cheating - using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; unauthorized collaboration on any academic exercise; submitting work for an in-class examination that has been prepared in advance; submitting the same work in multiple courses without prior permission of all instructors; violating rules governing administration of examinations; violating any rules related to academic conduct in a course or program.
  - ii. Fabrication – falsification or invention of any data, information, or citation in an academic exercise; falsification and forgery of College academic documents.
    - a. Falsification and forgery of College academic documents – knowingly making a false statement, concealing material information, or forging a signature on any College academic document or record. Such academic documents or records may include transcripts; add/drop forms, etc.
    - b. Falsification and forgery of academic exercises – knowingly making a false statement or forging a signature on any academic exercise or record. Examples may include

hour logs for introductory practice experiences, the act of writing on a returned examination and submitting it for re-grading purposes, etc.

- c. Falsification or forgery of non-academic College documents, such as financial aid forms, shall be considered a violation of the non-academic student disciplinary code.
- iii. Plagiarism – representing the words, ideas, or sequence of ideas of another as one’s own in any academic exercise; failing to acknowledge any of the following: quoted, paraphrased, or borrowed information.
  - a. Facilitating – helping or attempting to help another to commit an act of academic dishonesty.
  - b. Group Assignments: Unless there are unusual circumstances surrounding an incident of academic dishonesty committed in a group assignment, each student in the group will be treated individually by the Panel. This means that the Panel may determine responsibility for the act of academic dishonesty differently for different students in the group. Accordingly, different members of the group may be sanctioned differently by the Panel. ***Students engaging in collaborative projects should carefully review and understand the instructor’s expectations of performance for all participants.***
  - c. Other – as determined by the Panel.
- iv. Classifications of Academic Dishonesty
  - a. The following examples, including but not limited to those listed under their corresponding severities below, may be appropriate as a guideline to the Panel. However, the severity and sanction will vary based on the course, the purpose of the assignment, and the importance of the assignment as weighted by the faculty. Therefore, these severities may change based on background information surrounding each case.
    - i. Severe Violations- An act of academic dishonesty performed on examinations, major projects as determined by a course coordinator, practical examinations, and/or advanced pharmacy practice experiences.
    - ii. Moderate Violations- An act of academic dishonesty performed on quizzes, non-major projects, and/or introductory pharmacy practice experiences.
    - iii. Mild Violations- An act of academic dishonesty performed on homework assignments.
- v. Subsequent Violations
  - i. Subsequent violations of the Policy by any one student will be sanctioned more severely than the first according to ***Figure 1A – Policies and Procedures for Maintaining Academic Integrity, Framework***. (Example: A second violation by a previously sanctioned student will no longer be allowed the severity of “mild,” no matter how minor the violation. The second violation automatically becomes “moderate” or “severe” and sanctioned accordingly.)
  - ii. These and other violations will result in disciplinary action, ranging from a written warning to dismissal from the College. (Refer to ***Figure 1A – Policies and Procedures for Maintaining Academic Integrity 1A***). Any student found responsible for committing an act of academic dishonesty that is “moderate” or “severe” is not eligible to receive a scholarship or award from the Scholarship and Award committee of the faculty.

