

of Florida's College of Pharmacy Social Media Policy, 2017; and from the National Student Nurses' Association, Inc. Recommendations for Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism.

## Student Health

Students may utilize the Student Health Service for preventive services and personal health concerns. For patient privacy and confidentiality, students must not be treated by CPHS faculty in the student's program who may occasionally cover the clinic. The students should identify themselves as a CPHS student when checking into the clinic so that they may be scheduled with an appropriate provider. More information about health services offered is available at <http://www.campbell.edu/student-services>.

## Student Services

CPHS Office of Admissions & Student Affairs offers various student services available to all graduate and professional CPHS students including academic support consultations, career services, and peer tutoring services. One-on-one appointments and group workshops are available for both academic support needs (time management, study skills, test-taking, stress management, etc.) and career services needs (job searching, resume review, cover letter review, etc.). Peer tutoring services are available in each CPHS program to graduate and professional students. Students may request a tutor throughout the semester and sign up based upon their schedule. One-on-one and small group tutoring is available. Any questions regarding graduate and professional student services should be directed to the main office 910-893-1690.

## Tuition & Fees

Tuition and fees are determined annually and are available at <http://www.campbell.edu/cphs/admissions/tuition-financial-aid/>. Tuition and fees for the upcoming academic year are estimated and are subject to change. Any new tuition and fee schedules will become effective at the beginning of each entering class of the program. Tuition payment will be due the first week of classes. Graduating students are responsible for the purchase of their regalia.

## Withdrawal

### Procedure:

Withdrawal from the CPHS should only be considered after a careful and thorough evaluation of the academic, financial, and personal impacts arising from such an action.

Prior to requesting an official withdrawal from the University during a semester, a student should discuss options with their academic advisor and/or program director.

To officially withdraw from the College of Pharmacy & Health Sciences during a semester, a student must meet with the Assistant Director of Student Affairs and is required to complete an official CPHS Withdrawal Form available in the CPHS Student Affairs Office (Room 119, Maddox Hall, 910-893-1690). The CPHS Withdrawal Form must be completed, with proper signatures obtained, and returned to the Assistant Director of Student Affairs. The Assistant Director of Student Affairs will process the withdrawal and a copy of the appropriate documentation will be placed in the student's permanent file with appropriate administrative offices/personnel notified. This form, once completed, will be distributed to the following offices: Registrar, Financial Aid, Business, Accounting, Veteran's Affairs, and International Admissions, so that a student's record may be closed out in all these areas.

Upon completion of the CPHS Withdrawal Form, the Registrar's Office updates class registration as a withdrawal from the University denoting the —Withdrawal Effective Date provided on the form. The Business Office verifies all classes have been updated accordingly and reassesses student tuition and fee charges.

Failure to withdraw properly will result in full charges and failing grades. Students will be responsible for all grants, scholarships, loans, and federal monies applied toward their tuition and general fees. Students receiving veterans' benefits must report to the Director of Veterans Affairs within thirty days of withdrawing from Campbell University.

All graduate and professional programs at CPHS will have published dates for withdrawing from school (each is unique due to different start and stop dates). Withdrawal from CPHS prior to or on the designated withdrawal date will result in a student receiving grades of W for all classes.

Withdrawal after the designated withdrawal date will result in a grade determined by the materials completed, usually resulting in a grade of F. When a student withdraws at any time in cases of documented medical emergencies, even after the published last date to withdraw, the grade will be entered as a W.

Any student requesting a Medical Withdrawal will be required to provide documentation from a medical professional (in addition to the official CPHS Withdrawal Form), and will be withdrawn from all courses and assigned a grade of W. Please note: in order to be eligible for re-instatement and enrollment

after a medical withdrawal was granted, a student must provide documentation from a medical provider that he/she is medically cleared to return to the academic rigors of the graduate/ professional program.

