

CODE OF CONDUCT



School of Dentistry Medical College of Georgia

Revised and Adopted January 2009

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CODE OF CONDUCT
SCHOOL OF DENTISTRY
MEDICAL COLLEGE OF GEORGIA

I. INTRODUCTION

A. Professional Privilege and Responsibility

The dental profession is granted the privilege and responsibility of self-regulation by society. Honesty, integrity and ethical conduct are essential in the education of future members of a profession, which has the privilege of self-regulation. Self-regulation of the academic process is an important part of the education of a future professional.

B. Purpose

1. To define acceptable standards of conduct in academic and clinical settings for students in the School of Dentistry and
2. To provide a process for the investigation and disposition of alleged violations of these standards of conduct.

C. Jurisdiction

1. This Code of Conduct applies to all pre-doctoral students of the School of Dentistry of the Medical College of Georgia in all academic and clinical settings. Matriculation and continued enrollment automatically indicates acceptance of these provisions. Students of the School of Dentistry are under the jurisdiction of the Student Judicial Committee of the Medical College of Georgia for breaches of conduct not covered under this Code of Conduct.
2. All students accepted into the School of Dentistry will be provided with a copy of this Code of Conduct. Prior to matriculation, all accepted students will be required to read and sign a statement certifying that they understand they are subject to all of its provisions. (Appendix I).

D. Faculty Responsibility

It is the ethical responsibility of the Faculty to abide by and promote the principles espoused by the Code of Conduct. The Faculty should take whatever steps are reasonably necessary to discourage academic dishonesty. During the administration of examinations, the faculty member or their designee must be present to monitor the process. It is recommended that more than one proctor be present, and that their attention be devoted to the monitoring process. Randomized seating charts and facilities allowing for students to be seated in alternating seats should be used whenever possible. Testing materials should be constructed to discourage dishonesty. All unreleased testing material and

examinations should be clearly marked as unreleased. The method of marking examinations should be uniform and consistent throughout the School of Dentistry and the protocol described in Appendix L should be strictly followed. All testing materials and examinations should display the date of administration. Other measures may include multiple versions of examinations with randomized question order, or any other technique, which decreases the likelihood of dishonesty. Appendix A lists Academic Integrity Guidelines which faculty may use to minimize academic dishonesty.

E. Student Responsibility

It is the ethical responsibility of the Student to abide by and promote the principles espoused by the Code of Conduct. The Student should take whatever steps are reasonably necessary to discourage academic dishonesty, and other violations of the Code of Conduct. Each student is expected to work independently, other than during group exercises, and it is the student's responsibility to protect the integrity of their own academic materials. Inherent within the process of self-regulation is the responsibility to report activities that are unethical and dishonest.

F. Enforcement and Administration

Responsibility for the enforcement of the Code of Conduct lies with the Dean of the School of Dentistry. Operational responsibility for administration of the provisions of this Code of Conduct has been delegated to the Student Affairs Committee of the School of Dentistry, a Code of Conduct Administrator designated by the Dean, and a School of Dentistry Spokesperson designated by the Dean. The Code of Conduct Administrator will normally be the Associate Dean for Students, Admissions, and Alumni or an equivalent student affairs administrator.

II. RESPONSIBILITIES

A. The following individuals and groups have responsibility for administration of the provisions of this Code of Conduct:

1. The Student Affairs Committee of the School of Dentistry shall have responsibility for enforcement of this Code of Conduct, for holding hearings required under this Code of Conduct, and for evaluating and amending this Code of Conduct as specified in Section X.
2. The Code of Conduct Administrator shall coordinate administration of the Code of Conduct as specified in the Code of Conduct and shall maintain all official records regarding violations of the Code of Conduct for five years after final disposition of any

hearings or meetings related to these matters.

3. The School of Dentistry Spokesperson shall be an administrator or faculty member appointed by the Dean of the School of Dentistry. The School of Dentistry Spokesperson shall be appointed on an annual basis in keeping with the appointment of committees in the School of Dentistry. The School of Dentistry Spokesperson shall serve as a member of the Investigating Subcommittee as provided for in Section II.A.4. and shall represent the interests of the School of Dentistry in all hearings held under the provisions of this Code of Conduct.
4. The Code of Conduct Investigating Subcommittee shall have the responsibility for thoroughly investigating all alleged violations of this Code of Conduct. During the investigative phase, MCG Resources such as the Legal Office, Public Safety, and Information Technology may be used to assist the subcommittee. At the conclusion of its investigation, the Code of Conduct Investigating Subcommittee will prepare and submit a complete written report to the Code of Conduct Administrator. The Chair of the Investigating Subcommittee shall read this report at the Hearing. The Code of Conduct Investigating Subcommittee will consist of the following three members:
 - a. The Vice Chair of the School of Dentistry Student Affairs Committee will serve as Chair of the Investigating Subcommittee. In the event that the Vice Chair of the Student Affairs Committee is the complainant in a case, or otherwise unable to serve, the Code of Conduct Administrator shall appoint another faculty member to serve on the Investigating Subcommittee.
 - b. The School of Dentistry Spokesperson.
 - c. The Student Affairs Committee student member representing the class of the alleged violator(s). In the event the Student Affairs Committee student member representing the class of the alleged violator is an alleged violator, the appropriate class president shall appoint another student to serve on the investigating team.
5. The Code of Conduct Hearing Subcommittee will conduct all hearings regarding alleged violations of this Code of Conduct. The Hearing Subcommittee will consist of the following seven members:
 - a. The School of Dentistry Student Affairs Committee Chair

will serve as the non-voting chair of the Hearing Subcommittee. In the event that the Chair of the Student Affairs Committee is the complainant in a case, or otherwise unable to serve, the Code of Conduct Administrator shall appoint another faculty member to chair the Hearing Subcommittee.

- b. Three faculty members approved by the alleged violator (s) and the School of Dentistry Spokesperson as outlined in Section IV.D. 4 & 5 are chosen at random from a list of Dental School Faculty by the Code of Conduct Administrator as voting members of the Hearing Subcommittee.
 - c. The three Student Affairs Committee student members representing the three classes other than the class of the alleged violator(s) shall serve as voting members of the Hearing Subcommittee. In the event that a case involves students from more than one class, the Code of Conduct Administrator will appoint the appropriate number of students from classes eligible to have students on the Hearing Subcommittee in order to total three students on the committee.
 - d. All voting members of the Hearing Subcommittee will read and sign the "Responsibilities of a Voting Member of the Code of Conduct Hearing Subcommittee" form, Appendix B, prior to the beginning of the Hearing.
- B. All meetings, investigations, proceedings, and hearings conducted under the provisions of this Code of Conduct shall be confidential to the extent allowed by law. The Chair of the Hearing Subcommittee shall inform all members of Hearing Subcommittees of the confidential nature of proceedings conducted under this Code of Conduct at the beginning of all hearings (Appendix C).

III. CONDUCT STANDARDS FOR STUDENTS

The following behaviors constitute violations of this Code of Conduct:

- A. The giving or receiving of assistance not authorized by an instructor, test administrator, or testing agency instructions in the preparation of any assignment to be submitted for academic credit. Examples of assignments to be submitted for academic credit include but are not limited to examinations, essays, laboratory projects, electronic documents, and examinations required for graduation, which are administered by external agencies.

