

Student Code of Conduct Case School of Dental Medicine

The principles set forth below are applicable to all advanced specialty education students, in addition to dental students and faculty.

The students and faculty of Case School of Dental Medicine are concerned with academic honesty and professional responsibility. Therefore, the Student Code of Professional Conduct is adopted by the Student Council and by the faculty of the Case School of Dental Medicine. This Code embodies the concept of personal honor and integrity in the framework of the academic community.

Part I. Codes of Conduct

1. Principles of Ethics and Code of Professional Conduct: To the extent it is applicable, all dental students must abide by the Principles and Code adopted by the American Dental Association. The Principles of Ethics and Code of Professional Conduct is available online at <http://www.ada.org/prof/prac/law/code/index.asp>
2. University Standards of Conduct: All members of the University community, including dental students, are subject to the University Standards of Conduct. This is a general code designed to reaffirm the civil, personal and property rights of the University and its members. These standards are included in the Case Student Services Guide.
3. School of Dental Medicine Student Code of Professional Conduct: All dental students are subject to the School of Dental Medicine Student Code, which states that students and faculty of the School of Dental Medicine are committed to the study of dentistry and the development and maintenance of a high sense of integrity, responsibility, self-discipline and ethics which befits the dental profession.

Part II. Basic Standards of the School of Dental Medicine Student Code of Professional Conduct

The following statements are intended to illustrate some basic standards and values of the School of Dental Medicine:

Performance on exams should reflect the student's ability.

Violations of this standard include:

- a) Giving or receiving privileged information regarding the specific content of an examination, prior to test time, which is not common knowledge of the participants, with the intent of gaining an unfair advantage;

- b) Giving, receiving, or using unauthorized aid during an examination, quiz or practical;
- c) Disclosing the contents of an exam to a student who has yet to take the exam; and/or
- d) Making an unauthorized copy of an exam or portion thereof, or retaining possession of any exam, which the instructor has no intention of releasing.

Work submitted for credit should reflect the student's performance.

Violations of this standard include:

- a) Submitting lab projects for evaluation which were not produced by the student. This includes receiving aid beyond a reasonable extent from other students or instructors while preparing projects for evaluation;
- b) Claiming credit for clinical treatment which was not completed by the student with the exception of reasonable aid from faculty, and/or illegally altering patient clinic records for any reason; and/or
- c) Neglecting to adhere strictly to all conditions set for practical exams.

Respect should be shown for the property of others.

Violations of this standard include stealing or defacing the project or personal effects of another student, person, the School of Dental Medicine, or the University. The taking or concealing of property with or without the intent of depriving permanently is unacceptable behavior.

Representation of self and others should be fair.

Violations of this standard include intentional misrepresentation of one's own or any other student's grades, class rank, personal references activities, or any other material facts regarding academic and personal achievements.

Part III. Addressing Violations of the Codes of Conduct

Reporting suspected violations: Students or faculty who suspect there has been a violation of the Codes are encouraged to report the incident to either the appropriate faculty member (course director or course instructor), the Director of Student Services, or the Chair of the Faculty-Student Relations Committee.

Confronting the student: A student suspected of violating the Codes will be confronted by the faculty member or Chairperson with a statement of the actions

considered improper. The student will be given the opportunity account for the action. Attempt will be made to resolve the problem through discussion.

Intervention: The Faculty-Student Relations Committee provides a forum for hearing and discussion of alleged inappropriate behavior and violations of the Code of Conduct. All formal hearings shall be conducted in a manner consistent with University policies of Student Judicial Review. Information obtained shall be confidential. A copy of the minutes of all meetings of the Committee shall be forwarded to the Dean for disposition and filing. Cases resulting in recommendation for disciplinary actions shall be forwarded to the Dean for disposition.

Initiation of a hearing: Requests from students or faculty to convene this Committee should be directed to the Chairperson of the Committee.

Appeal: Students may appeal recommendations of the Faculty-Student Relations Committee directly to the Dean of the School of Dental Medicine. When the Dean is a party to the deliberations, the appeal shall be directly to the University Office of Student Affairs in accordance with their grievance procedure.

Part IV. Penalties

The following are examples, either singularly or in combination, of penalties that may be recommended to the Dean by the Faculty-Student Relations Committee to be imposed upon a student for violation of the Codes of Conduct. In determining the penalty, the Committee shall consider the nature of the offense, the record of the student involved, and any possible mitigating circumstances.

Informal private reprimand by the course director or by the Dean: The student may be given a private verbal reprimand stating that one of the Codes of Conduct has been violated, and that if additional violations should occur, a more severe penalty may be imposed.

Disciplinary probation: Disciplinary probation is a formal reprimand which is imposed upon the student for a specified period of time up to one year. The student will be informed that Code violations occurring during disciplinary probation may result in suspension or dismissal. A copy of the reprimand shall be placed in the student's permanent record.

Suspension: The student may be suspended beginning immediately or at the end of the current semester. Suspension excludes the student from all classes, exams, laboratory, clinic, and School of Dental Medicine activities. Re-admission following suspension shall be considered by the Student-Faculty Relations Committee which will forward a recommendation to the Dean for disposition. The suspension will be permanently entered in the student's record.

Dismissal: The student may be expelled with a recommendation placed in the permanent record that the student not be considered for re-admission.

Additional penalties: In addition to the penalties stated above, the following penalties may be imposed in appropriate cases:

Restitution: Upon conviction of an offense involving property, the student may be ordered to repair or replace the property or reimburse the party whose property was damaged. This financial obligation must be met in a reasonable time.

Grade reduction: Where misconduct is committed in connection with the student's earned grade in a specified course, it may be recommended to the faculty member involved that the grade for that course be reduced.

Part V. Grievance Procedure

Case Western Reserve University has established a mechanism whereby students of the University may express a grievance against the action of other student or members of the faculty. Details of the grievance procedure are included in the Case Student Services Guide, an annual publication of the University Office of Student Affairs. Students who wish to have a specific problem reviewed should contact the School of Dental Medicine Office of Student Services.

Promptness in settling a grievance is desirable for the grievant, for the institution, and for those involved in the procedures themselves. Promptness is therefore itself an element of equity and the absence of promptness may legitimately be the source of an additional grievance.

The formal steps in the grievance procedures shall be taken as soon as possible and no later than seven days after the events leading to a complaint occurred or were discovered and a formal complaint shall be filed within ten days after failure of the informal procedures.

Every attempt shall be made to resolve grievances at the lowest authority level using informal procedures. However, in cases of alleged academic dishonesty or other allegations which may lead to dismissal from the School, grievances may be taken directly to the Chairperson of the Student-Faculty Relations Committee.