

Boston University
Henry M. Goldman School of Dental Medicine
Academic Conduct Code and Disciplinary Procedures

Boston University's Henry M. Goldman School of Dental Medicine (GSDM) is committed to maintaining a professional, collegial, and inclusive environment that supports excellence in patient care, education, and research. All members of the community are expected to exemplify responsibility, empathy, cultural competence, teamwork, efficiency, and continuous improvement.

GSDM requires all students to uphold the highest standards of ethical and professional conduct. The GSDM Academic Conduct Code incorporates the American Dental Association (ADA) Principles of Ethics and Code of Professional Conduct. Collectively, these articulate the professional obligations of dental professionals to their patients and to society and are applicable throughout dental education and professional practice.

Compliance with the Boston University, GSDM, and ADA Codes is the individual responsibility of all GSDM students. The Academic Conduct Code applies to all academic (curricular and co-curricular), clinical, research, and external (variably labelled as clerkships, externships, internships, or rotations) activities. Students are also required to comply with all applicable institutional policies, as well as local, state and federal regulations and laws to ensure the highest standards of education, professionalism, and ethical conduct.

Throughout their training at GSDM, all students are expected to demonstrate the following professional standards:

- **Integrity:** Maintain honesty, trustworthiness, and ethical conduct at all times and avoid cheating, fabrication, falsification, and plagiarism.
- **Accountability/Punctuality:** Accept responsibility for one's actions and arrive fully prepared for all academic, clinical, research, and service obligations.
- **Respect:** Demonstrate respect for diversity; treat all individuals with fairness and professionalism; and place the best interests of patients above personal interests.
- **Effective Communication:** Communicate in a timely, clear, and professional manner across all platforms, including social media.
- **Self-Awareness:** Recognize personal strengths and limitations, remain receptive to feedback, and understand that individual conduct reflects upon the institution and the profession.
- **Collegiality:** Foster a courteous, inclusive, and collaborative learning and working environment.
- **Professional Appearance:** Adhere to established standards for clinical attire and professional dress, hygiene, and grooming.
- **Safety and Patient Care:** Promote a safe and secure environment and deliver patient care in compliance with all GSDM clinical policies as defined in the Patient Treatment Center Manual including but not limited to, HIPPA, OSHA, infection control policies, and faculty supervision requirements.

This Code deals specifically with disciplinary procedures that may be taken against any student who engages in academic misconduct, violates any part of the academic conduct code in any form, or undermines the academic integrity of GSDM.

This document supersedes all previous GSDM Academic Conduct Code and Disciplinary Procedures documents. GSDM reserves the right to revise and modify the Academic Conduct Code and Disciplinary Procedures at its sole discretion.

Students enrolled at GSDM are also subject to discipline under the Boston University Code of Student Responsibilities (<http://www.bu.edu/dos/policies/student-responsibilities/>).

I. ACADEMIC MISCONDUCT

Academic misconduct is conduct by which a student misrepresents any aspect of their work or accomplishments in their educational program or impedes other students' opportunities of being judged fairly for their work. Knowingly allowing others to represent one's work as their own is as serious an offense as submitting another person's work as one's own. It is the responsibility of every student to be aware of the contents of the Academic Conduct Code and abide by its provisions. The Academic Conduct Hearing Committee has jurisdiction over all charges of academic misconduct brought against students. In all charges of academic misconduct against a student, the student is entitled to procedural fairness in any disciplinary proceedings. The academic code details the guidelines governing disciplinary proceedings and defines violations of the code.

Violations of this Code: Violations of this Code include, but are not limited to, attempts to be dishonest or deceptive in the performance of work inside or outside the classroom, clinic, or laboratory settings, on or off campus, alterations of academic records, alterations of official data, or unauthorized collaboration or consultation. Violations include, but are not limited to, those listed in **Appendix I**.

II. Definitions: business days, Designated Academic Integrity Representative (DAIR), Designated Dean, case, Academic Conduct Hearing Committee, and transcript and record annotation - Appendix II

III. Reporting and Investigation of Suspected Academic Misconduct

A faculty or staff member who believes that a student has violated this Code shall notify the Course Director of the course in which the alleged infraction occurred. The instructor or course director must request a meeting with the student in a timely manner once they become aware of the suspected academic misconduct.

