University of Colorado Denver School of Dental Medicine

Academic Honor Code and Discipline Policies

ACADEMIC INTEGRITY

A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the University of Colorado Denver School of Dental Medicine academic community, faculty and students accept the responsibility to maintain and uphold the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the university. The dental profession is granted the privilege and responsibility of self-regulation by society. Honesty, integrity and ethical conduct are essential in the education of future members of a profession, which has the privilege of self-regulation. Self-regulation of the academic process is an important part of the education of a future professional.

Faculty Responsibility

It is the ethical responsibility of the Faculty to abide by and promote the principles espoused by the Honor Code. The Faculty should take whatever steps are reasonably necessary to discourage academic dishonesty. Faculty should provide students with guidelines and instructions for test administration in the course syllabus, verbally before the beginning of an examination, and on the front cover of any examination. During the administration of examinations, the faculty member or designee must be present to monitor the process. It is recommended that more than one proctor be present, and that the proctors’ attention be devoted to the monitoring process. Randomized seating charts and facilities allowing for students to be seated in alternating seats should be used whenever possible. Testing materials should be constructed to discourage dishonesty. This may include multiple versions of examinations with randomized question order, or any other technique, which decreases the likelihood of dishonesty. Students taking tests or major examinations should not be permitted to bring materials, other than those allowed by the course director, to their desks during the time of the examination. Purses and book bags should be left in the front or along the sides of the room. Electronic devices, unless specifically permitted by the faculty, shall not be permitted in the room.

Student Responsibility

It is the ethical responsibility of the student to abide by and promote the principles espoused by the Honor Code. The student should take whatever steps are reasonably necessary to discourage academic dishonesty and other violations of the Honor Code. Each student is expected to work independently, other than during group exercises, and it is the student's responsibility to protect the integrity of his or her own academic materials. Inherent within the process of self-regulation is the responsibility to report activities that are unethical and dishonest.

Conduct Standards

Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to, the following:

A. Plagiarism

Plagiarism is the use of another person's distinctive ideas or words without acknowledgement. The incorporation of another person's work into one's own requires appropriate identification and acknowledgement, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:
1. Word-for-word copying of another person's ideas or words

2. The mosaic (the interspersing of one's own words here and there, in essence, copying another's work)

3. The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory)

4. Fabrication (inventing or counterfeiting sources)

5. Submission of another's work as one's own

6. Neglecting quotation marks on material that is otherwise acknowledged. Acknowledgement is not necessary when the material used is common knowledge.

B. Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise. Examples of cheating are:

1. The act of looking at, or copying from, another's paper, computer display, or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material

2. Using a calculator, computer, cell phone, PDA, or any other electronic device when its use has not been permitted

3. Collaborating with another student or students during an academic exercise without the consent of the instructor

4. Alteration of academic or patient records.

5. Providing any information about examinations, including National Board examinations, to other unauthorized individuals or entities.

C. Fabrication and Falsification

Fabrication involves inventing or counterfeiting information, i.e., creating results or work not obtained in a study or laboratory project. Falsification, on the other hand, involves the deliberate alteration or changing of results and information to suit one's needs in an experiment, patient record, or other academic and clinical exercise.

All laboratory projects submitted for credit must be the work of the student submitting the project unless otherwise specifically authorized by the course director.

D. Multiple Submissions

This is the submission of academic work for which academic credit has already been earned, when such submission is made without the instructor authorization.

E. Misuse of Academic Materials and Facilities

The misuse of academic materials and facilities includes, but is not limited to the following:

1. Stealing or destroying library or reference materials, computer programs, or dental
supplies or equipment.

2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.

3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.

4. Unauthorized possession, disposition, or use of examinations or answer keys to examinations.

5. Unauthorized alteration, forgery, or falsification of academic records.

6. Unauthorized sale or purchase of examinations, papers, assignments, or dental supplies or equipment.

7. The abuse of, or causing damage to, academic materials and/or facilities of the institution.

F. Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's acts of academic dishonesty.

G. Inappropriate Patient Care Activities

Patient care activities by students without School of Dental Medicine faculty supervision are strictly prohibited. For purposes of this section of the Honor Code, patient care activities by students shall include all of those activities that constitute the practice of dentistry in the State of Colorado as defined by Section 12-35-113 of the Dental Practice Law of Colorado. The following behaviors constitute violations of this Honor Code:

1. Patient care activities by students without approval and supervision by faculty.

2. Patient care activities by students outside of regularly scheduled School of Dental Medicine clinic hours including, but not limited to, nights and weekends without approval and supervision of faculty.

