

**Northeastern University Bouvé College of Health Sciences
School of Pharmacy and Pharmaceutical Sciences Code of Professional Conduct**

Expectations for Professionalism

The School of Pharmacy and Pharmaceutical Sciences (SOPPS) expects all students, faculty, and staff to conduct themselves in a professional manner. All individuals are expected to represent the School, the pre-professional, professional and graduate programs, and the profession in a positive, professional manner.

Violation of the School Code of Professional Conduct (SCPC), [the Bouvé College of Health Sciences Code of Professional Conduct](#), or of any of the professions' codes of ethics is considered professional misconduct.

Academic misconduct, while also considered a form of professional misconduct, may be adjudicated as outlined in the [Northeastern University Code of Student Conduct](#) (updated annually). Additionally, academic misconduct may be reviewed under the terms of this SCPC.

I. Scope of Policy

The SCPC applies to all students enrolled in any of the SOPPS's academic programs, including pre-pharmacy and participants in courses, research, programs, events, and activities affiliated with, sponsored by or sanctioned by the SOPPS. In addition, the SCPC is applicable to all student nonacademic and extracurricular activities (regardless of whether such activities take place on or off campus) that have had or have the potential to have an adverse impact on Northeastern University, the Bouvé College of Health Sciences, the SOPPS, faculty, staff, students, or patients and staff at affiliated experiential education sites, or may affect a student's fitness for continued enrollment in the SOPPS or entry into professional practice in pharmacy and pharmaceutical sciences.

Reports and actions related to the SCPC should be directed immediately to relevant faculty and the SOPPS's Office of the Dean's Assistant Director of Academic Operations. Specific questions requiring interpretations of the meaning of any provision of the SCPC will be provided by the SOPPS Dean as needed.

Students in the SOPPS are also required to comply with terms of the [Northeastern University Code of Student Conduct](#).

II. Professional Misconduct

The following is an illustrative, non-exhaustive list of some common examples of professional misconduct and does not represent all potential infractions:

1. Violation of expected terms of conduct described in course policies or syllabi or as otherwise articulated in writing by the instructor;
2. Actions or behaviors that violate school, professional, research or ethics codes of conduct (e.g., professional Oath of the Student Pharmacist, Board of Registration in Pharmacy expectations, applicable laws (HIPAA, FERPA, etc.));
3. Entering a classroom, laboratory, seminar or experiential setting habitually late, or arriving late or leaving early for a professional activity without prior permission from the instructor and/or supervisor;
4. Unprofessional actions, behaviors, communication, dress/attire, use of inappropriate language during University/Bouvé/SOPPS-sanctioned activity(ies), regardless of setting or location;
5. Bringing family members, guests, and pets to the learning/research environment or professional academic activities without prior consent of the instructor;
6. Accessing and/or distributing without proper authorization or revealing confidential information about faculty, staff, students of the school, college, or university;

7. Accessing and/or distributing without proper authorization or revealing confidential information in any practice/research/learning setting;
8. Using electronic resources and communication systems in a manner that is irresponsible, inappropriate or disruptive to oneself or others. This includes but is not limited to inappropriate use of cell phones, computers, tablets, email, messaging, social media, blogs, and websites. Refer to the [Appropriate Use of Computer and Network Resources Policy](#) in the respective Undergraduate Student Handbook and the Graduate Student Catalog found on [Northeastern University's Code of Conduct](#);
9. Endangering patients, colleagues in/outside the University, damaging their property, or compromising research integrity; and
10. Other activity that, at the discretion of the SOPPS, consistent with the procedures outlined below, constitutes unprofessional conduct.

III. Procedures of Reporting

Definitions

Professionalism Concern Form (PCF)

Intended to be used to report an instance or patterns of unprofessional behavior exhibited by a student. The submitted/completed forms will be maintained confidentially in the SOPPS Office of the Dean and the Bouvé Office of Student Services.

Administrative Professional Conduct Board (APCB)

Consists of the following members, as appropriate:

- SOPPS Assistant Dean(s) (or designee);
- Program Director(s) (or designee);
- Student Success Coach faculty member (PharmD only);
- SOPPS Assistant Director of Academic Operations.

Additional SOPPS representatives may be invited as appropriate. The committee may also include a Bouvé College of Health Sciences academic advisor and/or the Assistant Dean of Student Services.

Academic and Professional Standing Committee (APSC)

The APSC is a standing committee within the SOPPS that reviews cases in which students may be placed on probation, suspended, or dismissed from the SOPPS for violations of this Policy.

Procedure

The SOPPS's professional misconduct review shall run concurrently with any other applicable University procedures, including, but not limited to, academic and disciplinary proceedings administered by the University's Office of Student Conduct and Conflict Resolution. The APCB may, at its discretion, indefinitely suspend or terminate any proceeding already instituted hereunder if it feels another procedure has or will adequately address the concern(s) raised regarding the reported unprofessional behavior.

Preliminary Review (If Requested)

Any faculty member, staff member, employer/preceptor, or student who believes a student has engaged in unprofessional behavior may discuss the matter with one of the following administrators: (1) SOPPS Assistant Director of Academic Operations, (2) the OEE Assistant Dean, and/or (3) the OAAA Assistant Dean. The receiving administrator will determine appropriate preliminary action and assess whether: (1) the preliminary action, if any, is sufficient to address the reported unprofessional behavior; or (2) the matter requires formal submission using the procedures outlined below. If the matter proceeds to formal submission, the reported unprofessional conduct must be documented using a PCF. If the reported

unprofessional conduct has not, in the administrator(s)'s assessment, been corrected after meeting with the student, or if a second breach of professional expectations occurs, a second PCF must be completed and forwarded for further consideration as outlined below.

