

# ACADEMIC POLICIES AND PROCEDURES MANUAL

## PREDOCTORAL DENTAL PROGRAM

STONY BROOK UNIVERSITY SCHOOL OF DENTAL MEDICINE

**Approved: March 30, 2012**

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APPROVED BY THE ACADEMIC STANDING COMMITTEE AND FACULTY COUNCIL (MARCH 30, 2012)

## I. INTRODUCTION

The Academic Policies and Procedures Manual is the official document detailing the expectations, regulations, rights and due process for predoctoral dental students attending Stony Brook University School of Dental Medicine. Any individual who enrolls in the predoctoral dental program at Stony Brook University voluntarily places himself/herself under the rules and regulations of the University and the School, and agrees to abide by them. Therefore, students, faculty and administrative personnel need to be familiar with these regulations.

The faculty of the School of Dental Medicine established these policies and procedures in compliance with the Commission on Dental Accreditation (CODA). Students should refer to the following resources available in the Office of Education for additional information regarding applicable policies, procedures and standards: *University Student Conduct Code* and the American Dental Association (ADA) Principles of Ethics and Code of Professional Conduct. Student behavior is also governed by the School of Dental Medicine Honor Code.

These policies and procedures endorsed by the Faculty Council of the School of Dental Medicine serve as guidelines for academic actions and decisions regarding the predoctoral program. The Academic Standing Committee (ASC) is that body of faculty charged with interpreting and applying the provisions herein. While every effort is made to provide accurate and current information, the School of Dental Medicine reserves the right to change policies, procedures, programs, and other matters without notice when circumstances dictate.

## II. POLICIES AND PROCEDURES ON ACADEMIC PROGRESSION

### A. REQUIREMENTS FOR ACADEMIC PROMOTION

A student will be approved for academic promotion or advancement within the program to the next consecutive year if he or she has completed all of the requirements of the prior year as follows:

#### **Promotion from Year I to Year II:**

- Successfully completed all courses and preclinical laboratory exercises;
- Maintained acceptable academic ethics and professional behavior as delineated by the School of Dental Medicine Honor Code, Academic Policies and Procedures, as well as, but not limited to the *ADA Principles of Ethics and Code of Professional Conduct*, applicable state and federal laws, and generally accepted standards of professional behavior.

**Promotion from Year II to Year III:**

- Successfully completed all courses, preclinical laboratory exercises, minimal clinical accomplishments and competency examinations;
- Maintained acceptable academic ethics and professional behavior, as delineated by the School of Dental Medicine Honor Code, Academic Policies and Procedures, as well as, but not limited to the *ADA Principles of Ethics and Code of Professional Conduct*, applicable state and federal laws, and generally accepted standards of professional behavior;
- Registered for Part I of the National Board Dental Examination by June 1 of Year II.

**Promotion from Year III to Year IV:**

- Successfully completed all courses, preclinical laboratory exercises, minimal clinical accomplishments, competency examinations, and achieving a passing score on Part I of the National Board Examination;
- Maintained acceptable academic ethics and professional behavior, as delineated by the School of Dental Medicine Honor Code, Academic Policies and Procedures, as well as, but not limited to the *ADA Principles of Ethics and Code of Professional Conduct*, applicable state and federal laws, and generally accepted standards of professional behavior.

**B. REQUIREMENTS FOR GRADUATION**

The Doctor of Dental Surgery (DDS) degree will be conferred by Stony Brook University upon those persons who have fulfilled the following comprehensive requirements:

- Filed satisfactory evidence of having met the requirements for admission;
- Attended at a minimum of four separate years of dental instruction, the last two years of which must have been enrolled in the Stony Brook University School of Dental Medicine;
- Satisfactorily completed all course work, examinations, mandatory academic exercises, minimal clinical accomplishments and competency exams;
- Successfully passed Part I and Part II of the National Board Dental Examination;
- Maintained acceptable academic ethics and professional behavior, as delineated by the School of Dental Medicine Honor Code, Academic Policies and Procedures, as well as, but not limited to the *ADA Principles of Ethics and Code of Professional Conduct*, applicable state and federal laws, and generally accepted standards of professional behavior;
- Paid all tuition, fees and fines in full;

- Completed the American Dental Education Association (ADEA) Senior Survey and exit surveys conducted by the Office of Education.

All requirements for the DDS degree must be met within **six years** total from the time of initial matriculation. This time limitation does not apply to students in a combined degree program (e.g., DDS-PhD) or other approved programs.

### C. EVALUATION OF FACULTY AND THE CURRICULUM BY STUDENTS

The Office of Education and the Curriculum Committee provide mechanisms for continuous student input regarding the course objectives, instruction, presentations and other curricular criteria as part of the school's outcome's assessment process. Students will be required to complete surveys (available on CBase) evaluating course and instructor effectiveness, modes of instruction, sequence and assessment.

### D. EVALUATION OF STUDENTS

#### **Grading and Evaluative Comments:**

**A - Superior, excellent;** exceptional achievement; student performing at highest level of knowledge or skill expected at his/her level of development.

**B - Very Good;** student performing above average level of knowledge or skill expected at his/her level of development.

**C - Average, good;** student performing at level expected at his/her stage of development; performance may deviate somewhat both above and below the norm of performance, but not sufficiently to warrant the next higher or lower grade.

**F - Failure;** level of performance is unacceptable.

**H - Honors;** corresponds to A level of performance.

**S - Satisfactory;** corresponds to B and C levels of performance.

**U - Unsatisfactory;** corresponds to F grade.

**I - Incomplete;** used when a student does not complete the required course work by the stated end of a course due to circumstances beyond his or her control (N.B. not used for patient care courses or clinics).

**R - Requirements incomplete;** used only for patient care courses or clinics when the student has not completed the minimal clinical accomplishments by the end of the academic year.

**W - Withdrawal;** used if a student is given permission to withdraw from a course in progress prior to taking the final examination or completing the equivalent course requirements, with the expectation of taking it over again in the future. This grade will also be used for any uncompleted courses in the event that a student withdraws from the School of Dental Medicine prior to the completion of these courses.

