

**Dental Student**

**CODE OF**

**PROFESSIONALISM**

**AND ETHICS**

**The Dental College of Georgia**  
**at Augusta University**

Effective June 5, 2019  
Supersedes Previous Versions

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THE DENTAL COLLEGE OF GEORGIA  
AT AUGUSTA UNIVERSITY  
STUDENT CODE OF PROFESSIONALISM AND ETHICS

I. INTRODUCTION

A. DCG Mission Statement

1. In supporting the Augusta University Mission, The Dental College of Georgia will provide leadership and excellence in oral health education, research, clinical care and service.

B. DCG Vision Statement

1. To be a globally recognized leader in the prevention of oral disease and the preservation of oral and systemic health.

C. Core Values

1. **Collegiality:** reflected in collaboration, partnership, sense of community, and teamwork.
2. **Compassion:** reflected in caring, empathy, and social responsibility.
3. **Excellence:** reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.
4. **Inclusivity:** reflected in diversity, equality, fairness, impartiality, and respect.
5. **Integrity:** reflected in accountability, ethical behavior, honesty, and reliability.
6. **Leadership:** reflected in courage, honor, professionalism, transparency, and vision.

D. Professional Privilege and Responsibility

The dental profession is granted the privilege and responsibility of self-regulation by society. Honesty, integrity and ethical professionalism and ethics are essential in the education of future members of a profession, which has the privilege of self-regulation.

E. Purpose

1. To define acceptable standards of professionalism and ethics for dental students including but not limited to ethics, professionalism, and clinical settings for students enrolled in the Doctor of Dental Medicine program in The Dental College of Georgia (DCG).
2. To provide a process for the investigation and disposition of alleged violations of these standards of conduct.

F. Jurisdiction

1. This Code of Professionalism and Ethics applies to all pre-doctoral students enrolled in the Doctor of Dental Medicine Program in The Dental College of Georgia at Augusta University in

all academic and clinical settings associated with the DCG. Matriculation and continued enrollment automatically indicate acceptance of these provisions. Students of The Dental College of Georgia are under the jurisdiction of all policies of Augusta University, including the Augusta University Student Code of Conduct for breaches of professionalism and ethics not covered under this DCG Student Code of Ethics and Professionalism. If an alleged violation falls under the jurisdiction of both The Dental College of Georgia and another Augusta University policy, a student will be subject to the processes and possible sanctions outlined in all relevant policies and governing codes, unless otherwise outlined in the Augusta University policy or procedure. Students facing any allegation that would, if true, constitute a violation of the Title IX, including but not limited to an allegation of sexual assault, sexual harassment, creating a hostile environment based on sexually offensive actions, domestic violence, or stalking, shall be under the sole and exclusive jurisdiction of the Board of Regents and Augusta University policies pertaining thereto. Questions on these matters should be directed to the University Title IX Coordinator.

2. This Code of Ethics and Professionalism is informational only and is not a contract between The Dental College of Georgia at Augusta University (“DCG” or “College”) and any student. The College may change the Code of Professionalism and Ethics, which merely functions as the current student guidelines, at any time. All students accepted to the DCG will be provided with a copy of this Code of Professionalism and Ethics. 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 A)
3. The rules, regulations, policies, procedures or other representations made herein shall be interpreted and applied by the College to promote the mission of the DCG.
4. At all times students are responsible for keeping abreast of the current version of this Code of Professionalism and Ethics, which may be found online, and are at all times responsible for complying with its terms.
5. This Code of Professionalism and Ethics should be read in conjunction with other official documents of the DCG and Augusta University (AU).

6. The DCG Student Code of Professionalism and Ethics supersedes all hard copy material or electronic material previously distributed. The most current version of the DCG Student Code of Professionalism and Ethics can be found in at DCG’s Admissions and Student Services website under Student Resource labeled “DCG Student Professionalism and Ethics”  
(<https://www.augusta.edu/dentalmedicine/admit/documents/codeofconduct2017.pdf>).

#### G. Notice Regarding Possible Drug Screenings, Etc.

1. It is the policy of the DCG that students are functioning free from the influence of illicit or illegal substances. The use of controlled substances (unless prescribed by a clinician), medical marijuana or illegal substances is prohibited.
2. All students are expected to comply with all federal, state, and local laws, rules and regulations concerning drug and alcohol use, including rules, policies and procedures of the University System of Georgia.
3. Any student may be subject to a random drug screening for Reasonable Suspicion.
  - a. Reasonable Suspicion is a belief based upon reliable, objective facts derived from direct observation of specific physical, behavioral, odorous presence, or performance indicators being of sufficient import and quantity to lead a reasonable person to suspect that a student has used or may be impaired by drugs or alcohol.

#### H. Faculty Responsibility

It is the ethical responsibility of the Faculty to abide by and promote the principles espoused by the DCG Student Code of Ethics and Professionalism. Faculty should take whatever steps are reasonably necessary to discourage behavior deemed unprofessional or unethical according to the standards guided by the “Principles of Ethics & Code of Professional Conduct” set forth by the American Dental Association (ADA) (<https://www.ada.org/~media/ADA/Member%20Center/Ethics/ADA%20Code%20Of%20Ethics%20Book%20With%20Revised%20Advisory%20Opinions%20to%20September%202018.pdf?la=en>).

Faculty should also promote the Faculty Involvement with Academic Testing Integrity document (Appendix B).

#### I. Student Responsibility

It is the ethical responsibility of the student to abide by and promote the principles espoused by the DCG Student Code of Professionalism and Ethics. The Student should take whatever steps are reasonably necessary

to discourage violations of the DCG Student Code of Professionalism and Ethics.

#### J. Enforcement and Administration

Responsibility for the enforcement of the DCG Student Code of Professionalism and Ethics lies with the Dean of The Dental College of Georgia at Augusta University. Operational responsibility for administration of the provisions of this Code of Professionalism and Ethics has been delegated to the Student Affairs Committee of the DCG, a DCG Student Code of Professionalism and Ethics Administrator Officer designated by the Dean, and a Dental College of Georgia Spokesperson designated by the Dean. The DCG Student Code of Professionalism and Ethics Administrator Officer will normally be the Dean for Students Affairs or an equivalent student affairs administrator. In cases that are identified as academic dishonesty, the Administrator Officer will normally be the Dean for Academic Affairs or an equivalent administrator.

