

Code of Conduct Policy

I. Purpose:

To describe the types of infractions and resolution process for students enrolled in the School of Dentistry who violate or observe a violation of the School of Dentistry Code of Conduct.

II. Policy:

Types of Infractions

The School of Dentistry believes all oral healthcare providers must possess the highest level of integrity and ethics. School of Dentistry students are expected to govern conduct toward patients, other students, faculty, staff and others with integrity, mutual respect and honor. Students enrolled in a School of Dentistry educational program must follow the guiding principles of the School of Dentistry Code of Conduct as articulated in the *Code of Conduct Student Handbook Statement*.

Alleged violations of the Code of Conduct are defined by three categories: Academic Integrity, Professionalism in Healthcare and Personal Conduct. These categories are defined in the *Code of Conduct Student Handbook Statement*.

In addition to these violations, the Board of Regents policy guides and governs conduct for members of the University community
http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf

Process

Alleged conduct violations are reported using the *Code of Conduct Incident Report*. Faculty, staff and students may submit a report for any other faculty, staff or student in the School of Dentistry. Complaints reported against faculty or staff will be given to the School of Dentistry Office of Human Resources for resolution. Complaints reported against students will be investigated by the School of Dentistry Code of Conduct Officer.

The Code of Conduct Officer will investigate complaints following the steps defined in *Code of Conduct Officer Investigation*. The Code of Conduct Officer will determine the type of allegation and next steps. Professionalism in Healthcare and

Personal Conduct violations may be resolved through informal resolution or a hearing. Academic Integrity violations must be referred to a hearing.

Hearings mandated by the Code of Conduct Officer will be conducted following *School of Dentistry Code of Conduct Hearing Rules of Procedure*.

The Office of Academic Affairs will maintain all records associated with investigation and resolution of complaints. The Office of Academic Affairs is also responsible for enforcement of sanctions determined through informal resolution or by a hearing board.

III. Definition(s):

Students: Any individual enrolled in any educational program directed by or associated with the School of Dentistry. These include dental, dental hygiene and dental therapy students as well as postgraduate certificate and advanced degree-granting programs.

Policy Owner:	Associate Dean for Academic Affairs
External References:	
Related Policies:	
Approved by:	Council of Chairs
Approval Date:	
Effective Date:	
Revision Date:	

School of Dentistry Code of Conduct Student Handbook Statement

The School of Dentistry believes all oral healthcare providers must possess the highest level of integrity and ethics. The trust placed in students as healthcare providers by patients, the University, and communities is a privilege that must be continually fostered. School of Dentistry students are expected to govern conduct toward patients, other students, faculty, staff and others with integrity, mutual respect, and honor.

The guiding principles of the School of Dentistry Code of Conduct are that students and residents¹;

- Must engage faculty, staff, patients, other students, and the community with respect and dignity in a culturally sensitive manner at all times.
- Must engage patient treatment with the patient's overall health and welfare as the highest priority.
- Must maintain the highest academic integrity when dealing with all didactic and laboratory assignments, examinations, attendance sheets, electronic health record entries, preclinical and clinical grading records, use of equipment and supplies, and academic and patient records.
- Must conduct themselves in a mature, courteous, and professional manner in lecture classes, clinics, and laboratories, outreach facilities, and in other areas of the School of Dentistry and its associated teaching environments.
- Must not behave in a threatening, harassing, or assaultive manner toward other students, faculty, patients, or other individuals or groups encountered while enrolled at the University of Minnesota.
- Must not display or participate in threatening, harassing, or assaultive behavior (perceived or real) that endangers, or threatens to endanger, the health, safety, or well-being of any person or group, regardless of whether it is physical, emotional, psychological harassment, or cyber bullying.

Academic Integrity violations of the Code of Conduct include, but are not limited to:

- **Scholastic Dishonesty** – Cheating on written examinations, assignments or practical examinations or engaging in unauthorized collaboration on any academic work.
- **Plagiarism** – presenting the scholarly work of another as one's own.
- **Dishonesty** – of any type
- **Falsifying or Forging** – attempts to forge or falsify patient records and charts, classroom attendance, or student pre-clinical and clinical records.
- **Misrepresenting** – presenting someone else's project or clinical work as one's own.