#### E. GRADE POINT AVERAGE AND STUDENT RANKING

It is the policy of the School of Dental Medicine to **not** calculate grade point averages (GPAs) or rank predoctoral dental students in a given class, except to determine nominees for academic achievement awards. A weighted grade point average will be calculated for internal purposes only, which includes identifying the graduating seniors who qualify for Latin honors (*summa cum laude*, *magna cum laude* and *cum laude*) at graduation.

#### F. DUE PROCESS FOR COURSE GRADE RECONSIDERATION

At the completion of each course, it is the responsibility of the course director to post student grades and evaluation reports in CBase within three (3) days following the course final exam or within three (3) days following the last date of the semester, whichever is first. This is in compliance with Stony Brook University policy on the timely registering of grades. Students are responsible for checking their own grades in CBase and completing course evaluations necessary to gain access to them. A student request for reconsideration of a grade must be filed within ten (10) days of the date of grade posting by the course director. A student who has a question regarding a course grade or evaluation should initially request reconsideration by the course director. If the question remains unresolved, the student may appeal to the chair of the appropriate department with which the course director is appointed. If the question is not resolved at the department level, the student may appeal the grade to the Associate Dean for Education and thereafter to the Dean of the School of Dental Medicine.

#### G. COURSE FAILURE, REMEDIATION AND THE ACADEMIC RECORD

Students receiving an “F” or “U” grade in a course will be offered a make-up examination as part of the remediation for the course. Alternatively, the course director may determine that a student is “not remediable, except through repeating a course.” This determination of “not remediable, except through repeating a course” must be made in consultation with the Associate Dean for Education. All make-up examinations offered to resolve an “F” or “U” initial course grade must be completed and graded by July 31<sup>st</sup> of that academic year (unless the course end-date is after July 31<sup>st</sup>, in which case the deadline will be extended until two weeks after completion of the course).

Students who pass the course make-up examination will receive a grade of “C” or “S” on their permanent transcript regardless of the performance on the reexamination.

If the student fails the course make-up examination, the failing course grade (“F” or “U”) will be registered on the student’s permanent transcript for the respective academic year. The ASC will review the record of any such student and will consider a recommendation for repeating the failed course versus placement of the student on a “modified program of study” as detailed in Sections II. I and J, respectively.

If the student receives a passing grade after repeating the course, the grade of “A,” “B,” “C,” “H,” or “S” will appear on the student’s transcript for the subsequent academic year.

Make-up examinations will not be offered for any course that is being repeated because of a previous failure. Furthermore, the ASC will consider dismissal for any student who fails both the initial and repeated course.

#### H. REMEDIATION FOR “I” OR “R” COURSE GRADES

Students receiving an “I” grade in a course must complete any outstanding examinations, projects or remediation as determined by the course director by the start of the next academic year. Otherwise, the grade will be converted to an “F” on the permanent transcript. Under unusual circumstances, the Associate Dean for Education may extend this deadline.

The ASC will evaluate the record of any student receiving an “R” grade in a clinic course. The Committee may recommend that a student not be promoted to the next year of the program until the “R” grade is resolved. Alternatively, the Committee may recommend that the student advance to the next year with the stipulation that the deficiencies be corrected in the next year. Accordingly, the student will not receive credit in the affected discipline for which he/she has received a grade of “R,” until all outstanding minimal clinical accomplishments or competencies have been completed in the new academic year, and the “R” has been converted to an “S” or “H.” The ASC will prescribe deadlines for the correcting of any “R” grades. Failure to meet these deadlines will prompt the ASC to consider an academic warning or probation. Students are advised that receiving a grade of “R” may ultimately delay their graduation from the School of Dental Medicine.

#### I. REMEDIATION FOR “F” OR “U” COURSE GRADES

If the student receives a failing final course grade, the ASC will consider recommending a remediation plan that includes repeating the affected course or courses. As part of this plan, the ASC may recommend that the student request a leave of absence to re-enroll in the course as a

non-matriculated student. The ASC will consider dismissal for any student who fails both initial and repeated courses under his or her remediation plan.

#### J. REMEDIATION REQUIRING A MODIFIED PROGRAM OF STUDY

Under unusual circumstances and after evaluation of a student's record, the ASC may recommend that a student be placed on a "modified program of study" as the prescribed remediation plan. The ASC and the Associate Dean for Education will determine the structure of this individualized program, which will consist of repeating any courses for which the student received a grade of "F" or "U," plus one or several courses from the following academic year's curriculum. Grade posting on the academic record or transcript for the initial and repeated course (or courses) will follow the procedures as detailed above in Section II.G. Similarly, the ASC will consider dismissal for any student who fails both initial and repeated courses under his or her modified program of study.

Any modified program may not extend the total academic program for a student beyond six years. This time limitation does not apply to predoctoral dental students in combined degree (e.g., DDS/PhD) or other approved programs. This time limitation may not apply to students who have been accepted and who have documented learning disabilities or physical conditions that preclude them from taking a full course load. The time required for such students to receive the DDS degree will depend on the nature of the student's disability and reasonable accommodations as determined in consultation with the University's Disability Support Services.

#### K. REMEDIATION FOR LAPSES IN ETHICS OR PROFESSIONALISM

Predocutorial dental students found to have committed unethical acts or behaved in an unprofessional manner (as delineated by the School of Dental Medicine Honor Code, Academic Policies and Procedures, as well as, but not limited to the *ADA Principles of Ethics and Code of Professional Conduct*, applicable state and federal laws, and generally accepted standards of professional behavior) will be brought to the attention of the ASC. After evaluation of the record (e.g., findings from the School of Dental Medicine Honor Court or Academic Judiciary), the ASC may place the student on academic probation and may require an individualized remedial program in ethics and/or professionalism. Depending on the severity of the infraction, the ASC may consider and recommend immediate dismissal from the program.

#### L. REINSTATEMENT TO GOOD STANDING

After a student who has been placed on academic probation has completed the required remediation, the ASC will review the results on the remediation and the student's academic record, and determine whether or not the student will return to good standing.