- B. The selling, lending, giving (providing in any manner), theft, acquisition by electronic means or otherwise of information or materials unauthorized by an instructor.
- C. The possession of any materials, or the use of any procedures or practices not authorized by the instructor, course director, department, or testing agency on any examination, essay, report, assignment, laboratory project, or clinical activity to be submitted or being performed for credit or which is required for graduation. This does not include testing materials issued or examinations administered prior to November 1st, 2008. It is the responsibility of the course director (supervising faculty) to inform the students of course expectations and performance standards. Accessing examination content prior to testing, breaching the confidentiality of the examination content or any attempt to subvert the examination process violates the code of conduct. Confidentiality of examination material should be maintained. Reproduction or attempts to reproduce examination materials through memorization, recording or other means in any fashion, organized or individually, is strictly prohibited and constitutes a violation of the code of conduct.
- D. Plagiarism; themes, essays, term papers, tests, electronic documents and other similar requirements must be the work of the student submitting the work for credit. When direct quotations are used, they must be indicated as such, and when the ideas of another are incorporated into any work to be submitted for academic credit, they must be appropriately acknowledged.
- E. The theft or procurement in any unauthorized manner of any academic or clinical materials or academic or clinical property belonging to others or to the institution including but not limited to theft or procurement by electronic means.
- F. Lying with respect to activities covered by the Code of Conduct.
- G. Failure to safeguard confidentiality of patient records in accordance with the Health Insurance Portability and Accountability Act (HIPPA) Guidelines. See the following links for detailed information about patient privacy issues: <http://www.cdc.gov/nip/policies/hipaa/default.htm> and <http://www.mcg.edu/SOD/patientservices/privacy.htm>.
- H. All laboratory projects whether submitted for credit or otherwise must be the work of the student unless otherwise specifically authorized by the course director.
- I. Patient care activities by students without Medical College of Georgia School of Dentistry faculty supervision are strictly prohibited. For purposes of this section of the Code of Conduct, patient care activities by students shall include all of those activities which constitute the practice of dentistry in the State of Georgia as defined by Section 43-11-17 and

Section 43-11-1 (or the current sections of Georgia law governing the practice of dentistry) of the Laws Governing the Practice of Dentists and Dental Hygienists in Georgia (Appendix H). The following behaviors constitute violations of this Code of Conduct:

1. Patient care activities by students without approval and supervision by faculty.
2. Patient care activities by students outside of regularly scheduled School of Dentistry clinic hours including, but not limited to, nights and weekends without approval and supervision of faculty.
3. Patient care activities by students at any off campus site unless such activities and sites are approved of as part of a recognized School of Dentistry course.
4. The appointing of any patient of the Medical College of Georgia School of Dentistry at any off campus site that is not recognized as an extension of the School of Dentistry.

A violation of this Section constitutes the illegal practice of dentistry and must be treated as a regular case (see IV.C). An alleged violation of this Section cannot be considered as a first offense (see IV.D).

The illegal practice of dentistry is a violation of Georgia Law. A first offense is a felony (Appendix H). At the discretion of the Dean, individuals found in violation of this section of the Code may be reported to the Georgia Board of Dentistry.

- J. The use of pressure, threat, abuse, or similar practices against any person involved to inhibit or prevent the reporting, investigation, or hearing of an alleged violation of this Code of Conduct.
- K. The withholding of evidence pertinent to any case under investigation or being heard, or the giving of false evidence during an investigation or hearing.
- L. The falsifying, altering, counterfeiting, forging, destroying, or causing such falsifying, altering, counterfeiting, forging, or destroying of any School of Dentistry record, form, or document.
- M. The abuse of, or intentional damage to, academic materials and/or facilities of the institution.
- N. Failure to meet the conditions of Disciplinary Probation (General or With Restrictions), as defined in Section V, A and B, below, and any violation of this Code of Conduct while a student is on probation.
- O. Displaying an inability to perform patient care activities with reasonable

skill and safety to patients or is becoming unable to perform patient care activities with reasonable skill and safety to patients by reason of use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition, or by reason of displaying habitual intoxication, addiction to, or recurrent personal misuse of alcohol, drugs, narcotics, chemicals, or any other type of similar substances.

- P. Regarding participation of dental students in research projects- Failure to abide by Federal Regulations and MCG Policies regarding human subject and/or animal research constitutes a breach of the Code of Conduct.

IV. PROCEDURES

*Code of Conduct Alleged Violation Procedure Summary – see Appendix C

A. Report of Violations

Any alleged violation of this Code of Conduct will be reported in writing to the Code of Conduct Administrator by the complainant(s) within 15 school days of the violation's becoming known to the complainant(s). If the violation becomes known to the complainant while the complainant is at an off campus site, the 15 school day period shall begin at the time the complainant returns to campus.

B. Receipt of a Complaint

Upon receipt of a complaint, the Code of Conduct Administrator will ascertain whether the alleged violator has been involved in any prior violation(s). If there has not been a previous violation(s), the Code of Conduct Administrator will then determine whether the incident qualifies as a first offense in keeping with the provisions of Section IV, C. If the incident is not a first offense or if the Code of Conduct Administrator determines that the incident does not qualify as a first offense, the case will be handled in keeping with the provisions of Sections IV, D, and IV, E.

C. First Offense Violations

If the conditions for the First Offense apply and the alleged violator(s) agree(s) to this option, they will do so by willingly signing the "Admission of First Offense" Form found in Appendix D. In so doing, the accused student(s) admits to the validity of the allegations and that he (she) agrees to abide by the disciplinary actions as outlined in IV.C.2.b. below. Should the student decline the First Offense option at this time, it will NOT be offered later. If the alleged violator declines the First Offense option, he (she) must sign Appendix D at the appropriate location indicating that he (she) was provided this option and willingly declined it, and fully realizes the consequences of such action.

1. Alleged violations of this code of conduct (except alleged violations of Section III, subsection I) may be handled as first offenses if the following conditions are met:
 - a. The alleged violator has no prior record of violations of the Code of Conduct, and
 - b. The complainant agrees that the incident should be handled as a first offense, and
 - c. The alleged violator agrees that the incident should be handled as a first offense, and
 - d. The Code of Conduct Administrator agrees that the incident should be handled as a first offense. In all cases, the Code of Conduct Administrator shall have the authority to deny first offense classification to an incident and to require that the incident be handled as a regular case in keeping with Sections IV, D, and IV, E.
 - e. First offense disposition of cases involving more than one student will only be allowed if all alleged violators have no prior violations.

2. First Offense Case Disposition Procedures

If all of the conditions cited in Section IV.C.1.a-e are met, an incident may be disposed of as a first offense and the disciplinary action will be imposed by the Code of Conduct Administrator.

- a. The alleged violator(s) must sign a written admission that the violation took place and that the facts reported are true and accurate ("Admission of First Offense" Form found in Appendix D). This admission will be recorded by the Code of Conduct Administrator as a record of a violation of the Code of Conduct.

- b. In cases handled as first offenses, the following penalties will be imposed:

- (1) Disciplinary probation until graduation or for the next three consecutive semesters of enrollment, whichever is shorter, and

- (2) Restitution for replacement of any lost or damaged property, as appropriate and determined by the Code of Conduct Administrator, and

- (3) In incidents of academic dishonesty, the course director will determine an academic penalty up to and including a failing grade in the course.