## Honor Code

We, the students, staff and faculty of Campbell University's College of Pharmacy & Health Sciences (CPHS), recognize that health care related professions are among the most noble and honorable callings to which one may aspire. These are professions that demand of their members the highest degree of professional competence, ethical behavior, and morality. They require continuous educational development, constant personal and professional self-examination, and an ever-present awareness and sensitivity to human problems. It is the responsibility of every health care related professional, from the day that his or her professional career begins, to seek to achieve the highest aspirations and goals inherent in the profession; to exhibit honor and integrity in the use of his or her special skills for the betterment of humankind; and to act at all times in a manner which will instill public confidence in the profession. We therefore adopt this Honor Code in an attempt to set forth the minimum standards by which our conduct should be governed.

## Article 1: Academic Matters

### A. General Statement

Recognizing that it is impossible and inadvisable to set forth with specificity a range of conduct that is prohibited, we nevertheless realize that questions arise occasionally with respect to what a student may or may not do in connection with an academic matter. This Honor Code therefore sets forth the minimum standards of conduct with the hope and expectation that a CPHS student will never approach, and certainly never fall below, these minimum standards. It is the obligation of the students and faculty to participate in making the honor system viable by reporting violations of all academic matters.

### B. Definition

An academic matter means any one of the following: any activity which may affect a grade in a course; any activity which in any way contributes to satisfaction of the requirements of a course, or requirements for graduation, or co-curricular activities of an academic nature including student publication and competitions.

## C. Prohibited Activities with Respect to Academic Matters

CPHS students shall not:

1. Use materials during an examination other than those specifically authorized by the instructor. To avoid even the appearance of impropriety during an examination, all books, notebooks, briefcases, and the like should be placed in the front or rear of the examination room.
2. Use of materials in any research or assignment that are specifically forbidden by the instructor. This includes reuse of the student's own work.
3. Engage in any form of plagiarism. Plagiarism is using the words or ideas of another source directly without proper acknowledgment of that source. While it is often necessary to obtain information from other sources, the willful or inadvertent use of information from another source without acknowledging it (including all types of commercial term paper preparation services; internet or electronic database sources for term papers, journal clubs, or case presentations; and other students' work) is considered plagiarism. Ignorance is not an excuse. The student bears the responsibility to learn from the individual instructor the procedure for acknowledging sources and indicating quotations as required for each assignment.
4. Give, solicit, or receive information or assistance to or from any person or source during an examination, makeup examination, or written assignment unless specifically authorized to do so by the instructor.
5. Submit modified or changed tests, answer sheets, or assignments for regrading.
6. Intentionally deface, remove without authorization, or conceal any material from CPHS, the Drug Information Center, or any library.
7. Make an unauthorized or improper use of a computer or computer program, including unauthorized use of programmable calculators during an examination.
8. Fail to report to the Student Conduct and Professionalism Committee any first hand knowledge of any violation to any of the aforementioned provisions of this Honor Code.
9. Willfully conceal or misrepresent information material to an investigation of any alleged violation of this Honor Code when the information is sought by the Student Conduct and Professionalism Committee, faculty, dean, or the dean's designee.

## Article 2: Non-academic Matters

### A. General Statement

CPHS students are hereby informed that in their personal and professional lives they represent not only themselves, but also CPHS and the health profession. Therefore, while they have the right and freedom to exercise individual autonomy, they also have the responsibility to exercise that autonomy in a manner that will bring honor to themselves, CPHS, and their chosen profession.

### B. Prohibited Activities with Respect to Nonacademic Matters

CPHS students are subject to the same level of conduct as all Campbell University students; students residing in university housing are subject to the rules for all students who reside in university housing. Any infractions of these rules will be handled by the Student Conduct and Professionalism Committee. All students are encouraged to study the sections concerning these violations in the current Campbell University Student Handbook.

