

## **Guidelines for Dealing with Plagiarism and/or Academic Dishonesty in the Graduate Program in Pharmaceutical Sciences**

1. Graduate students fall under the auspices of the Graduate School of Biomedical Sciences (GSBS). Therefore, disciplinary actions for dealing with plagiarism and/or academic dishonesty in Graduate Program in Pharmaceutical Sciences (GPPS) coursework will be dealt with according to GSBS guidelines rather than those of the SOP/PharmD program, even in cases where the student is enrolled as a graduate student in a SOP/PharmD course.
2. Suspected plagiarism and/or academic dishonesty by a graduate student enrolled in a graduate course should be immediately reported to and discussed with the Course Director in which the incident(s) took place.
3. After the Course Director has been informed, any student who is reasonably suspected of plagiarism and/or academic dishonesty should be contacted by the graduate faculty member in whose course the infraction occurred. The faculty member should seek to ascertain whether the student understands the charge and should inform the student that a complaint will be made to the Graduate Program Advisor (GPA) and the Graduate Program Committee (GPC).
4. Complaints of plagiarism and/or academic dishonesty will be filed by the complainant faculty member with the GPA and the GPC.
5. The complainant faculty member should detail the complaint in a letter to the GPA, who will distribute this letter to the GPC and the Course Director (if the Course Director is not the complainant).
6. The GPA will call a hearing with the GPC, the complainant faculty member, and the student to consider the allegations of plagiarism and/or academic dishonesty. This hearing should be called as soon as possible after the complaint is filed.
7. The GPC will make a decision at the aforementioned hearing as to whether a student is guilty of plagiarism and/or academic dishonesty and may choose:
  - a. No action to be taken against the student if a student is found not guilty
  - b. Recommendation to the Course Team of reduction of course grade
  - c. Recommendation to the Course Team of failure of course
  - d. Dismissal by the GPC from the Pharmaceutical Sciences Graduate Program
8. Grading is the sole responsibility of the Course Team, however the GPC may recommend a reduction of course grade or failure of course should a student be found guilty of plagiarism and/or academic dishonesty.
9. A decision of guilty will automatically carry a letter of disciplinary censure or probation from the Graduate Program Committee and will be placed in the student's file. If no further instances of plagiarism or academic dishonesty occur, the letter will be removed when the student graduates or otherwise leave the program.
10. The decision and/or any punitive actions taken by the GPC will be communicated by letter from the GPA to the complainant faculty member, the Course Director, the student's Major Advisor and the student. This should be done immediately after the GPC special hearing.
11. Cases of appeal (whether from the student or the complainant faculty member involved) should first be heard by the GPC. If, after earnest attempts the appeal remains unresolved, the student or complainant faculty member should discuss the appeal with the Chair of the Department of Pharmaceutical Sciences. If the appeal is not resolved to the satisfaction of all parties concerned by such discussions at the departmental level, the student or complainant faculty member may further discuss the appeal with the Associate Dean of the GSBS.