- A student who has been placed on academic probation for failing a course will be returned to good standing upon satisfactory completion (passing) of the course.
- A student who has been placed on academic probation for failing to pass Part I or II of the National Boards by the prescribed time will be reinstated to good standing upon passing the examination.
- A student who has been placed on academic probation for failing to maintain acceptable academic ethics and professional behavior will be reinstated to good standing upon satisfactory completion of the remediation program specified by the ASC, and receiving satisfactory formative and/or summative assessments on ethics and professionalism.

The Associate Dean for Education has the authority to determine the student's status pending review by the ASC, until such time that the ASC convenes.

#### M. ETHICS AND PROFESSIONAL BEHAVIOR

Dental students are preparing for a career that demands the highest standards of honor, ethics, and professional behavior and appearance. All students are required to act in accord with the principles of the School of Dental Medicine Honor Code. Stony Brook University School of Dental Medicine promotes a sense of mutual respect among patients, faculty, staff, residents and students. Certain behaviors, such as violence, harassment and discrimination are inherently destructive to teacher-student, student-patient, and student-student relationships. Other behaviors, such as making demeaning or derogatory remarks, or giving destructive criticism, are also inappropriate and interfere with professional development. Students are expected to become familiar with and follow any written rules of conduct and professional behavior at any academic, clinical or research site at which the student trains.

#### N. ACADEMIC INTEGRITY

The fundamental rules of academic integrity are of prime importance to the institution, and breaches are taken seriously. The following are examples of breaches of academic integrity:

- **Cheating:** Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or possession of examinations (i.e., in violation of the course policy or director) shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but also to avoid the appearance of cheating, and to guard against facilitating cheating by others. Students who cheat, and students who help others cheat, are equally guilty of wrongdoing. Students should also do everything possible to induce

respect for the examining process and for honesty in the performance of assigned tasks in and out of class.

- **Fabrication:** Students and professionals are expected to be honest in their representations of fact and to not report as true information they do not know to be true. Reporting false information in the patient care setting or with the patient record is dishonest and in violation.
- **Plagiarism:** Honesty requires full acknowledgement of any ideas or materials taken from another source for either written or oral use. Any student who fails to give credit for ideas or materials taken from another source has committed an act of plagiarism. The language or ideas taken from others may range from isolated formulas, sentences or paragraphs, to entire sections of books, scientific articles, speeches or the writings of others. Plagiarism also includes offering someone else's work as one's own or submitting without acknowledgment materials assembled or collected by others in the form of projects or collections.
- **Scientific Misconduct:** Students involved in research are expected to conduct themselves according to the highest standards of scientific integrity. If participating in the research process, students must avoid intentional or gross negligence leading to fabrication of the scientific message or a false credit or emphasis given to a scientist. Anyone conducting research involving human subjects is required to undergo training in the ethical conduct of research and have their research protocol reviewed by the Committee Overseeing Research Involving Human Subjects.
- **Appropriate Identification:** It is improper for dental students to present themselves to patients or others as licensed dentists. In the clinical setting, students should visibly wear an official Stony Brook name badge, which shows the name and picture as identification as a dental student.

## O. STUDENT ATTENDANCE AND PARTICIPATION IN CURRICULUM

In general, attendance is **mandatory** for all classes, laboratory and clinic sessions at the School of Dental Medicine (unless otherwise stated by the course director and in the course syllabus). Classes are scheduled to begin "on the hour" and end "10 minutes before the hour." Course directors must inform students of their policy for admitting students who come "late" to a class session. It is suggested that the instructor give a short break during the class session if the class is scheduled to meet for more than one hour.

## P. EXCUSED ABSENCES

Excused absences can only be granted by the Office of Education. Students must notify the Associate Dean for Education of any illness or other unusual circumstances that may necessitate absence from classes, laboratory work, clinic sessions or other required activities. Students must also notify and consult with affected course or clinic directors who will determine the indication and nature of any make-up work. For missed clinic sessions, the student must seek approval of both the Associate Dean for Education and affected clinic directors. For absences longer than two

days due to illness, the student must provide a note from the physician or appropriate health care provider stating that the student is fit to return to classes and/or clinics.

#### Q. LEAVE OF ABSENCE

A voluntary leave of absence by a student must be approved by the Associate Dean for Education. A leave of absence may be granted to enable a student to address personal, health or academic needs. A request for a leave of absence must be presented in writing and addressed to the Associate Dean for Education. The written notification must state the start date of the requested leave, the intended return date to the program, and the justification for the leave.

- **Leaves of Absence to Resolve Personal or Health Problems:** When health is at issue, the request should contain documentation and a recommendation from the student's physician or other health care provider. All submitted materials will be kept in confidence to the extent provided by law.
- **Leaves of Absence for Academic Remediation:** The Associate Dean for Education will determine if the student requires leave to repeat or otherwise make-up academic work. A student will not be granted a leave of absence solely to avoid completing course requirements in a timely manner.
- **Leaves of Absence to Participate in an Educational Program, Research or Service-Engagement:** The student must submit a petition specifying the goals and scope of educational program, research or service-engagement opportunity to the Associate Dean for Education.

A student wishing to return from a leave of absence must request in writing (at least 30 days prior to the expiration of the leave) authorization to do so from the Associate Dean for Education. The petition should confirm the anticipated date of return and should document that the reason for the leave has been met. For leaves granted for health reasons, documentation from the student's health care provider must be included, and must specify that the return to the program does not create a risk of harm to the student, other students, patients, faculty and staff. Students on academic leave must document successful remediation. Returning students, whose clinical skills may have diminished during their absence, may require an individualized program of remediation as prescribed by the ASC. Readmission of students on leave of absence to the School of Dental Medicine is dependent on the availability of space and the satisfactory completion of all required examinations or remediation.