In addition, CPHS student shall not:

1. Fail to conform his or her conduct to the ethical and moral standards of the health care profession as articulated in the Student Clinical Code of Conduct (Article 9).
2. Intentionally make misrepresentation on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.
3. Purposely furnish false information.
4. Perpetrate any form of theft, forgery, falsification, or fraudulent use of university or work-site property.
5. Willfully conceal or misrepresent information material to an investigation of an alleged violation of this Honor Code when the information is sought by the Student Conduct and Professionalism Committee, faculty, dean, or the dean's designee.
6. Use or remove unauthorized prescription or nonprescription drugs or appliances from the site of a clinical rotation or work-site.

## Article 3: Violations: Civil Law

CPHS shall direct all cases concerning violations of civil laws to the Student Conduct and Professionalism Committee. Any violations will be handled by the Student Conduct and Professionalism Committee as described in the University handbook. All students are encouraged to study the section concerning these violations in the Campbell University Student Handbook.

## Article 4: Penalties

A. The associate dean of admissions & student affairs at CPHS may impose the following penalties for any of the violations listed above. Recommendations to the associate dean of admissions & student affairs are submitted by the Student Conduct and Professionalism Committee. Following proper procedures listed in article 5 of this Honor Code, the Student Conduct and Professionalism Committee may recommend to the associate dean of admissions & student affairs for one or more of the following penalties:

1. Separation: Separation is a state in which the student is not permitted to continue his/her program at the university. The student shall be withdrawn from all uncompleted courses in which he/she is currently enrolled. The student will not be permitted to re-enter the College of Pharmacy & Health Sciences' educational programs.
2. Suspension: Suspension is a temporary state of separation for definite period from the university including the programs, facilities and activities. The completion of the period of suspension does not guarantee reinstatement. The decision to readmit a student will be the responsibility of the associate dean of admissions & student affairs.
3. Probation: Probation can be of two types:

### Level-one probation

Level-one probation for a stated period carries a loss of eligibility for:

- Holding or running for elected office in student professional organizations;
- Representing the University in any capacity both on campus and away from campus;
- Competing for honors and distinctions;
- Active participation as an elected representative or member of an honorary organization;
- Obtaining reimbursement monies from any funders within the College of Pharmacy & Health Sciences.

Violation of the terms of level-one probation may result in extended probation, level-two probation, or in the student's suspension.

### Level-two probation

Level-two probation for a stated period carries a loss of eligibility for attendance at any and all CPHS sponsored activities. A student who is placed on level-two probation will automatically be placed on level-one probation. Violation of the terms of level-two probation may result in extended probation or in the student's suspension.

The terms of probation will be enforced by the Student Conduct and Professionalism Committee. Other persons may be appointed by the associate dean of admissions & student affairs or the Student Conduct and Professionalism Committee to help enforce said terms.

1. **Community Service:** Community service for a stated number of hours will require a student to perform tasks that will benefit the community or CPHS. Tasks will be assigned and administered by the director of admissions & student affairs. Failure to perform required service in an appropriate fashion may result in probation.
2. **Loss or Lowering of the Course Grade:** All students who are found guilty of the act of cheating or plagiarism shall receive a score of zero (0) on that specific component of the course (quizzes, tests, projects, assignments). Specific penalties for these violations may also include, but are not limited to, course failure, probation, suspension, and/or separation from the program and the University. A second act of cheating or plagiarism by the student will result in the separation of the student from the University.
3. **Reprimand:** An official reprimand will be given by the Student Conduct and Professionalism Committee when the charges are not dismissed. A summary of the offense and the reprimand will be placed in the students file in the dean's office.

B. Any professor may define penalties for a student who violates particular course regulations. The professor must clearly state these regulations and penalties in his or her course syllabus. The student has the right to appeal such penalties to the Student Conduct and Professionalism Committee. See Article 5, Section C – 1.

