



Henry M. Goldman School of Dental Medicine

GSDM Instructor Report for Academic Misconduct

Please fill out this form to report incidents if you have evidence of academic misconduct in your GSDM course.

Your case will be reviewed in a timely manner and you will receive confirmation that your case is being reviewed

Name (print): _____ Email: _____

Course Name and Number: _____ Date of Incident: _____

Student Name (print): _____ BU ID#: _____

GSDM Affiliation (circle one): Student / Resident Class / Program: _____

Nature of Offense, please check all that apply:

- Cheating on an examination. Any attempt by a student to alter his or her performance in violation of the Academic Honesty Statement
- Plagiarism. Representing the work of another as one's own. Plagiarism includes but is not limited to the following: copying the answers of another student on an examination, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else in an academic endeavor without acknowledging his or her contribution. Plagiarism can consist of acts of commission appropriating the words or ideas of another-or omission failing to acknowledge/document/credit the source or creator of words or ideas. It also includes colluding with someone else in an academic endeavor without acknowledging his or her contribution, using audio or video footage that comes from another source (including work done by another student) without permission and acknowledgement of that source.
- Misrepresentation, falsification, or fabrication of data presented for surveys, experiments, reports, laboratory work, patient care, etc., which includes but is not limited to: citing authors that do not exist, citing interviews that never took place, field or laboratory work that was not completed, or purposely reporting inaccurate data in patient records.
- Theft of an examination. Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.
- Unauthorized communication during examinations. Any unauthorized communication may be considered prima facie evidence of cheating.
- Knowingly allowing another student to represent your work as his or her own. This includes providing a copy of your didactic, preclinical, or clinical course work to another student without the explicit permission of the instructor(s), and/or providing (including selling) class materials to third parties that sell or otherwise share such materials—including, but not limited to, homework, exams and exam solutions, submitted papers, or projects. Students with material in an ePortfolio should consider adding a Creative Commons License to their work to remind readers that the work may not be shared without properly attributing it to the creator as the author. For more information on how this policy applies to materials in a student's ePortfolio and adding a Creative Commons License to your portfolio, see Guidelines on Privacy and Integrity on the Boston University ePortfolio site.

- Forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents, including but not limited to transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.
 - Misrepresentation of identity in any interaction with a member of the Boston University community or on any academic or clinical work.
 - Theft or destruction of examinations or other course work after submission.
 - Submitting the same work in more than one course without the consent of instructors.
 - Altering or destroying another student's work or records, altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.
 - Violation of the rules governing teamwork. Unless the instructor of a course otherwise specifically provides instructions to the contrary, the following rules apply to teamwork: 1. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor. 2. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
 - Failure to sit in a specifically assigned seat during examinations.
 - Unauthorized downloading, uploading, sharing, and/or duplicating course materials including, but not limited to, assignments, exams, quizzes, slides, videos, and any other material created and/or provided by the instructor without the instructor's express permission. This includes, but is not limited to, downloading/uploading/viewing/sharing/selling copyrighted material found on commercial notes-sharing websites such as Course Hero and GitHub.
 - Conduct in a professional field assignment that violates the policies and regulations of the host school or agency.
 - Conduct in violation of public law occurring outside the University that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.
 - Attempting improperly to influence the award of any credit, grade, or honor.
 - Intentionally making false statements to the Academic Conduct Committee or intentionally presenting false information to the board.
 - Unprofessional treatment of patients and including, but not limited to: Treating patients without authorization or supervision by faculty; treating patients in unauthorized clinical settings; Accepting personal monetary payment from patients for services; waiving patient payment responsibilities without authorization, or otherwise acting in disregard of patient-related contracting and financial policies; failing to comply with policies and procedures related to patient care; failing to maintain accepted protocols regarding infection control and OSHA standards; treating a patient while under the influence of alcohol or drugs; refusal to properly treat any patient for reasons of gender, race, color, religion, national origin, financial status, or disability; patient abandonment; violating patient rights to confidentiality or improperly disclosing confidential patient information; falsifying patient records in any manner, e.g., by changing previous entries, making false entries, or by forging signatures, with or without intent to defraud, injure or deceive; failure to maintain demonstrable and timely progression towards achievement of clinical competencies.
 - Failure to comply with the sanctions imposed under the authority of this code.
 - Other _____
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Have you discussed this academic misconduct allegation with the student?

- Yes
- No

Proposed Penalty, please check all that apply:

- F or Zero on quiz, exam, or assignment
 - F for the course
 - Other _____
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Please write a brief statement explaining the academic misconduct that occurred in your course and identify the supporting evidence on which you have relied:

Please explain the student's response to the charges and attach any written response or documentation submitted by the student:

Please submit completed form to Dr. Gail McCausland, Assistant Dean for Academic Affairs (gallmc@bu.edu). Thank you for your cooperation.