#### R. WITHDRAWAL FROM THE SCHOOL OF DENTAL MEDICINE

Students may voluntarily withdraw from the predoctoral program of School of Dental Medicine, but they must notify the Associate Dean for Education in writing of this request. The written notification must state the effective date of the withdrawal. Individuals who wish to return after

formal withdrawal must reapply for admissions in accordance with the guidelines above (Section II. Q.).

### S. ACCOMMODATION FOR STUDENTS WITH DISABILITIES

The School of Dental Medicine has non-academic requirements or “Technical Standards” that all predoctoral dental students are expected to meet. Any student who believes he or she has a physical, psychological, medical or learning disability that may impact on course or clinical work should contact both the Associate Dean for Education and Stony Brook University Disability Support Services (631-632-6748 or [dss@notes.cc.sunysb.edu](mailto:dss@notes.cc.sunysb.edu)). The latter office will, in consultation with the School of Dental Medicine, verify the student’s disability and determine what accommodations are necessary and appropriate. All information and documentation regarding the request and disclosed disability will be kept confidential.

A student who has a verified disability that affects his or her academic performance and who wishes special accommodations to be made has the responsibility of notifying course directors at the beginning of each course and specifying the approved accommodations. Students failing to notify course directors at the beginning of the course of their disability and needs may lose their right to special accommodations.

The determination by Disability Support Services (in consultation with the Associate Dean for Education) that a student's disability warrants special accommodations may dictate provisions covering all examinations given as part of the predoctoral dental curriculum. Internal (University) decisions about disability and accommodation, however, do not govern the National Boards. The Joint Commission on National Dental Examinations governs the administration of the National Board Dental Examinations Part I and II. Any student wishing disability accommodations for National Board Dental Examinations is responsible for contacting Joint Commission on National Dental Examinations directly to request them.

## III. EDUCATIONAL PRIVACY

### A. STUDENT RECORDS

The Office for Education maintains a permanent record for each student that includes an academic file. The file contains admissions and registration materials, evaluation forms, academic summaries, and other relevant correspondences. The file contains information deemed necessary for the proper documentation of the student's progress through the predoctoral curriculum of the School of Dental Medicine. Student grades and evaluations are electronically posted in CBase, and students are encouraged to review them regularly. This electronic posting constitutes official notification of grades.

The maintenance and utilization of academic file are guided by national standards (see Section III. B.). Any faculty member at the School of Dental Medicine who has a legitimate need may review a student's academic file after gaining permission from the Associate Dean for Education. Official copies of students' academic records will be submitted to requesting institutions (i.e., in support of applications to residencies, specialty training programs, licensing boards, etc.) only upon **written request** from the student.

Official transcripts of studies completed at other institutions, which have been presented to the School of Dental Medicine for admission or evaluation for credit for transfer and/or advanced standing, cannot be copied or reissued. If a transcript of this work is needed, it must be obtained directly from the institution that originally issued the document.

**NOTE:** the University, Health Sciences Center and School of Dental Medicine reserve the right to withhold issuance of a copy of a student's academic record for any student who has failed to meet all financial obligations.

## B. EDUCATIONAL PRIVACY AND ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) sets forth federal requirements designed to protect the confidentiality of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. FERPA affords students certain rights with respect to their education records. These include the right for a student to inspect and review his or her education records within 45 days of the date that the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

If a student believes their educational record is inaccurate or misleading, he or she has the right to request an amendment. Students should write the University officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision. If appropriate, additional information regarding the possibility of a hearing will be provided to the student.

Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

University in an administrative, supervisory, academic (faculty) or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by Stony Brook University to comply with the requirements of FERPA. Complaints should be sent to the following address:

Family Policy Compliance Office  
US Department of Education  
Washington, D.C. 20202- 4605

The University (in accordance with FERPA) has designated the following information about students as public (directory) information:

- Name
- Address (local and home, including e-mail)
- Date and place of birth
- Telephone (local and home)
- Program of study (including college of enrollment and major)
- Enrollment status (e.g., full-time, part-time, withdrawn)
- Dates of attendance
- Degrees and awards received
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Likenesses used in university publications.

Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld (including items to be published in the Student Directory) shall so indicate by completing a "Change of Information Form," which can be obtained from the Office of the University Registrar or any college/extended campus office. At least ten (10) days should be allowed for processing of these requests. The University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers and other institutions of higher education, honor societies, licensing agencies, government agencies and the news media.

Each student is advised to carefully consider the consequences of a decision to withhold “directory information.” The University in all good faith will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

Applicable regulations include:

- The Family Educational Rights and Privacy Act (FERPA)
- The USA Patriot Act (amends FERPA)
- New York State Law (regulates use of students’ social security and identification numbers)
- University Policy 507 (Student Access to Academic Records)

## IV. ACADEMIC STANDING POLICIES AND PROCEDURES

### A. INTRODUCTION

A student's academic standing is subject to university standards and to the policies of the School of Dental Medicine (SDM). The Dean of the school shall be responsible for final decisions concerning a student's status. A student needs to be in good standing to maintain matriculation within the school's programs. If the student fails to maintain good academic standing, they may be subject to either: academic warning, probation, suspension, reinstatement, or termination. Students have right of appeal to challenge any change in academic standing. In cases of academic dishonesty, see SDM policy and procedures on academic dishonesty (Section V).

### B. GOOD STANDING

A student who meets the following academic standards of the School of Dental Medicine will be considered to be in good standing:

1. Successful Completion of all courses, laboratory exercises, minimal clinical accomplishments, and competency examinations.
2. Passed Part I of the National Board Dental Examination by December 31 of Year III and passed Part II of the National Board Dental Examination prior to graduation.
3. Conducted himself/herself in accordance with high standards of professional and academic ethics.

4. In the course of academic evaluation, students must also demonstrate adherence to professional codes of ethics, sensitivity to patient and community needs, and appropriate professional behavior and demeanor.\* This includes the ability to work with and relate to peers and other members of the health care team, attitude, attendance, appearance and punctuality.