## Article 5: Student Conduct and Professionalism Committee

### A. General Statement

The associate dean of admissions & student Affairs is responsible for the administration of the CPHS disciplinary system. This responsibility is exercised on behalf of the president of the University and entails the supervision of several bodies. Alleged violations of the University's student code of conduct or civil laws will be handled by the University policies as written in the Campbell University Student Handbook. Alleged violations of the CPHS Honor Code will be evaluated by the Student Conduct and Professionalism Committee.

### B. Organization

The Student Conduct and Professionalism Committee is composed of faculty members from each department, students and the assistant director of student affairs (ex-officio). An ad-hoc member will be chosen to replace any member who cannot or chooses not to attend the proceedings. The associate dean of admissions & student affairs will appoint this member.

This committee serves as a hearing board for incidents of misconduct involving violations of the Honor Code. The Honor Code includes standards for academic, non-academic, and clinical behavior. The Student Conduct and Professionalism Committee will make recommendations to the associate dean of admissions & student affairs. The associate dean of admissions & student affairs will then notify the student in writing of actions concerning alleged violations. A record of disciplinary actions is normally maintained by the dean's office until the student graduates or leaves CPHS. Students may examine the contents of their file by appointment with the director of admissions & student affairs.

### C. Instigation of Hearings

When there is a suspicion of academic misconduct, investigation and appropriate actions may be pursued by either the professor of the course in which the alleged misconduct occurred or by the Student Conduct and Professionalism Committee. In either case, the matter must be promptly resolved.

If the professor decides to deal with the incident, he or she should report the student's actions to the chair of the Student Conduct and Professionalism Committee. Individual faculty policies concerning misconduct should be clearly stated in the course syllabus. The accused student has the right to appeal any action by the faculty member to the Student Conduct and Professionalism Committee, in which normal committee procedures will be followed.

Charges of misconduct may arise from a student (or group of students), professor, adjunct professor or preceptor. Within seven (7) days of the alleged misconduct or discovery of alleged misconduct, the accuser(s) should discuss the situation with either the assistant director of student affairs or the professor in charge of the course. Dated notes should be taken to describe the discussion. Every effort should be made to maintain confidentiality in these discussions.

If the accuser(s) has (have) opted to bring the matter before the director of admissions & student affairs, the director should meet with the professor and the chairperson of the Student Conduct and Professionalism

Committee to explore options. This meeting should take place no longer than seven (7) days after the matter was brought to the attention of the director. The options available for resolution of the situation include:

1. If a faculty member assigns a student an F or a grade of zero on any assignment or test for which the reason was academic dishonesty, the faculty member must immediately notify the Associate Dean for Admissions and Student Affairs and the Student Conduct and Professionalism Committee chairperson (SCPC) in writing of this event. The student does have the right to appeal the faculty's decision. If the SCPC and Associate Dean for Admissions and Student Affairs uphold the faculty's decision OR if the student chooses not to appeal, the record of the offense will remain in the student's file until graduation. If a second violation of the CPHS Honor Code occurs before graduation that is upheld by SCPC or not appealed, the student will automatically be referred to the SCPC for separate, additional sanctions including possible dismissal from the program. If the faculty member involved in the event currently serves on the SCPC, then the faculty member should recuse himself/herself from the committee meeting.
2. The case can be referred to the Student Conduct and Professionalism Committee for resolution. Referral to the committee must be by a written memo which names the student, describes the alleged misconduct (including pertinent dates and times), and summarizes the content of earlier meetings regarding this case.
3. The case may be dismissed.

Within five (5) days of referral of the case to the Student Conduct and Professionalism Committee, the chair of the committee will provide a copy of the referral memo to the accused student(s). In addition, the chairperson will schedule an initial hearing for any charged student with the committee. This hearing should be held within ten (10) days of the referral of the case to the committee.

### D. Proceedings

The chair will begin preliminary investigation of the allegations. Whenever possible, this should include a personal interview with the student, witnesses, and professor involved.

