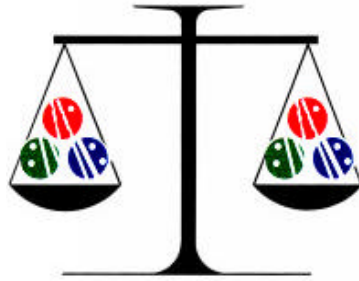


*Stony Brook School of Dental Medicine*



*Honor Code*

# **The Honor Code of the Stony Brook University School of Dental Medicine**

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# **The Honor Code of the Stony Brook University School of Dental Medicine**

## **Preamble**

*The purpose of the Honor Code is to promote academic integrity, professionalism and respect for patients, faculty, staff, and colleagues by fostering an ethical, peer-supported culture among the dental student body.*

*The Honor Code recognizes that a personal commitment to honesty, integrity, fairness, accountability, and mutual respect are essential to maintaining a harmonious professional and academic community.*

*The Honor Code makes explicit what we dental students should expect from each other and acts as a social and professional contract to uphold its underlying principles.*

*The Honor Code is intended to supplement, but not supplant, one's personal, religious, moral, and ethical beliefs. Moreover, the Honor Code does not supersede policies, regulations, codes, statutes or laws that exist under the State University of New York at Stony Brook, New York state, or federal jurisdictions.*

# The Honor Code of the Stony Brook University School of Dental Medicine

## PART A: STANDARDS OF PROFESSIONAL, ACADEMIC AND SOCIAL CONDUCT

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- Section I. Professional Conduct
  - A. Respect for patients
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  - D. Respect for laws, policies and regulations
- Section II. Academic Conduct
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### **I. Professional Conduct**

Establishing and maintaining the highest standards of honor and integrity during dental school are critical to our training to become dental health professionals. It is our responsibility as students of the profession actively to uphold these standards and expect that our colleagues do the same.

#### *A. Respect for patients*

As dental students, we shall demonstrate respect for patients through language and conduct that are non-threatening and non-judgmental. We shall respect patients' privacy as much as possible during history taking, physical examinations and treatment. It is also crucial that we be candid and truthful to our patients (i.e., informing patients of all available treatment options).

We shall take the utmost care to ensure patients' confidentiality and shall adhere to HIPAA<sup>1</sup> and the regulations thereunder. To avoid accidental breaches of confidentiality, we shall not discuss individually identifiable health information in common areas.

Dental records are important in providing effective patient care and serve as legal documents available for patient review. As such, it is crucial that we maintain accurate and clear reporting of all pertinent patient health information about which we have direct knowledge. Written documents, including electronic correspondence pertaining to patients, should be kept legible, truthful, complete and accurate to the best of our knowledge and abilities.

#### *B. Respect for fellow students*

The importance of respecting each other as fellow dental students and future colleagues cannot be overstated. Much of our education is reinforced by formal and casual interactions with our peers.

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<sup>1</sup> Health Insurance Portability and Accountability Act of 1996

We shall encourage an open, collaborative and respectful environment both in, and outside of, the classroom and the clinic.

### *C. Respect for faculty, staff, and community members*

We shall demonstrate constant respect for faculty, staff, professional colleagues, guests and members of the general public. We should make every effort to express our views in a calm, respectful and mature manner when in disagreement with another individual. Under this Honor Code, “confrontation” is defined as the initiation of a respectful, constructive dialogue with another community member with the goal of reaching some common understanding. Confrontation is encouraged, while keeping in mind that achieving a common understanding does not necessitate reaching agreement.

We realize that a diversity of personal beliefs serves to enrich our community as well as the dental profession as a whole. We should respect the beliefs and morals of others both in our daily conduct and in our practice of this Honor Code.

### *D. Respect for Laws, Policies and Regulations*

Laws, policies and regulations at the university, local, state and federal levels benefit the community and shall not be disregarded or violated. Any breach of those laws, policies, or regulations is also a breach of the Honor Code.

## **II. Academic Conduct**

We are responsible for proper conduct and integrity in all didactic and clinical work. We shall strive for the highest standard of knowledge and skill, realizing that the health and well-being of our patients depend on our competence.

### *A. Examinations*

1. Professors and proctors are expected to treat us respectfully; likewise we must demonstrate honor and integrity during examinations.
2. We understand that examinations are meant to reflect our individual achievement. Cheating during examinations is unethical, constitutes a violation of this Honor Code, and is defined as doing any of the following without authorization during an examination:
  - a. Looking at the answers written or chosen by another student.
  - b. Communicating with another student directly or indirectly about information that might help in answering an examination question.
  - c. Referring to notes or didactic texts related to the examination subject material (except in open-book examinations).
  - d. Using any other aid not explicitly permitted by the professor.