## II. RESPONSIBILITIES

#### A. Individuals/groups responsible for the DCG Student Code of Professionalism and Ethics provisions administration:

1. The Student Affairs Committee of The Dental College of Georgia (“Committee”) shall have responsibility for enforcement of this Code of Professionalism and Ethics, for holding hearings required under this Code of Ethics and Professionalism, and for evaluating and amending this DCG Student Code of Professionalism and Ethics as specified in Section X.
2. The DCG Student Code of Professionalism and Ethics Administrative Officer, the Dean of Student Affairs or equivalent, shall coordinate administration of the Code of Professionalism and Ethics as specified in the DCG Student Code of Ethics and Professionalism and shall maintain all official records regarding violations of the DCG Student Code of Professionalism and Ethics for at least five years after final disposition of any hearings or meetings related to these matters.
3. The DCG Violation Review Committee will consist of the Dean of Student Affairs, the Dean of Academic Affairs, and the Dean of Admissions. In the event the incident either involves a member of the Violation Review Committee or involves a clinical situation, the Dean of Clinical Affairs will serve as a substitute member on the Violation Review Committee. In the event more than one of the named Deans are involved, Department Chairs will be substituted to oversee the violation process

4. The DCG Spokesperson shall be a faculty member appointed by the Dean of the College. The DCG Spokesperson shall be appointed on an annual basis in keeping with the appointment of committees in the College. The DCG 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 Dental College of Georgia in all hearings held under the provisions of this DCG Student Code of Ethics and Professionalism.
  
5. The DCG Student Code of Professionalism and Ethics Investigation Subcommittee (“Investigation Subcommittee”) shall have the responsibility for thoroughly investigating allegations requiring a ‘Formal Resolution’ of this Code of Professionalism and Ethics. All Investigation Subcommittee members shall sign a confidentiality statement prior to any investigation (Appendix C). During the investigative phase, Augusta University resources such as, but not limited to, the Legal Office, Public Safety, and Information Technology may be used to assist the Investigation Subcommittee. At the conclusion of its investigation, the Investigation Subcommittee will prepare and submit a complete written report to the DCG Student Code of Professionalism and Ethics Administrative Officer. If a formal Hearing is held, the Chair of the Investigation Subcommittee shall read this report at the Hearing. The Chair of the Investigation Subcommittee will lead the investigation and involve other Investigation Subcommittee members as deemed necessary. The DCG Student Code of Ethics and Professionalism Investigating Subcommittee will consist of the following three members:
  - a. The Vice Chair of The Dental College of Georgia 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 DCG Student Code of Professionalism and Ethics Administrative Officer shall appoint another faculty member to serve as Chair of the Investigation Subcommittee.
  - b. The Dental College of Georgia 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 class president of the same class as the alleged violator shall serve on the Investigation Subcommittee.



6. The Code of Professionalism and Ethics Hearing Subcommittee (“Hearing Subcommittee”) will conduct all hearings regarding alleged violations of the DCG Student Code of Ethics and Professionalism. The Hearing Subcommittee will consist of the following seven members:
  - a. The Chair of the DCG Student Affairs Committee will serve as the non-voting Chair of the Hearing Subcommittee. If the Chair of the Committee is the complainant in a case, or otherwise unable to serve, the DCG Student Code of Professionalism and Ethics Administrative Officer shall appoint another faculty member to chair the Hearing Subcommittee.
  - b. The Hearing Subcommittee will consist of three faculty members with voting rights. These faculty members will be selected as follows. The DCG Student Code of Professionalism and Ethics Administrative Officer randomly selects a faculty from the Student Affairs Committee that has been designated as a Faculty Class Representative for each of the three classes not involved in the violation. If any of the Faculty Class Representatives are the complainant in a case, or otherwise unable to serve, the Chair of the Student Affairs Committee will randomly assign a faculty from the Committee. In the event of disqualification of a faculty based upon either the DCG Spokesperson or the alleged violator, and an appropriate replacement from the DCG Committee is not agreed upon by both parties, the Chair of the Student Affairs Committee will randomly select a faculty member from the entire DCG full-time faculty roster. These faculty members must be approved by the alleged violator(s) and the DCG Spokesperson. (See Section IV. D., 4).
  - c. The Hearing Subcommittee will consist of three student members with voting rights. These student members will be selected as follows. The DCG Student Code of Professionalism and Ethics Administrative Officer randomly selects Student Affairs Committee Student Representatives from the three classes other than the class of the alleged violator(s) to serve as voting members of the Hearing Subcommittee. In the event that a case involves students from more than one class, the DCG Student Code of Professionalism and Ethics Administrative Officer will appoint the appropriate number of students from eligible classes to have a total of three students on the Hearing Subcommittee.

- d. All voting members of the Hearing Subcommittee will read and sign the "Responsibilities of a Voting Member of the Code of Professionalism and Ethics Hearing Subcommittee" form, Appendix C, prior to the beginning of the Hearing. This includes a statement on confidentiality.

#### B. Confidentiality

All meetings, investigations, proceedings, and hearings conducted under the provisions of this Code of Professionalism and Ethics shall be confidential to the extent allowed by law. The Chair of the Investigation Subcommittee shall inform all members of the Investigation Subcommittee of the confidential nature of the investigation conducted under this Code of Professionalism and Ethics at the beginning of all investigations. The Chair of the Hearing Subcommittee shall inform all members of Hearing Subcommittees of the confidential nature of proceedings conducted under this Code of Professionalism and Ethics at the beginning of all hearings.

