

*Columbia University
College of Dental Medicine
2008-2009 Academic Year*

*Postdoctoral Academic
Policies & Procedures*



TABLE OF CONTENTS

CODE OF CONDUCT	1
Article I: Ethical Conduct	1
Article II: Violations of the Code of Conduct	1
Article III: Procedure	2
Article IV: Distribution and Pledge	4
OFFICIAL NAME, ADDRESS, AND TELEPHONE NUMBER	
GUIDELINES FOR ACADEMIC EVALUATION, PROGRESS, AND REMEDIATION.	
Academic Progress	
Evaluation and Grading System	
Absolute and Curved Grades	
Class Rank and GPA	
Academic Status	
Appeals	
Academic Remediation Policies	
Summary of Sequence of Due Process Implementation	
Professional Behavior and Ethics	
PROFESSIONAL CONDUCT	
Policy on Suitability for Dentistry	
Protocol for Addressing Unprofessional Conduct	
THE ROLE OF THE STUDENT ADVOCATE 11	
POLICY GUIDELINES ON WITHDRAWAL AND STUDENT LEAVE OF ABSENCE	
Regular Attendance	
Notification of Absence	
Withdrawal	
Reasons for Leave of Absence and Withdrawal With Re-enrollment Privilege	
POLICY STATEMENT ON INFECTIOUS DISEASES	
Hepatitis B	
Tuberculosis	
PROFESSIONAL DRESS CODE FOR STUDENTS, FACULTY, AND STAFF 14	
CLINICAL CARE DRESS CODE 15	
UNIVERSITY POLICY ON ALCOHOL 16	

**CODE OF CONDUCT OF COLUMBIA UNIVERSITY
COLLEGE OF DENTAL MEDICINE
POSTDOCTORAL AND RESIDENTS PROGRAMS**

PREAMBLE

The purpose of this Code of Conduct is to emphasize to all members of the dental college Community the importance of maintaining the highest standards of ethical conduct. The philosophy of the College of Dental Medicine is that the development and maintenance of the highest ethical standards is an integral part of the CDM education of every student and is necessary for entrance into the dental profession.

ARTICLE I - ETHICAL CONDUCT

The foundation of the Code of Conduct of the College of Dental Medicine is the belief that the ethical conduct of the dental college community at large is the responsibility of all of its individual members: students, faculty, and administration.

I. ARTICLE II - VIOLATIONS OF THE CODE OF CONDUCT

Members of the CDM community are expected to abide by the highest ethical standards and must demonstrate by their conduct that they are suited to the study and practice of dentistry. Specific violations of the CDM Code of Conduct shall include, but not be limited to:

- a) Obtaining, receiving, or using or attempting to obtain, receive, or use assistance during an examination or other formal exercise from any source which is not authorized by the faculty. This shall include, but not be limited to, the copying of answers from another student, communicating with another student in order to obtain such information, and using unauthorized notes or devices.
- B) Any student(s) who gives or attempts to give unauthorized assistance during an examination or other formal exercise, including but not limited to, allowing another student to copy from an examination.
- C) Plagiarism within the text of any written paper or presentation.
- D) Obtaining, receiving or using or attempting to obtain, receive or use any unauthorized knowledge of examination questions or other exercise.
- E) The presentation for grading of any work or projects which are not exclusively the work of the student(s) being graded.
- F) The willful or reckless misrepresentation or reporting of inaccurate data in any academic, clinical or research situation.

- G) The misappropriation by any student(s) of supplies/materials which are intended for the use of the class as a whole.
- H) Dealing with a patient(s) and/or a member(s) of the CDM community in a manner which is inappropriate, unprofessional, unethical, or otherwise not in accordance with **the ADA Principles of Ethics and Code of Professional Conduct**.
- I) The theft, willful damage, vandalism, or abuse of any possession(s) of a member of the CDM community or the property of the College, including clinical information system and CD computer/bandwidth resources.
- J) Any falsification or attempt to falsify grade forms, clinic forms, or patient records.
- K) Any interference or attempt to interfere with the performance of another student on an examination, formal exercise or in clinical practice.
 - 1. The unreported knowledge of any violations as listed above.
 - 2. The responsibilities of the faculty and administration regarding ethical conduct and violations are as follows:
 - a) All faculty and the administration must attempt to foster a professional atmosphere, to dissuade unethical conduct, and to deal with it appropriately if it does arise.
 - b) All students should receive fair and equal treatment.

ARTICLE III – PROCEDURE

At the College of Dental Medicine, alleged violations of ethical conduct are dealt with in accordance with the procedures described below:

- A) Per our "Code of Conduct," if a member of the CDM community witnesses a violation, it is recommended that he/she approach the violator first, if possible. If a satisfactory resolution is not obtained, the witness should approach the appropriate faculty member(s) or Course Director, who should then approach the alleged violator(s). If Satisfactory resolution of the issue does not occur, the matter will be

dealt with by the appropriate Division or Administrative Unit.

