Students are required to honor the obligations described in Student Conduct Code, WAC 478-120-020, and WAC 478-120-025 and are expected to report incidents of misconduct to the appropriate instructor, Department Chair or the Associate Dean for Assessment and Accreditation. Faculty are encouraged to define, at the beginning of the quarter, actions which constitute misconduct in their classroom.

Academic or Professional Misconduct: If student misconduct is charged relative to an academic exercise, the Faculty member responsible for the academic exercise during which the alleged misconduct occurred shall notify the Department Chair. If student exhibits disorderly or disruptive behavior, faculty member has right to exclude student from that class session per WAC 478-120-020(3).

Misconduct not related to Academic or Professional Exercise: If student misconduct is unrelated to an academic exercise, students or faculty member shall notify the Associate Dean for Assessment and Accreditation, who will refer the report to either the Academic and Professional Standards Misconduct Committee or the Director, Community Standards and Student Conduct, whichever is appropriate.

INFORMAL HEARING – Department Chair or Associate Dean for Assessment and Accreditation (for matters unrelated to an academic exercise) and the student meet face to face to provide an opportunity for the student to respond to allegations of misconduct before disciplinary action is taken. A student waives the right to a hearing by failing to attend. During the informal meeting, the student must be provided with the following information:

- A description of the alleged misconduct and the reasons for the School’s belief that the student engaged in misconduct.
- Specific section(s) of the Standards of Academic and Professional Conduct, School of Pharmacy Admission, Retention and Graduation Standards and/or Student Conduct Code WAC 478-120-020(3)(b)(i), (b)(ii), or (b)(iii) allegedly violated.
- A review of possible sanctions which may be imposed if misconduct is determined. The possible sanctions include: disciplinary warning, reprimand, restoration, disciplinary probation, forfeiture, suspension or dismissal from the School of Pharmacy (WAC 478-120-040).
- A review of the rights the student possesses as described in the Student Conduct Code (WAC 478-120-065 and WAC 478-120-075).

Department Chair or Associate Dean for Assessment and Accreditation (for matters unrelated to an academic exercise) has the authority to enter into writing one of the following initial orders:

- An order exonerating the student or dismissing the disciplinary proceeding if it appears there has been no misconduct.
- An initial order imposing a disciplinary sanction.
- An order referring the case to the School of Pharmacy Academic and Professional Standards Misconduct Committee (referral coordinated by the Associate Dean for Assessment and Accreditation).
- For matters outside the jurisdiction of the School of Pharmacy, the Associate Dean for Assessment and Accreditation will notify the Director, Community Standards and Student Conduct.

At the conclusion of the investigation and informal hearings, the Department Chair will consider evidence and the student's response and/or other witness reports. If it is determined that misconduct did occur, the Department Chair will make a written report to the Associate Dean for Assessment and Accreditation (Dean's delegate) that shall include: a) a description of the alleged misconduct; b) a record of the proceedings of the Committee and its findings; and c) recommendation of action to be taken. The Associate Dean will then conduct an administrative review.

If academic misconduct is admitted or ruled to have occurred, faculty need not give credit for that exam, paper, or particular piece of work WAC 478-120-050(4).

INFORMAL HEARING - School of Pharmacy Academic and Professional Standards Misconduct Committee

The Associate Dean for Assessment and Accreditation, as the delegate of the Dean, will take those steps required by the Student Conduct Code as described in the University Handbook and the School of Pharmacy Student Handbook. The Associate Dean will coordinate written referral to the School of Pharmacy Academic and Professional Standards Misconduct Committee, or to the Director, Community Standards and Student Conduct, if recommended.

The Associate Dean for Assessment and Accreditation will review and amend or concur with the recommendations of the Department Chair and/or the Chair of the School of Pharmacy Academic and Professional Standards Misconduct Committee.

In accordance with WAC 478-120-065, within 10 days of the conclusion of the informal hearing and any associated investigations with either the Department Chair or the School of Pharmacy Academic and Professional Standards Misconduct Committee, the Associate Dean for Assessment and Accreditation will provide the student with a written letter which shall include a statement of the decision, reason for the decision, and information about appealing the decision. No unfavorable action may be taken against the student until the student has been given such notice or information.

- If the order imposes a sanction of suspension, dismissal or restitution in excess of $300, the matter will be referred directly to the UW Faculty Appeal Board (via Director, UW Community Standards and Student Conduct) and the student shall be informed that he/she has the right to request a formal hearing. WAC 478-120-65(4)(a)
- If the order imposes a sanction, but exceptional circumstances do not exist, then the student must be informed that he/she has 21 calendar days from the date of the order (or 25 calendar days from the date of the mailing of the initial order) to request a formal hearing before the appropriate University disciplinary committee. WAC 478-120-65(4)(b)
- If the student does not choose to appeal, the order becomes final.
- A copy of the letter sent to the student and all records regarding disciplinary activities shall be retained by the Associate Dean of Assessment and Accreditation and handled in accordance with procedures outlined in the University Student Conduct Code.

STUDENT RIGHT TO APPEAL: Student has the right to appeal, via submission of a written petition to the appropriate body, any initial order recommended by the Department Chair and/or Misconduct Committee and which has been approved by the Dean or his/her delegate. A student may also request a formal hearing before the Faculty Appeal Board.

Students should consult the University Student Conduct Code, WAC 478-120-75, regarding the appeals process.