### III. PROFESSIONALISM AND ETHICS STANDARDS FOR STUDENTS

The following behaviors constitute violations of this DCG Student Code of Ethics and Professionalism:

#### A. Definitions:

1. *inappropriate or abusive comments/behavior*: conduct that includes but is not limited to threats (physical, verbal or written), intimidation, public humiliation, or harassment.
2. *disregard for an individual's time*: improperly scheduling patients (tardiness, double booking)
3. *patient abandonment*: failure to see the patient in a timely manner (without documentation/explanation)
4. *professional dishonesty*: dishonesty regarding a patient's treatment/falsification of documentation
5. *Professionalism and Ethics unbecoming...*: behavior which reflects poorly on other students, The Dental College of Georgia, Augusta University and the dental profession

#### B. Professional Misconduct:

1. Professional misconduct may occur both within and outside of the classroom and have broader implications for the well-being of students,

faculty, and staff at the DCG. It is important for students, as dental professionals in training, to understand that while behavior may be legal, it may not be professional or fitting of the dental profession. Hence, the Dean of Student Affairs and the DCG Student Affairs Committee has the initial and primary responsibility for administering and enforcing professional misconduct issues. Professional misconduct may include:

- a. Any violation of a DCG rule or rule at a professional experience site.
- b. Violation of Professionalism and Ethics described in course policies or articulated by the faculty, in writing.
- c. Violation of any code of ethics of the dental profession.
- d. Contributing to, or engaging in any activity which disrupts or obstructs the teaching, research, service, or outreach programs of the DCG, on campus or at affiliated training sites. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the faculty. The faculty also has the obligation to notify the class, if possible, in advance of any changes in class times, possible late arrival and/or cancelled classes.
- e. 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 or for progression in an academic and professional course of study. Examples of assignments to be submitted for academic credit include but are not limited to examinations, essays, pre-clinical and clinical laboratory projects, electronic documents, competencies, and examinations required for graduation administered by external agencies.
- f. The selling, lending, giving (providing in any manner), theft, acquisition by electronic means or otherwise of information or materials unauthorized by an instructor.
- g. 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, graded pre-clinical or clinical laboratory project, or clinical activity to be submitted or being performed for credit or remediation, or which is required for graduation. This does not include testing materials issued or examinations administered prior to November 1, 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

Professionalism and Ethics. 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 Professionalism and Ethics. 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).

- h. 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.
- i. Approaching faculty, staff, or other students in less than a professional manner and treating faculty, staff, peers, and patients in a disrespectful and inconsiderate way (e.g. address a faculty member without appropriate title during professional activity) or failure to interact with professional staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- j. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the DCG (e.g. visiting regional campuses with fellow dental students).
- k. Falsifying applications, forms, documents, reports, or records of any kind or providing false information to DCG personnel prior to admission, or while an active member of DCG's academic programs. The falsifying, altering, counterfeiting, forging, destroying, or causing such falsifying, altering, counterfeiting, forging, or destroying of any Dental College of Georgia record, form, or document.
- l. Unauthorized accessing or revealing of confidential information about faculty, staff, residents or students of the College.
- m. Theft, damaging, defacing, or unauthorized use of any academic materials and/or property of the College or training sites.
- n. Computer usage that violates DCG/AU and/or clinical sites acceptable use policies.
- o. Endangering patients, faculty, staff, and/or fellow students, or damaging their property. Failure to safeguard confidentiality of patient records in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Guidelines. Click on link for detailed information

<http://www.cdc.gov/nip/policies/hipaa/default.htm> and  
<http://www.mcg.edu/SOD/patientservicesprivacy.htm>)

- p. Lying with respect to activities covered by the DCG Student DCG Student Code of Professionalism and Ethics.
- q. All laboratory projects whether submitted for credit or otherwise must be the work of the student unless otherwise specifically authorized by the course director.
- r. Patient care activities by students without The Dental College of Georgia faculty supervision are strictly prohibited. For purposes of this section of the DCG Student Code of Professionalism and Ethics, 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 D). The following behaviors constitute violations of this Code of Professionalism and Ethics:
  - i. Patient care activities by students without approval and/or supervision by faculty.
  - ii. Patient care activities by students outside of regularly scheduled Dental College of Georgia clinic hours including, but not limited to, nights and weekends without approval and supervision of faculty.
  - iii. Patient care activities by students at any off campus site unless such activities and sites are approved of as part of a recognized Dental College of Georgia course.
  - iv. The appointing of any patient of The Dental College of Georgia at any off campus site that is not recognized as an extension of The Dental College of Georgia.

A violation of this Section constitutes the illegal practice of dentistry and must be treated as a Formal Hearing (see IV. D.). An alleged violation of this Section cannot be considered as a Citation.

- s. The illegal practice of dentistry is a violation of Georgia Law, is a felony, and will result in a Formal Hearing (Appendix D). 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. 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 Ethics and Professionalism. An alleged violation of this Section

cannot be considered as a Citation.

- t. The withholding of evidence pertinent to any case under investigation or being heard, or the giving of false evidence during an investigation or hearing.
- u. 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 Ethics and Professionalism while a student is on probation will result in a Formal Hearing.
- v. 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 by reason of displaying habitual intoxication, addiction to, or recurrent personal misuse of alcohol, drugs, narcotics, chemicals, or any other type of similar substances.
- w. Failure to abide by Federal Regulations and Augusta University Policies regarding human subject and/or animal research constitutes a breach of the DCG Student Code of Professionalism and Ethics.
- x. Displaying unprofessional behavior toward patients, faculty, staff, and other students. This includes, but is not limited to, inappropriate or abusive comments/behavior, disregard for an individual's time, patient abandonment, professional dishonesty, and professionalism and ethics unbecoming a healthcare professional. This includes in-person interactions as well as communication by means of electronic/social media. Social media is recognized as an important tool of everyday communication and students maintain the same responsibilities listed in the student Code of Professionalism and Ethics applied to their behavior on social media. Students must ensure that their social media use does not interfere with or delay completion of their professional responsibilities, violate federal, state, and local laws, and suggest that they are representing an official position of the DCG or Augusta University.

As a student of The Dental College of Georgia at Augusta University, it is important to act professionally and in good taste in respect to the institution and self. There is no such thing as "private" social media despite privacy-setting preventions. A student should think twice before posting and consider that once content is on the Internet, it's always on the Internet. Even if a post is deleted, it still can be uncovered in searches, forwarded to others or copied. Students are encouraged to like and follow The Dental

College of Georgia on Facebook as well as the university social media channels (Facebook, Twitter, and Instagram).