3. During examinations, professors, proctors and students have an obligation to maintain a non-disruptive atmosphere.
4. We shall not communicate specific information regarding an examination given during the current academic year to a classmate who has not yet completed that examination. "Specific information" includes form, content and degree of difficulty.
5. If an exam should be disrupted, all students shall consider themselves being under exam conditions until the exam can be finished at a later date (see Section II.A.1.-4.).
6. At the end of each examination, we will provide a signed statement affirming that our conduct was in accordance with this Honor Code.

#### *B. Other academic work*

1. In deference to the scientists, doctors, and patients who have shared their knowledge and experience for the betterment of learning, we have a responsibility not to misrepresent intentionally the work of others as our own.
2. Unless a professor explicitly limits us, all assignments will be considered group work.
3. Cutting classes or scheduled clinic hours to study for an examination is taking advantage of the students who attend and is unfair. This is disrespectful to both fellow students and the professors.
4. All study materials that have been passed down from previous years should be considered communal educational material, and all of it should be placed in a class locker in a timely manner. Textbooks or material developed by oneself during the current academic year do not fall under this category of communal material. However, to support a collaborative environment, it is encouraged to share personal notes.

#### *C. Clinic and Lab standards*

1. Our education depends on dental supply materials being readily available to all students. To ensure the availability of resources, all materials should be used judiciously. Wasting and stockpiling materials is not permitted.
2. Efforts should be made to return all found equipment to their rightful owner. A mass notification e-mail should be sent and the found equipment should be placed in the "lost and found" box, which will remain in a locked cabinet. Each class president will appoint a classmate to hold the key. Ownership of all loaner handpieces can be tracked with serial numbers. All loaner handpieces must be accounted for upon graduation. Those who cannot hand in their rightful loaner handpieces will be charged for them. Handing in another student's handpiece will not fulfill this financial responsibility.
3. Knowledge of another student's misappropriation of equipment must be reported to the Honor Code Committee. Failure to do so is a violation of this Honor Code.
4. Faculty time should be considered and managed as a limited resource. Thus, faculty assistance should be used judiciously and in a fair manner. One should make an effort to find out who is next in line before recruiting faculty assistance. It is strongly encouraged to record on written lists the order of students requesting faculty assistance. The list should be easily visible and accessible to faculty and students. Faculty may use their judgment and reserve the right to see students out of order when necessary.
5. Sharing patients for the purpose of completing competencies and board exams is strongly encouraged.

6. Maintaining a clean working environment reflects pride in one's work and in one's learning institution. All dental students shall respect the lab workspace by cleaning any area in which they have worked regardless of its state before they began.

### **III. Social Conduct**

Our social relationships should be based on mutual respect and consideration. We must consider how our words and actions may affect an individual's or group's sense of acceptance into the greater community. Upon encountering actions or values of our peers that we find degrading to ourselves or to others, we should feel comfortable confronting these peers.

Our behavior and speech should demonstrate our respect for the diversity of our colleagues. We should avoid disparaging remarks or actions with regard to a person's race, age, gender, disability, national origin, station, religion or sexual orientation. Even remarks delivered in jest without malicious intent can isolate and offend members of a community. Thus, we should endeavor to be sensitive to the consequences of our words and actions. We shall strive to create an environment that fosters mutual learning, dialogue and respect, while avoiding verbal, written or physical actions that could create a hostile environment.

# **The Honor Code of the Stony Brook University School of Dental Medicine**

## **PART B: PROCEDURES FOR RATIFYING AND MAINTAINING THE HONOR CODE**

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- Section IV. Ratification of the Honor Code
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#### **IV. Ratification of the Honor Code**

This Honor Code will be considered official at the time the students of the Stony Brook University School of Dental Medicine Classes of 2006-2009 ratify it by a majority vote. Incoming Classes shall be subject to this Honor Code and shall sign the Honor Code Pledge upon acceptance of admission to the School of Dental Medicine. All existing Classes must sign the Pledge to advance to the next year.

#### **V. The Honor Code Pledge**

Membership as dental students in the Stony Brook dental community is dependent on our commitment to the Honor Code and confirmed by our signing the Honor Code Pledge card which states: "I hereby accept the terms of the Stony Brook University School of Dental Medicine Honor Code, realizing that it is my duty to uphold the concepts of personal and collective responsibility upon which the Honor Code is based."