- B)** Alleged infractions of ethical standards shall be handled by the concerned Faculty member, Course Director, Department or Division Director, or Administrator as soon as possible after a complaint is received.
- C)** If the Department, Division, or Administrative Unit determines that a breach of ethical standards may have taken place, the matter will be referred to a member of the Ad Hoc Fact-Finding Panel, as below.
- D)** An Ad Hoc Fact-Finding Panel, consisting of selective Postdoctoral Committee Members, Assistant Dean for Postdoctoral Programs, Associate Dean for Academic Affairs and the relevant Program Director shall investigate the charge and recommend to the Postdoctoral Committee whether a full hearing is indicated. If a hearing is indicated, it must include a postdoctoral student to be selected by the Assistant Dean for Postdoctoral Education from among the postdoctoral students of another program other than that of the accused. The hearing will be chaired by the Assistant Dean for Postdoctoral Programs. If a member of the Fact-Finding Panel or of the Postdoctoral Committee is involved directly in the issue at hand, he or she must recuse him or herself from the process. The findings and recommendations of the Committee will be transmitted to the administration for disposition. The Committee may recommend that the Academic Dean take administrative action, which may include warning, probation, monitored status, supervision, dismissal, and/or other action(s) deemed appropriate.
- E)** A student may make in writing within 7 days a "due process" appeal of the decision reached, which appeal will be heard by the Dean or the Dean's designees.
- F)** Proof/evidence is necessary; therefore, the alleged violator(s) shall be "innocent until proven guilty."
- G)** All matters will be kept confidential to the involved parties and members of the Committee regardless of the outcome.

ARTICLE IV - DISTRIBUTION AND PLEDGE

- 1.** This Code of Conduct will be distributed to all members of the postdoctoral student body including residents, general faculty, and administration.
- 2.** As members of the CDM community, all students, faculty and administrators shall be bound by the principles contained herein.

OFFICIAL NAME, ADDRESS, AND TELEPHONE NUMBER

It is the responsibility of every postdoctoral student to keep the Divisional Office and the Registrar/Bursar's Office informed of the permanent address and telephone number to which official University source, e.g., Bursar and Registrar mail or telephone calls should be directed.

Official Registrar notifications will be copied to the address provided as the student's "permanent address" via the class rosters updated annually. Failure to notify the college and the Registrar of a change in address is not an excuse for mail receipt problems.

Every postdoctoral student must be sure the Registrar has the correct spelling of his/her name; that spelling will be used on his/her certificate or diploma!

Any student, who marries or enters into a domestic partnership agreement, must inform the Office of the Registrar, the Office of Student Financial Planning, and the Housing Office.

GUIDELINES FOR ACADEMIC EVALUATION, PROGRESS, AND REMEDIATION

I. ACADEMIC PROGRESS

- A) A student must pass every course in the curriculum in each year in order to advance to the next year or at the conclusion of study to receive the Certificate or degree.

Student academic progress is monitored at regular intervals by divisions or sections, and finally by the administration of the school. If it is determined during a course that a student's performance is unsatisfactory, and that the student is in danger of failing a course, the course director will so advise the Program Director and the student.

In order to help students improve their learning experiences, tutorial support may be offered at the discretion of a program and/or the administration, while courses are in progress.

- B) The Program Director communicates in writing to students who are experiencing academic problems. Students are categorized as "progressing satisfactorily," or on "monitored status" if one or more courses are presenting specific difficulties for a student. At the conclusion of each year, all course performance is reviewed by the

Program Director.

- A student with a satisfactory academic record in all areas will be *recommended to advance*.
- A student who has academic difficulty in a certain course may be required to *perform remediation* at the discretion of the Course Director in consultation with the Program Director.
- A student with serious academic deficiencies may be mandated to *repeat the entire year* or *to be dismissed from the program* in consideration of the total performance.

II EVALUATION AND GRADING SYSTEM

The College of Dental Medicine grading policy is Honor, Pass and Fail. Course directors submit the grade for each student at the conclusion of each course. These grades are submitted to the Program Director and to the appropriate Postdoctoral Committee chairperson. If a student has not completed all course work by the time final grades must be submitted, the student may receive a CP or INC, with the understanding that this designation be changed into a grade at the earliest opportunity. It is the course director's obligation to set a deadline for the completion of outstanding work and to inform the student that if the deadline is not met, the grade will be changed into F and the matter referred to the Program Director for further disposition.