Preliminary findings shall be presented at the initial meeting with the Student Conduct and Professionalism Committee. The chair shall objectively present his or her findings to the committee. The accused student(s) shall

meet with the committee and be informed of the allegations and afforded an opportunity to defend him or herself. Although the purpose of this hearing is exploratory and fact finding in nature, the accused student does have the right to solicit advice and to offer witnesses to support his or her position.

The committee shall vote on whether or not preliminary findings warrant a full hearing by a simple majority vote. If a hearing is deemed necessary, the chair will notify the student and witnesses of the hearing date in writing at least three (3) days prior to the hearing. A waiver of his or her notice may be made if the student so chooses. A full hearing should be held within ten (10) days of the preliminary committee review.

If the committee votes that no hearing is warranted, the case will be dismissed. The chair will file the minutes in the permanent files of the Student Conduct and Professionalism Committee and a copy shall be placed in the dean's office until the student graduates or leaves CPHS. Should additional information become available, the chairperson may reopen the case and ask the committee to consider the new information.

All sessions of the committee will be closed to all individuals except those immediately concerned in the case, except by the expressed wish of the accused that the hearings be open. No attorney shall be present, as this is not a court of law. In case of a closed hearing, all persons present at the proceedings shall be bound to disclose no more than the committee does in its official report on the case. Revelation of such details will be considered a violation of the Honor Code.

In the case of closed hearings, the testimony of each witness shall be given while the other witnesses in the case are out of the room. In open hearings, the witnesses of both parties shall be present during the entire proceedings.

The committee may allow introduction of evidence other than testimony of witnesses provided that the evidence is relevant to the question before the committee on any matter. The committee shall set rules for the conduct of all cases and all arrangements connected with the taking of evidence. Time frames for instigation of hearings and proceedings may be altered if circumstances warrant. Votes on all matters shall be a simple majority.

Deliberation of the committee shall take place in private and remain secret. Voting on decisions of guilt shall be by secret ballot. If the committee determines that the student was in violation of the Honor Code, it will consider and recommend the appropriate penalty. The student should be informed immediately of the judgment and the recommended penalty in case of guilt. The

associate dean of admissions & student affairs may uphold or reject any decision or penalty recommended by the committee. A letter from the associate dean's office will serve as the official notice of judgment and sentence.

All minutes and evidence shall be placed in the permanent files of the Student Conduct and Professionalism Committee, and a copy will be sent to the associate dean of admissions & student affairs office where it shall remain until the student graduates or leaves CPHS.

## **Article 6: Rights of the Student**

With respect to violation of the student Honor Code, a student of Campbell University is guaranteed the following rights:

1. The right to a prompt hearing;
2. The right to a reasonable amount of time to prepare for his or her hearing;
3. The right of being presumed innocent until proven guilty;
4. The right to solicit advice;
5. The right to appeal;
6. The right to know his or her accuser;
7. The right to expect that the Student Conduct and Professionalism Committee will deal with his or her case in a confidential manner.

## **Article 7: Appeals Process**

Any decision reached by the Student Conduct and Professionalism Committee may be appealed to the associate dean of admissions & student affairs. An appeal shall be requested by the student in writing, within three (3) days following the date the student receives the decision of the Student Conduct and Professionalism Committee. All appeals to the associate dean of admissions & student affairs should be delivered in person or by registered mail to:

Campbell University  
College of Pharmacy & Health Sciences  
Office of Admissions & Student Affairs  
PO Box 1090  
Buies Creek, NC 27506

## **Article 8: Notes and Definitions**

1. The word "student" in this manual refers to any person who is enrolled in any course offered by CPHS.
2. The words "professor" or "instructor" in this manual refer to any person who is authorized by the University to hold and teach a class sponsored by the University or precept a student during an off-campus practice experience.
3. The words "University" and "College" refer to Campbell University and the College of Pharmacy & Health Sciences of Campbell University, respectively.