- y. Missing a rotation/clerkship without following appropriate protocol in notifying the course director or failing to notify the Office of Student Affairs, the rotation course director, and the Office of Academic Affairs all together.

## IV. PROCEDURES

### A. Report of a Violation

A Code of Professionalism and Ethics complaint can be brought forth by any student, faculty or administrator. Any alleged violation of this DCG Student Code of Professionalism and Ethics must be reported in writing as a complaint to the DCG Student Code of Professionalism and Ethics Administrative Officer 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. Violations that involve more than a single alleged violator will be managed as a single case. For the remainder of this document, the term “student” or “alleged violator” will refer to all alleged violators identified in the complaint

### B. Receipt of a Complaint

1. Upon receipt of a formal written complaint, the DCG Violation Review Committee will review and examine the alleged Code of Professionalism and Ethics incident. If the complaint falls under the jurisdiction of another Augusta University policy, the Chair of the Review Committee will notify the appropriate administrator (e.g., Title IX officer, Dean of Student Life) as stipulated in the AU policy to determine appropriate next steps for review and possible adjudication regarding the violation. The DCG may consult the Vice President for Academic and Faculty Affairs should there be questions regarding overlap of jurisdiction or process.
2. Unless otherwise determined in Section IV.B.1 above, the DCG Student Code of Professionalism and Ethics Administrative Officer will notify the student(s) of the alleged Code of Ethics and Professionalism violation(s) and request a violation review meeting for the student with the Violation Review Committee within 5 business days from the date that the report was filed. In the event the incident either involves a member of the Violation Review Subcommittee or involves a clinical situation, the Dean of Clinical

Affairs will substitute on the Violation Review Subcommittee. If the violation involves academic dishonesty that will impact a course grade, the Dean of Academic Affairs will be designated as the Administrative Officer overseeing the DCG Student Code of Professionalism and Ethics case disposition procedures. All other violations will be under the supervision of the Dean of Student Affairs as the Administrative Officer.

3. The Violation Review Committee will meet with the student and review the violation submission. During the meeting, the student(s) will be provided a copy of the violation and information about the DCG Student Code of Professionalism and Ethics process and will have the opportunity to provide information about the incident.
4. If the Violation Review Committee does not find enough sufficient evidence of a violation to move forward with the Code of Professionalism and Ethics, then NO ACTION is needed.
5. If the Violation Review Committee finds sufficient evidence to move forward with the alleged violation(s), the committee must determine whether the case should be resolved by an Informal (Citation) Resolution or a Formal Resolution. A majority vote by the Violation Review Committee will determine if the case is managed as an Informal (Citation) Resolution or a Formal Resolution. In the case of an Informal (Citation) Resolution, the Violations Review Committee must also identify the level of citation (see Section IV.C below). Should the current violation result in a fourth citation for the student (regardless of the Level of the previous citations), the case will move immediately to a Formal Resolution process.
6. At his or her discretion, a complainant may indicate in their submission of a written complaint that the violation be managed as an Informal (Citation) Resolution. The Violations Review Committee will take this recommendation into consideration but will make the final decision if the violation will be an Informal violation or a Formal violation. If it is decided the violation is an Informal violation the Violation Review Committee will identify the level of citation during its review.
7. The Dean of Student Affairs will notify the student in writing of the decision of the Violation Review Committee, within 2 business days of the meeting.

### C. Informal (Citation) Resolution

Procedures for an Informal (Citation) Resolution are as follows:



1. The Violation Review Committee prepares a written document describing the code violation, the sanctions imposed, and the level of citation.
2. The Dean of Student Affairs schedules an appointment with the student within 2 business days of the meeting to present the student with Citation Agreement/Waiver form and the sanctions recommended by the Committee. The form should be presented with committee member signatures.
3. The student(s) indicates agreement/non-agreement with the Committee's decision by completing the Citation Agreement/Waiver form (Appendix E). In so indicating agreement, the student
  - a. accepts responsibility for violation(s) of the DCG Student Code of Professionalism and Ethics.
  - b. agrees with sanctions assigned for violation(s) and the student waives the right to an appeal.

If the student does not agree with the Committee's decision, the case will be moved to a Formal Hearing process.

4. The violation of the DCG Student Code of Professionalism and Ethics is noted as a "Citation" in the resolution agreement and included in the student's file maintained by the DCG Student Code of Professionalism and Ethics Administrative Office. Any of the following Levels may be imposed by the Violation Review Committee for the violation, as deemed appropriate by the Committee.
  - a. A Level 1 Citation results in a Written Warning and the student reviewing and re-signing the DCG Student Code of Professionalism and Ethics.
  - b. A Level 2 Citation includes sanctions from Level 1 and an agreed upon resolution with the Violation Review Committee, to include Administrative Probation (see Section V).
  - c. A Level 3 Citation includes sanctions from both Level 1 and Level 2 and results in an addition of 10 Community Service hours (approved by the Violation Review Committee) for first year, second year, and third year dental students D1-D3. Fourth year dental students would be suspended from clinic for 3-school days (excluding rotations/clerkships).
5. Four (or more) Citations (regardless of level) results in immediate Formal Resolution with consideration of all Citations.

6. The Dean of Student Affairs will provide the student with a copy of the signed Citation Agreement/Waiver form and appended documents. A copy will also be placed in the student's file maintained in the DCG Dean's Office.