D. Regular Case Investigation Procedures

If an incident cannot be handled as a first offense as specified in Section IV, C, then the procedures of this Section shall apply and the matter shall be handled as a regular case.

1. The Code of Conduct Administrator and one other dental school administrator or full-time faculty member will meet with the alleged violator(s) and advise the student(s) in writing that a complaint has been received. At that time, the Code of Conduct Administrator will ask the accused student(s) to enter a plea of “not guilty” or “guilty” within 72 hours.
2. Every alleged violator must enter an individual written plea to all charges prior to the beginning of any investigations, and the written plea(s) will be provided to the investigating subcommittee. (Appendix F) If pleas change prior to any scheduled hearing, the School of Dentistry Spokesperson must be informed of the change in writing.
 - a. If the accused student admits to a violation and enters a plea of guilty, the student will be notified that a meeting of the Code of Conduct Hearing Subcommittee will be scheduled to formulate a recommendation for disciplinary action; the recommendation for disciplinary action will be submitted to the Dean.
 - b. If the accused student denies the allegation(s) and enters a plea of not guilty, an investigation will be conducted by the Code of Conduct Investigating Subcommittee to evaluate the evidence against the student(s). If the Investigating Subcommittee finds sufficient evidence that a violation may have occurred, a full Code of Conduct Subcommittee Hearing will be conducted.
3. The Code of Conduct Administrator will then notify the Code of Conduct Investigating Subcommittee of the alleged violation and provide the information relative to the incident.

The Investigating Subcommittee will initiate and complete an investigation of the alleged incident within 20 working days from the date of their notification. The 20 day limit will not include regularly scheduled holidays and student breaks. The Investigating Subcommittee will determine if sufficient evidence exists to proceed to a formal hearing. Each Subcommittee member will have a vote in the decision, which will be filed confidentially and individually with the Chair of the Student Affairs Committee at the completion of the investigation. The Subcommittee Chair will provide a written report to the Code of Conduct Administrator.

Extensions of the 20-day limit may be granted by the Code of Conduct Administrator for reasonable cause.

If a majority of the Investigating Subcommittee find in favor of proceeding to a formal hearing, a formal hearing will be scheduled. If the decision is that insufficient evidence exists to proceed to a formal hearing, the accused student(s) and the person who filed the allegations will be required to meet together with the Code of Conduct Administrator and the Chair of the Student Affairs Committee. The intent of this meeting will be to candidly discuss the allegation(s) and provide an opportunity to mediate any differences. All communications between the accused and faculty or staff should be recorded or witnessed by a third party following the formal charge and plea. This report will also be presented to the Code of Conduct Hearing Subcommittee by the Investigative Chair.

4. If a Hearing is scheduled, The Code of Conduct Administrator will randomly select a list of five faculty to serve on the Hearing Subcommittee (three active and two alternates). The Student representatives will be the three student members of the Student Affairs Committee who are not members of the accused student(s) class. Two class presidents from other than the accused class, or their designees, shall serve as alternate student members of the Hearing Subcommittee.
5. The Code of Conduct Administrator and the Hearing Subcommittee Chair shall evaluate the list of proposed Hearing Subcommittee members for potential conflicts of interest. If a conflict of interest is believed to exist, the proposed Hearing Subcommittee member shall be withdrawn and a new member shall be randomly selected. This process ensures that the selection of any Hearing Subcommittee members shall not jeopardize the right of the accused to a fair and impartial Hearing. The final Hearing Subcommittee with voting rights will consist of three faculty and three student members, a total of six members.

E. Regular Case Disposition Procedures

1. In all incidents where a hearing is required, the Code of Conduct Hearing Subcommittee will hear the case, determine whether the accused student(s) has/have been involved in violations of the Code of Conduct, and, if a violation is found to have taken place, recommend an appropriate disciplinary action to the Dean.
2. Pre-Hearing Procedures

The Hearing Subcommittee Chair will notify the alleged violator in writing of:

- a. the charges against him/her,
- b. the nature of the evidence against him/her, and the names of witnesses scheduled to testify,
- c. a date for the hearing not sooner than 5 and no more than 20 school days from date of the alleged violator's notification, and
- d. the rights of an alleged violator at a hearing, i.e., the right to:
 - (1.) accept as a Student Advisor a faculty member or administrator appointed by the code of conduct administrator or be accompanied by an advisor of the student's choice who is a faculty member, an administrator, or student at the Medical College of Georgia. The advisor may not directly question either witnesses or members of the Hearing Subcommittee or participate directly in the hearing. The advisor will assist the accused in following the protocols of the code of conduct and provide other advice before and during the hearing.
 - (2.) question the School of Dentistry Spokesperson's witnesses.
 - (3.) submit a maximum of 2 character reference letters and present witnesses who have pertinent testimony relating to the specific alleged violation.
 - (4.) make a record of the hearing.
 - (5.) expect a decision based solely on evidence presented.
 - (6.) be provided a written notification of the outcome of the case
 - (7.) appeal the Dean's decision to the President of the Medical College of Georgia.
- e. The Chair of the Hearing Subcommittee will provide the alleged violator with an Order of Proceedings for hearings held under this Code of Conduct which the Student Affairs Committee may, at its discretion, adopt for such hearings (Appendix C).
- f. The Chair of the Hearing Subcommittee will provide the alleged

violator and the School of Dentistry Spokesperson with a list of the three randomly chosen faculty members and the student members of the Student Affairs Committee that are designated to serve on the Hearing Subcommittee. A pre-hearing meeting (the format of such will be agreed on by all parties) between the Chair of the Hearing Subcommittee, the accused, and the Spokesperson will then be held. The accused and the Spokesperson may each request the disqualification of one faculty and one student for cause. If a hearing subcommittee member is disqualified, the Chair of the Hearing Subcommittee will select the replacement from the next two names on the random list of faculty to replace a faculty member, or from the student list of class presidents or their designee to replace a student. The accused or the School of Dentistry Spokesperson shall have the same opportunity to reject and replace faculty and student members of the hearing subcommittee.

At the initial portion of a hearing, one standby faculty member and one standby student member will be required to attend. This is in case a faculty member or student member of the Hearing Subcommittee disqualifies themselves because of conflict of interest. The standby members will be mutually agreeable to the accused and the Spokesperson, and if not needed, will then be dismissed prior to the hearing.

- g. The School of Dentistry Spokesperson and the accused student must provide the Chair of the Hearing Subcommittee with a complete list of witnesses at least 72 hours in advance of a scheduled hearing. The Chair will then provide the Spokesperson and the accused student a complete list of the witnesses at least 48 hours in advance. A meeting between the Chair, Spokesperson, and the accused will occur in which witness lists are exchanged, the hearing subcommittee panel will be revealed, and accepted or modified by the Accused. The chair explains the Code of Conduct Hearing protocols to both parties and other issues may be clarified. It is the Spokesperson's and accused student's responsibility that their corresponding witnesses are notified of the hearing date and time, and that they attend the hearing.

If additional witnesses are introduced at the time of the hearing by either the accused student(s) or the Spokesperson, it will be left to the discretion of the Chair of the Hearing Subcommittee as to the relevance of their testimony and to their participation in the hearing. If a witness or witnesses fail to attend the hearing, it will be left to the discretion of the Chair of the Hearing Subcommittee as to whether the hearing will proceed, or will be re-convened at a

later date.

