AACP CONDUCT REVIEW PROCESS

AACP continues to review its policies and procedures in light of the changes in the current higher education landscape and in consultation with counsel. At this time, AACP is modifying its AACP conduct review process to assist member institutions in making independent decisions on every applicant. While making these modifications, AACP continues to fully support the principles of the Applicant Code of Conduct, which remain unchanged.

Changes to the AACP Conduct Review Process

Effective immediately, AACP will no longer place PharmCAS applicants on hold for potential violations of the Applicant Code of Conduct, nor impose any sanctions at the national level on those applicants who have violated it. Instead, AACP now serves as a clearinghouse for reports of possible applicant misconduct and will continue to partner with iThenticate to identify potential plagiarism in the PharmCAS personal statement. If an applicant is suspected of not abiding by the Code, AACP staff will email the applicant's designated colleges and schools of pharmacy with a report and evidence related to the case. Additionally, PharmCAS staff will enter a related note in the applicant's record in WebAdMIT visible to the applicant's designated colleges and schools of pharmacy.

School Review of Applicant Conduct Cases

Colleges and schools of pharmacy are encouraged to continue to uphold the Applicant Code of Conduct, which sets forth the professional and ethical principles for the practice of pharmacy. In the new process, member institutions will review the evidence to determine whether an applicant may have violated the Applicant Code of Conduct and/or other local policy. If so, then the college or school must decide what action, if any, to take and whether to still consider the applicant for admission. AACP cannot comment on whether a college or school has reached an accurate conclusion or recommend a particular course of action for any conduct case. The institution may wish to consult with legal counsel for guidance.

School Reports of Applicant Misconduct to AACP

With the exception of plagiarism cases, colleges and schools of pharmacy should continue to report any potential violations of the Applicant Code of Conduct to AACP at conduct@aacp.org throughout the admissions cycle. AACP and PharmCAS staff may also identify potential misconduct by applicants and provide related evidence. AACP staff will compile and share all of the facts for a case with the primary contacts at each of the applicant's designated pharmacy schools. If any new, substantive evidence is received after the initial report is emailed, an updated report will be sent. Each college or school must decide independently what action to take, if any, after receiving a report of a potential violation of the Applicant Code of Conduct.

Below is a brief description of how reports of potential Code violations will be managed by AACP:

1. **POTENTIAL PLAGIARISM VIOLATIONS:**

   - **iThenticate similarity report equals or exceeds 25 percent:** AACP will alert all designated schools via email and enter a note in the applicant's record. Due to processing times, the iThenticate report may be visible in WebAdMIT before AACP has notified the primary contacts at the school.

Applicants will not be notified by AACP, since the iThenticate reports are automatically generated for every applicant.

- **iThenticate similarity report is less than 25 percent:** AACP will not issue an alert to schools and schools should not report the applicant to AACP. Instead, member institutions should independently decide what action to take, if any, based on the iThenticate report.

2. **POTENTIAL NON-PLAGIARISM VIOLATIONS:** Reports from colleges and schools should include any supporting evidence relative to the case. Examples include a description of the potential violation, related documents, emails, voicemails, and any notices sent to or issued by campus security or law enforcement. AACP will collect information about the case and alert all designated schools via email and enter a note in the applicant's record. Applicants will also be notified that a report was filed. Examples of potential, non-plagiarism violations include, but are not limited to, the following:

- Inaccurate or incomplete materials or data in the application (e.g., falsified documents)
- Offensive or threatening behavior (e.g., cyber-harassment)

Unprofessional behavior (e.g., lack of communication, cancelling early decision commitment, disrespectful behavior, etc.) should generally be handled by the school or college. If campus security or law enforcement are involved, AACP staff should be notified immediately.

3. **INTERVIEW NO-SHOW:** The Interview No-Show Policy remains unchanged. Colleges and schools of pharmacy should continue to report any applicants who violate this policy to conduct@aacp.org.

Conduct Review Committee

The AACP Board of Directors and staff express their sincere gratitude to the current and past members of the Conduct Review Committee for their outstanding service and dedication to the association and profession. The recent changes were unrelated to the committee's exceptional contributions to the conduct review process.

AACP Conduct Webinars for Schools

Faculty, administrators, and staff in the college or school of pharmacy who are interested in learning more are invited to join AACP staff for an upcoming webinar. Each webinar will cover the same content and describe the rationale behind the decision to modify the AACP conduct review process and the potential implications for member institutions and applicants. The webinars will not be recorded.

- **Register: Thursday, March 19 at 3:00 pm ET**
- **Register: Monday, March 23 at 2:00 pm ET** (repeated)

We welcome your questions and strongly encourage your institution to support the principles of the Applicant Code of Conduct to ensure the profession of pharmacy continues to uphold the highest standards of professionalism and integrity.

American Association of Colleges of Pharmacy
conduct@aacp.org

Plagiarism Rubric

Below is a modified version of the rubric that was used by the AACP Conduct Review Committee to aid in their review of potential plagiarism cases identified in the iThenticate Similarity Reports available in WebAdMIT. AACP is sharing this rubric with colleges and schools of pharmacy for informational purposes only and without any recommendation on how to use it. Each college or school must independently decide on what criteria to consider in plagiarism and other conduct cases, as well as what action, if any, to take after reviewing an applicant's iThenticate report and any other evidence.