#### D. Formal Resolution

1. The Formal Resolution process may be pursued in any one or more of the following cases:
  - a. when a complaint is lodged against a student and the Violation Review Committee determines that enough evidence exists to result in a fourth Informal (Citation) Violation.
  - b. the Violation Review Committee determines there is enough information to move to a Formal Resolution through the process described in Section IV.D.
  - c. the student elects to waive the Informal (Citation) Resolution Process for a Formal Resolution (Appendix F)
2. Upon determination that a Formal Resolution process will be utilized, Notice of Investigation is given to the student in writing by the DCG Student Code of Professionalism and Ethics Administrative Officer within 2 business days.
3. Entry of Plea
  - a. The student will have 3 business days to enter a plea of "Guilty" or "Not Guilty" of the alleged violation(s) using the Regular Case Written Plea form (Appendix G).
  - b. If the alleged violator student pleads "Guilty" to the alleged violations, the student will be notified that the Code of Professionalism and Ethics Hearing Subcommittee will be scheduled to conduct a Sanctions Hearing within 20-school days from the date of notification. The purpose of the Sanctions Hearing will be to formulate a recommendation for disciplinary action. The alleged violator student(s) may present a statement to the Hearing Subcommittee either in writing or in person. They may have an advisor present. The advisor will not be allowed to speak directly to the Hearing Subcommittee during the Sanctions Hearing. The Sanctions Hearing protocol is outlined in Appendix (H).

- c. If the alleged violator student denies the allegation(s) and enters a plea of “Not Guilty,” an investigation will be conducted by the Code of Professionalism and Ethics Investigation Subcommittee to evaluate the evidence against the student. If the Subcommittee finds sufficient evidence that a violation may have occurred, a full Code of Professionalism and Ethics Subcommittee Hearing will be conducted.
  - d. If a plea is not made by the deadline, it will be assumed the student is “Guilty” of the alleged violation(s).
4. Case Investigation Procedures
- a. Every alleged violator must enter an individual written plea to all charges prior to the beginning of any investigation(s). The written plea(s) will be provided to the Hearing Subcommittee (Appendix G). If any plea changes prior to any scheduled hearing, the DCG Spokesperson must be informed of the change in writing.
  - b. All communications between the student(s) and faculty or staff should be recorded or witnessed by a third party following the formal charges and plea. This report will also be presented to the Hearing Subcommittee by the Investigation Subcommittee Chair.
  - c. Investigation ensues. The Investigation Subcommittee may interview the alleged violator, alleged victim, and/or witnesses; and review other documents or evidence as they deem relevant to the violation. At the conclusion of the investigation, the Investigation Subcommittee will summarize the investigation in writing.
  - d. The investigational period shall last no longer than 20-school days (school days are defined as days when classes in the DCG are in session). Extensions can be requested in writing to the DCG Student Code of Professionalism and Ethics Administrative Officer by student and/or Investigation Subcommittee for extenuating circumstances. Extensions should be requested no later than day 15 of the investigational period. The Administrative Officer will notify the requestor within 3 school days of his/her decision. If an extension is granted, the Administrative Officer will immediately notify the student, the Investigative Subcommittee, and the Hearing Committee chair.
  - e. Student(s) should provide list of potential witnesses to the Vice Chair no later than 5:00pm on day 12 of the investigational

period to provide the Investigation Subcommittee time to collect information and conduct interviews, if needed.

- f. Following the end of the investigational period, the investigation will be summarized in an initial investigation report and provided to the student within 5 business days.
  - 1. If a majority of the Investigation Subcommittee finds insufficient evidence exists to proceed to a formal hearing, the alleged violator and the complainant will meet with the DCG Student Code of Professionalism and Ethics Administrative Officer, and the Student Affairs Committee Chair. The intent of this meeting will be to candidly discuss the allegation(s) and provide an opportunity to mediate any differences. Only the individuals identified will be present during the meeting.
  - 2. If a majority of the Investigation Subcommittee finds in favor of proceedings to a formal hearing, a Formal Hearing will be scheduled.
- g. If the student(s) is ultimately charged with any violation(s), he/she/they will have 3-school days to respond in writing. The student's written response will be appended to the investigation report.
- h. If necessary, the investigator will update the investigative report and submit a final investigative report. Afterwards, a Formal Hearing request will be delivered to the student(s).

#### E. Case Disposition Procedures

- 1. In all incidents where a hearing is required, the Hearing Subcommittee will hear the case, determine if a violation has occurred, determine whether the alleged violator student has been involved in violations of the DCG Student Code of Professionalism and Ethics, and in the case of a violation, make recommendation to the Dean of The Dental College of Georgia for disciplinary action. Participants in the Formal Hearing will include the DCG Spokesperson, the Hearing Subcommittee, and the alleged violator(s).

#### 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. The alleged violator has the right to:
  - i. Accept as a Student Advisor a faculty member or administrator appointed by the Code of Professionalism and Ethics Administrator or be accompanied by an advisor of the student's choice who is a faculty member, an administrator, a student at Augusta University or the student's attorney. 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 alleged violator in following the protocols of the Code of Professionalism and Ethics and provide other advice before and during the hearing.
  - ii. Question The Dental College of Georgia Spokesperson's witnesses.
  - iii. Submit a maximum of 2 character reference letters and present witnesses who have pertinent testimony relating to the specific alleged violation.
  - iv. Make a record of the hearing.
    - v. Expect a decision based solely on evidence presented.
    - vi. Be provided a written notification of the outcome of the case.
    - vii. Appeal the Dean's decision in accordance with procedures outline in the Augusta University Student Academic Appeals Policy.
- e. The Chair of the Hearing Subcommittee will provide the alleged violator with an Order of Proceedings for hearings held under this DCG Student Code of Professionalism and Ethics which the Student Affairs Committee may, at its discretion, adopt for such hearings (Appendix H).
- f. The Chair of the Hearing Subcommittee will provide the alleged violator and the DCG Spokesperson with a list of the members of the Hearing Subcommittee (including alternates) at least 5 business days in advance of the scheduled Hearing. A pre-hearing meeting (the format of such will be agreed on by all parties) between the Chair of

the Hearing Subcommittee, the alleged violator, and the Spokesperson will then be held at least 3 business days in advance of the scheduled Hearing. The chair explains the DCG Student Code of Professionalism and Ethics hearing protocols to parties and clarifies any other issues. The alleged violator 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 the faculty member, or from the student list of class presidents or their designee to replace the student.

At the initial portion of a hearing, one standby faculty member and one standby student member will be required to attend in the event a faculty member or student member of the Hearing Subcommittee disqualifies themselves because of a conflict of interest. The standby members will be mutually agreed upon by the alleged violator and the Spokesperson, and if not needed, will then be dismissed prior to the beginning of the hearing.