## C. THE HONOR CODE COMMITTEE (HCC)

### 1. Responsibilities

- i. The HCC shall meet regularly throughout the year to uphold the Academic Honor Code and Integrity Policy.
  - ii. The HCC will meet within the first week of the fall semester to review the bylaws and elect co-chairs from their number.
  - iii. When the Dean of the College of Arts & Sciences receives a Report of Academic Dishonesty and deems the report appropriate for review as outlined in Section V.E.3.ii, the HCC shall assemble a group of its members, hereafter referred to as the Panel, to conduct a review of the Report of Academic Dishonesty and decide whether it constitutes a violation of the Academic Honor Code and Integrity Policy. If the Panel concludes that the Policy was violated, then the Panel will issue a determination of the severity of the violation and the appropriate sanctions. (For more detailed information, see **Figure 1A – Policies and Procedures for Maintaining Academic Integrity, Framework** and Section B.2.iv-v).
2. Members
- i. The HCC shall be composed of the following twenty-eight members:
    - a. Dean of Arts & Sciences.
    - b. Three faculty representatives from each of the academic divisions appointed by the Dean of Arts & Sciences; one member from each division shall serve on the Panel, and the other two from the same division shall be alternates for their division on the Panel.
      - i. Each academic division shall determine which of the three representatives will serve on the Panel prior to the first committee meeting of the fall semester.
    - c. Three student representatives from each year of the curriculum, years 1-6, appointed by the Student Government Association; one student from each year shall serve on the Panel, and the other two from the same year shall be alternates for their class on the Panel.
      - i. Each student year from within the HCC shall determine which of its three representatives will serve on the Panel prior to the first committee meeting of the fall semester.
    - d. HCC Chairs
      - i. At the first meeting of the fall semester, one student shall be elected to serve as a committee co-chair and one faculty representative to serve as the other co-chair for the calendar year.
      - ii. Student co-chair: The student members of the HCC shall elect from among themselves one student who shall act as the student co-chair.
      - iii. Faculty co-chair: The faculty members of the HCC shall elect from among themselves one faculty member to serve as the faculty co-chair.
    - e. Term
      - i. Each member, excluding sixth year representatives, shall serve, at minimum, a one year term.
        - a. Students in years 1-5 and all faculty terms shall commence on the first day of the fall semester, as designated in the College's Official Academic Calendar, and end the day the following year's fall semester begins.
        - b. Incoming sixth year student representatives shall begin their terms on the first day of the fall semester, but these will end upon graduation, as designated in the College's Official Academic Calendar.
    - f. Voting Rights of HCC Members
      - i. All twenty-eight members of the HCC shall have a vote in matters related to bylaws and proposed changes to the Academic Honor Code and Integrity Policy.
        - a. A quorum of two-thirds of the members must be present for any vote.
        - b. Motions may be passed by a simple majority of the quorum
      - ii. For voting in Panel hearings, refer to Section V.D.3.

- g. Eligibility
  - i. In order to serve on the HCC, all student representatives must be in good academic standing, as defined in the SGA Constitution, and may not have violated the Academic Honor Code and Integrity Policy.
  - ii. If a member of the HCC is accused of violating the Academic Honor Code and Integrity Policy, he or she shall be relieved of his or her duty until accusations are resolved.
    - a. If admitted or confirmed guilt ensues, he or she shall no longer be eligible to serve on the HCC. A temporary replacement shall be appointed to serve out the remainder of the removed student's term in accordance with the procedures outlined in Section V.C.2.2.i.c.
    - b. If acquitted, he or she may resume responsibility on the HCC and serve out the remainder of his or her term.

## D. THE PANEL

1. Purpose
  - i. The Panel shall serve as a nine member sub-committee of the HCC. The Panel will assemble to hear sensitive cases related to academic dishonesty among students at the College.
  - ii. The Panel shall consider three main issues in their deliberations:
    - a. Determine if a violation has occurred.
    - b. If the event is deemed a violation, the Panel will determine its severity.
    - c. Once the severity has been determined, the Panel will decide an appropriate sanction.
    - d. Refer to **Figure 1A – Policies and Procedures for Maintaining Academic Integrity, Framework** and **Section V.B** for a more detailed explanation.
2. Membership
  - i. The Panel shall consist of three faculty, one HCC representative from each division, and six students, one from each year of the curriculum.
    - a. The student and faculty co-chairs of the HCC shall be included in the Panel number and will represent their respective year or division in the Panel.
    - b. The Dean of Arts & Sciences shall serve as an ex-officio Panel member.
3. Voting of Panel Members
  - i. Every member of the Panel shall be a voting member, excluding the Dean of Arts & Sciences.
  - ii. At least two-thirds of students and two-thirds of faculty members present at any hearing shall constitute a quorum.
    - a. Motions shall pass by a simple majority vote of this quorum.
4. Convening of the Panel
  - i. Refer to **Section V.F.**
5. Documentation
  - i. The student co-chair shall serve as secretary, recording all Panel-reviewed matters in order to establish precedence in decision-making.
    - a. These records shall be kept on file in the Dean of Arts & Sciences office.
6. Eligibility
  - i. All members appointed to the Panel must consider their eligibility to participate in Panel matters prior to each hearing to ensure justice is maintained in all actions.
  - ii. A member having direct affiliation with the issue at hand or the accused is expected to excuse himself from participating in any Panel matters related to the issue or to the accused. One of this member's alternates will assume responsibility on the Panel.
7. Inability to Assemble

- i. If the Dean of Arts & Sciences attempts to contact the co-chairs and finds that a quorum of members is unable to meet, he or she shall contact the accused and the reporter to determine how quickly the issue need be resolved.
- ii. If the issue requires attention prior to the next Panel meeting, the Dean of Arts & Sciences shall assume all authority given herein to the Panel, using past cases as precedence for a decision.
- iii. If the issue does not require immediate attention, it shall be placed on the agenda for the next scheduled Panel meeting.