Professionalism Concern Form Submission

A completed PCF will be delivered to the SOPPS Assistant Director of Academic Operations, who will consult with the appropriate Program Director to decide on a course of action to address the reported misconduct. Such course of action may include, but is not limited to: self-directed continued professional development remediation activity; an APCB or APSC meeting; remediation by the student to address the effect of his/her unprofessional conduct; and other steps deemed appropriate by APCB or APSC.

Reported misconduct that may warrant consideration of suspension or dismissal from an academic program will be forwarded to the APSC for review. Cases will be automatically referred to the APSC when: (1) a student has three (3) or more PCFs on file; or (2) the reported conduct is determined by the Program Director, the APCB, and/or the Assistant Director of Academic Operations in consultation with the Program Director to be of sufficient severity to potentially warrant suspension or dismissal. Examples of conduct that may be of sufficient severity include, but are not limited to: academic dishonesty or violations of academic integrity; plagiarism; gross misconduct; threats of violence or harm; dismissal from cooperative education or APPE; patient safety violations; falsification of records or documents; theft or destruction of property; harassment or discriminatory behavior; violations of state or federal law; or conduct that demonstrates a student is unfit for professional practice. The APSC will review all such cases and determine appropriate outcomes in accordance with this Policy.

The student will be notified about the PCF before an action takes place or a decision is rendered by the APCB and/or APSC. A student who is invited to meet with the APCB or the APSC must download/print a copy of this document, ***read it in its entirety and bring it to the meeting.***

Retention of Records

PCFs and documents memorializing the resolution of the misconduct reported on such form(s) will be placed in the student's academic file to remain within the SOPPS's Office of the Dean and the Bouvé Office of Student Services; this record does not appear on unofficial or official school transcripts. Such professionalism-related documents will be destroyed upon the student's graduation, except in the following circumstances:

- The reported misconduct resulted in the student's suspension or dismissal from the program or SOPPS;
- The student had three (3) or more reported incidents of professional misconduct; and/or
- The report is otherwise required to be retained by applicable University policies or procedures.

Potential Outcomes

Outcomes are based on the nature, severity, and context of each violation. Any SCPC violation will result in an automatic probationary period of no less than one (1) academic semester, which will be lifted if no additional violations occur. Students with three (3) or more PCFs will be automatically referred to APSC and are subject to dismissal from the program. Outcomes are tailored to the specific circumstances of each case and may include, but are not limited to: required reflection exercises or professional development activities; mandatory workshops or training; regular check-ins with faculty or staff at specified intervals; behavioral contracts; restrictions on participation in activities or leadership roles; notation in the student's academic file; suspension from the program for a defined period; or, by decision of the APSC, dismissal from the program. The applicable Committee may combine or modify outcomes as deemed appropriate.

SCPC implications on student organizations, leadership, professional societies, and awards:

Existing membership, leadership and society engagement

- Students who are current members of student groups, professional societies and/or organizations are expected to notify all relevant parties (e.g., faculty advisor, national office) regarding the outcome of the SCPC violation. This communication is expected to occur within ten (10) University business days from the student's APCB/APSC meeting date (with a CC) to the SOPPS's Office of the Dean, Assistant Director of Academic Operations. This is critical if the professional student organization/society's national bylaws or constitutions include language requiring a member to be in good academic/professional standing. Communicating with the faculty advisor and national office to seek guidance on the implications of the misconduct on the student's continued membership and/or its impact on a student's leadership position, when relevant.

New membership, leadership, society engagement, and professional awards/recognitions

- Students who apply for new membership in professional societies/organizations, and/or national, university, college, and school awards can expect their application to be reviewed through the SOPPS Office of the Dean in light of SCPC violations. Students who have been found responsible for unprofessional behaviors may be subject to removal from consideration, based on eligibility criteria of the award/recognition and/or membership requirements. Eligibility is subject to the probationary period described previously (see Potential Outcomes above).

IV. Academic and Professional Standing Committee

The purpose of the APSC is to provide students with an impartial review of reported violations of this Policy that may warrant suspension or dismissal from the program. The APSC will meet each semester or as needed to respond to reported concerns of students' unprofessional behaviors. This Committee may also implement changes to these policies and procedures at any time.

V. Hearing

A hearing date will be set by the applicable Committee (APCB/APSC) to discuss the reported concern. If a Committee finds that there is sufficient evidence to support a violation of the professional standards previously defined, this will be so noted in the student's record. The applicable Committee will develop an appropriate remediation plan in collaboration with the student and appropriate faculty and staff.

Third parties, including but not limited to witnesses, lawyers, parents, guardians, spouses, partners, and friends, are not permitted to attend the hearing.

VI. Appeals

Students who believe that they were erroneously, capriciously, or otherwise unfairly treated in an academic, professional code of conduct, or cooperative education decision may petition to appeal the decision. Students may appeal a Professional Conduct Concern decision via the standard college-wide academic appeals process, outlined in the [university catalog](#).

VII. Proceedings for Registered Student Club or Organization

Student organizations may also be held responsible for violations of the SCPC. A review for a registered student organization shall be conducted in a manner similar to procedures used in cases involving individual students. A review shall be conducted with one spokesperson from the organization (usually the organization's president). Sanctions may be imposed upon a registered student organization for a violation of the SCPC in the same manner and using the same considerations as on individuals.