- g. The Dental College of Georgia Spokesperson and the alleged violator student must provide the Chair of the Hearing Subcommittee with a complete list of witnesses at least 3 days in advance of a scheduled hearing. The Chair will then provide the Spokesperson and the alleged violator student the complete list of the witnesses at least 2 days in advance of the scheduled Hearing. It is the Spokesperson's and alleged violator 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 alleged violator 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 DCG Spokesperson, the alleged violator, the alleged violator's advisor, and witnesses during the time of their testimony only, and officials of Augusta University. The Chair of the Hearing Subcommittee will rule on the presence of any other individuals who wish to attend the hearing.

- b. The Hearing Subcommittee will receive orientation and training with regard to the hearing process, prior to the hearing.
- c. 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.
- d. Only in extraordinary circumstances will there be a single Hearing for multiple alleged violators. Such a circumstance will be determined by the DCG Student Code of Professionalism and Ethics Administrative Officer and the DCG Spokesperson.
- e. The Hearing Subcommittee Chair will read the Hearing Subcommittee Chair Summary Statement (Appendix I). The Hearing Subcommittee Chair will read the allegation(s) to the alleged violator and request the alleged violator's plea. The DCG Spokesperson will present the case against the alleged violator. The alleged violator will present the defense.
- f. 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 J). The witnesses will be monitored and/or separated in order to discourage interaction and inappropriate communications while waiting to testify.
- g. The spokesperson and then the alleged violator will be given the opportunity to make a closing or summary statement prior to deliberations by the hearing subcommittee.

#### 4. Committee Deliberations.

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 College'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.

5. Hearing Outcome

Four votes are required to find a student in violation of the DCG Student Code of Professionalism and Ethics. 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.

6. In the event a student is found to have violated the DCG Student Code of Professionalism and Ethics or admits to a violation of the DCG Student Code of Professionalism and Ethics, 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 DCG Spokesperson will inform the Subcommittee of any previous violations on the record of the alleged violator student; previous violations may be considered in determining disciplinary action. 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

This action is an official warning that the student's conduct violates the Code of Professionalism and Ethics but is not sufficiently serious to warrant expulsion, dismissal or suspension. The Committee recommends a specified period of time for the Administrative Probation. 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. Should the student be found guilty of any additional violations of the Code of Professionalism and Ethics while on Administrative Probation, s/he may be subject to more severe disciplinary actions for the subsequent violations.

#### 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 Professionalism and Ethics 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 are not limited to:

1. Loss of scholarship and educational loan awards from funds under the direct control of the Augusta University or The Dental College of Georgia (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 Dental College of Georgia in any official capacity or loss of the privilege of representing the student body of The Dental College of Georgia 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 ensure 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 Dental College of Georgia for a specified period of time. Participation in courses and Dental College of Georgia 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 Dental

College of Georgia and new patients will be assigned. If a student is suspended for a full semester, a W grade will be earned if it is prior to the semester mid-term. If the suspension occurs after the mid-term, a WF will be earned. Suspension may result in repeating the year.

#### D. Expulsion

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

#### E. Combination of Penalties

Nothing in the Code of Professionalism and Ethics 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. Report to the Dean

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 Dental College of Georgia in all cases rests with the Dean. The Dean will review each Hearing Subcommittee report to determine that:

1. The alleged 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. Dean's Options

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.
4. The Dean and the Code of Professionalism and Ethics Administrator will meet with the alleged violator at least 10 business days from the Hearing. The alleged violator will be given a copy of the decision for sanctions in writing.

## VII. APPEALS

Any student found to have violated the Code of Professionalism and Ethics has the right to appeal the Dean's decision in accordance with the Student Academic Appeals policy of Augusta University.

## VIII. RECORDS

- A. If the alleged violator student(s) is/are found to be in violation of this Code of Professionalism and Ethics as the final disposition of the process, all records pertaining to the case shall then be retained in the office of the Code of Professionalism and Ethics Administrator. If a student is expelled or suspended, the records shall be maintained in the student's permanent file in the Augusta University Registrar's Office.
- B. If the alleged violator student(s) is/are found not to have violated the Code of Professionalism and Ethics as the final disposition of the process all investigative materials, evidence, etc., shall be retained in the office of the Code of Professionalism and Ethics 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 through the Formal Hearing process, admissions of guilt, acquittals, and any disciplinary actions imposed.

## X. REVIEW AND REVISION

- A. 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 Professionalism and Ethics. At least one student, one Dental College of Georgia faculty member and the current Dental College of Georgia Spokesperson will serve on this subcommittee. The Code of Professionalism and Ethics may be evaluated more frequently at the request of the Dean or the Student Affairs Committee.
- B. The Code of Professionalism and Ethics will be revised as needed following the evaluation. All revisions must be approved by the faculty.
- C. The Code of Professionalism and Ethics may be revised by the Dean at any time it is determined to be in violation of Augusta University policies.

- D. The current Code of Professionalism and Ethics will be in effect until such time as revisions are approved.

The faculty and students of The Dental College of Georgia have approved this revision of the Code of Professionalism and Ethics, June 2019.

## XI. ADDITIONAL DOCUMENTS:

- A. Procedure Summary Flowchart (Appendix K).
- B. Watermarks (Appendix L).

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# APPENDICES

**Code of Professionalism and Ethics**  
**Acceptance**  
**(APPENDIX A)**  
**The Dental College of Georgia**  
**at Augusta University**

Class of 2023  
(July 2019 Entering Class)

Pursuant to Section I.C. of the Code of Professionalism and Ethics of The Dental College of Georgia at Augusta University, I acknowledge that I have read the Code of Professionalism and Ethics for The Dental College of Georgia at Augusta University, and I understand that I am subject to all of the provisions of the Code of Professionalism and Ethics while I am enrolled as a student in The Dental College of Georgia.