A. Meeting Request Requirements

1. The meeting must be conducted in a timely manner **in person or via video conference** (e.g., Zoom). Email exchanges alone do not satisfy this requirement.
2. It is strongly recommended that the meeting request:
 - a. Include a clear deadline for the student's response; and

- b. State that failure to respond by the deadline may result in the matter being referred to the Designated Dean as a charge of suspected academic misconduct.
-

B. Preparation for the Initial Meeting

Prior to the initial meeting, the instructor shall gather relevant information and documentation. Before meeting with the student, the instructor may consult with the Designated Academic Integrity Representative (DAIR) or the Designated Dean to:

1. Review available documentation
 2. Discuss procedural next steps; and
 3. Discuss potential grade penalties or other sanctions, if applicable.
-

C. Initial Meeting with the Student

1. **Attendance:** The instructor or course director and the student shall attend the meeting. The DAIR may attend at the request of either the instructor or the student and is strongly encouraged to attend any meetings scheduled after the alleged misconduct.
 2. The instructor shall inform the student that a concern regarding academic misconduct has been raised.
 3. The student shall be given an opportunity to respond and explain their position.
 4. The instructor or DAIR shall document the student's response to the allegation(s).
 5. Following the meeting, the instructor shall determine whether to proceed with a formal charge of academic misconduct.
-

IV. Moving Forward with a Charge of Academic Misconduct

A. Submission of Report

If the instructor elects to proceed, the **Report of Alleged Academic Misconduct** must be completed and submitted to the Designated Dean in a timely manner, along with all available supporting documentation.

B. Review by the Designated Dean

Upon receipt of the Report of Alleged Academic Misconduct, the Designated Dean shall:

1. Review the student's academic conduct record in designated institutional system used by GSDM.
2. Determine whether the case is eligible for resolution through an **Agreement for Resolution** or must proceed to a hearing of the Academic Conduct Hearing Committee.

3. If the case is not appropriate for an Agreement for Resolution, it shall be referred to the Academic Conduct Hearing Committee in accordance with the procedures outlined in section V of this Code (Initiation of a Hearing).
-

C. Agreement for Resolution

1. The Designated Dean shall consult with the instructor or course director regarding a proposed sanction **proportionate to the misconduct**.
2. The proposed penalty must be approved by the Designated Dean.
3. The Designated Dean and DAIR shall meet with the student in person or via video conference. This meeting shall be scheduled in a timely manner. A case may proceed through an Agreement for Resolution when the Designated Dean determines that:
 - a. The student has no prior finding or admission of academic misconduct; and
 - b. The student admits responsibility for the alleged misconduct; and
 - c. The alleged Code violation is considered minor, typically arising from a lack of understanding rather than intent.
4. The notification of the meeting to the student shall inform the student via University email that:
 - o The student has **five (5) business days** from the date of the letter to confirm the meeting or request that the matter proceed directly to a hearing
 - o Failure to respond may result in referral to the Academic Conduct Hearing Committee; and
 - o Declining the Agreement for Resolution will result in referral to the Academic Conduct Hearing Committee.
5. A student is not required to accept or sign an Agreement for Resolution and may elect to have the case heard by the Academic Conduct Hearing Committee.
6. By signing the Agreement for Resolution, the student admits responsibility for the academic misconduct and accepts the stated sanction.
7. A student may revoke a signed Agreement for Resolution and request a hearing before the Academic Conduct Hearing Committee within **seven (7) business days** of signing.
8. Students shall be informed of their right to request reasonable and appropriate accommodations through Boston University's Disability & Access Services for meetings related to academic misconduct.

D. Sanctions and Penalties Under an Agreement for Resolution

1. Sanctions may include a **grading penalty**, up to and including a failing grade in the course.
2. If the misconduct occurs outside the context of a specific course, the instructor shall consult with the Designated Dean to determine an appropriate sanction.
3. The Designated Dean may also impose or recommend **educational or rehabilitative consequences**, including but not limited to:
 - o Retaking an examination. Note that an examination "retake" may be in the same or different format than the original examination (e.g., a retake may be an oral examination whether or not the original examination was written).
 - o Retaking an entire course to ensure appropriate mastery of subject material.
 - o Ethics and professionalism education or remediation.
 - o Other actions, as warranted.

These consequences may be assigned **in addition to or in lieu of** a grading penalty.

4. Acceptance of sanctions requires signatures of the student, the instructor, and the Designated Dean on the Agreement for Resolution form.
 5. Upon acceptance of a sanction, the Designated Dean shall provide the student **via University email with a signed copy of the Agreement for Resolution**. By accepting a grading penalty and/or rehabilitative consequence, the student waives any appeal rights available under this Code.
 6. The Designated Dean shall forward a signed copy of the Agreement for Resolution to the GSDM Office of Academic Affairs.
 7. Grade changes shall be implemented by the course director.
 8. A **letter of reprimand** is sent to the student from Associate Dean for Academic Affairs and maintained in the Academic Affairs file.
-

V. Initiation of a Hearing

A. Indications for Referral to a Hearing

The Designated Dean may request that a hearing process be initiated, if:

1. The student **disputes** allegations of academic misconduct brought against them, and/or
2. The course instructor involved in the case does not consent to a resolution agreement, and/or
3. The Designated Dean determines that a faculty request to impose a grading penalty is not commensurate with the egregiousness of the alleged misconduct, and/or
4. The student has a prior finding or admission of academic misconduct in the past, and/or
5. The alleged Code violation is considered serious in nature.