If a student loses good standing status, he/she will be placed on academic probation. Only students in good standing will be permitted to begin a new academic year, except on the specific recommendations of the ASC. If such permission is given, the Committee shall stipulate, in advance, the specific method and time limit the student has to restore their good standing status. At the completion of the indicated time period, the Committee will re-evaluate the progress of the student, and recommend either re-instatement of good academic standing status or dismissal from the School of Dental Medicine.

*\* Examples of inappropriate behavior may include the inability to respond to constructive criticism, failure to recognize the impact of verbal/non-verbal communication without appropriate modification, inaccuracy of self-assessment, and inability to adapt to change.*

## C. ACADEMIC WARNING

### ***Policy***

A student who does not meet the standards set forth in Section II (e.g., failure to correct an “R” grade by the deadline prescribed by the ASC) may be given an academic warning. Depending on the severity of non-compliance with the requirement(s), the ASC will issue an academic warning to the student, place the student on academic probation, or both. Students shall be informed of the academic warning (i.e., reason, consequences and recommended remediation) in writing by Associate Dean for Education. This warning does not imply or necessarily preclude suspension and/or probation.

### ***Procedure***

1. At quarterly intervals, the ASC will review each student’s academic record and identify students who are experiencing academic difficulty and/or who fail to meet expected professional standards of conduct by means of faculty consultation, or by means of these academic records.
2. Per the ASC recommendations, Associate Dean for Education will promptly inform the student in writing of the academic warning, the reason, possible consequences and available resources for remediation [within ten (10) business days].
3. The Associate Dean for Education will follow up on the student’s progress, be available for consultation, and will report back to the ASC.

4. A student may receive any number of these “warning” letters from the Associate Dean for Education without a change in academic standing.
5. Depending on the severity of non-compliance to the academic requirement(s) outlined in Section II, the ASC may place a student on probation or suspension without receiving prior “warning” letters.

#### D. PROBATION

##### ***Policy***

A student who does not meet the standards set forth in Section II (e.g., a student who receives a failing course grade and who must repeat the course, a student found guilty of academic dishonesty, or a student who fails to consistently exhibit appropriate professional behavior) shall be placed on academic probation for an appropriate academic period (ordinarily one semester depending on the student’s schedule). Students shall be informed of the academic probation (i.e., reason, consequences and recommended remediation) in writing by Associate Dean for Education.

##### ***Procedure***

1. At quarterly intervals, the ASC will review each student’s academic record and identify students who are experiencing academic difficulty and/or who fail to meet expected professional standards of conduct by means of faculty consultation, or by means of these academic records.
2. Per the ASC recommendations, Associate Dean for Education will promptly inform the student in writing of the academic probation, the reason for the action, the period of time, conditions for removal from probationary status, possible consequences and available resources for remediation [within ten (10) business days].
3. If the student has met the conditions for removal from probation by the end of the probation period, the Associate Dean for Education will recommend return to good academic standing to the ASC. The Associate Dean for Education will promptly inform the student in writing of his/her return to good academic standing [within ten (10) business days].
4. If the student has not met the conditions for reinstatement and there is evidence that the student should not be dismissed, the Associate Dean for Education may choose to recommend to the ASC an extension of the probationary period.
5. The student may request extension of probation by petition to Associate Dean for Education who would ordinarily refer this to the ASC for review and recommendation.

6. If the student has not met the conditions by the end of the probation period, the student will be subject to dismissal.

## E. SUSPENSION

### ***Policy***

The faculty, through its Academic Standing Committee, reserves the right to recommend the suspension of any student whose conduct or academic performance is judged to render the student unfit for the training in or the practice of dentistry, or whose health status is such that they pose a risk of harm to themselves, other students, patients, faculty, and staff (per 10NYC RR405). In addition, an administrative suspension may be instituted by the Associate Dean for Education when a student poses an imminent risk of danger to self, others or the institution. An administrative suspension begins immediately and the student may not participate in school activities. The student has fourteen (14) days from being notified of the suspension to appeal the decision to the Dean.

### ***Procedure***

1. A student may be suspended by the Associate Dean for Education on the recommendation of the ASC at any time when there is a serious error in professional judgment on the part of the student (e.g., actions taken by the student that jeopardize patient safety).
2. Whenever possible complete documentation should be kept of any incidents leading to the recommendation for suspension.
3. Per the ASC recommendations, Associate Dean for Education will promptly inform the student in writing of the suspension, the reasons, the defined period for suspension (not to exceed one year) and the conditions for reinstatement [within ten (10) business days].
4. The Associate Dean for Education will review the student's status to ascertain if the conditions are met:
  - a. If the student has met the conditions by the end of the suspension period, the Associate Dean for Education may recommend reinstatement to the ASC. The Associate Dean for Education will promptly inform the student in writing of the decision for reinstatement.
  - b. If the student has not met the conditions for reinstatement by the end of the suspension period, the student will be subject to dismissal.
  - c. Suspension may be extended by Associate Dean for Education (per recommendation of the ASC), with appropriate documentation to warrant continuation of suspended status. The Associate Dean for Education shall notify the student of the extension, the extension period, and the conditions for reinstatement by letter within ten (10) business days.

- d. Grades for interrupted courses will be determined for each student on an individual basis by the program faculty for each course. The options are withdrawal, incomplete, or delete.
  - e. While an administrative suspension may begin immediately, an ASC recommended suspension begins fourteen (14) days after the student receives notification of the ASC decision and the student may continue to participate in school activities during that period. If the student wishes to appeal the ASC decision to the Dean it must be done within fourteen (14) days.
  - f. A student may appeal suspension by petitioning the Dean. In such cases, the student must inform the dean in writing no later than fourteen (14) business days after receipt of written notice of suspended status. In the written letter petitioning the appeal, the student shall state his/her intention to, and reasons for, the appeal.
5. A suspended student will not be granted a leave of absence except under extenuating circumstances.
  6. A student's suspension becomes official if the student fails to appeal in fourteen (14) days or when and if the Dean denies the appeal. At that point the student is removed from the class list and from courses in the remaining academic year.

## F. REINSTATEMENT

### ***Policy***

After a student who has been placed on academic probation has completed the required remediation, the Academic Standing Committee will review the results on the remediation and the student's academic record and determine whether or not the student will return to good standing.