To be awarded the M.S. degree or the certificate of training, a candidate must fulfill the following requirements to the satisfaction of the Postdoctoral Committee. The candidate must: (1) complete the prescribed courses, clinical requirements and rotations, and any required thesis; students wishing to be exempted from any of the prescribed courses may request a placement examination in the discipline involved, and the time made available by such exemptions will be planned and supervised by the Program Director for productive utilization; (2) pass prescribed written, oral, or practical examinations at the end of the period of residence; (3) attend special rotations or courses, when assigned, at hospitals or institutions affiliated with Columbia University but separate from the Medical Center; and (4) satisfy the Postdoctoral Committee that he or she has completed all the specified requirements, both clinical and academic, for the degree or the certificate of training. Any postdoctoral student receiving marginal grades in more than one subject in anyone academic year may be advanced or promoted only upon special action and recommendation of the Postdoctoral Committee.

III ABSOLUTE AND CURVED GRADES

Course directors have considerable freedom in setting their own grading policy

and to determine whether a student meets the requirements in the course. The grading policy in the course must be made known to the students at the beginning of the course and be applied fairly and without subsequent changes.

IV CLASS RANK AND GPA

Per a Columbia University Senate ruling from the late 1960's, class rank and GPA are not maintained. All "Dean's Letters" include a statement explaining that ruling.

V ACADEMIC STATUS

The College of Dental Medicine reserves the right to dismiss or require repeat of a year by any student whose overall performance is deemed insufficient by the Postdoctoral Committee. Thus, a student with poor performance in several courses, yet with no actual course failures, may be recommended to one of the above categories including dismissal. Students experiencing academic difficulty should, at their earliest opportunity, speak first with the Course Director regarding their performance and, secondly, with the Program Director regarding tutorial support, personal counseling opportunities, or other related matters.

Final grades for all courses are reviewed at the close of each academic year. If a student has failed an entire course, the Program Director consults with the course director regarding remediation options. Remediation may be by:

- 1) re-examination (undertaken only after completion of the academic year and the recommendation of the course director and the Program Director);
- 2) successful completion of a remedial program determined by the course director and the committee; or
- 3) successful completion of an acceptable extramural equivalent course at an institution approved by the Course Director and the Program Director.

If a student has failed more than one course, the Program Director considers the student's total academic performance for the year, decides whether re-examination is reasonable and will be permitted, whether extramural courses will be acceptable, or whether the year will be considered to have been failed. At the discretion of the Program Director in consultation with the Postdoctoral Committee, in any year of the curriculum students may be requested to repeat the year or a portion thereof, or may be dismissed for overall or general poor scholarship.

A student has the right to appeal decisions of the Program Director and is entitled to make a request for a hearing to appeal for modification of said decision. The request, in writing to the Postdoctoral Committee Chairperson, must follow the notification of the Postdoctoral Committee decision by no more than one week (7 days). The Dean for Postdoctoral Education will help the student select a faculty

advocate. A meeting of the committee will be arranged at which time the student and the student's advocate will appear to present the appeal. Students recommended by the committee to have matriculation terminated have an appeal scheduled automatically, unless they specifically in writing waive this right. Should a student believe that a lack of "due process" compromised the decision of the committee on the appeal, a further request may be made for an administrative or due process review by the CDM Dean. This request must be made in writing directly to the Dean and is directed only to due process; it is not intended for additional fact finding. The Dean has final discretion over all recommendations of the Postdoctoral Committee. A request for administrative review by the CDM Dean must follow notification of the Committee appeal decision by no more than one week (7 days) after receiving the first appeals decision.

VI *Appeals*

- A) The purpose of the Postdoctoral Committee appeal is to ensure that the opportunity clearly existed to consider all relevant or mitigating circumstances.
- B) Appeals are recommended for all students subject to dismissal, full or partial repeat of a year, or academic remedial recommendations. The appeal decision may uphold, modify, or reverse any previous decision. The Committee must consider every case in which a student requests an appeal.
- C). The student has the right to be heard and present relevant mitigating circumstances.
The student is entitled to a faculty advocate selected by the student, or when no preference is expressed by the student, one who is designated by the Dean for Postdoctoral Affairs.
- D) The student is entitled to be promptly informed in writing of decisions of the Committee. Appeals are to be held promptly after the Committee submits initial recommendations. A student has the right to appeal on a "due process" basis to the Dean of the CDM.
- E). Administrative "Due Process" Appeal
 - 1) The Dean may serve alone or may select three members of the administrative staff or others, as the Dean deems appropriate, as a Committee on Due Process and Appeal. The charge to the ad hoc committee is to review the adequacy of evidence presented and to determine the adequacy of due process, taking care to ensure that any evidence regarding mitigating circumstances **has been considered**. The request for the appeal must include the basis for the appeal.
 - 2) The review will be carried out using all available documents, records of the Committee, and if necessary, testimony by the Committee chairperson or other individuals as deemed appropriate by the chairperson of the Due Process Appeal Committee.