## E. REPORTING OF VIOLATIONS

1. It is the moral responsibility but not the sanctioned obligation, unless otherwise provided herein, of each member of the St. Louis College of Pharmacy community to respond to suspected acts of academic dishonesty by:
  - i. Consulting the individual(s) thought to be involved and encouraging the student(s) to report it; and/or
  - ii. Reporting it to the instructor(s) involved; and/or
  - iii. Reporting it to the Dean of Arts & Sciences.
2. Reporting oneself for committing academic dishonesty is strongly encouraged and may be taken into consideration in determining sanctions.
3. Process for Reporting Acts of Academic Dishonesty:
  - i. The alleged violation shall be reported to the Dean of Arts & Sciences.
    - a. An electronic form titled Report of Academic Dishonesty is available on MySTLCOP. This form may be submitted by faculty, students, or staff through MySTLCOP.
  - ii. The Dean of Arts & Sciences will review the Report of Academic Dishonesty and determine whether the reporting requirements outlined below have been met. The Dean of Arts & Sciences will provide the reported issue to the Panel for review or contact the reporter to request additional background information.
    - a. "Reporting Requirements" include at minimum five (5) items:
      - iii. Name of student(s) involved
      - iv. Faculty course and course coordinator
      - v. Date(s) of the incident
      - vi. A description of the issue that occurred
      - vii. The name of the individual who submitted the report
      - viii. A *Report of Academic Dishonesty* without all of these five components will not be forwarded to the Panel for review.
    - b. The Dean of Arts & Sciences will report to the Panel the general circumstances of any report deemed to be insufficient.

## F. PANEL PROCEEDINGS

1. All Panel proceedings shall occur in a timely manner, as specified in the Panel Bylaws.
2. Once the Dean of Arts & Sciences determines that the Report of Academic Dishonesty contains the minimum reporting requirements (see Section V.E.3.ii.a) to forward on to the Panel, the following individuals will be contacted:
  - i. The accused.
  - ii. The reporter, who shall be notified that their Report of Academic Dishonesty will go before the Panel for review.
  - iii. The faculty member responsible for the course in which the alleged incident occurred.
3. The Panel shall convene upon the Dean of Arts & Sciences' notification and will review the evidence submitted with the Report of Academic Dishonesty, as well as the description of the event provided in the report.

- i. Both the reporter and accused shall have an opportunity to appear before the Panel, if desired. Furthermore, all faculty, whether they submit a Report of Academic Dishonesty or not, may appear before the Panel on issues that have occurred in their classes.
  - ii. Faculty are encouraged to give their opinion of severity of the violation for consideration by the Panel and make available a syllabus for their course.
  - iii. Willful misrepresentation of testimony or falsification of evidence to the Honor Code Panel constitutes a separate act of academic dishonesty and will result in additional and more severe consequences.
  - iv. Data sent to the Panel will not contain student names or any other identifying information. The only instance in which identifying information shall be revealed would be if the accused student(s) request to attend a Panel hearing to “make his/her/their case”, if a reporter agreed to appear before the Panel, or if a witness wanted to make a statement.
4. Once assembled, the Panel will first determine if a violation has occurred as outlined in **Figure 1A – Policies and Procedures for Maintaining Academic Integrity, Framework**.
- i. If the event is deemed a “non-violation,” the student will be notified and no other proceedings shall follow.
    - b. General background information of the issue, excluding names of all involved, will be documented by the student co-chair for record keeping and precedence purposes.
    - c. If the event is deemed a violation, the Panel will then determine its severity.
  - ii. After deciding the “severity” of the violation, the Panel will determine and submit a sanction to the Dean of Arts & Sciences. The severity level as outlined in **Figure 1A – Policies and Procedures for Maintaining Academic Integrity, Framework** shall serve as a guideline to the Panel with the understanding that the severity for each violation may change based on background information surrounding each case.)
  - iii. The Dean of Arts & Sciences shall uphold the Panel’s decision and will inform the accused student(s) of the verdict.
  - iv. The case is closed unless appealed by the accused or the reporter.