3. Patient care activities by students at any off campus site unless such activities and sites are approved as part of a recognized School of Dental Medicine course. Unsupervised patient care at these sites is prohibited.

4. The appointing of any patient of the School of Dental Medicine at any off-campus site that is not recognized as an extension of the School of Dental Medicine.

The illegal practice of dentistry is a violation of Colorado Law. At the discretion of the Dean, individuals found in violation of this section of the Code may be reported to the Colorado Board of Dentistry.

H. Impairment

Displaying an inability to perform patient care activities with reasonable skill and safety to patients or becoming unable to perform patient care activities with reasonable skill and safety to patients by reason of use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition, or by reason of displaying habitual intoxication, addiction to, or recurrent personal misuse of alcohol, drugs, narcotics, chemicals, or any other type of similar substances constitutes a breach of the Honor Code.
I. Compliance

Failure to safeguard confidentiality of patient records in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Guidelines constitutes a breach of the Honor Code.

Failure to abide by Federal Regulations and Institutional Policies regarding human subject and/or animal research constitutes a breach of the Honor Code.

I. Protection of Academic Integrity

The use of pressure, threat, abuse, or similar practices against any person involved, with intention to inhibit or prevent the reporting, investigation, or hearing of an alleged violation of this Honor Code constitutes a breach of the Honor Code.

The withholding of evidence pertinent to any case under investigation, or being heard, or the giving of false evidence during an investigation or hearing constitutes a breach of the Honor Code.

PROCEDURES IN CASES OF SUSPECTED ACADEMIC DISHONESTY

All matters of academic policy, including academic dishonesty, are under the jurisdiction of each of the university's schools and colleges pursuant to Article 7.B.4 and Article 7.B.5 of the Laws of the Regents. Accordingly, each school and college has established procedures for addressing matters of academic dishonesty and for determining the severity and consequences of each infraction.

Report of Violations

Any alleged violation of this Honor Code will be reported in writing to the Associate Dean for Academic Affairs by the complainant(s) within 7 working days of the violation's becoming known to the complainant(s). If the violation becomes known to the complainant while the complainant is at an off campus site, the 7 working day period shall begin at the time the complainant returns to campus.

The Associate Dean for Academic Affairs and the Associate Dean for Student Affairs will meet with the alleged violator(s) and advise the student(s) in writing that a complaint has been received. At that time, the Associate Dean for Academic Affairs will ask the accused student(s) for a plea of not guilty or guilty. Every alleged violator must enter an individual written plea to all charges at this time. If pleas change prior to any scheduled hearing, the Associate Dean for Academic Affairs must be informed of the change in writing.

If the accused student admits to a violation and enters a plea of guilty, the student will be notified that a hearing of a Student Performance Subcommittee will be scheduled to formulate and implement a disciplinary action.

Investigation

If the accused student(s) denies the allegation(s) and enters a plea of not guilty, an investigation will be conducted by the Associate Dean for Academic Affairs to evaluate the evidence against the student(s). The investigation of the alleged incident will occur within 7 working days from the date the Associate Dean for Academic Affairs receives written notification of the plea. An extension of the 7-day limit may be granted by the Dean for reasonable cause. If there is sufficient evidence to indicate that a violation may have occurred, a hearing will be conducted.

If the decision is that insufficient evidence exists to proceed to a formal hearing, the accused student(s) and the person who filed the allegations will be required to meet together with the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs. The intent of this meeting will be to candidly discuss the allegation(s) and provide an opportunity to mediate any
differences.

Hearing

The individuals to be involved in the Hearing will include the following:

1. Chair of the Hearing Subcommittee. This member is a non-voting member of the Hearing Subcommittee designated to conduct the Hearing and oversee the proper conduct of the Hearing. The Associate Dean for Student Affairs will serve in this role unless this person is the complainant. The Dean will appoint a substitute if required.

2. The Representative of the School. This individual will present the facts to the Hearing Subcommittee and is permitted to question the accused student(s), the complainant(s), and any witnesses presented. The Associate Dean for Academic Affairs will serve in this role unless this person is the complainant. The Dean will appoint a substitute if required.

3. The alleged violator(s). This person(s) has the right to:
   (1.) be accompanied by an advisor of the student's choice who is a faculty member, an administrator, or student at the School of Dental Medicine. This person shall not be the student's attorney. The advisor may not directly question either witnesses or members of the Hearing Subcommittee or participate directly in the hearing.
   (2.) question the Representative of the School's witnesses;
   (3.) present witnesses who have pertinent testimony;
   (4.) make a record of the hearing;
   (5.) expect a decision based solely on evidence presented; and
   (6.) be provided a written notification of the outcome of the case.