Depending on the indication, the allegation(s) and all supporting documentation may be forwarded to the GSDM Committee on Academic Standards (GSDM-CAS) for review or directly to the Hearing Committee Chair for subsequent adjudication by the committee.

B. GSDM Committee on Academic Standards (GSDM-CAS)

To determine that a violation is serious in nature and to ensure objectivity and fairness in such a determination, the Designated Dean (normally the Dean for Academic Affairs) will present the case to the GSDM Committee on Academic Standards. This group is comprised of the Dean of Student Affairs and the Dean for Clinical Affairs in addition to the Dean for Academic Affairs. A majority vote (i.e., two out of three) is required to move or not move to a hearing.

C. Code Violations by Repeat Offenders

If the student has a prior record of a Code violation, the student is not eligible for an Agreement for Resolution, and the case will be directly referred to the Academic Conduct Hearing Committee, which will follow the procedures set forth in VI. A below.

VI. Convening the Academic Conduct Code Hearing Committee

Following notification from the Designated Dean, the Chair of the GSDM Academic Conduct Code Hearing Committee shall convene a hearing panel consisting of **five (5) committee members** approved by the Dean. Refer to **Appendix II** under definitions.

A. Hearing Notice and Scheduling

1. The Designated Dean shall notify the student of the hearing in writing via **University email**. The hearing notification shall include
 - a. The charges or nature of the allegation(s);
 - b. Date, time, and location of hearing;
 - c. The witness list;
 - d. The students right to appear before the committee;
 - e. Notice that the student may request to reschedule the hearing for a valid reason within a limited time period. Requests must be submitted to the Designated Dean, who shall approve or deny the request after consultation with the Committee Chair.
 - f. The Committee Chair may limit or exclude testimony of witness or student that is repetitive or not relevant.
 - g. Notice that, at the discretion of the Committee Chair, a member of the Boston University community may accompany the student in a **support capacity only** and may not participate in the proceedings.
 - h. Notice that the student may bring witnesses to provide relevant information related to the alleged misconduct.
 - i. Notice that the student has the right to question the individual bringing the charge and, at the discretion of the Chair, to question witnesses in a manner prescribed by the Chair.
 - j. Notice that the student may submit a written statement and/or supporting documents and/or additional witnesses, which must be received by the Designated Dean **at least five (5) business days** prior to the hearing.
 - k. Notice that the student has the right to request reasonable and appropriate accommodations through Boston University's Disability & Access Services.

B. Responsibilities Between Notice and Hearing

1. Communication With Instructors

Designated Dean and/or DAIR shall:

- a. Remind instructors that students have the right to question the person bringing the charge and that instructors should plan to attend the hearing.
- b. Explain the hearing process.
- c. Remind instructors that for students with pending ACC allegations, no final grade should be assigned in the relevant course(s) until the committee issues a determination.

- d. If necessary, an interim “**I**” (**Incomplete**) grade may be assigned to the student’s relevant course(s) while the matter is being investigated.
- e. Inform instructors that if a student is found **not responsible**, no grading penalty may be applied.

2. Communication With Students

Designated Dean and/or DAIR shall:

- a. Encourage students to submit a written statement **at least five (5)** business days prior to the hearing.
- b. Review possible sanctions without predicting outcomes.

3. Communication with the Hearing Chair

Designated Dean shall:

- a. Compile and distribute hearing materials to the Hearing Chair.
- b. Review and facilitate any accommodation requests in coordination with Disability & Access Services.

C. Responsibilities of the Hearing Chair

The Hearing Chair shall:

1. Ensure that a quorum of committee members is present. See **Appendix II**.
2. Determine whether any committee member has a conflict of interest.
3. Organize hearing materials and prepare witness list.
4. Confirm documentation showing proper notice to the student.
5. Ensure that an audio recording device is prepared for the hearing.

VII. The Hearing Process

A. General Hearing Procedures

1. A hearing may proceed in the absence of the student if:
 - a. The student waives the right to be present in writing; or
 - b. Proper notice was provided, and no valid excuse for absence exists.
2. Hearings shall be **recorded** (i.e., audio only or audio plus visual).
 - a. Recordings shall be retained for **one (1) year**.
 - b. Committee deliberations after completion of all interviews and statements are considered “in executive session” and shall **not be recorded**.
 - c. Recordings shall not be stored on personal devices.
3. Hearings are administrative proceedings, not legal proceedings, and are not bound by formal rules of evidence.