3. Hearing Procedures

- a. Attendance in the hearing room may be limited to: The Hearing Subcommittee, the School of Dentistry Spokesperson, the alleged violator, the alleged violator's advisor, and witnesses during the time of their testimony only, and officials of the Medical College of Georgia. The Chair of the Hearing Subcommittee will rule on the presence of any other individuals who wish to attend the hearing.
- b. Only evidence pertinent to the specific allegation(s) may be considered. Knowledge of prior violations or admission of guilt may not be made known or considered in determining guilt or innocence. Pertinent evidence may refer to new findings arising as a result of the investigation process.
- c. Only in extraordinary circumstances will there be separate hearings if there is more than one alleged violator. Such a circumstance will be determined by the Code of Conduct Administrator and the School of Dentistry Spokesperson.
- d. The Hearing Subcommittee Chair will read aloud the contents of Appendix C, "Chair's Summary Statement" and provide information pertinent to the specific Hearing. This document states that the proceedings will be recorded and introduces the Subcommittee members, the accused, and the accused's advisor and outlines the function of the Chair, presents the order of events which will occur at the Hearing, specifies how the evidence is to be evaluated and states the criteria the Subcommittee members are to utilize in reaching their decision.
- e. The Hearing Subcommittee Chair will read the allegation(s) to the alleged violator and request the alleged violator's plea.
- f. The School of Dentistry Spokesperson will present the case against the alleged violator. The alleged violator will present the defense.
- g. Witnesses may be recalled for clarification of testimony or to give further testimony. All witnesses to be called will be sworn by oath by a Notary Public for the State of Georgia (Appendix G). The witnesses will be monitored and/or separated in order to discourage interaction and inappropriate communications while waiting to testify.

- h. The spokesperson and then the accused will be given the opportunity to make a closing or summary statement prior to deliberations by the hearing subcommittee.
- i. The Hearing Subcommittee will consider the evidence in executive session. If it is necessary to recall a witness for clarification after the Subcommittee adjourns into executive session, the School's Spokesperson, the alleged violator, the alleged violator's advisor shall be present and all except the alleged violator's advisor have the right to question the witness regarding the witness's clarifying statements.
- j. Nothing in the Code of Conduct shall prevent an accused student from pleading guilty to any alleged violation of this Code and waiving the right to a full hearing on the charges. All pleas of guilty and waivers of hearing must be presented to the Chair of the Hearing Subcommittee in writing on a Waiver of Hearing Form acceptable to the Chair of the Hearing Subcommittee (Appendix E). In the case of a plea of guilty, evidence related to the facts of the violation will not be presented and the Hearing Subcommittee's sole responsibility will be to recommend appropriate disciplinary action to the Dean.

4. Hearing Outcome

Four votes are required to find a student in violation of the Code of Conduct. In the deliberations of the Hearing Subcommittee, the three faculty members and the three students are required to vote; the Chair of the Hearing Subcommittee does not vote.

5. In the event a student is found to have violated the Code of Conduct or admits to a violation of the Code of Conduct, the Hearing Subcommittee will recommend an appropriate disciplinary action to the Dean. The Hearing Chair will read the list of Disciplinary Actions from which the Hearing Subcommittee members are to select their recommendation (Section V., A. - E.). Before the Hearing Subcommittee begins deliberations to formulate a recommendation for disciplinary action, the School of Dentistry Spokesperson will inform the Subcommittee of any previous violations on the record of the accused student. The Spokesperson will also provide the Subcommittee with a suggested disciplinary action. Four votes are required for recommendation of a specific disciplinary action to the Dean. All Subcommittee members (except the Chair) will vote.

V. DISCIPLINARY ACTIONS

The following are possible disciplinary actions, which can be recommended to the Dean by the Hearing Subcommittee through regular case disposition procedures. These penalties are not all-inclusive and may be modified depending on the nature of the violation or violations.

A. Administrative Probation

An official warning that the student's conduct violates the Code of Conduct but is not sufficiently serious to warrant expulsion, dismissal or suspension. This type of probation does not carry concurrent restrictions. Continued enrollment depends on maintaining satisfactory conduct during probation. A favorable recommendation normally will not be furnished by the university during probation. It shall be imposed for a specified period of time during which any other additional violations of the Code of Conduct will result in more severe disciplinary actions.

B. Administrative Probation with Restrictions

This action is a warning that the student's behavior is unacceptable and includes other sanctions, which do not require an interruption or termination of the student's enrollment. Probation shall be imposed for a specified period of time during which any other violation of the Code of Conduct will result in more severe disciplinary actions. A favorable recommendation normally will not be furnished by the university during probation. Sanctions, which may be imposed as restrictions, shall include but not be limited to:

1. Loss of scholarship and educational loan awards from funds under the direct control of the Medical College of Georgia or the School of Dentistry (federal aid programs are not included in this provision);
2. Loss of credit for any test, paper, report, essay, laboratory project, or clinical procedure involved in the violation;
3. A failing grade for the course(s) in which the violation(s) occurred;
4. Restitution for damages or replacement of property;
5. Loss of the privilege of representing the School of Dentistry in any official capacity or loss of the privilege of representing the student body of the School of Dentistry in any official capacity.
6. Suspension of clinical privileges for a period of time to be determined by the Hearing Subcommittee. The student will remain

enrolled in the curriculum and participate in all activities, except those involving direct patient care. Appropriate measures to insure continuity of patient care must be an integral portion of any such disciplinary recommendation.

7. Other sanctions as deemed appropriate.

C. Suspension

This action terminates the enrollment of a student in the School of Dentistry for a specified period of time. Participation in courses and School of Dentistry activities is prohibited during the suspension period. A suspension will usually require the reassignment of the student's patient population. At the end of the suspension period, re-enrollment may require a period of skills assessment and redevelopment as a student in the School of Dentistry and new patients will be assigned.

D. Expulsion

The permanent denial of the individual's privileges to attend the School of Dentistry. A student found to have violated Section III .I, regarding the illegal practice of dentistry, will be recommended for expulsion.

E. Nothing in the Code of Conduct shall prevent a student from receiving a combination of penalties, such as a suspension for a specified time, to be followed by a period of probation, which could also include restrictions.

VI. REVIEW BY THE DEAN

A. The outcome of all hearings held before a Hearing Subcommittee of the Student Affairs Committee will be reported to the Dean as advisory to the Dean. The authority for final action by the School of Dentistry in all cases rests with the Dean. The Dean will review each Hearing Subcommittee report to determine that:

1. The violator was accorded due process.
2. The facts of the case support the findings of the Hearing Subcommittee.
3. Recommendations for disciplinary action, if any, are appropriate.

B. After reviewing reports of the Hearing Subcommittee, the Dean may:

1. Approve and implement the report of the Hearing Subcommittee or

2. Amend and implement the report of the Hearing Subcommittee, or
 3. Remand the case back to the Hearing Subcommittee for further review and consideration.
- C. Any portions of the Code of Conduct in conflict with Section VI, as stated here, are rendered null and void by this Section and in any instances where conflicts may occur, this Section shall govern.