4. The phrase Student Conduct and Professionalism Committee refers to the committee that is assigned by the dean at CPHS to review situations in which students are involved in academic or professional misconduct.
5. The word "handbook" in this manual refers to the current edition of the Campbell University Student Handbook.
6. The word "day(s)" refers to official school days — not holidays or weekends.

Campbell University College of Pharmacy & Health Sciences reserves the right to change, delete or modify any item in this document at any time. Proper notification concerning changes, deletions or modifications of said document will be sent to all students within four weeks.

## **Article 9: Student Clinical Code of Conduct**

CPHS students and faculty have adopted the following code of conduct to guide ethical behavior in hospitals, community pharmacies, research and production facilities, and various rotation sites included as clinical practice experiences. We feel that the magnitude of our responsibility as health care professionals necessitates the establishment of the highest standards of professional conduct.

This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, preceptors or faculty to the chair of the Student Conduct and Professionalism Committee may be investigated by this committee with respect to both the magnitude and chronicity of incidents considered. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.

The Student Conduct and Professionalism Committee will be charged with the responsibility of promptly investigating alleged infractions of this code. All cases will require the submission of a report of findings and appropriate recommendations to the associate dean of admissions & student affairs in a timely manner.

Students should read, discuss and sign the Honor Code prior to enrollment to CPHS. This code of conduct was created by the students and faculty of CPHS. Modifications of this code will require majority approval of both the faculty and student body.

The students attending CPHS will:

### Respect and Concern for the Welfare of Patients

- Treat patients and their families with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise themselves or patient care.

### Respect for the Rights of Others

- Deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference or socioeconomic status.
- Respect the patient's modesty and privacy.

### Trustworthiness

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
- Not represent himself or herself as a pharmacist, physician, physician assistant, or other health professional.
- Accurately acknowledge the sources for all information reported. Failure to do so will be considered plagiarism.

### Responsibility and Sense of Duty

- Participate responsibly in patient care or research to the best of his or her ability and with the appropriate supervision.
- Undertake clinical duties and persevere until they are complete.
- Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

### Professional Demeanor

- Maintain a neat and clean appearance, and dress in attire that is accepted as professional to the population served.
- Be thoughtful and professional when interacting with patients and families.
- Strive to maintain composure during times

of fatigue, professional stress, or personal problems.

- Avoid offensive language, gestures, or inappropriate remarks.
- Adhere to the CPHS professional dress code.

### Student Rights

In addition to the standards we have adopted for the conduct of ourselves, we expect to be treated with respect as participants in the delivery of health care.

CPHS students:

- Should be challenged to learn, but should not be belittled, humiliated or abused in front of patients, peers or other health professionals.
- Should not be sexually harassed, either verbally or physically.
- Should not be discriminated against on the basis of gender, race, religion or sexual preference.
- Should be a participant in patient care decisions whenever possible.
- Should have his or her health care related education take priority over routine menial tasks.

If a preceptor feels a student lacks adequate knowledge or skills, he or she has the responsibility to inform and instruct that student so he or she can improve his or her performance.

If a student feels that a preceptor has committed infractions against the above standards, he or she has the responsibility of informing that preceptor, whether by direct contact or by way of an honest preceptor evaluation at the end of a rotation, of such feelings so that the preceptor can improve his or her performance.

NOTE: The above standards of conduct are based on the Code of Conduct for Duke University Medical Students and have been adapted to meet the individual needs of CPHS.

### Article 10: Pledge

A student's signature indicates that he or she agree to uphold the following pledge. A separate pledge form with the language below will be provided and must be signed prior to entry into CPHS.

I, having read and receiving a clear understanding of the basis, spirit and interpretation of the CPHS Honor Code, pledge my personal honor. I will uphold this code and its standards in all matters. If at any time I

violate the letter or the spirit of this pledge, I accept full responsibility for my actions.

I, having read and reviewing the most current CPHS Academic Bulletin, agree to comply with all policies and procedures indicated in the bulletin and accept full responsibility in the event I do not comply.