## G. DOCUMENTATION

1. Documentation of issues brought before the Panel, including both violations and non-violations, as well as any appeals filed by students or faculty will be kept on record by the office of the Dean of Arts & Sciences.
  - i. The student co-chair shall be responsible for recording all issues brought before the Panel in order to establish precedence in Panel decisions.
  - ii. A summary of all cases and appeals will be made public at the end of fall and spring semesters. These public notices will contain a brief statement of the violation, the severity level determined by the Panel, the resulting sanction, and the outcome of appeal, if applicable. No personal identifying information shall be revealed in such notices.

## H. APPEALS PROCESS FOR ACADEMIC DISHONESTY

1. If the accused or the reporter believes that an inappropriate decision or sanction has been rendered, he/she has the right to file an appeal. This process is available to ensure that just decisions are rendered.
  - i. Process for Appealing the decision of the Panel:
    - a. Appeals must be based on a contention that an error was made in the review of the evidence presented at the original hearing.
    - b. The purpose of an appeal is NOT to rehear the case, but instead provides a process for additional information to be offered that serves to illuminate and clarify the

evidence presented during the original hearing to correct any previous misinterpretation. It is important to note that the intent of this additional information is to clarify previous introduced evidence. No “new evidence,” including witnesses (material or character), will be considered from either party (the accused or the reporter) as part of the appeals process.

- c. A student with a grievance should first notify the Dean of Arts & Sciences. If a consultation fails to resolve the issue, the grievance procedure shall progress to the appropriate dean.
  - d. The student should contact the appropriate dean in writing within five working days of being notified of the Panel’s decision.
  - e. It is the responsibility of the student to present additional information that they believe justifies an overturning of the Panel’s decision or sanction.
  - f. The appropriate dean will make the final decision in such an appeal.
- ii. All appeals and their outcomes shall be kept on record in the office of the Dean of Arts and Sciences.