VII. APPEALS

Any student found to have violated this Code of Conduct has the right to appeal the Dean's decision to the President of the Medical College of Georgia as described in the most recent MCG catalog and the most recent MCG Student Handbook.

VIII. RECORDS

1. If the accused student(s) is/are found to be in violation of this Code of Conduct, all records pertaining to the case shall then be retained in the office of the Code of Conduct Administrator. If a student is expelled or suspended, the records shall be maintained in the student's permanent file in the MCG Registrar's Office.
2. If the accused student(s) is/are found not to have violated the Code of Conduct, by the Hearing Subcommittee, and the Dean concurs with the findings, all investigative materials, evidence, etc., shall be retained in the office of the Code of Conduct Administrator. If review by the Dean subsequently finds that the accused student(s) is/are in violation of the Code of Conduct, all records will be retained as previously described. A record of the action shall be retained by the Code of Conduct Administrator for five years after final disposition of these matters.

IX. ANNUAL REPORT

During the first full month of the Fall Semester, the Chair of the Student Affairs Committee will provide a report of the previous year's activity to the faculty and students. The report should include the number of alleged violations reported, the number of proven violations, admissions of guilt, acquittals, and any disciplinary actions imposed.

X. REVIEW AND REVISION

1. Every 2 years, the Chair of the Student Affairs Committee will appoint a subcommittee under the direction of the Vice Chair of the Student Affairs

Committee to evaluate this Code of Conduct. At least one student, one School of Dentistry faculty member and the current School of Dentistry Spokesperson will be on this subcommittee. The Code of Conduct may be evaluated more frequently at the request of the Dean or the Student Affairs Committee.

2. The Code of Conduct will be revised as needed following the evaluation. All revisions must be approved separately by a majority vote of the faculty and student body.
3. The Code of Conduct may be revised by the Dean at any time it is determined to be in violation of Medical College of Georgia policies.
4. The current Code of Conduct will be in effect until such time as revisions are approved.

The faculty and students of the School of Dentistry have approved this revision of the Student Code of Conduct, February, 2009.

APPENDIX A

Faculty Involvement with Academic Testing Integrity

The following is a list of steps faculty can use to minimize academic dishonesty:

1. Whenever possible, all tests and major examinations should be given in AD-1020 which allows seating of students in alternating seats.
2. Every time a test or major examination is given, a randomized seating assignment should be used. To this end, the seat numbers in all lecture rooms need to be clearly marked.
3. Every time a test or major examination is given, multiple versions of the examination should be distributed, especially in small rooms where it is not possible to have students sit in every other seat.
4. If AD-1020 can not be scheduled every attempt to arrange for alternate seating should be made. For example, the front rows of AD-2001 and 3001 can be filled by seating students next to one another, and the back rows can be used with alternate seating. In this manner, the students in front can be monitored much easier than if they were sitting next to one another in the back of the room.
5. All examinations and tests should be actively monitored by at least two persons. Proctoring is a full-time job and faculty should not bring personal work to do during the examination.
6. Students taking tests or major examinations should not be permitted to bring materials, other than those allowed by the course director, to their desks during the time of the examination. Purses, book bags, cell phones, PDAs, and/or other electronic devices should be left in the front or along the sides of the room.
7. Students should not be permitted to wear dark glasses, baseball caps or lab coats during tests and major examinations.
8. Course directors should directly state their views on testing dishonesty at the first day of class and state the means by which they will proceed with any reported violations.
9. Prior to each test or major examination, the faculty should clearly state that dishonesty would not be tolerated.
10. All faculty members are encouraged to protect exam materials prior to their administration (i.e. flash drives, computer access, electronic communication, etc).

The following suggestions pertain to maintenance of testing integrity for quizzes:

1. Consideration should be given to having the quiz at the end of class instead of at the beginning.
2. Quizzes should be returned in a fashion similar to that used for regular examinations, where the student completes the quiz, takes it to the front of the room and leaves the room for the next class. The completed quiz should not merely be passed to one side of the aisle and collected.
3. Faculty monitoring of quizzes should be no different from that suggested for tests and major examinations as outlined above.

4. If the major reason for giving an examination is to take attendance, then consider passing out an attendance sheet instead.
5. Prior to each quiz, faculty should clearly state that dishonesty would simply not be tolerated.

The following are actions faculty can utilize when academic dishonesty is suspected or observed:

1. The student **MUST** be permitted to complete the examination and hand it in.
2. If a faculty member suspects cheating, the faculty member should inform the other testing monitor in the room and both should observe the suspect(s). Confirmation of cheating by a second testing monitor is extremely valuable in prosecuting the case through the Code of Conduct hearing process.
3. The following statement could be read aloud if suspicious activity is observed: "Suspicious activity has been noticed. This is the only warning you will receive. If it does not stop, a violation of the Code of Conduct will be reported."
4. Faculty should provide students with a method that allows for asking questions during a test or major examination. Consideration should be given to the opportunity a student has for viewing work of others while they are walking to the test proctor to ask their question.
5. If blatant dishonesty is observed, it is not necessary to provide any form of warning. However, at all times, try to obtain confirmation by another testing monitor.
6. If a report of a violation of the Code of Conduct is made, the student should be informed immediately. This should be done in private. The other test monitor can take over the major responsibility of observing the class while you inform the student of your intent to report the violation after the student has handed in the examination and has left the room.

APPENDIX B

Responsibilities of a Voting Member of the Code of Conduct Hearing Subcommittee

By signing this document, I certify that I have read the most current version of the Medical College of Georgia School of Dentistry Code of Conduct and fully understand its contents. I will make my decisions in this proceeding based solely upon the preponderance of the evidence presented. I am fully aware that I must vote when asked to do so, and that I may not abstain. I am also prepared to render a recommendation for disciplinary action if a violation of the Code of Conduct has taken place. I promise to keep knowledge of all evidence and proceedings discussed in this Hearing in the strictest of confidence to the extent allowed by the law.

Signed

(Name)

(Faculty/Student- please circle)

Date

APPENDIX C

Summary Statement of the Code of Conduct Hearing Subcommittee Chair

To be delivered by Hearing Chair at the beginning of the Hearing after initiation of audio recording:

It is _____ o'clock on DAY OF WEEK; MONTH, DAY, YEAR, and we are in room _____ of the MCG School of Dentistry for the purpose of hearing the evidence related to an alleged violation of the School of Dentistry Code of Conduct. The proceedings of this meeting will be preserved on audiotape. My name is _____ and I serve as Chair of the Student Affairs Committee and chair of this Hearing Subcommittee. Also present at this hearing are faculty and student members of the Hearing Subcommittee, the School of Dentistry Spokesperson, and the accused student(s). At this time, I would like the members of the Hearing Subcommittee and the School of Dentistry Spokesperson to state their names and identify their role in this hearing so we have a record of their presence. We will begin with (name of person) and go around the table.

(Subcommittee members and Spokesperson record their presence on the audio recording).

There are two alternate Subcommittee members here this evening. Would the alternates please state their names for the record?

_____ (Chair states accused student's or students' name(s)) is also present and is accused of violating the Code of Conduct. Please state your name and class for the record.

Mr./Ms. (accused student), do you have an advisor present to assist and advise you?

(If yes, have student name the advisor (or advisors) and:) As advisor to the accused student, please state your name for the record.