#### **VI. Role of the Honor Code Committee**

##### *A. Membership of the Committee*

Three members from each Class of the dental student body will serve on the Honor Code Committee. Sometime after the annual Honor Code Orientation meeting, each Class will elect three of their peers to the Committee for a one-year term. There are no limits to the number of terms one can serve on the Committee.

The results of all elections will be kept on file for the duration of the current term. In the event that a member of the committee steps down, the first runner-up in the most recent election will serve the

remainder of the term. If there is no runner-up, a special election will be held within a reasonable time to elect a new committee member to serve the remainder of the term.

*B. Responsibilities of the Committee*

1. To the community

The Honor Code Committee's responsibilities to the community include: educating students, faculty, and administration about the Honor Code using literature and other media; maintaining awareness of the Honor Code; and ensuring that every continuing and incoming dental student signs the Honor Code Pledge every year. Records must be kept regarding all dental student signatures on the Honor Code Pledge.

2. Within the Committee

The Honor Code Committee is responsible for interpreting and implementing the Honor Code. The Committee will consider each case individually and should be sensitive to both the community and the individual (s) involved when making decisions. The committee will assist in the resolution of reported Honor Code violations as outlined in Sections VIII and IX.

**VII. Amending the Honor Code**

This Honor Code may be amended through an annual proposal and voting process. Proposals are to be in writing, signed by at least 20 dental students and submitted to the Honor Code Committee no later than one week before the scheduled voting date. Amendments to the Honor Code must be accepted by a majority vote of all then-current dental students.

# **The Honor Code of the Stony Brook University School of Dental Medicine**

## **PART C: PROCEDURES FOR REPORTING AND RESOLVING VIOLATIONS**

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- C. Involving an impartial mediator
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### **VIII. Reporting Honor Code Violations**

Our honor as community members and professionals is maintained through accountability. We shall act in accordance with this Honor Code and we expect our peers to do the same. Any action not in accordance with the standards specified above in Sections I-III constitutes a violation of this Honor Code.

#### *A. Self-reflection*

If there is concern that any of our professional, academic, or social conduct as dental students, whether actual or contemplated, may represent a violation of this Honor Code, we are obligated to seek guidance by contacting an Honor Code Committee member.

#### *B. Confronting a violation*

If there is a concern that a peer's actual professional, academic, or social conduct is in violation of the Honor Code, that individual must be privately confronted. It is sometimes difficult to challenge the behavior of a fellow community member; however, it is our responsibility to confront offending parties. Failure to do so is itself a violation of this Honor Code.

The confronting party is encouraged to approach the offending party on his or her own, however, he or she may ask a member of the Honor Code Committee to accompany as an impartial mediator (Section VIII, Part C), or to approach the offending party on behalf of the confronting party with the understanding that no accusation will be anonymous. Confronting the offending party should be done with discretion and in a confidential manner. It is essential that the confrontation involve respectful communication and dialogue. During the initial confrontation, each party shall attempt to exchange facts and viewpoints in order to achieve a mutual understanding. If the parties agree that there has been no violation, the matter will be closed. If no agreement can be made than an impartial mediator must be involved as outlined in Section VIII, Part C. If the parties agree that there has been a violation of the Honor Code, the offending party is obligated to report his or her behavior by contacting an Honor Code Committee member within an agreed upon time frame. If a committee member is already involved as an impartial mediator or representative of the confronting party, the report will be considered to have been made to him or her. The Honor Code Committee will then proceed as outlined in Section IX.

### *C. Involving an impartial mediator*

Impartial mediators are members of the honor code committee and can be called upon to mediate a confrontation. In the event that an initial confrontation proceeds without the use of a mediator and a mutual understanding is not reached, or the offending party has neglected to report his or her actions, the confronting party must then contact a member of the Honor Code Committee. At this time the committee will assign an impartial mediator. The mediator must maintain the confidentiality of the confronting and offending parties.

The mediator must set up a confidential meeting between the confronting and the offending parties. If it is agreed that a violation did not occur, then both parties must feel comfortable with that resolution. If it is agreed that a violation did occur, or if an impasse persists after mediation, the case will be brought before the Honor Code Committee by the mediator.

In the event that a situation is being handled by an outside authority, either party may seek non-disciplinary support from an Honor Code Committee member.

### *D. Role of the faculty*

To report suspected Honor Code violations, members of the faculty will follow the same procedures as outlined above (see Sections VIII.B. and VIII.C.).