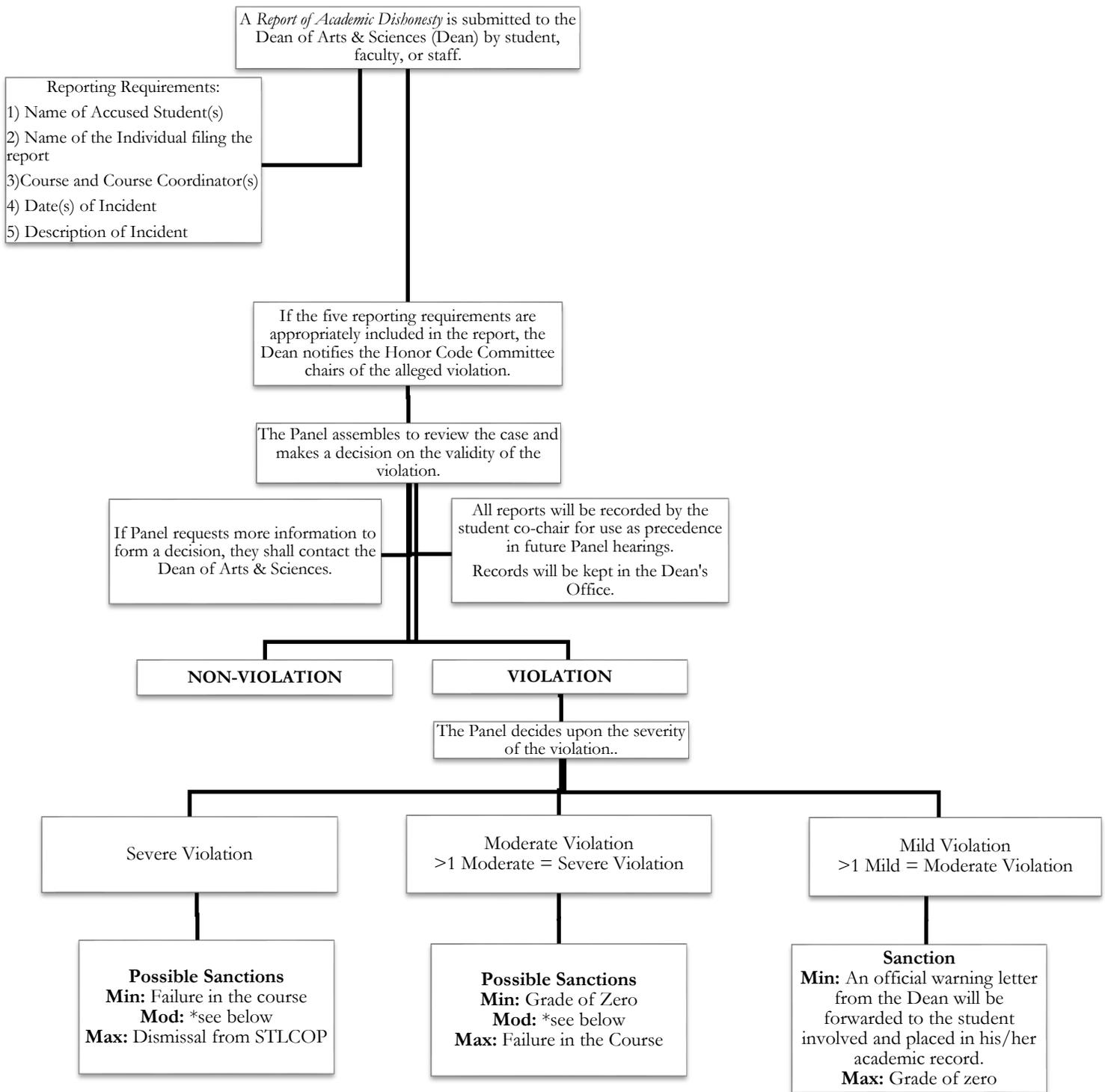
## **I. CONFIDENTIALITY**

1. It is the intent of the HCC that the highest degree of integrity, confidentiality, and professionalism be employed in all dealings with the Academic Honor Code and Integrity Policy. This includes, but is not limited to:
  - i. Keeping private all matters discussed within Panel hearings.
  - ii. Maintaining privacy in all Panel decisions.
  - iii. Maintaining anonymity of all parties in all reports of violations and sanctions to the St. Louis College of Pharmacy community.

## **J. QUESTIONS**

1. Questions related to the Academic Honor Code and Integrity Policy should be directed to the Dean of Arts & Sciences.
2. Parts of the Academic Honor Code and Integrity Policy have been adapted with permission from the George Washington University Code of Academic Integrity.  
<<http://www.gwu.edu/~ntegrity/code.html>>

**FIGURE 1A – POLICIES AND PROCEDURES FOR MAINTAINING ACADEMIC INTEGRITY, FRAMEWORK.**



\* **Moderate Sanctions** may include, but are not limited to, student(s) ineligibility for leadership position(s) within student organization(s) and/or induction into academic or professional pharmacy honor societies.

## **SECTION VI - AMENDMENT OF THE STUDENT CODE**

- A.** The Student Code shall be subject to amendment as necessary, but shall be reviewed at least once every five years. Amendments may be proposed by the SGA or by the faculty or administration of the College. The consideration of proposed amendments will be done through the appointment of a Student-Faculty Code Committee.
- B.** The Student-Faculty Code Committee will consist of two faculty members to be appointed by the Vice President, Culture and Campus Life and two students to be appointed by the SGA as prescribed in their Constitution. Members will serve for the period of current need. The academic deans serve as ex officio members of the Committee.
- C.** The Committee shall meet to review the present Student Code and study any requested amendments. Changes proposed by the Committee will be circulated to faculty and to the SGA for comment.
- D.** The Committee shall convene in an open forum, if needed, to address comments. The final proposed changes will be reviewed by the College's Academic Executive Committee and the SGA Executive Committee, and then submitted to the President of the College for final approval.

(Revised: Summer 2013)

(Technical Corrections: Summer 2015)

(Technical Corrections: Summer 2016)

(Technical Corrections: Summer 2017)