At this time, I will query the Hearing Subcommittee regarding conflicts of interest. Do any members of the hearing panel believe that their circumstances would prevent them from being fair and impartial in this proceeding?

(Chair waits for responses and excuses Subcommittee members or alternates as appropriate)

The unused alternate members are now dismissed.

Subcommittee Hearing members will now read and sign the "Responsibilities of a Voting Member of the Code of Conduct Hearing Subcommittee", Appendix B of the Code of Conduct.

The purpose of this meeting is to present evidence and testimony to the voting members of the Hearing Subcommittee concerning the specific portion of the Code of Conduct which is alleged to have been violated. All participants should note that these proceedings will produce a portion of the accused student's record of enrollment at the Medical College of Georgia, and that federal law prohibits the release of any portion of a student's record without the written consent of the student. Therefore, these proceedings must remain confidential to the extent allowed by law, and no information from this hearing may be released to any third party without the written consent of the student; the only exception to this is notification of appropriate institutional officials necessary to implement any decisions reached here.

After presentation of the evidence as obtained from the investigative subcommittee, the accused student will have the opportunity to present evidence and witnesses as well as to ask questions of any witnesses present. At any time during the hearing, any Subcommittee member or the accused can ask questions. Once all evidence and witnesses have been presented and all questions have been addressed, the Hearing Subcommittee will meet in closed session to determine whether a violation of the Code of Conduct has taken place.

The function of the Hearing Chair during the closed session is to stimulate a thorough evaluation of the facts and to promote dialogue. The Chair is not to bias the flow of thought of the voting subcommittee members. If the subcommittee members feel that they require additional information from evidence or witnesses, the accused student, the accused student's advisor, the School of Dentistry Spokesperson and any pertinent witnesses may be recalled. Once the Subcommittee members feel that sufficient discussion has transpired to enable them to reach an individual decision, as whether the accused student has been involved in a violation, the Chair will take a vote by written ballot. It should be emphasized that the standard of proof on which voting members must base their decision is the standard for administrative law, which is a preponderance of the evidence. This is in contrast to the standard of proof in criminal cases, which require proof beyond a reasonable doubt. In order to find an accused student in violation of the Code of Conduct, four out of the six votes must indicate as such. Innocence is decided by any vote yielding less than four guilty decisions.

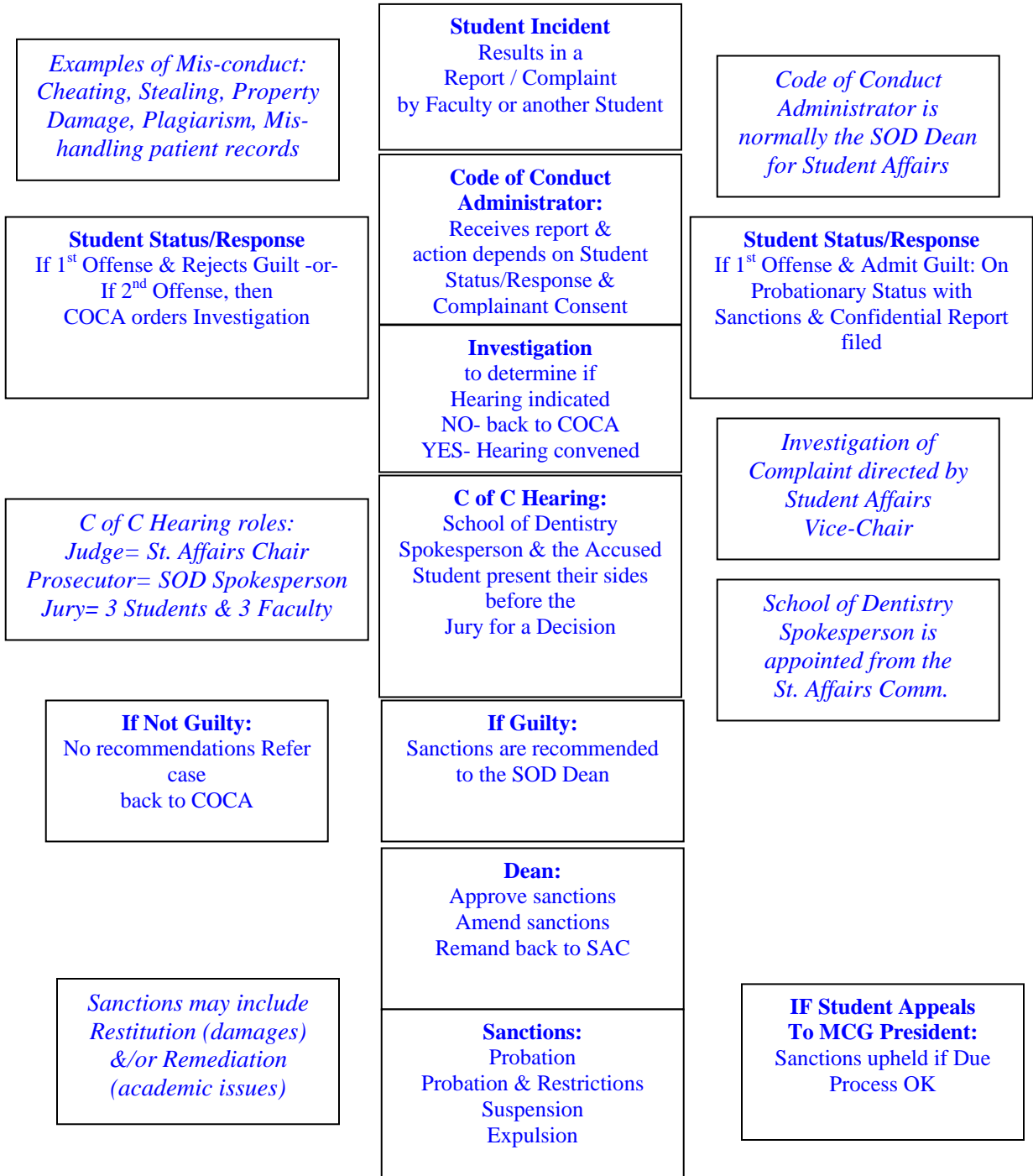
After voting, the accused student and the School of Dentistry Spokesperson will be asked to join the hearing subcommittee, whereupon the Chair reads aloud the results of the decision. If the accused student is not found to have been involved in a violation, all investigative materials, evidence, etc. shall be destroyed. A record of the action shall be retained in the Office of the Code of Conduct Administrator. If the Subcommittee finds the student in violation of the Code of Conduct, the School of Dentistry Spokesperson will be requested to provide suggestions for disciplinary action. The Subcommittee will again meet in closed session to consider the appropriate disciplinary action to be taken. The Subcommittee will then vote on this decision. Four votes are required for recommendation of a specific disciplinary action to the Dean. If the student has been found guilty, all records pertaining to the case shall be retained in the office of the Code of Conduct Administrator for 3 years after the student is no longer enrolled at the School

of Dentistry and then destroyed. If the student is expelled or suspended, the records shall be maintained in the student's permanent file in the MCG registrar's office. The Subcommittee recommendation will be forwarded to the Dean for consideration. The Dean may approve and implement the recommendation, amend and implement the recommendation or remand the case back to the Hearing Subcommittee for further consideration.

Any student found to have violated the Code of Conduct has the right to appeal the Dean's decision to the President of the University. Again, it must be emphasized that all statements and evidence presented in this room are done so in confidence and are not to be repeated, except where the law permits such.