4. The Hearing Subcommittee. The Hearing Chair will randomly select three Faculty members and one alternate Faculty member from the Student Performance Committee. In addition, the Chair will select three student members from the Student Performance Committee excluding the member from the class of the alleged violator. An alternate will be selected from the Class Officers of the student body, excusing individuals from the class of the alleged violator. The Hearing Subcommittee Chair shall evaluate the list of proposed Hearing Subcommittee members for potential conflicts of interest. If a conflict of interest is believed to exist, the proposed Hearing Subcommittee member shall be withdrawn and the alternate will fill the position. This process ensures that the selection of any Hearing Subcommittee members shall not jeopardize the right of the accused to a fair and impartial Hearing. The final Hearing Subcommittee with voting rights will consist of three Faculty and three student members, a total of six members.

The Representative of the School and the accused student must provide the Chair of the Hearing Subcommittee with a complete list of witnesses at least 72 hours in advance of a scheduled hearing. The Chair will then provide the Representative and the accused student a complete list of the witnesses at least 48 hours in advance of a scheduled hearing. It is the Representative's and accused student's responsibility that their corresponding witnesses are notified of the hearing date and time, and that they attend the hearing.

If either the accused student(s) or the Representative introduces additional witnesses at the time of the hearing, it will be left to the discretion of the Chair of the Hearing Subcommittee as to the relevance of their testimony and to their participation in the hearing. If a witness or witnesses fail to attend the hearing, it will be left to the discretion of the Chair of the Hearing Subcommittee as to
whether the hearing will proceed, or will be re-convened at a later date.

**Process and Procedures**

Attendance in the hearing room may be limited to: The Hearing Subcommittee, the Representative of the School, the alleged violator, the alleged violator's advisor, and witnesses during the time of their testimony only, and officials of the University of Colorado Denver. The Chair of the Hearing Subcommittee will rule on the presence of any other individuals who wish to attend the hearing.

1. Only evidence pertinent to the specific allegation(s) may be considered. Knowledge of prior violations may not be made known or considered in determining guilt or innocence. Pertinent evidence may refer to new findings arising as a result of the investigation process.

2. Separate hearings will be conducted in most cases if there is more than one alleged violator.

3. The Hearing Subcommittee Chair will read aloud the "Chair's Summary Statement" and provide information pertinent to the specific Hearing. This document states that the proceedings will be recorded and introduces the Subcommittee members, the accused, and the accused's advisor and outlines the function of the Chair, presents the order of events which will occur at the Hearing, specifies how the evidence is to be evaluated, and states the criteria the Subcommittee members are to utilize in reaching their decision.

4. The Hearing Subcommittee Chair will read the allegation(s) to the alleged violator and request the alleged violator's plea.

5. The Representative of the School will present the case against the alleged violator. The alleged violator will present the defense.

6. Witnesses may be recalled for clarification of testimony or to give further testimony. All witnesses to be called will be sworn by oath by the Chair.

7. The Hearing Subcommittee will consider the evidence in executive session. If it is necessary to recall a witness for clarification after the Subcommittee adjourns into executive session, the School's Representative, the alleged violator, the alleged violator's advisor shall be present and all except the alleged violator's advisor have the right to question the witness regarding the witness's clarifying statements.

8. Nothing in the Honor Code shall prevent an accused student from pleading guilty to any alleged violation of this Code and waiving the right to a full hearing on the charges. All pleas of guilty and waivers of hearing must be presented to the Chair of the Hearing Subcommittee in writing. In the case of a plea of guilty, evidence related to the facts of the violation will not be presented and the Hearing Subcommittee's sole responsibility will be to determine an appropriate disciplinary action.

**Hearing Outcome**

Four votes are required to find a student in violation of the Honor Code. In the deliberations of the Hearing Subcommittee, the three faculty members and the three student members are required to vote; the Chair of the Hearing Subcommittee does not vote.

In the event a student is found to have violated the Honor Code or admits to a violation of the Honor Code, the disciplinary action(s) as determined by the Hearing Subcommittee will be implemented. The Hearing Chair will read the list of Disciplinary Actions from which the Hearing Subcommittee members are to select their actions. Before the Hearing Subcommittee begins deliberations to formulate the appropriate actions, the Representative of the School will inform the Subcommittee of any previous violations on the record of the accused student. The Representative will also provide the Subcommittee with a suggested disciplinary action. Four votes are required for implementation of an action or actions and all Subcommittee members (except the Chair) will vote.