4. Hearings are closed and not open to the public.

B. Order of the Hearing

The hearing shall include:

1. Notice that the proceedings are being audio recorded.
2. Presentation of charges by the Committee Chair.
3. Presentation and examination of evidence and witnesses.
4. Statement by the student and questioning by the committee.
5. Additional witness examination, if necessary.
6. Committee deliberation in closed session.
7. Determination of responsibility by **simple majority vote**.
8. Recommendation of sanctions, if applicable.

C. Post-Hearing Procedures

1. The Committee Chair shall submit a written report to the Designated Dean within **seven (7) business days** of the hearing, including:
 - a. The charge(s)
 - b. Summary of evidence
 - c. Determination of responsibility (either responsible or not responsible)
 - d. Recommended sanction(s), if any.
2. Upon receipt of the committee's report, the Designated Dean shall review the committee's findings and may:
 - a. Accept the determination as submitted
 - b. Request clarification of the committee's process or findings
 - c. Request access to the hearing recording or other materials not previously available to the Designated Dean
 - d. Refer the case back to the committee for further consideration.
 - o If referred back, the committee shall issue an amended final report within five **(5) business days**.
3. Upon review and acceptance of the committee's final report, the Designated Dean shall notify the student and instructor of the hearing committee's determination via **University email**, of:
 - a. The determination of responsibility; and
 - b. Any imposed sanction(s).

VIII. Determinations and Sanctions from Hearing Process

A. The Hearing Committee may take the following actions:

1. Determine that no Code violation has been committed
2. Determine that a code violation has been committed
3. Recommend a **grading penalty**
4. Impose or recommend **educational or rehabilitative consequences**, exclusively or in combination with other sanctions, including but not limited to:

- a. Retaking an examination. Note that an examination “retake” may be in the same or different format than the original examination (e.g., a retake may be an oral examination whether or not the original examination was written).
 - b. Retaking an entire course to ensure appropriate mastery of subject material.
 - c. Ethics and professionalism education or remediation.
 - d. Other actions, as warranted.
5. Issue a **letter of reprimand**.
 - a. For violations the Hearing Committee finds to be of a minor nature or mitigated by extenuating circumstances.
 - b. A copy of the letter of reprimand shall be placed in the student’s file but shall not be recorded on the transcript. Past reprimands may be considered in imposing sanctions for future offenses.
 - c. Written reprimands are not disclosed when a student’s transcripts are sent out but may be reported in response to a direct question about the student’s record of Academic Conduct Code violations or disciplinary sanctions from authorized entities.
 - d. Written reprimands may place limits on the student’s participation in academic or nonacademic School/College or all-University activities and awards.
6. Place the Student on **Disciplinary Probation**.
 - a. For violations deemed serious enough by the Academic Conduct Hearing Committee to warrant some restrictions on the student’s rights and privileges.
 - b. Given for a specified period, at least one full term beyond the effective date of the probation.
 - c. Recorded on the student’s permanent internal record.
 - d. Prohibits the student from being an officer in any recognized all-University or School/College student organization, and from participating in intercollegiate activities during the specified probation period and precludes their ability to be eligible for honor society admissions and graduation awards.
7. **Suspend** the Student.
 - a. For violations serious enough to warrant separation of the student from the University community for a limited time, but not serious enough to warrant expulsion.
 - b. Given for a specified period, a minimum of one term beyond the effective date of the suspension.
 - c. Recorded on the student’s permanent internal record as well as on the student’s transcript; the student’s transcript shall carry the statement “suspended”.
 - d. The student must apply in writing to the Dean of GSDM for readmission, making a satisfactory statement reflecting on their violation, describing their interim activities, and their intended future conduct.
 - e. No academic coursework may be undertaken for Boston University credit, nor may any Boston University degree be conferred, during the period of suspension.
8. The Academic Conduct Hearing Committee may determine that a stronger disciplinary action (**expulsion/dismissal**) may be appropriate for serious misconduct.
9. Impose **Other Sanctions**.
 - a. For serious misconduct, including but not limited to misconduct that occurred while the student was enrolled at the University, but was discovered after graduation or conduct involving fraudulent use of University transcripts, degrees or certificates after graduation, or similar serious misconduct, recommendation of the Committee on Academic Standards may include withholding transcripts and/or revocation of the degree or certificate.