The Chair will then read the specific charge(s) against the student(s) and ask the accused student to enter a plea of either guilty or not guilty to the alleged violation(s).

MCG School of Dentistry Code of Conduct Alleged Violation Procedure Summary



APPENDIX D Admission / Refusal of First Offense

The following are prerequisites for First Offense consideration:

1. Alleged violations of this Code of Conduct (except alleged violations of Section III, subsection I) may be handled as first offenses if the following conditions are met:
 - a. The alleged violator has no prior record of violations of the Code of Conduct, and
 - b. The complainant agrees that the incident should be handled as a first offense, and
 - c. The alleged violator agrees that the incident should be handled as a first offense, and
 - d. The Code of Conduct Administrator agrees that the incident should be handled as a first offense. In all cases, the Code of Conduct Administrator shall have the authority to deny first offense classification to an incident and to require that the incident be handled as a regular case in keeping with Sections IV, D, and IV, E.
 - e. First offense disposition of cases involving more than one student as alleged violators will only be allowed if all students have no prior violations.

2. First Offense Disposition Procedures

If all of the conditions cited in Section IV.C.1.a-e are met, an incident may be disposed of as a first offense and the disciplinary action will be imposed by the Code of Conduct Administrator.

- a. The alleged violator(s) must sign a written admission that the violation took place and that the facts reported are true and accurate ("Admission of First Offense" Form found in Appendix D). This admission will be recorded by the Code of Conduct Administrator as a record of a violation of the Code of Conduct.
- b. In cases handled as first offenses, the following penalties will be imposed:
 - (1) Disciplinary probation until graduation or for the next three consecutive semesters of enrollment, whichever is shorter, and
 - (2) Restitution for replacement of any lost or damaged property, as appropriate and determined by the Code of Conduct Administrator, and
 - (3) In incidents of academic dishonesty, the course director will determine an academic penalty up to and including a failing grade in the course.

I have read the above description of the First Offense option and agree to its use pertaining to the present allegation. I realize that, should I decline the First Offense option if offered, I will not have the opportunity to obtain it later for the said allegation. By doing so, I fully understand that my choosing this option is an admission to the allegations and I also agree to abide by the disciplinary actions which are imposed as stated below:

Signed: Student

Printed name

Signature

Date

Signed: Witness

Printed name

Signature

Date

I acknowledge that the First Offense option was clearly explained and offered to me, however, I decline to take this option. I deny that I have been involved in a violation of the Code of Conduct and I plead not guilty to the accusations against me. I realize that an investigation of the allegations will be made, and that a full Code of Conduct Hearing may be held to determine my guilt or innocence. I also acknowledge that I may plead guilty any time during this process by signing the Waiver of Hearing Form (Appendix E).

Signed: Student

Printed name

Signature

Date

Signed: Witness

Printed name

Signature

Date

APPENDIX E

Waiver of Hearing Form

I, _____, hereby waive my right to a hearing on charges that I have been involved in a violation of the Code of Conduct of the School of Dentistry at The Medical College of Georgia and I agree to accept the decision of the Hearing Subcommittee in this matter.

I have been informed of my rights in this matter and I agree to waive those rights.

I understand that I retain my right to appeal any decision reached in this matter.

I execute this waiver of my own free will and with full understanding of my actions and their possible consequences.

Student Name (printed)

Student Signature

Date

Witness

Date

APPENDIX F

Regular Case Written Plea Form

I. Plea of Not Guilty

I deny that I have been involved in the following violations of the Code of Conduct and I plead not guilty to the allegations:

I realize that an investigation of the allegation(s) will be made, and that a full Code of Conduct Hearing may be held to determine my guilt or innocence. I also acknowledge that I may plead guilty any time during this process by signing the Waiver of Hearing Form (Appendix E).

Signed: Student

Printed name

Signature

Date

Signed: Witness

Printed name

Signature

Date

Regular Case Written Plea Form

II. Plea of Guilty

I plead guilty to the following violations of the Code of Conduct:

I hereby waive my right to a hearing on charges that I have been involved in a violation of the Code of Conduct of the School of Dentistry at the Medical College of Georgia. I understand that the recommendations of the Hearing Subcommittee will be forwarded to the Dean for his or her consideration.

I have been informed of my rights in this matter and I agree to waive those rights.

I understand that I retain my right to appeal any decision reached in this matter.

I execute this waiver of my own free will and with full understanding of my actions and their possible consequences.

Signed: Student

Printed name

Signature

Date

Signed: Witness

Printed name

Signature

Date

APPENDIX G

School of Dentistry Code of Conduct

WITNESS OATH FORM

Witnesses called to testify at a Code of Conduct violation Hearing will be sworn in (en masse or individually) prior to their statements. A Notary Public from the State of Georgia will read the following statement and the witness must comply in one of the two manners below:

Raise your right hand and repeat after me....

"I, (state your name), solemnly swear to tell the truth, the whole truth and nothing but the truth, so help me God".

If someone objects to the above oath, they may reply "yes" or "no" to the following question:

"Do you solemnly affirm to tell the truth, the whole truth and nothing but the truth?"

_____ (Name printed)

_____ Signature

_____ Date

_____ Notary Signature (Seal)

After being sworn in, the witnesses will be dismissed from the Hearing room. They will be called back when their testimony is needed. Witnesses must not discuss any aspect of the hearing with anyone else while the hearing is in progress except the Hearing Chair or their representative.

APPENDIX H

The following sections are excerpted from the Laws Governing the Practice of Dentists and Dental Hygienists in Georgia. For a complete list of these laws use the following link- http://www.legis.state.ga.us/cgi-bin/gl_codes_detail.pl?code=43-11-1

Section 43-11-17. Acts which constitute the practice of dentistry -

- (a) Except as expressly provided in this chapter, any person who performs any of the following procedures, operations, or services shall be regarded as practicing dentistry within the meaning of this chapter:
- (1) Operates or performs part of any dental operation of any kind upon the human oral cavity, teeth, gingiva, alveolar process, maxilla, mandible or associated structures, or associated contiguous masticatory structures for the treatment of diseases or lesions of such structures;
 - (2) Extracts teeth or attempts to correct a malposition thereof;
 - (3) Fills or crowns a human tooth or teeth;
 - (4) Does any dental operation whatsoever on the human oral cavity, teeth, gingiva, alveolar process, maxilla, mandible or associated structures, or associated contiguous masticatory structures;
 - (5) Examines any human oral cavity, teeth, gingiva, alveolar process, maxilla, mandible or associated structures, or associated contiguous masticatory structures or takes an impression thereof for the purpose of diagnosing, treating, or operating upon the same;
 - (6) Makes, repairs, adjusts, or relines appliances usable on teeth or as teeth unless such appliances, repairs, adjustment, or relines are ordered by and returned to a licensed dentist;
 - (7) Undertakes to do or perform any physical evaluation of a patient in his or her office or in a hospital, clinic, or other medical or dental facility prior to, incident to, and appropriate to the performance of any dental services or oral or maxillofacial surgery;
 - (8) Diagnoses dental radiographs or makes radiographs except for use by a licensed dentist or a licensed physician; or
 - (9) By any means whatsoever makes it known, implies, or holds out to the public in any fashion that such person will do any of the

operations, procedures, or services set forth in this subsection.