1%-10%	11%-24%	25%-89%	90%-100%
Very Minor Issue	Minor Issue	Moderate Issue	Significant Issue

About iThenticate

iThenticate, a product of Turnitin, is the online tool used by PharmCAS to detect plagiarism in the personal statement within the application. iThenticate scours the web to match content submitted by applicants to content found on web pages, archived student papers, and published articles.

About Similarity Reports

iThenticate cites information from the first source it detects in the Similarity Report. The Similarity Report shows what percentage of an applicant's personal statement matches content found on the web. When applicants apply through PharmCAS, their Similarity Report is automatically provided to every college/school to which they apply via WebAdMIT. The sources provided in the Similarity Report should not be considered exclusive. Additional sources with the flagged language and different time stamps may also be available on the web.

Reminder

Each school must determine independently whether it will take any action on the application based on these materials. AACP cannot be involved in the institutional decision-making process, nor take any further action or make any recommendations regarding the applicant's case beyond sharing any additional information received about the case with the applicant's designated schools.

AACP Conduct Review Process Frequently Asked Questions

Rationale

1. **Since PharmCAS applicants know the consequences of violating the Code of Conduct before they apply, will the Conduct Review committee enforce the Code?**
   AACP has decided that the Code will not be enforced at the national level. Every institution must make an independent decision on every applicant.

2. **The PharmCAS Advisory Committee routinely makes decisions about what data to collect from applicants on the PharmCAS application. Is that type of cooperation going to continue?**
   Yes. The academy is free to cooperate for the purpose of creating or modifying any application forms that standardize the admissions process. An application form does not restrict an applicant's ability to apply or a school's ability to make an independent admission decision.

3. **Do other associations have an applicant conduct review process?**
   While most other health profession associations have adopted some type of code of conduct for applicants, they have not imposed sanctions on applicants at the national level.

4. **Why did AACP make the decision to modify the conduct review process mid-cycle?**
   With support from the AACP Board, the association decided to make immediate changes that it believes are in the best interest of the association and member schools.

New Conduct Process

5. **Does the change mean the Applicant Code of Conduct is now defunct?**
   No. While the AACP Conduct Review Committee will no longer enforce the Applicant Code of Conduct at the national level, the Code remains critically important and in effect. Individual colleges and schools of pharmacy are responsible for determining whether their applicants have upheld the Code, which sets forth the professional and ethical principles for the practice of pharmacy.

6. **Will the AACP Conduct Review Committee still review conduct cases?**
   No, the review committee will no longer play a role in reviewing individual conduct cases. On behalf of the academy, we wish to thank all of the current and past members of the Conduct Review Committee for their outstanding service and dedication to the profession.

7. **If an applicant was previously sanctioned by the Conduct Review Committee and reapplies, will AACP email the applicant's designated schools about the past conduct case?**
   As in past cycles, it will <u>not</u> be feasible for AACP to automatically report past conduct cases for every reapplicant. However, AACP reserves the right to email schools about past conduct reports on a case-by-case basis. Schools must make their own, independent decisions regarding the applicant based on the evidence provided.

8. **If a reapplicant fails to report a previous violation, will AACP report it as a possible new violation?**
   As in past cycles, it will <u>not</u> be feasible for AACP to automatically report past conduct cases for every reapplicant. If a school discovers that an applicant failed to report a previous academic or behavioral infraction, AACP will manually email a new conduct report to all of the applicant's designated schools and enter a note in the applicant's record in WebAdMIT. Schools must make their own independent decisions regarding the applicant based on the evidence provided.

9. **Will AACP summarize an applicant's potential violation(s) and/or send original documentation?**
    AACP will briefly describe any evidence in support of the case as part of the conduct report. Any supporting evidence (e.g., emails) will also be available to the applicant's designated schools upon request. iThenticate similarity reports identify any potential issues of plagiarism in the applicant's personal statement and are automatically available to schools via WebAdMIT.

School Actions on Conduct Cases

10. **Can my institution deny or revoke an acceptance due to an applicant Code of Conduct violation?**
    Yes, the institution can choose to deny or revoke an offer of admission, if the institution unilaterally decides that the applicant has violated the AACP Code of Conduct and/or local policy.

11. **Should my school share with AACP what action it took in response to a conduct case?**
    No.

12. **According to an AACP case report, an applicant may have violated the Code of Conduct at another institution. Can I reach out directly to the other school for additional information about the case?**
    If you communicate with another school about an applicant, be careful that the communication is limited to obtaining the facts regarding the applicant's conduct and does not include any discussion of views, opinions, intentions, or plans regarding the applicant.

13. **Will AACP prevent schools from accepting applicants who violated the Code of Conduct?**
    No. AACP will not provide guidance on any conduct case and will encourage colleges and schools of pharmacy to honor the principles of the AACP Applicant Code of Conduct when reviewing cases and making decisions.