B. Post-hearing Role of the Designated Dean:

The Designated Dean will review the proposed sanction before written notice of the decision is sent to the student. As described above, they may request clarification or additional information or may refer the case back to the Academic Conduct Hearing Committee for further review. Following approval of the committee's final report, they will then notify the student in writing of the Academic Conduct Hearing Committee's findings and sanctions, if any, no later than **fourteen (14) business days** after the meeting. If the student accepts this decision, then the Designated Dean will notify the relevant parties (i.e., Registrar) where appropriate.

IX. Appeals Beyond the GSDM Academic Conduct Hearing Committee

A. Appeals that meet the Code's Standard on Appeal (below) may be presented by the student to the Dean of GSDM within **ten (10) business days** of the student's receipt of the Designated Dean's decision and sanction.

1. Standard on Appeal
 - a. The determination of the Academic Conduct Hearing Committee and sanction(s) issued by the designated Dean **should be upheld unless** it appears on appeal that:
 - **New information** has become available to support the student's position; or
 - The student's **rights** (as outlined in this Code) were **violated** during the academic misconduct review process; or
 - The assigned sanction is **grossly disproportionate** to the finding of misconduct.
 2. An appeal is considered eligible for consideration by the Dean if one or more of the criteria above are determined to be present. The Dean may choose to:
 - a. Affirm the findings of the hearing committee (i.e., reject the appeal); or
 - b. Uphold the determination of "responsible," but modify the sanction; note that such modification **may increase or decrease sanctions**; or
 - c. Overturn the determination of "responsible" and void all sanctions.
 3. Notifications
 - a. Students will be notified of the Dean's decision via **University email** to their University email address.
 - The notification must make students aware of their right to one additional appeal to the University Provost **within ten (10) business days** of receipt of the Dean's appeal determination.
 - b. The instructor involved in the case and the Designated Dean will be copied on the email.
 - c. The Designated Dean (or designee) shall upload a copy of the Dean's appeal decision letter to the GSDM record system in the office of Academic Affairs.

B. The decision of the Dean in response to the student's appeal may be secondarily appealed to the University Provost **within ten (10) business days** of the student's receipt of the Dean's appeal determination.

1. The University Provost (or designee) will review the appeal.
2. The University Provost (or designee) may request clarification or additional information or may conduct their own investigation as warranted.
3. Following completion of the review, the University Provost (or designee) will inform the student of their decision,
4. The decision of the University Provost is final and there will be no higher level of appeal.

5. The University Provost's response will be communicated to the school and forwarded by the Designated Dean to the office of Academic Affairs for addition to the student's disciplinary record.
-

X. Student Privacy and Records Retention

- A. Dissemination of information is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 and General Data Protection Regulation (GDPR), if applicable.
 - B. Any sanction resulting in a separation from the University (i.e., suspension, expulsion, and/or revocation of admission or degree) will be recorded on the student's transcript.
 - C. Any record created pursuant to this Code may be disclosed with or without a waiver if required by law.
 1. Graduate/professional school applications and professional certifications
 - a. If asked, students are expected to truthfully disclose their academic misconduct record on graduate/professional school applications or professional certifications, including clinical licensure.
 - b. During the Dean's certification process, GSDM will report a student's academic misconduct record, if requested.
 - D. Academic conduct records will be retained by a student's GSDM record for seven (7) years after the student graduates or otherwise leaves the University.
 1. Records relating to suspension, expulsion, or revocation of a degree shall be retained by the University indefinitely.
-

Appendix I

Academic Conduct Code Violations

Boston University Henry M. Goldman School of Dental Medicine

1. Cheating

Any attempt to gain an unfair academic advantage or to alter one's performance on an examination, assignment, assessment, or other academic exercise in violation of stated or commonly understood rules. Cheating includes, but is not limited to:

- Unauthorized communication during examinations (which may constitute *prima facie* evidence of cheating).
 - Copying from or collaborating with another student without authorization.
 - Use of unauthorized notes, books, electronic devices, or online resources during examinations or assessments.
 - Possession of examination questions or materials prior to their authorized release.
 - Failure to comply with examination instructions, including failure to sit in a specifically assigned seat.
 - Altering, destroying, or interfering with another student's work or academic records.
 - Removing academic materials from offices, clinics, or libraries without authorization.
 - Any action that interferes with or impedes the academic performance of others.
 - Any attempt to improperly influence the award of academic credit, grades, or honors.
-

2. Plagiarism

Representing the words, ideas, data, or work of another as one's own, or using such material without appropriate acknowledgment of the source. Plagiarism may occur through acts of commission or omission and includes, but is not limited to:

- Copying, paraphrasing, or restating another's work without proper citation.
- Submitting substantially similar or identical work in the same or multiple courses without the written consent of all instructors involved.
- Failing to acknowledge collaboration or assistance in academic work.
- Knowingly assisting other individuals in committing plagiarism.