The student and the Representative of the School shall be notified in writing of the Hearing Subcommittee’s findings and determinations by certified mail, return receipt requested.
Disciplinary Actions

The following are possible disciplinary actions which can be implemented by the Hearing Subcommittee through regular case disposition procedures. These penalties are not all-inclusive and may be modified depending on the nature of the violation or violations.

A. Administrative Probation

An official warning that the student's conduct violates the Honor Code but is not sufficiently serious to warrant dismissal or suspension. This type of probation does not carry concurrent restrictions. Continued enrollment depends on maintaining satisfactory conduct during probation. A favorable recommendation will not be furnished by the university during probation. It shall be imposed for a specified period of time during which any other additional violations of the Honor Code will result in more severe disciplinary actions.

B. Administrative Probation with Restrictions

This action is a warning that the student's behavior is unacceptable and includes other sanctions, which do not require an interruption or termination of the student's enrollment. Probation shall be imposed for a specified period of time during which any other violation of the Code of Conduct will result in more severe disciplinary actions. A favorable recommendation will not be furnished by the university during probation. Sanctions, which may be imposed as restrictions, shall include but not be limited to:

1. Loss of scholarship and educational loan awards from funds under the direct control of the University of Colorado Denver or the School of Dental Medicine (federal aid programs are not included in this provision);
2. Loss of credit for any test, paper, report, essay, laboratory project, or clinical procedure involved in the violation;
3. A failing grade for the course(s) in which the violation(s) occurred;
4. Restitution for damages or replacement of property;
5. Loss of the privilege of representing the School of Dental Medicine in any official capacity or loss of the privilege of representing the student body of the School of Dental Medicine in any official capacity.
6. Suspension of clinical privileges for a period of time to be determined by the Hearing Subcommittee. The student will remain enrolled in the curriculum and participate in all activities, except those involving direct patient care. Appropriate measures to insure continuity of patient care must be an integral portion of any such disciplinary recommendation.
7. Other sanctions as deemed appropriate.

C. Suspension

This action terminates the enrollment of a student in the School of Dental Medicine for a specified period of time. Participation in courses and School of Dental Medicine activities is prohibited during the suspension period. A suspension will usually require the reassignment of the student's patient population. At the end of the suspension period, re-enrollment may require a period of skills assessment and redevelopment as a student in the School of Dental Medicine and new patients will be assigned.

D. Dismissal
The permanent denial of the individual's privileges to attend the School of Dental Medicine.

E. Nothing in the Honor Code shall prevent a student from receiving a combination of penalties, such as a suspension for a specified time, to be followed by a period of probation, which could also include restrictions.

**Appeal**

A. A student may appeal the findings and determination of the Hearing Subcommittee to the Dean by submitting a written request within 5 working days of the student’s receipt of the Hearing Subcommittee’s decision. The request must state the basis for the appeal. The authority for final action by the School of Dental Medicine in all cases rests with the Dean. Upon receipt of a written appeal, the Dean will review the Hearing Subcommittee’s findings and determinations to decide whether:

1. The student was accorded due process;
2. The facts of the case support the findings of the Hearing Subcommittee; and
3. Recommendations for disciplinary action, if any, are appropriate.

B. At the conclusion of the review, the Dean may:

1. Approve and implement the findings and determinations of the Hearing Subcommittee;
2. Amend and implement the findings and determinations of the Hearing Subcommittee; or
3. Remand the case back to the Hearing Subcommittee for further review and consideration.

C. The student and the Representative of the School shall be notified in writing of the Dean’s decision by certified mail, return receipt requested. The decision of the Dean is final, and there shall be no further appeal.

**Records**

All records pertaining to the case shall then be retained in the office of the Associate Dean for Academic Affairs for five years after final disposition of these matters. If a student is dismissed or suspended, the records shall be maintained in the student’s permanent file in the School of Dental Medicine.

**Annual Report**

During the first full month of the Fall Semester, the Chair of the Student Performance Committee will provide a report of the previous year’s activity to the faculty and students. The report should include the number of alleged violations reported, the number of proven violations, admissions of guilt, acquittals, and any disciplinary actions imposed.

**Review and Revision**

1. Every 2 years, the Chair of the Student Performance Committee will appoint a subcommittee to evaluate this Honor Code. At least one student, one School of Dental Medicine faculty member, and the Associate Dean for Student Affairs will be on this subcommittee. The Honor Code may be evaluated more frequently at the request of the Dean or the Student Performance Committee.
2. The Honor Code will be revised as needed following the evaluation. All revisions must be approved separately by a majority vote of the Faculty Senate.

3. The current Honor Code will be in effect until such time as revisions are approved.