

**NJDS CODE OF PROFESSIONAL CONDUCT AND ETHICS
(Approved by the Executive Council October 17, 2007, and
effective January 1, 2008) (Amended May 13, 2008)**

PREAMBLE

New Jersey Dental School is an academic community dedicated to teaching and fostering the principles of moral conduct expected of future health professionals. The students, administration, faculty and staff firmly believe in the development of ethical values as an integral component of education, service and research.

Standards of professional integrity formed during dental education become the cornerstone for entrance into the profession and continued good standing as a practitioner of future honorable conduct. To this end, the New Jersey Dental School, in compliance with all applicable University of Medicine and Dentistry of New Jersey ("UMDNJ") policies, is committed to the adherence and enforcement of the American Dental Association Principles of Ethics and Code of Professional Conduct, the UMDNJ University Policy on Student Rights, Responsibilities and Disciplinary Procedures, and the New Jersey Dental School Honor Code.

This Honor Code is a "living document" and as such, it will incorporate by reference any new and/or amended policies adopted by UMDNJ or the New Jersey Dental School as these policies apply to or touch upon the principles set forth in this document.

ARTICLE I Principles of Professional Conduct

1. All members of the dental school community are expected to abide by the highest ethical standards.
2. All members of the dental school community will foster a professional atmosphere that dissuades unethical conduct.
3. All members of the dental school community should receive fair and equal treatment in University endeavors.

ARTICLE II Hearing Body (Article II Amended by the Executive Council May 5, 2009)

The Hearing Body will be an Ad Hoc Committee of the dental school and comprised as follows:

1. Students (4 voting)
 - a. Will be selected from a pool of twelve students (three students from each class).
 - b. The freshman class nominates interested freshman candidates (not to exceed five) approximately one month into the fall trimester. The Hearing Body members will interview the nominated candidates and select the three freshman students who will serve on the Hearing Body.
 - c. Freshman members will be observers only and will not take part in Hearing Body proceedings, deliberations or votes.
 - d. Each student serves a four-year term after election in freshman year. Should a student member, either voluntarily or involuntarily, become unable to complete a term, his/her class will vote a replacement.
 - e. Students from the same class as the accused will not be permitted to attend the orientation, hearing or deliberations of a classmate.
 - f. If the accused is a freshman, the senior class will have two voting members on the Hearing Body, and the junior and sophomore classes will each have one voting member.
 - g. If the accused is a senior, junior or sophomore, the two uninvolved classes will have two voting members each.
2. Four Faculty (3 voting, 1 non-voting. All appointed by the Dean).

Voting Members

 - a. Each voting faculty member will serve a four-year term, with a limit of two consecutive terms.
 - b. The Dean will appoint an alternate voting faculty member in the event of a conflict of interest.
 - c. A voting faculty member will be appointed by the Dean as the Hearing Body Chairperson for each hearing.

Non-Voting Member

- a. The non-voting faculty member will serve as a historian/Advisor/Educator, with no limit on term.
 - b. The non-voting faculty member will be responsible for cataloguing sanctions from year to year for administrative purposes.
 - c. The non-voting faculty member and the student Hearing Body members will lead an orientation session(s) introducing incoming students to the Honor Code with a presentation, Q&A period and a formal signing ceremony.
 - d. Along with the Dean and student Hearing Body members, the non-voting faculty member will be responsible to provide continuous Honor Code education for the entire academic community.
 - e. The non-voting faculty member may participate in all Hearing Body functions but is ineligible to vote.
3. Associate Dean for Student Affairs or designee (*ex-officio*) Present during Hearing Body actions to facilitate the Hearing Body process and to clarify and interpret policy and procedures.

ARTICLE III Guidelines for Violations and Suggested Sanction Levels

The sanctions listed herein will serve as disciplinary guidelines for ethics violations as per category. The proposed sanctions will be imposed after the allegation(s) in the complaint has/have been proven by a preponderance of the evidence. The burden of proof is on the complainant. The Hearing Body, during its deliberations, is empowered to deviate from the guidelines on a case by case basis. All sanctions recommended by the Hearing Body must be accompanied by sufficient written justification to the Dean. In the event an ethics violation is not specifically listed, the Hearing Body will decide the appropriate sanction prior to its deliberations.

1. The following infractions are grounds for expulsion from the NJDS:
 - a. Obtaining, receiving, giving or using, or attempting to obtain, receive, give or use assistance during an examination, clinical exercise,

assignment or academic evaluation from any source that is not authorized by the faculty. This shall include, but is not limited to copying from or allowing another student to copy from an examination, clinical exercise and/or other academic assignment, communicating with another student in order to exchange information that is unauthorized or unreleased, and/or using unauthorized or unreleased notes or other devices, such as, but not limited to, computers, I-pods, cell phones, etc.