For purposes of this policy, "another's work" includes, but is not limited to, individuals, books, academic journals, online sources, databases, software, and artificial intelligence (AI) tools or programs.

3. Theft or Unauthorized Disclosure of Examination Materials

Accessing, obtaining, distributing, or disclosing the contents of an examination or assessment prior to its administration, or sharing prior examinations that are not intended for distribution.

4. Misrepresentation or Falsification of Academic Work or Data

Any intentional misrepresentation, falsification, or fabrication related to academic work, research, or interactions with members of the Boston University community. This includes, but is not limited to:

- Fabricating or falsifying data, results, surveys, experiments, or reports.
- Manipulating, omitting, or misrepresenting research processes or outcomes.
- Citing sources, authors, interviews, or data that do not exist.
- Submitting work that was not completed as represented.

5. Research Misconduct

Fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. Research misconduct does not include honest errors or differences of scholarly opinion. *(See also Sections 2 and 4.)*

6. Allowing Misrepresentation of One's Work

Knowingly permitting another student to represent one's academic work as their own, including providing papers, assignments, data, or other work products without explicit instructor authorization.

7. Work Submission in Multiple Courses

Submitting the same or substantially similar academic work for credit in more than one course without the prior written consent of all instructors involved. *(See also Section 2.)*

8. Alteration or Destruction of Another's Work or Records

Altering or destroying academic records, patient records, research data, or another individual's academic work, or otherwise interfering with the academic or research activities of others without authorization. *(See also Section 1.)*

9. Violation of Rules Governing Teamwork

When students engage in collaborative or group work for academic credit, unless otherwise specified by the instructor:

- No team member may intentionally restrict another member's access to meetings, materials, or work in progress without instructor approval.
 - All team members are equally responsible for the content and integrity of all work submitted for evaluation.
-

10. Forgery, Alteration, or Misuse of Official Documents

Forgery, alteration, or misuse of official academic or professional documents, including but not limited to transcripts, letters of recommendation, degrees or certificates, examinations, quizzes, submitted academic work, or patient records (written or electronic).

11. Unauthorized Use of Artificial Intelligence (AI)

Use of artificial intelligence tools or technologies at any point during a course—or during any academic requirement demonstrating competency for course credit or degree completion (e.g., capstone projects, theses, dissertations)—without explicit authorization from the course instructor.

12. Unprofessional Conduct in Field, Clinical, or Off-Campus Assignments

Conduct in professional, clinical, or field-based assignments that violate Boston University policies or the rules and standards of the host institution, organization, or agency. This includes failure to meet the ethical, behavioral, and professional standards of the dental profession. *Students are expected to adhere to the American Dental Association Principles of Ethics and Code of Professional Conduct.*

13. Violation of Patient Confidentiality

Failure to protect patient confidentiality in accordance with ethical, legal, and institutional standards. Prohibited conduct includes, but is not limited to:

- Violation of all HIPAA policies or rules and standards of Boston University, GSDM, or off-campus host institution, organization, or agency.
- Providing professional services through electronic media (e.g., handheld devices, cellular phones, email, video conferencing, etc.) without official authorization.
- Discussing or referencing patients or their treatment without their permission in any form of communication, including online or social media.
- Non-compliance with GSDM's social media policy

14. Falsifying Credentials

Providing false, misleading, or deceptive information regarding education, training, competence, licensure, or professional status, including misrepresentation of academic degrees or professional titles not yet earned.

15. Violation of Public Law

Conduct that violates public law, whether occurring on or off campus, that directly affects the student's academic or professional standing after civil or criminal sanctions have been imposed.

16. Improper Influence of Academic or Professional Credentials

Any attempt to improperly influence the awarding of academic credit, grades, honors, or recognitions.

(See also Section 1.)

17. Intentional False Statements

Knowingly providing false or misleading information to faculty, staff, administrators, or the GSDM Academic Conduct Code Hearing Committee in connection with an academic conduct inquiry or proceeding.

18. Unprofessional, unethical, or inappropriate treatment of patients in academic or clinical settings includes, but is not limited to, the following:

- Providing patient/client care without appropriate authorization or required faculty supervision, or in unauthorized clinical settings.
- Providing patient care without appropriate consents or signed treatment plans.
- Engaging in financial misconduct related to patient/client care, including accepting personal monetary payment for services, waiving patient payment obligations without authorization, or otherwise violating patient-related contracting and financial policies.
- Failing to comply with established policies and procedures related to patient/client care, including accepted protocols for infection prevention and control and applicable OSHA standards and CDC guidelines.
- Providing patient/client care while under the influence of alcohol, illicit substances, or other impairing drugs.
- Overt or covert discrimination against or refusal to provide care to any patient/client on the basis of gender, race, color, religion, national origin, financial status, or disability.
- Abandoning a patient/client or otherwise failing to provide appropriate continuity of care.