## **IX. Resolution of Violations**

A case of suspected Honor Code violation(s) may be brought to the Honor Code Committee through self-reporting or by the impartial mediator, at which point the case proceeds to a hearing for resolution overseen by the Honor Code Committee.

### *A. Procedures towards resolution*

#### *1. Assigning a chairperson*

The impartial mediator of the case will become the chairperson of the hearing. In the case of self-reporting, an Honor Code Committee member will be randomly assigned the position of chairperson and will no longer be a voting member of the case. The assigned Committee member may decline if unable to maintain impartiality. When a case reaches the Honor Code Committee, the chairperson will convene the Committee for a Preliminary Meeting. Details of the case will not be provided at this time.

## 2. *The Preliminary Meeting*

All committee members are expected to attend the Preliminary Meeting. At the meeting, the chairperson will present all pertinent background information in the case. Committee members may remove themselves from participation due to conflict of interest. The following minimum conditions must be met for the Preliminary Meeting to take place:

- a. At least half of the Committee must be present.
- b. At least one voting Committee member from the Class(es) involved in the case must be present.
- c. The confronting and offending parties involved in the case will not be present.

Membership on the committee for the case will consist of those in attendance at the Preliminary Meeting. No additional Committee members may join later case proceedings. In the event of extenuating circumstances, a Committee member without conflict of interest may be excused from the Preliminary Meeting by the chairperson. Attendance at all subsequent meetings is expected. Absences may result in dismissal from the case at the discretion of the chairperson.

At this point an advocate will be appointed for each party, chosen from committee members in attendance. These advocates will no longer be voting members of the committee for the case; rather, each advocate will aid and support his/her party and facilitate the presentation of the facts of the case at the case hearing. While we will expect all parties to speak for themselves at the hearing, the advocate may act on his/her party's behalf as necessary to ensure that the truth is adequately communicated. The advocates will be present throughout all phases of the hearing.

## 3. *Hearing procedures*

Subsequent to the Preliminary Meeting, a hearing will commence. It is the responsibility of the chairperson and the advocates to guide the parties through the hearing process.

The chairperson will serve as the facilitator of the hearing and all related meetings subsequent to these proceedings. At the beginning of a hearing, the chairperson will give a brief overview of the purpose of the hearing, answer any procedural questions, and ask members of the committee whether they feel they can be objective.

All persons involved in the hearing, including the confronting and offending parties, the advocates, and the committee members, are expected to maintain the confidentiality of the proceedings. No part of the case may be shared with anyone, including fellow students, faculty or members of the administration.

*a. Fact-finding*

The first phase of the hearing will focus on establishing the facts of the case. All parties involved will have the opportunity to express what they believe to be the facts of the incident. During this portion of the hearing, all committee members are urged to ask questions to gain a clear understanding of the situation.

*b. Determination if a violation has been made*

The chairperson will then dismiss the confronting and offending parties and their advocates. The remaining voting members of the committee will determine by consensus whether the Honor Code has been violated in the case presented. If no violation is found, the parties are informed and the matter is closed. If a violation is found, the hearing proceeds to the evaluation phase.

*c. Evaluation*

The parties are asked to return so the committee may inquire about the nature of the circumstances surrounding the Honor Code violation(s) in question. Each party also will be asked to suggest and justify a fair resolution of the problem.

*d. Deliberation*

When the parties and committee members believe that enough information has been shared, the parties and advocates will again be dismissed and the voting members of the committee will determine the following by consensus:

- What are the relevant circumstances in this case?
- What is an appropriate resolution in this case?

After an initial consensus is reached, the committee will adjourn for at least one day and refrain from discussing the details of the case. Each committee member will privately reconsider the case issues and reevaluate his/her endorsement of the initial consensus. The committee will then reconvene to either confirm its position or reach consensus on another response.

*e. Presentation of the Resolution*

The parties will return to hear the committee's recommendation and its rationale.

*4. Recommendation and execution of the resolution*

The recommendation will be presented in writing to whomever the committee believes is best suited to execute the resolution. This includes but is not limited to: a class president, professor, course director, department chair, Dean of Academic Affairs, Dean of the School of Dental Medicine, or any other administrators. The offending party has the right to appeal the recommendation to the Dean of the School of Dental Medicine, in which case the Dean may uphold the recommendation, return it to the committee for further consideration, or overturn it. The community at large of students, faculty and administrators entrusts vital responsibility to the Honor Code Committee in these matters.

