



UNIVERSITY OF PITTSBURGH SCHOOL OF PHARMACY STUDENT GRIEVANCES GUIDANCE AND PROCESS

The School of Pharmacy and the University of Pittsburgh has policies, procedures, and processes for students to express their concerns or grievances formally and informally regarding other students, faculty, or programs, activities, and facilities of the school.

Relevant policies and guidelines of the University of Pittsburgh are fully incorporated into this document as if entirely restated herein including:

- [AC 39 Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures \(formerly 02-03-02\) | Office of Policy Development and Management | University of Pittsburgh](#)
- [Code of Conduct | Division of Student Affairs \(pitt.edu\)](#)
- [CS 07 Nondiscrimination, Equal Opportunity, and Affirmative Action \(formerly 07-01-03\) | Office of Policy Development and Management | University of Pittsburgh](#)
- [CS 20 Sexual Misconduct \(formerly 06-05-01\) | Office of Policy Development and Management | University of Pittsburgh](#)
- [AC 04 FERPA: Access to and Release of Education Records \(formerly 09-08-01\) | Office of Policy Development and Management | University of Pittsburgh](#)
- [Academic Integrity | Faculty Handbook | University of Pittsburgh](#)

This policy and procedure have been developed with the goal of ensuring that the complainant's (complainants') and the involved student's (students') and faculty member's (members') rights to confidentiality, integrity, mutual respect, and honest inquiry are maintained throughout the disposition of the matter involved.

University of Pittsburgh Student Code of Conduct

The School of Pharmacy has adopted, as part of the School's Guidelines for Professional Code of Conduct for Students, the Student Code of Conduct of the University of Pittsburgh's Division of Student Affairs ([Code of Conduct | Division of Student Affairs \(pitt.edu\)](#)). This University Code addresses academic and non-academic standards of conduct appropriate to the University in consonance with its educational goals. The University's Student Code of Conduct also addresses the processes and procedures of the University's Judicial Board for conducting hearings of alleged violations of the Code.

The University's Student Code of Conduct is meant to address the expectation that students will conduct themselves as responsible members of the University community. The University's Code applies to all undergraduate, graduate, and professional students who have matriculated at any of the campuses of the University. Those students whose conduct violates the law, the rights of others, or the health, welfare and safety of members of the University community will be subject to disciplinary action by the University; provided such conduct takes place on university property or in the course of a university-sponsored or university-supervised activity, or if such conduct otherwise results directly from membership in the University community.

In addition, conduct off-campus may be subject to disciplinary action by the University if that conduct seriously threatens the health, welfare, or safety of the University community or any individual member thereof, or that conduct reflects upon the student's character or fitness as a member of the student body; provided in either case the conduct would violate the University's Code. This includes international

programs (e.g., Study Abroad), sporting events, and programs sponsored by universities other than the University of Pittsburgh.

Any member of the University community who feels that they have been wronged due to a violation of the University of Pittsburgh Student Code of Conduct may schedule a meeting with the university's assistant dean of students or his/her designee to discuss the situation. Any university official or member of the University community may institute proceedings against a student, or a student organization, by filing a formal complaint with the university's Office of Student Affairs.

University of Pittsburgh Guidelines on Academic Integrity

The School of Pharmacy has adopted, as part of the School's Guidelines for Professional Code of Conduct for students and faculty, the University of Pittsburgh's Guidelines on Academic Integrity ([Academic Integrity | Faculty Handbook | University of Pittsburgh](#)) and the School's Guidelines for Professional Code of Conduct for Students ([Code of Conduct | Division of Student Affairs \(pitt.edu\)](#))

These University guidance documents address faculty and student obligations related to academic integrity (i.e., ethical standards in carrying out the students' academic assignments). The University's Guidelines also specify the procedures for making formal complaints of respective academic integrity violations and for the adjudication of such complaints.

Any member of the University community, including other students or faculty members, may bring to the attention of the responsible (i.e., responsible for the class in which the academic integrity violation occurred) faculty member a complaint that a student, or group of students, has failed, in one or more aspects, to meet faithfully the student's obligations related to academic integrity.

These University Guidelines also address matters in which a faculty member has failed to meet faithfully their obligations related to academic integrity. Any member of the University community having evidence may bring to the attention of the department chair of the involved faculty member and/or the dean that the faculty member has failed, in one or more aspects, to meet faithfully his/her obligations related to academic integrity.

University of Pittsburgh Policy and Guidance – Sexual Harassment/Misconduct

The University of Pittsburgh Policies and Guidance documents outline protections related to sex and gender at the University and prohibit sexual harassment/misconduct in its programs and activities. CS Title IX Policies apply to the University's administration of allegations that constitute Sexual Harassment (as defined by Title IX). Allegations that do not constitute Sexual Harassment may fall under another University policy or section of the Student Code of Conduct, including University Policy CS 07 (formerly 07-01-03), Nondiscrimination, Equal Opportunity, and Affirmative Action or CS 20 (formerly 06-05-01), Sexual Misconduct. All University faculty, staff, and students and all University campuses are governed by these Policies.

The following documents provide relevant definitions, details and procedures:

- [CS 20 Sexual Misconduct \(formerly 06-05-01\) | Office of Policy Development and Management | University of Pittsburgh](#)
 - [Procedure_CS_20.pdf \(pitt.edu\)](#)
- [CS 27 Title IX Policy | Office of Policy Development and Management | University of Pittsburgh](#)
 - [Procedure_CS_27.pdf \(pitt.edu\)](#)
- [CS 07 Nondiscrimination, Equal Opportunity, and Affirmative Action \(formerly 07-01-03\) | Office of Policy Development and Management | University of Pittsburgh](#)
 - [Procedure_CS_07.pdf \(pitt.edu\)](#)

General Concerns or Recommendations Regarding School of Pharmacy Programs, Activities or Facilities

The Dean's Advisory Board provides a forum whereby PharmD students can bring general concerns or recommendations regarding the School of Pharmacy's programs, activities, or facilities to the attention of the Dean. The Dean's Advisory Board, which is composed of the leadership of School's APhA-ASP chapter and the class president and representatives of each of the PharmD classes, meets monthly throughout the academic year. Any PharmD student having a general concern or recommendation regarding current programs, activities, or facilities of the school should discuss such with the class president, class representative, or the president of the School's APhA-ASP chapter, with the intent of presentation of the concern or recommendation for discussion at the next scheduled meeting of the Dean's Advisory Board.

Individual students may also seek advice and guidance in discussions or meetings with staff, faculty advisors or other faculty members, or with the PharmD Program Director/Associate Program Director or the Associate Dean for Student Success.

Concerns or Grievances Not Addressed Under Any of the Above Categories

Should the nature of the student's concern or grievance not appear to fall clearly under any of the above categories, the student is advised to discuss their concern or grievance with the Associate Dean for Student Success or the Associate Dean for Academic Affairs (if a concern or grievance involves the Associate Dean for Student Success) or directly with the Dean.

Other Related Pitt Pharmacy School Policies

- School of Pharmacy Code of Conduct Policy
- School of Pharmacy Student ACPE Grievance Policy

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