### ***Procedure***

1. If the student has met the conditions for removal from probation by the end of the probation period, the Associate Dean for Education will recommend to the ASC that the student return to good academic standing.
2. The Associate Dean for Education will promptly inform the student in writing of his/her return to good academic standing [within ten (10) business days].
3. **Academic Probation:** If a student has been placed on academic probation for failing a course, he/she will be returned to good academic standing upon satisfactory completion of the course.

If a student has been placed on academic probation for failing to pass Part I or II of the National Boards by the prescribed time, he/she will be reinstated to good standing upon passing the examination.

If a student has been placed on academic probation for failing to maintain acceptable academic ethics and professional behavior, he/she will be reinstated to good standing upon satisfactory completion of the program of remediation specified by the ASC, and receiving satisfactory formative and summative assessments of professional behavior.

4. **Suspension or Leave:** Reinstatement after a suspension or leave period means that the student is allowed to register for courses, but may not necessarily be in good standing. The student's academic standing would depend on the conditions for reinstatement and individual circumstances.

## G. DISMISSAL

### ***Policy***

A student who fails to satisfy the conditions imposed by the Associate Dean for Education and Academic Standing Committee by the end of the probationary or suspension period will be subject to dismissal. A student who has been informed that he/she is subject to dismissal will not be permitted to participate in any school activities pending any appeal process except under extraordinary circumstances as determined by the Associate Dean for Education.

The Academic Standing Committee may recommend dismissal if a student:

- fails three courses;
- fails a single course while on academic probation;
- has been cited for lack of acceptable academic ethics or professional behavior;
- is unable to pass either Part I or II of the National Board Examination after three (3) attempts;
- fails to proceed through the curriculum in accordance with the time requirements specified herein.

The decision to dismiss shall be made only after full consideration of the student's entire academic record. Unless the Academic Standing Committee or the Associate Dean for Education determines otherwise, a student who is recommended for dismissal will be allowed to continue to attend classes pending a final decision by the Dean. The Standing Rules of the Academic Standing Committee regarding dismissal will be adhered to:

### ***Procedure***

1. The student shall receive a written statement that he/she is being considered for dismissal, and that a special meeting is to be held (on the stated date) to consider the matter.
2. In the statement, the student shall be advised that he/she may present witnesses appearing in his/her behalf. A list of such witnesses shall be delivered to the Chair of the Academic Standing Committee at least two (2) working days before the date set for the meeting. Neither the student nor the Committee shall be represented by counsel at this meeting.
3. The meeting shall be conducted no later than ten (10) working days from the time notice of the meeting is delivered to the student.
4. The student shall be given copies of the Standing Rules of the Academic Standing Committee and the Academic Policies and Procedures.
5. The meeting must be conducted with a quorum of four voting members of the Academic Standing Committee present.
6. The meeting shall begin with a review of the total record of the student, including, but not limited to, academic grades, reports, and evaluations.
7. The student shall have the opportunity to present his/her version of his/her performance, using any relevant evidence, exhibits, and oral testimony.
8. The Committee shall base its recommendations solely upon the evidence presented at the meeting
9. Motions by the Committee and discussions shall be conducted in executive session.
10. Deliberations of the Committee and all supporting documents shall be forwarded in writing to the Dean within two (2) working days following the meeting.
11. The Dean shall report his/her decision in writing by certified mail, to the student within five (5) working days with a copy to the Associate Dean for Education and Chair of Academic Standing Committee. If the decision is recommendation for dismissal, the letter will state that the dismissal will be stayed if the student chooses to exercise the right to appeal.
12. The student may appeal the decision of the Dean to the Office of the Vice President of the Health Sciences Center. If appeal is elected, the student must do so in writing, stating the reason(s) for the appeal, within ten (10) business days following the student's receipt of the letter from the Dean.

## H. APPEAL

### ***Policy***

If a student wishes to appeal a recommendation made by the Academic Standing Committee to the Dean, the student must direct a letter stating the reason(s) for the appeal to the Dean. If the student wishes to challenge the final decision made by the Dean, a further appeal may be directed to the Vice President, Health Sciences Center within ten (10) business days of receipt of the written notice of Dean's decision for the change in academic standing.

### ***Procedure***

1. If the student chooses to appeal a recommendation of the Academic Standing Committee, he/she must inform the Dean in writing of the intent, and reason(s) for the appeal, within ten (10) business days of receipt of the certified letter from the Associate Dean for Education. Reasons for appeal may include the perception by the student that program or course policies and procedures were not followed. Appeals will not be granted to those students seeking to challenge course grades, or the validity of examinations or exam questions.
2. The Associate Dean for Education will make available to the Dean the academic records of the student plus documentation on the proceedings of the Academic Standing Committee corresponding to the student's enrollment.
3. The student may request to meet with the Dean to present his/her version of his/her performance prior to the Dean's decision. This request should be included in the student's written appeal.

### **APPEAL DECISION**

1. The Dean of the School of Dental Medicine may or may not accept the recommendation of the Academic Standing Committee and shall inform the student of the final decision in writing within ten (10) business days.
2. Appeal Upheld:  

If an appeal results in reversal/reinstatement, the student shall be notified by the Dean, in writing, within ten (10) business days.
3. Appeal Denied:
  - a. If an appeal from dismissal is denied, the student shall again be subject to dismissal. If the student wishes to pursue further appeal, no action will be taken on the student's status until the Vice President, Health Sciences Center has had the opportunity to review the case.
  - b. If an appeal from other than dismissal (e.g., probation, suspension) is denied, the student shall continue his/her present status until the conditions of probation or suspension are met. A student who fails to satisfy the conditions imposed by the Dean by the end of the

probationary or suspension period will be subject to termination.

## I. LEAVE OF ABSENCE

### ***Policy***

A student may request a leave of absence for personal, medical or academic reasons, but not for longer than one year. A student may also request a leave of absence for participation in an educational program, research or service-engagement. A suspended student will not be granted a leave of absence. A student may not be granted more than one leave of absence for other than medical reasons.