Name (Please print) Signature

Date

***Return this form to:***

***Dr. Nancy B. Young***  
***Office of Student Affairs***  
***The Dental College of Georgia, GC 5022***  
***Augusta University***  
***Augusta, GA 30912-1020***  
***FAX: 706-723-0232***

## APPENDIX B: Faculty Involvement with Academic Testing Integrity

A. 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 a room 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 a room large enough for alternating seats cannot be scheduled, every attempt to arrange for alternate seating should be made.
5. All examinations and tests should be actively monitored by at least two persons.
6. Proctoring is a full-time job and faculty should not bring personal work to do during the examination.
7. 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, including watches, should be left in the front or along the sides of the room.
8. Students are not permitted to wear dark glasses, baseball caps or lab coats during tests and major examinations.
9. Course directors should directly state their views on testing dishonesty during the first day of class and the means by which they will proceed with any reported violations.
10. Prior to each test or major examination, the faculty should clearly state that dishonesty will not be tolerated.
11. All faculty members are encouraged to protect exam materials prior to their administration (i.e. flash drives, computer access, electronic communication, etc.).
12. Computerized examination questions should be randomized.

- B. The following suggestions pertain to maintenance of testing integrity for quizzes:
1. 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 or hands it directly to the faculty member. The completed quiz should not merely be passed to one side of the aisle and collected.
  2. Faculty monitoring of quizzes should be no different from that suggested for tests and major examinations, as outlined above.
  3. Computerized quiz questions should be randomized.
  4. Prior to each quiz, faculty should clearly state that dishonesty will not be tolerated.
- C. 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 Professionalism and Ethics 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. Please observe the Code of Professionalism and Ethics rules for this examination. If it does not stop, a violation of the Code of Professionalism and Ethics will be reported."
  4. 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.
  5. If the instructor intends to report a violation of the Code of Professionalism and Ethics, the student should be informed immediately upon his/her completion of the examination. This should be done in private. The other test monitor can take over the major responsibility of observing the class while the faculty member informs the student of his/her intent to report the violation after the student has handed in the examination and has left the room.



## APPENDIX C: Investigation Subcommittee Voting Member Responsibilities

By signing this document, I certify that I have read the most current version of The Dental College of Georgia at Augusta University Code of Professionalism and Ethics and fully understand its contents. I will make my decisions in this investigation 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 promise to keep knowledge of all evidence and proceedings discussed in this investigation in the strictest of confidence in accordance with the Family Educational Rights and Privacy Act (FERPA) requirements and to the extent allowed by the law.

Signed

(Name)

(Faculty/Student- please circle)

Date

## APPENDIX D: Excerpts from Laws Governing the Practice of Dentistry and Dental Hygiene in Georgia

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](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**

(10) "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 E: Citation Agreement/Waiver

By signing this document, I certify that I:

\_\_\_\_\_ (Initial) am agreeing to accept the outcome of the Informal (Citation) Resolution process and will uphold the agreed upon resolutions put forth by the Violation Review Committee and appended to this form. In upholding the Committee resolutions, I

- Accept responsibility for violations of the DCG Code of Professionalism and Ethics as outlined in the appended document.
- Agree with the sanctions assigned for the violation(s), as outlined in the appended document.
- Waive my right to a Formal Hearing Resolution.
- Waive my right to an appeal.
- Understand that by not following through with the agreed resolution, another Citation will be issued.
- Understand that my violation of the DCG Student Code of Professionalism and Ethics will be noted as a "Citation" and included in my student file maintained in the Dean of Student Affairs Office.

Or

(Initial) I am waiving my right to have my case considered as a Citation. I understand that in waiving my right, my case will be resolved utilizing the Formal Hearing Resolution process as described in the DCG Student Code of Professionalism and Ethics.

Signed

Student Name

Date

Violation Review Committee Members:

Name

Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## APPENDIX F: Waiver of Hearing Form

I, \_\_\_\_\_, hereby waive my right to a Formal Hearing on the charges that I have violated the Code of Professionalism and Ethics of The Dental College of Georgia at Augusta University, 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 Signature \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX G: Regular Case Written Plea Form

### Plea of Not Guilty

I deny that I have been involved in the following violations of the DCG Student Code of Professionalism and Ethics and I plead not guilty to the allegations:

I realize that an investigation of the allegation(s) will be conducted, and that a full Formal 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

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 Student Code of Professionalism and Ethics of The Dental College of Georgia at Augusta University. 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 H: Code of Professionalism and Ethics 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 Professionalism and Ethics Hearing.

Hearing Room Attendance includes Chair, Spokesperson, Alleged violator and their advisor, Hearing Subcommittee, 1 witness at a time, and an Augusta University official, if needed, for recording and/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 in Appendix C. The Chair of the Investigating Subcommittee reads their report.

The Chair reads specific charges and asks Alleged violator 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 in Appendix G.

After an opening statement by The Dental College of Georgia Spokesperson, the Spokesperson’s witnesses return one at a time and testimony is given. Each witness is questioned by the Spokesperson first, and the Alleged violator second.

After the Spokesperson’s last witness has been heard, the Alleged violator gives an opening statement and then Witnesses for the Alleged violator are brought in and questioned by Alleged violator first, Spokesperson second. After all witnesses are heard, Summary Statements are given by the Spokesperson and Alleged violator.

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 Alleged violator are recalled to the hearing room and informed of decision.



IF GUILTY, Spokesperson remains in the room and the Alleged Violator is excused. The Spokesperson recommends a penalty. The Spokesperson is excused. The Hearing Subcommittee votes in closed session. After vote (4/6 to confirm or recommend other penalty), Recommendations of the Hearing Subcommittee are forwarded to Dean by way of a Hearing Report provided by the Chair.

## APPENDIX I: Hearing Subcommittee Chair Summary Statement

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

It is \_\_\_\_\_ o'clock on the DAY OF THE WEEK, MONTH, DAY, YEAR, and we are

in room \_\_\_\_\_ of Augusta University for the purpose of hearing the evidence related to an alleged violation of the Dental College of Georgia Code of Professionalism and Ethics. 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 Dental College of Georgia Spokesperson, and the alleged violator student(s). At this time, I would like the members of the Hearing Subcommittee and The Dental College of Georgia 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 alleged violator student's or students' name(s)) is also present and is alleged violator of violating the Code of Professionalism and Ethics. Please state your name and class for the record.