Professionalism in Healthcare violations of the Code of Conduct include, but are not limited to:

- **Patient Management and Conduct**
 - Starting treatment without a start check,
 - Working without supervision,
 - Verbal or sexual harassment, physical abuse,
 - Patient abandonment,
 - Treating patients while under the influence of alcohol and/or illicit drugs,
 - Over-treatment of patients.
- **Patient Encounter** – being late for a patient appointment, failing to be present for a patient appointment without an approved absence.
- **Attendance** – failure to follow school attendance policies and procedures, including missing a clinic session without an approved absence.
- **HIPAA** – failing to adhere to regulations specified in the federal Health Insurance Portability and Privacy Act (HIPAA).
- **Patient Appointment** – falsely scheduling a patient appointment.
- **Clinical Protocols** – failure to follow designated clinical protocol and supervisor instructions.
- **Communication** – using inappropriate language with patients, students, faculty, or staff, as well as, using an inappropriate tone/demeanor with patients, faculty, or staff.
- **Social Media** – inappropriate use of any and all forms of social media, which includes using disparaging language, posting or transmitting photographs of patients or teeth, and casting disparaging images of students, faculty, or staff in electronic form.

Personal Conduct violations of the Code of Conduct include, but are not limited to:

- **Disruptive Behavior**– in lecture halls, clinics, or laboratories.
- **Abuse of Equipment** – wasting supplies, including the use of School of Dentistry equipment and supplies for non-school purposes.
- **Threatening, Harassing, or Assaultive behavior** – stalking, bullying, sexual assault, or any behavior toward any person or group

In addition to these violations, the Board of Regents Policy guides and governs conduct for members of the student community.

http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf

Specific procedures to follow when Code of Conduct violations occur can be found on the School of Dentistry student intranet.

ⁱ“Students and residents” in this document include any individual enrolled in any program directed by or associated with the School of Dentistry. These include dental, dental hygiene, and dental therapy students as well as postgraduate certificate and advanced degree-granting programs.

Code of Conduct Officer's
Investigation
Of Alleged Violations of the Code of Conduct

When a Code of Conduct Incident Report or other formal complaint is submitted to the Code of Conduct Officer, the Officer is obliged to investigate the matter in a manner that is, to the extent possible, confidential and respectful of the need for individual privacy. This investigation includes confirming that the reported incident falls within the Officer's jurisdiction and any or all of the following:

1. Interviewing the person(s) filing the complaint and the person(s) alleged to have violated the Code
2. Interviewing any witnesses or other persons relevant to the alleged violation
3. Examining any evidence deemed relevant to the alleged violation
4. The Code of Conduct Officer will notify the accused student of the outcome of the investigation.

The initial purpose of the investigation is to determine whether the complaint is credible. For credible allegations that do not require a hearing, the Code of Conduct Officer shall

1. Attempt to resolve the matter through mediation with the parties,
2. Arrive at an independent decision and recommend a disciplinary action to the Associate Dean for Academic Affairs, or
3. Dismiss the Report, when such action is warranted by the facts of the matter.

The Code of Conduct Officer may include probation as part of mediation or disciplinary action. Mediated agreements or recommendations for disciplinary actions or dismissal will be filed with the Associate Dean for Academic Affairs.

The above actions may be appealed to the Associate Dean for Academic Affairs or the Dean of the School of Dentistry.

When a hearing is mandated, the Code of Conduct Officer files the investigative report with the Associate Dean for Academic Affairs. The report is a record of the investigation, including such facts and evidence as has been revealed. The Code of Conduct Officer does not determine if a violation has occurred. The report sets forth the Officer's reasoning that there are two credible arguments to be made and the matter is sufficiently complex that a broader discussion of the merits of the case is needed.

The Code of Conduct Officer will notify the reporting party of the outcome of the matter to the extent permitted under student privacy law.