## B. Repairing Breaches of Trust

When found guilty of an Honor Code violation, the offending party is obligated to repair breaches of trust to the community at large by compliance with the final resolution of the case, acceptable reaffirmation of commitment to the standards of the community, and re-signing the Honor Code Pledge.

## **The Honor Code of the Stony Brook University School of Dental Medicine**

### **PART D: SUPPLEMENTAL REQUESTS TO FACULTY AND ADMINISTRATION**

*For the Honor Code to affect the culture of our institution and raise the standards of our professional and academic integrity, all members of our community must be aware of, and commit to, its principles. The following excerpts from the student Honor Code along with supplemental requests to the faculty and administration make explicit the elements of the Honor Code for which faculty/administration compliance and support is paramount. We would like to emphasize that these requests are made in good faith and with the utmost respect for our esteemed faculty and administration.*

#### **Preamble**

*The purpose of the Honor Code is to promote academic integrity, professionalism and respect for one's colleagues by fostering an ethical, peer-supported culture among the dental student body.*

*The Honor Code recognizes that a personal commitment to honesty, integrity, fairness, accountability, and mutual respect are essential to maintaining a harmonious professional and academic community.*

*The Honor Code makes explicit what we dental students should expect from each other and acts as a social and professional contract to uphold the principles herein.*

*The Honor Code is intended to supplement but not supplant one's personal, religious, moral, and ethical beliefs. Moreover, the Honor Code does not supersede policies, regulations, codes, statutes or laws that exist under the State University of New York at Stony Brook, New York state, or federal jurisdictions.*

#### **Section II.C.2. "Clinic and Lab standards"**

*"Efforts should be made to return all found equipment to their rightful owner. A mass notification e-mail should be sent and the found equipment should be placed in the "lost and found" box, which will remain in a locked cabinet. Each class president will appoint a classmate to hold the key. Ownership of all loaner handpieces can be tracked with serial numbers. All loaner handpieces must be accounted for upon graduation. Those who cannot hand in their rightful loaner handpieces will be charged for them. Handing in another student's handpiece will not fulfill this financial responsibility."*

**Supplemental Request:** We request that records of all serial numbers be kept and that they are checked when the loaner equipment is handed in upon graduation. Instituting a policy in which "handing in

another student's handpiece will fulfill [the] financial responsibility" deters students from using found equipment. We ask that such a policy be enforced by the administration.

#### **Section II.C.4. "Clinic and Lab standards"**

*"Faculty time should be considered and managed as a limited resource. Thus, faculty assistance should be used judiciously and in a fair manner. One should make an effort to find out who is next in line before recruiting faculty assistance. It is strongly encouraged to record on written lists the order of students requesting faculty assistance. The list should be easily visible and accessible to faculty and students. Faculty will use their judgment and reserve the right to see students out of order when necessary."*

**Supplemental Request:** We request that faculty members help avoid conflict by being cognizant of the line and making an effort to see students in order. If faculty members assist students out of order, it undermines the efforts of those who are ethical and rewards those who are not.

We request that a list be implemented that shows the order of students requesting faculty assistance. If the list is adhered to by faculty and students, it would allow us to be more productive at our bay while we are waiting for assistance instead of standing in a physical line following faculty around the clinic.

#### **Section VIII. "Reporting Honor Code Violations"**

##### **D. "Role of Faculty"**

*"To report suspected Honor Code violations, members of the faculty will follow the same procedures as outlined above (see Sections VIII.B. and VIII.C.)."*

**Supplemental Request:** We strongly recommend that Honor Code violations seen by faculty be handled through the Honor Code Committee. See Section VIII for details on how to report a violation.

#### **Section IX. "Resolution of Violations"**

##### **A. "Procedures towards resolution"**

##### **4. "Recommendation and execution of the resolution"**

*"The recommendation will be presented in writing to whomever the committee believes is best suited to execute the resolution. This includes but is not limited to: a class president, professor, course director, department chair, Dean of Academic Affairs, Dean of the School of Dental Medicine, or any other administrators..."*

**Supplemental Request:** When the Honor Code Committee decides that a violation of the Honor Code has been made, the committee will consider any extenuating circumstances before making its recommendations for resolution. These recommendations will be designed to ensure reparation for the offending party's wrongdoing, penalize the offending party, deter future violations, and restore trust in

the community. For example, if it has been decided that a student plagiarized an assignment, the committee might order the student to publicly apologize to the class and the professor and rewrite the assignment. If the committee thinks it appropriate to expel the student such a recommendation will be made. We request that faculty and administration give full considerations and cooperation to our recommendations.