- Violating patient/client rights to confidentiality, including the improper disclosure of confidential patient information.
- Falsifying patient/client records in any manner, including altering prior entries, making false entries, or forging signatures, with or without intent to defraud, injure, or deceive.
- Failing to maintain demonstrable and timely progression towards achievement of clinical competencies.

19. Failure to Comply with Sanctions

Failure to comply with sanctions or requirements imposed under the authority of this Academic Conduct Code.

20. Violation of GSDM policies

Conduct that violates any GSDM policy, including but not limited to, GSDM's Social Media policy and GSDM's Substance Abuse policy.

Appendix II

Definitions

A. Academic Conduct Hearing Committee

1. The Academic Conduct Hearing Committee has jurisdiction over all charges of academic misconduct brought against students.
2. All members of the Committee are appointed by the Dean, including the Committee Chair.
3. The Designated Dean and the Committee Chair shall not be the same person.
4. Committee members shall include a minimum of four (4) faculty members.
5. The Committee Chair will be counted as a voting member but shall cast their vote only to break a tie vote.
6. A quorum of 5 Committee members is required to begin a hearing.
7. Up to 6 Committee members may be appointed at one time to ensure that the Committee Chair can establish that there are no conflicts of interest among the Committee members and ensure timely scheduling of the hearing.
8. The Chair may include predoctoral or postdoctoral students as a member of the Committee. When a case involves a predoctoral student, the student member should be a postdoctoral student; when a case involves a postdoctoral student, the student member should be a predoctoral student.
9. Students shall be vetted by Academic Affairs.

B. Business Days

1. Business days are defined as days (Monday-Friday) that the University is open for business per Boston University's intersession/holiday calendar. All days referenced in the Boston University Academic Conduct Code are business days, unless otherwise noted.

C. Cases

1. A case involves the facts, evidence, and reports related to a singular incident of alleged academic misconduct.
2. Multiple cases involving one student (e.g. allegations of cheating in two different classes within the same term) shall not be consolidated into a singular case via Agreement for Resolution or Academic Conduct Committee hearing unless prior approval is authorized by the GSDM Designated Dean.
3. In scenarios where a case of suspected academic misconduct involves more than one student, each student must go through the academic misconduct process individually and separately from their peers.

D. Designated Academic Integrity Representative (DAIR)

1. The DAIR serves as a resource for students and faculty involved in the academic misconduct process. The DAIR does not represent any party, nor is the DAIR an arbitrator or mediator between faculty/staff and student.
2. Every school or college shall designate one (1) or more faculty or staff persons as a Designated Academic Integrity Representative (DAIR).
3. The DAIR shall not be a member of the school or college's Academic Conduct Code Hearing Committee and shall not be currently serving as the school's or college's Designated Dean or Dean.

E. Designated Dean

1. Every school or college shall designate an individual with responsibility for administering the procedures set forth in the Academic Conduct Code; this individual shall be known as the "Designated Dean."
2. For GSDM, the Designated Dean normally is the Associate Dean for Academic Affairs.