- b. Obtaining, receiving, giving or using, or attempting to obtain, give or use any unauthorized knowledge about examination questions, clinical exercise, assignments and/or other academic evaluations.
 - c. Falsifying or attempting to falsify any information or signatures on academic or clinical documents. This shall include, but is not limited to, changing answers on an examination after it has been returned.
 - d. Theft, willful damage, vandalism or abuse of any possession(s) of a member of the NJDS community or the property of the school or university. This shall include, but not be limited to, keeping patients' payments for clinical work done by students.
 - e. Plagiarism and/or the submission of papers, lab assignments or projects that are not exclusively the work of the student(s) being graded.
 - f. Violation of any federal or state law or regulation.
 - g. Physical, verbal or written abuse or harassment.
 - h. Active or intentional obstruction of a Hearing Body investigation.
 - i. Willfully withholding information concerning violations of the Honor Code.
2. The following infractions are grounds for suspension from the NJDS:
- a. Unauthorized collaboration on an assignment.

- b. Interfering, or attempting to interfere with the performance of another student on an examination, exercise or clinical procedure.
3. The following infractions are grounds for a written or oral reprimand:
- a. Disruptive behavior.
 - b. Disregard of rules and regulations relating to personal conflict resolution.
 - c. Failure to maintain a professional environment as specified in the student handbook.
4. The following is grounds for probation:

A student found guilty of an ethics violation by the Hearing Body who is not expelled will be placed on probation for a specified period of time. In the event a student is suspended the probationary period will commence upon his/her return from the suspension. The term of the probationary period will be determined by the Hearing Body upon imposition of the discipline. During the probationary period the student will be under heightened scrutiny and any further infractions committed during this period will be reviewed by the Hearing Body. If the Hearing Body concludes that the student has again violated this Honor Code, University Policy or canons of Professional Conduct, this student will be subject to further discipline, up to and including expulsion.

5. Penalties for repeat violations:

Students found guilty by a Hearing Body of at least two offenses warranting either a reprimand or suspension will be subject to an additional hearing by the Hearing Body to determine whether or not additional discipline is warranted. Additional discipline may include expulsion. This rule is effective whether or not the second violation occurs during a probationary period.

6. Withholding of Degree or Certificate: Temporary or Permanent
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Degree or Certificate:

A student will not receive a degree or certificate until a Hearing Body has adjudicated all ethical charges against the student. If a student is expelled from the Dental School his or her degree or certificate will be permanently withheld.

7. Degree or Certificate Revocation:

A student who has graduated from the Dental School but who is discovered to have violated any federal or state law or University or school regulation while attending the Dental School is subject to degree or certificate revocation.

ARTICLE IV Procedure - Students

Refer to University Policy on Student Rights, Responsibilities and Disciplinary Procedures (00-01-25-50:00), V. F. and V.G.

ARTICLE V Procedure - Faculty

Alleged infractions of ethical standards or violations of state or federal law by a faculty member shall be referred by any member of the NJDS community to the appropriate Chairperson, and, if necessary, to the Dean for potential resolution. If a resolution cannot be reached informally, the name of the faculty member and the subject matter of the violation shall be referred to the Faculty Affairs Committee as specified in the NJDS Procedural Code. In addition, the process will be governed by the guidelines listed in the following publications:

1. NJDS Handbook
2. UMDNJ policy regarding Faculty Conduct
3. UMDNJ policy on Scientific Misconduct and Fraud

ARTICLE VI Procedure - Staff

Alleged infractions of ethical standards shall be referred by any member of the NJDS community to the staff member's immediate supervisor who will investigate and, if necessary, take appropriate action as specified in the following:

1. General Rules and Regulations for staff employees
2. University Personnel Policy Manual
3. Ethical Standards for State Employees brochure and newsletter

ARTICLE VII Distribution

The Dean and Hearing Body will be responsible for educating all members of the NJDS academic community concerning the UMDNJ Policy on Student Rights, Responsibilities and Disciplinary Procedures as well as the NJDS Honor Code. Copies of this Honor Code shall be distributed to the NJDS community on an annual basis, with additional publication as deemed necessary by the Dean or Hearing Body. This Honor Code will also be posted on-line on the NJDS website. Additionally, a report of the violations and sanctions adjudicated during the prior academic year will be generated, with confidentiality maintained as required by FERPA and other applicable laws.

ARTICLE VIII Standardized Examination Pledges

1. FORM FOR WRITTEN EXAMINATIONS (IN-BUILDING OR TAKE HOME):

(This is to be read aloud at the beginning of the examination by the examiner when applicable)

I affirm that I have neither given nor received unauthorized assistance on this examination and that I have complied with the *Code of Professional Conduct and Ethics* contained in the current UMDNJ New Jersey Dental School Student Handbook.

Printed Name and Student Exam Number

Student Signature

Date

2. FORM FOR ELECTRONIC EXAMINATIONS:

I agree to not discuss the questions or answers with any other student prior to the close of the examination availability period. I also agree to comply with the *Code of Professional Conduct and Ethics* contained in the current UMDNJ New Jersey Dental School Handbook. By pressing the

FINISH/SUBMIT button I affirm that I have neither given nor received unauthorized assistance on the completion of this examination.