- (b) Proof of any one or all of the acts mentioned in this Code section shall constitute prima-facie evidence of the practice of dentistry.

In addition, the Dental Practice Act defines Dentistry in the following manner:

Section 43-11-1 Definitions

- (5) "Dentistry" means the evaluation, diagnosis, prevention, or treatment, or any combination thereof, whether using surgical or nonsurgical procedures, of diseases, disorders, or conditions, or any combination thereof, of the oral cavity, maxillofacial area, or the adjacent and associated structures, or any combination thereof, and their impact on the human body provided by a dentist, within the scope of his or her education, training, and experience, in accordance with the ethics of the profession and applicable law, including, but not limited to, the acts specified in Code Section 43-11-17.

Description of penalty for practicing without a license:

Section 43-11-50 Practice of dentistry without a license.

Any person, firm corporation or other entity who practices dentistry in this state without obtaining a license to practice from the board shall be guilty of a felony and, upon conviction thereof, shall be punished by a fine of not less than \$500.00 nor more than \$1,000.00 or by imprisonment from two to five years, or both.

APPENDIX I

Code of Conduct Hearing Protocol

The "Hearing Subcommittee" is the group of 3 faculty and 3 students that will hear the case, make a decision of guilt or innocence by vote, and recommend a penalty if guilt is determined. The term "Chair" refers to the chair of the Code of Conduct Hearing.

Hearing Room Attendance- Chair, Spokesperson, Accused & their advisor, Hearing Subcommittee, 1 witness at a time, and an MCG official if needed for recording or security.

The Chair reads the opening portion of the Hearing Protocols in Appendix C; up to the Conflict of Interest Statement.

The stand-by (alternate) Hearing Subcommittee Members are dismissed if none of the primary members recuses themselves. The remaining subcommittee members sign the "Responsibilities" statement on Appendix B.

The Chair continues reading the Description of Proceedings- Appendix C. The Chair of the Investigating Subcommittee reads their report.

The Chair reads specific charges and asks Accused for Plea- Guilty or Not Guilty.

Witnesses are brought into the hearing room; sworn by a Notary, then dismissed until needed. Alternately- witnesses can be sworn in one at a time. After being sworn in, the witnesses will sign and date the Witness Oath form- Appendix G.

After an opening statement by the School of Dentistry Spokesperson, the Spokesperson's witnesses return one at a time and testimony is given. Each witness is questioned by the Spokesperson first, and the Accused second.

After the Spokesperson's last witness has been heard, the Accused gives an opening statement and then Witnesses for the Accused are brought in and questioned by Accused first, Spokesperson second.

After all witnesses are heard, Summary Statements are given by the Spokesperson and Accused.

After both Summary Statements, the Hearing Subcommittee meets in closed session (Chair is present).

At the conclusion of the Closed Session; the Hearing Subcommittee votes. At least 4/6 votes are needed for a guilty verdict. If less than 4/6 for guilty, the case is dismissed.

The Spokesperson and Accused are recalled to the hearing room and informed of decision.

IF GUILTY, Spokesperson recommends penalty- Hearing Subcommittee votes in closed session.

After vote (4/6 to confirm or recommend other penalty), Spokesperson and Accused return for decision.

Recommendations of the Hearing Subcommittee are forwarded to Dean by way of a Hearing Report provided by the Chair.

Appendix J

Code of Conduct Hearing Timetable and Participants-

Report of Violation- must occur within 15 days of discovery: Date _____.

Accused meets with the Code of Conduct Administrator and one other Dental School Administrator or Full-time Faculty Member regarding charges, a plea is entered: Date _____.

Investigation Subcommittee- conducts & concludes an investigation within 20 days of their notification by Code of Conduct Administrator: Date _____. (Investigating Committee= V.Chair SOD SAC, SOD Spokesperson, and 1 student from the Accused's Class.

Hearing notice- the Accused is advised by the Code of Conduct Administrator of the need for a hearing no sooner than 5 and no more than 20 days in advance of the hearing: Date _____.

If a hearing is required, the C of C Administrator meets with the Hearing Chair to go over list of faculty & students to determine if bias exists.

72 hours pre-hearing: witness lists from the Spokesperson and the Accused are delivered to the Chair.

48 hours pre-hearing: Meeting between the Chair, Spokesperson, and the Accused- witness lists are exchanged, the hearing subcommittee panel revealed, and accepted or modified by the Accused. The chair explains the C of C Hearing protocols to both parties and other issues may be clarified.

Hearing Subcommittee Participants:

Chair SOD SAC

SOD Spokesperson

Accused Party & Advisor if desired

3 Faculty & 3 Students (none from same class as accused)

Witnesses

One MCG employee as needed for recording and as needed MCG employees required to provide security

Appendix K

Code of Conduct Pre-Trial Meeting Checklist

Attendance- Hearing Chair, School of Dentistry Spokesperson, Accused

Date- 48 hours prior to the hearing unless the time table for the hearing schedule (5-20 days post

Investigating Subcommittee's recommendation for a hearing) has been changed by mutual consent of the Accused and the Spokesperson

Pre-requisites-

Witness lists for the Spokesperson and the Accused were submitted to the Hearing Chair 72 hours prior to the hearing.

Hearing Chair and C of C Administrator previously met and chose 6 hearing panel (subcommittee) members and alternates.

- Date, time and location of Hearing reviewed
- Witness Lists exchanged
- Hearing panel members reviewed and accepted or substitutions are made by the Accused if bias suspected.
- Hearing protocols reviewed
- Chance for final questions by Spokesperson or Accused

Comments-

APPENDIX L

The watermark to be used as a background for each page of unreleased examinations and test materials is available in both Microsoft Word 2003 and 2007 versions.

For Word 2003:

1. Click on "Format".
2. Go to "Background".
3. Click on "Printed Watermark".
4. Click on "Text Watermark".
5. Delete "ASAP" from the text box, insert "UNRELEASED" in capital letters.
6. Keep/select font as "Times New Roman".
7. Size should be "Auto".
8. Color should be light gray by default, and "semitransparent" should be checked.
9. "Layout" should be "Diagonal"
10. Click "Apply" and then "Close". The watermark should appear on each page of the document.

For Word 2007:

1. Open the "Page Layout" Ribbon.
2. Click the "Watermark" button.
3. Click "Custom Watermark".
4. Select "Text Watermark".
5. Select "English- US" for language.
6. Delete "ASAP" from the text box, insert "UNRELEASED" in capital letters.
- 7.. Keep/select font as "Times New Roman".
- 8.. Size should be "Auto".
- 9.. Color should be light gray by default, and "semitransparent" should be checked.
- 10.. "Layout" should be "Diagonal"
- 11.. Once you've made these selections, click "Apply" and "OK". The watermark should appear on each page of the document.

Medical College of Georgia

Class of 2013
(August 2009 Entering Class)

Pursuant to Section I.C. of the Code of Conduct of the School of Dentistry at the Medical College of Georgia, I acknowledge that I have read the Code of Conduct for the School of Dentistry at the Medical College of Georgia, and I understand that I am subject to all of the provisions of the Code of Conduct while I am enrolled as a student in the School of Dentistry.

Name (Please print)

Signature

Date

Code of Conduct acceptance form