### ***Procedure***

1. A student requesting a leave of absence, for medical, remedial or personal reasons, must do so in writing to the Associate Dean for Education. The written notification must state the start date of the requested leave, the intended return date to the program, and the justification for the leave.
2. The Associate Dean for Education reviews the leave request and either approves or denies the request.
3. The Associate Dean for Education will inform the student of the approval or denial of the leave within ten (10) business days. The written approval shall include the following:
  - a. Reason for leave.
  - b. Length of time of the leave, not to exceed one year.
  - c. The date by which the student must inform the Associate Dean for Education, in writing of the intent to return (at least 30 days prior to the expiration of the leave).
  - d. Academic standing of the student at the time of leaving and the time of resuming studies.
  - e. Any conditions for reinstatement.
4. Students requesting a leave for medical reasons must also submit a physician's note recommending leave. A physician's note indicating that the student is able to resume studies when the leave is over shall be a condition for reinstatement.
5. Leave may be extended by the student's petition to the Associate Dean for Education, who will review the request and make a recommendation, but in no case, will the leave be extended to total more than one year. (Under exceptional circumstances, a medical leave may be extended beyond one year.)
6. If the conditions for reinstatement are not met by the date indicated, the student will be subject to dismissal.

7. Should there be disagreement between the student and the Associate Dean for Education concerning the arrangements for leave, the matter shall be referred to the Academic Standing Committee for review and recommendation.

## J. WITHDRAWAL

### *J.1 AUTHORIZED WITHDRAWAL*

Withdrawal from the Health Sciences Center, for any reason, will be recorded only when the student requests to withdraw in writing and the Associate Dean for Education supports the request. The written notification must state the effective date of the withdrawal. The Associate Dean for Education forwards the student's written request to the Dean. The date upon which the student requests to withdraw, and not the date of the last documented class attendance, is considered the official day of withdrawal. Non-attendance or notification to the instructors does not constitute formal withdrawal.

### *J.2 UNAUTHORIZED WITHDRAWAL*

A student who leaves the School of Dental Medicine without obtaining an official withdrawal may forfeit the privilege of honorable dismissal and the prospect of readmission, and will be reported on the official student transcript as having failed all courses which have not been completed.

## V. ACADEMIC DISHONESTY

### A. INTRODUCTION

Intellectual honesty is a cornerstone of all academic and scholarly work. Therefore, the University, including the School of Dental Medicine, views any form of academic dishonesty as a serious matter. The University Senate Academic Judiciary Committee is responsible for the establishment of general guidelines for dealing with academic dishonesty. The academic judiciary committee or the committee on academic standing of the school in which the student is enrolled has the responsibility for handling individual cases of academic dishonesty. For the School of Dental Medicine, cases of alleged academic dishonesty are first heard by the Honor Court. Findings of academic dishonesty from the Honor Court are reported to the Academic Standing Committee, which makes decisions regarding changes in academic standing and remediation.

Academic dishonesty includes any act which is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition, which is not properly earned. It is to behave, or to help another to behave, so as to improperly advance, protect, or diminish the academic status of individuals or the University.

## B. EXAMPLES OF ACADEMIC DISHONESTY

Typical examples of academic dishonesty include but are not limited to:

### *B.1 CLASSROOM DISHONESTY*

1. Cheating on course or proficiency examinations by the use of books, notes, or other aids when these are not permitted, or by copying from another student.
2. Submission of similar papers or projects in more than one course without permission of the instructor(s).
3. Collusion: Two or more students helping each other on an examination or assignment, unless specifically permitted by the instructor.
4. Use of substitutes: Sitting in for another student at an examination, or permitting someone else to sit in for oneself.
5. Plagiarism: The submission of another's work as one's own original work without proper acknowledgment of the source.
6. Falsifying documents or records related to credit, grades, change of status forms (e.g., adds and drops), and other academic matters.
7. Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
8. Use of unauthorized materials for an exam or project (e.g., use of calculators on an exam where they have been prohibited, beepers, or other electronic devices).
9. Circulation and/or use of unauthorized "old exams".
10. Unauthorized possession of an exam, even if inadvertent or un-premeditated.
11. Theft, concealment, destruction, or inappropriate modification of classroom or other instructional material (e.g., posted exams, library materials, laboratory supplies, computer programs and outputs).
12. Preventing relevant material from being subjected to academic evaluation.

### *B.2 CLINICAL DISHONESTY*

The principles of academic dishonesty shall also apply to those courses taken during the clinical phases of a program of instruction. In clinical programs academic dishonesty shall be defined further to include, but not be limited to:

1. Falsification of patient or institutional records.
2. Concealing information or activities that affect the safety and well-being of patients.
3. Inappropriate violation of client confidentiality.
4. Engaging in activities that are contrary to professional codes of ethics or standards or practice as defined by the program, school, or professional associations.
5. Misrepresenting one's role as a student to an institution, patient, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
6. Failure to seek supervision for clinical activities or neglecting to obtain required clearance for such clinical activities.
7. Performance of procedures without supervision, for which the student has not been prepared.
8. Failure to follow the University guidelines regarding the use of human subjects or laboratory animals in research or experimentation.

### C. ACADEMIC DISHONESTY POLICY

- a. Under the principle of academic freedom, each faculty member reserves the authority, and with it the responsibility, to clearly define the bounds of acceptable conduct and to carry on his/her duties in a fashion conducive to academic honesty. The faculty member retains the right to take immediate and appropriate actions to prevent and/or deal with any act of unacceptable conduct on the part of a student. Students may bring forth charges of academic dishonesty as well. The faculty member and/or student shall formally refer the matter to the Honor Court to determine whether a violation has occurred.
- b. Students who are accused of academic dishonesty during an exam have the right to and should be encouraged to finish the exam; in this way, students who appeal the accusation will have a completed exam on which their final grade will be based, should the accusation not be sustained. When academic dishonesty is suspected during an exam it is at the discretion of the instructor whether the student should be informed of suspicions immediately or when the exam is over. When academic dishonesty is confirmed before an exam (e.g., unauthorized possession), the student should be prohibited from taking that exam; if the instructor suspects that other students may have been exposed to the exam, the instructor may void that exam, at his/her discretion, and re-test. The course instructor may impose a penalty within the confines of his/her course prior to a formal finding of academic dishonesty with the Honor Court. The student may either admit to academic

dishonesty and accept the penalty, or appeal the course instructor's allegation and penalty to the Academic Standing Committee. The Academic Standing Committee holds the right to defer its appeal decision until the Honor Court delivers its findings and recommendation regarding the violation.