Mr. /Ms. (alleged violator 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 alleged violator 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 Professionalism and Ethics Hearing Subcommittee", Appendix B of the Code of Professionalism and Ethics.

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 Professionalism and Ethics which is alleged to have been violated. All participants should note that these proceedings will produce a portion of the alleged violator student's record of

enrollment at Augusta University, 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 alleged violator 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 alleged violator 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 Professionalism and Ethics has occurred.

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 believe that they require additional information from evidence or witnesses, the alleged violator student, the alleged violator student's advisor, The Dental College of Georgia Spokesperson and any pertinent witnesses may be recalled. Once the Subcommittee members believe that sufficient discussion has transpired to enable them to reach an individual decision, as whether the alleged violator 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. To find an alleged violator student in violation of the Code of Professionalism and Ethics, 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 alleged violator student and The Dental College of Georgia Spokesperson will be asked to join the hearing subcommittee, whereupon the Chair reads aloud the results of the decision. If the alleged violator 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 Professionalism and Ethics Administrator. If the Subcommittee finds the student in violation of the Code of Professionalism and Ethics, The Dental College of Georgia Spokesperson will 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 is found guilty, all records pertaining to the case shall be retained in the office of the Code of Professionalism and Ethics Administrator for 3 years after the student is no longer enrolled at The Dental College of Georgia and then destroyed. If the student is expelled or suspended, the

records shall be maintained in the student's permanent file in the Augusta University 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 Professionalism and Ethics has the right to appeal the Dean's decision to the President of the University. Again, it is 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 alleged violator student to enter a plea of either guilty or not guilty to the alleged violation(s).

## APPENDIX J: Witness Oath Form

Witnesses called to testify at a Code of Professionalism and Ethics 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 (signature of witness below indicates compliance):

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

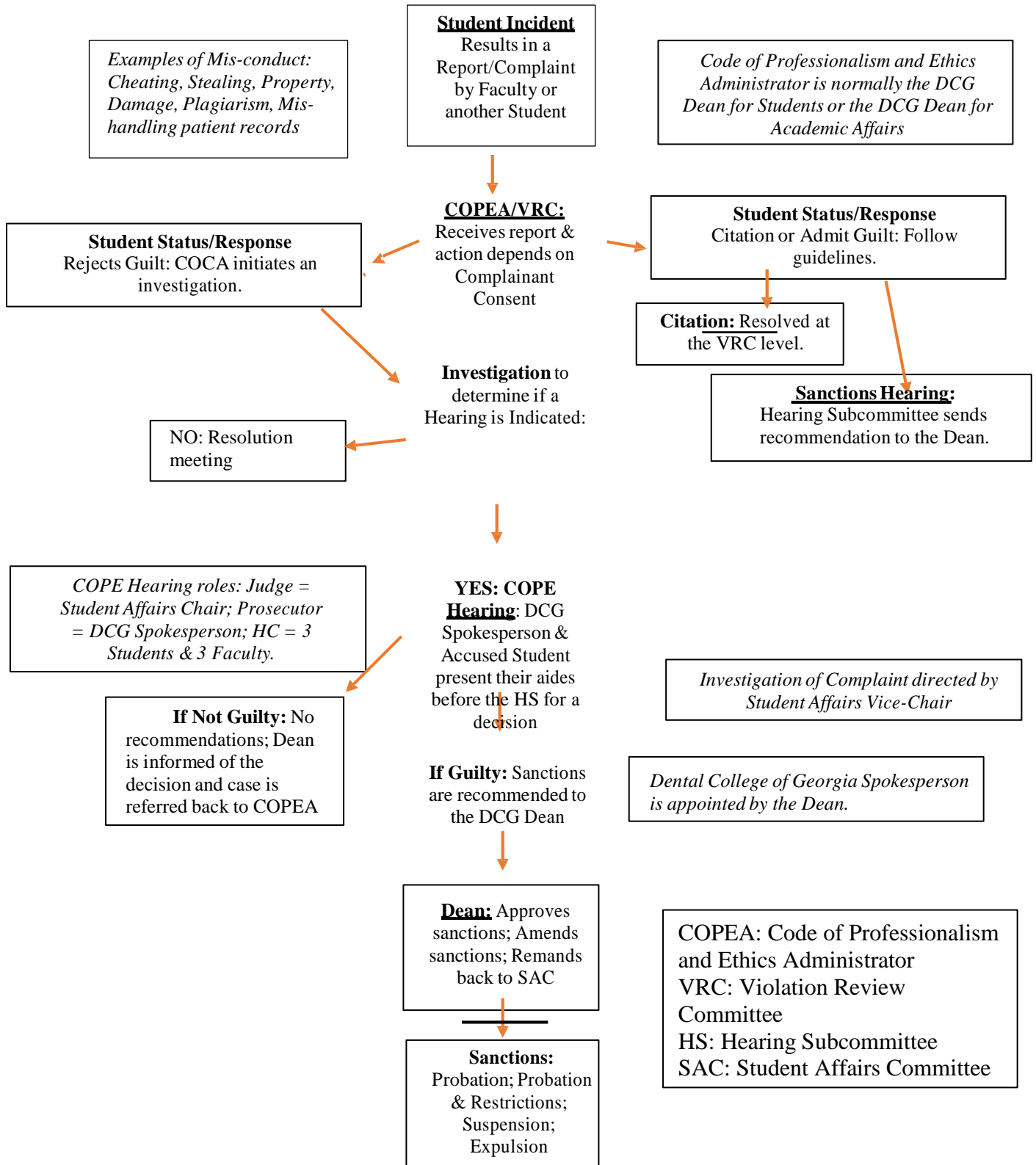
\_\_\_\_\_ Notary Signature (Seal)

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 K: Alleged Violation Procedure Summary Flowchart

The Dental College of Georgia at Augusta University

Code of Professionalism and Ethics Alleged Violation Procedure Summary



## APPENDIX L: Watermarks

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. After making these selections, click “Apply” and “OK”. The watermark should appear on each page of the document.