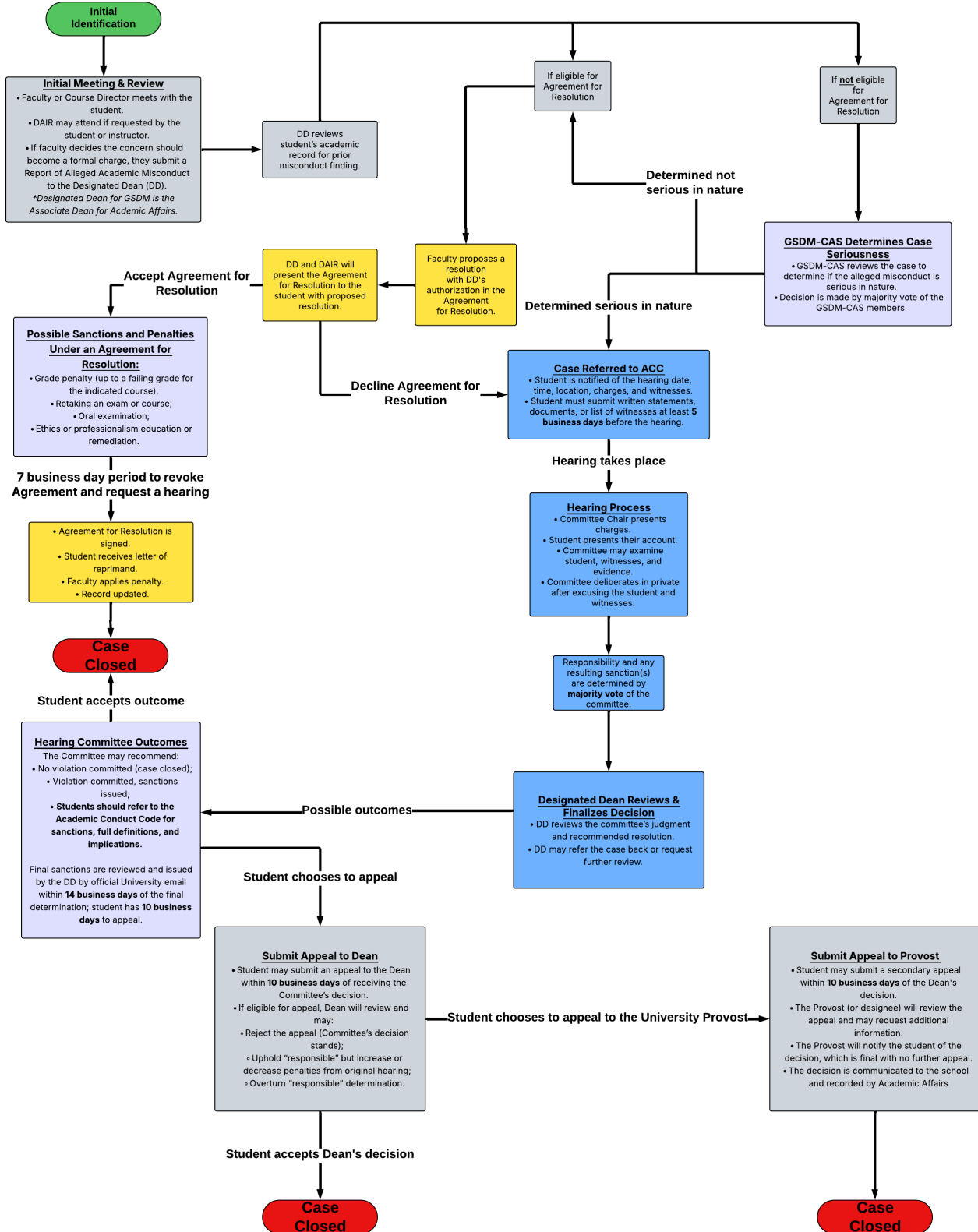
F. Transcript and Record Annotation

1. Transcript annotations reflect official academic status changes and are maintained by the Registrar and Academic Affairs, as applicable. Both the sanction and effective date of the sanction are applied to the transcript as appropriate. Standardized transcript language is applied as follows:
 - a. Dismissal: the student's transcript shall carry the annotation "dismissed."
 - b. Suspension: the student's transcript shall carry the annotation "suspended."
 - c. Leave of Absence: the student's transcript shall carry the annotation "student on leave of absence for the [term(s)]."
 - d. Repetition of an Academic Year: the student's transcript shall carry the annotation "Student required to repeat the [program/year] in its entirety."
 - e. Withdrawal (Voluntary): the student's transcript shall carry the annotation "withdrew."
2. Transcript annotations, once applied, are permanent and will appear on any official GSDM transcript issued.
3. Written reprimands are maintained in the student's internal academic record and do not result in a transcript annotation.
4. Grading for remediated or repeated courses will follow procedures described under GSDM academic guidelines.

Appendix III: GSDM Academic Misconduct Process Decision Tree

Academic Conduct

What happens if you're suspected of a violation?



Appendix IV: Unofficial Suspension (i.e., temporary removal for emergent or urgent issues)

An associate/assistant dean (e.g., academic, clinical, or student affairs) or postdoctoral program director may temporarily block a student from continuing in part or all of their educational program if immediate action is indicated for matters involving: the health, safety, or welfare of the student or other students, patients, faculty, or staff; the integrity of the educational process; non-compliance with regulatory and professional rules and regulations; or maintenance of order. Generally, this action is time-sensitive and often requires immediate implementation. As warranted, external agents may be involved (e.g., BUMC Public Safety, BU Police, local Police). Students may be prohibited from some or all curricular (didactic, preclinical, and clinical, including direct patient care, intramural rotations, and external clerkships) and co-curricular activities until the issue(s) is resolved. The nature of the issue(s) may or may not warrant initiation of disciplinary actions according to the GSDM Academic Conduct Code.