- c. Students who are accused of academic dishonesty while on clinical rotation should be allowed to continue during the appeal process, unless the department or clinical institution believes that this would not be in the patients' best interests.
- d. Students are presumed innocent until found guilty. Students may be found guilty of academic dishonesty by the Honor Court on the basis of preponderance of evidence. This may be obtained from direct evidence, circumstantial evidence, or a combination of the two. For example:
  1. In cases of suspected plagiarism, a dramatic change in writing style may contribute toward a finding of guilty; identification of source material strengthens the accusation.
  2. Possession of an accessible crib sheet may contribute toward a finding of guilty even if the student was not observed using the crib sheet.
  3. Students may be found guilty of academic dishonesty if they are observed to be communicating with one another even if there is no clear indication on the exam paper of where collusion may have taken place.
  4. Students may be found guilty of academic dishonesty on the basis of similarity between exams, papers, or other work even though there were no witnesses to communication between the accused students.

#### D. ACADEMIC DISHONESTY PROCEDURES

The procedures for reporting and resolving of alleged violations of academic integrity are detailed in the School of Dental Medicine Honor Code. Briefly, the Honor Court is that judiciary of students plus an *ex officio* Faculty Advisor that hears and deliberates on matters of academic dishonesty. The Honor Court is composed of fifteen (15) elected student representatives (three from each predoctoral class plus three postdoctoral students). A case of a suspected Honor Code violation may be brought to the Honor Court through self-reporting by a student or faculty member or by an impartial mediator (Honor Court member). The procedures towards resolution of the violation include assigning a Chairperson, holding a preliminary (organizational meeting), conducting a formal hearing, then communicating the findings and recommendations of the Honor Court to the appropriate individual or committee (e.g., Associate Dean for Education, Academic Standing Committee, and/or Postdoctoral Program Director).

### *D.1 PENALTIES FOR ACADEMIC DISHONESTY*

The course instructor may render a penalty for any suspected act of academic dishonesty within the confines of that course prior to a formal finding of academic dishonesty with the Honor Court. If the accused student appeals the allegation or penalty to the Academic Standing Committee (ASC), the ASC may defer its decision on the appeal until the Honor Court delivers its findings and recommendation. The ASC can support the course instructor's penalty, support the Honor Court's recommendation, or render its' own penalty. The penalty for any substantiated act of academic dishonesty may be expulsion (dismissal) from the school unless the Dean concurs with an Academic Standing Committee's recommendation for a modified penalty.

1. In Course Work: Penalty may be dismissal from the University and/or may be a specific course grade. A grade received by a student found guilty of academic dishonesty may not be removed by withdrawal from the course or changed to pass/no credit. Students registered pass/no credit will receive a letter grade rather than a P or NC.
2. In Clinical Work: A violation of academic integrity in clinical work reviewed and accepted by the Academic Standing Committee in accordance with the academic policies and procedures may lead to an immediate suspension of the student. Students found guilty of such an allegation may be dismissed from the University.
3. Other Situations: In cases of academic dishonesty not related to a course (e.g., stealing a library book) a suitable notation may be entered on the student's permanent academic record, as determined by the committee. All such cases are to be reported to the school's Academic Standing Committee.

### *D.2 MULTIPLE OFFENSES*

If a student is found to have committed two or more acts of academic dishonesty, the Academic Standing Committee shall consider a further penalty, in addition to those already established for the separate offenses. This action must be taken 1) in the semester in which the multiple offenses were discovered or 2) within two months of the discovery, whichever is longer. Normally the penalty for multiple offenses will be expulsion from the University and this action will be noted on the student's permanent educational record.

### *D.3 APPEAL*

#### ***Policy***

If a student wishes to appeal a recommendation made by the Academic Standing Committee regarding academic dishonesty to the Dean, the student must direct a letter stating the reason(s) for the appeal to the Dean. If the student wishes to challenge the final decision made by the Dean, a further appeal may be directed to the Vice President, Health Sciences Center within ten (10) business days of receipt of the written notice of Dean's decision for the change in academic standing.

#### ***Procedure***

1. If the student chooses to appeal a recommendation of the Academic Standing Committee regarding academic dishonesty, he/she must inform the Dean in writing of the intent, and reason(s) for the appeal, within ten (10) business days of receipt of the certified letter from the Associate Dean for Education.
2. The Associate Dean for Education will make available to the Dean the academic records of the student, any report from the Honor Court plus documentation on the proceedings of the Academic Standing Committee corresponding to the student's enrollment.
3. The student may request to meet with the Dean to present his/her version of the events prior to the Dean's decision. This request should be included in the student's written appeal.

### *D.4 APPEAL DECISION*

1. The Dean of the School of Dental Medicine may or may not accept the recommendation of the Academic Standing Committee and shall inform the student of the final decision in writing within ten (10) business days.
2. Appeal Upheld:

If an appeal results in reversal/reinstatement, the student shall be notified by the Dean, in writing, within ten (10) business days.
3. Appeal Denied:
  - a. If an appeal from dismissal is denied, the student shall again be subject to dismissal. If the student wishes to pursue further appeal, no action will be taken on the student's status until the Vice President, Health Sciences Center has had the opportunity to review the case.
  - b. If an appeal from other than dismissal (e.g., probation, suspension) is denied, the student shall continue his/her present status until the conditions of probation or suspension are met. A student who fails to satisfy the conditions imposed by the Dean by the end of the probationary or suspension period will be subject to termination.