

WVU Dental Hygiene Academic Integrity Policy

**West Virginia University
School of Dentistry
Department of Dental Hygiene**

Effective date: August 21, 2019

WVU Dental Hygiene Academic Integrity Policy

SECTION 1. PURPOSE & SCOPE

1.1. Purpose

Health care professions occupy a unique position in American society in that they are accorded certain privileges not given to the population at large. In return for these privileges, society demands that each profession maintain certain standards in the preparation, licensing, and practice of its members. These standards are especially significant in health professions, such as dental hygiene, because the members of the profession are licensed to engage in activities that directly affect the physical and emotional well-being of other human beings.

As part of its mission to educate and train high quality health care professionals, the West Virginia University School of Dentistry Department of Dental Hygiene has an obligation to evaluate students pursuing the bachelor's degree in dental hygiene as thoroughly as possible for their cognitive and non-cognitive abilities, their academic and knowledge and skills, professionalism, integrity, and their suitability for the practice of dental hygiene. This policy also reflects the Accreditation Standards for Dental Hygiene Programs published by the Commission on Dental Accreditation of the American Dental Association.

In order to reach the goals and fulfill the mission of the School of Dentistry, the requirements and regulations contained herein are subject to continuing review and change. The School of Dentistry, Department of Dental Hygiene, therefore, reserves the right to change, delete, supplement, or otherwise amend the information, requirements, rules, and policies contained herein without prior notice.

- 1.2. The WVU Dental Hygiene Academic Integrity Policy will abide by [WVU Policy on Student Academic Integrity](#) utilizing the Academic Dishonesty Conduct Process for all alleged academic dishonesty incidents.

1.3. Jurisdiction

1.3.1 The policy set forth in this section applies to all intramural and extramural academic settings of the dental hygiene curriculum including, but not limited to, lectures, examinations, laboratories, recitations, seminars, teaching clinics and rural sites at the West Virginia University Health Sciences Center or its affiliates, and all on campus and off campus activities. This policy is in conformity with the West Virginia University Board of Governors Governance Rule 1.6, Academic Rule 2.5, and Student Life Rule 6.1.

1.3.2. The WVU Dental Hygiene Academic Integrity Policy is limited to all students (undergraduate and graduate) enrolled in the dental hygiene program and organizations at West Virginia University School of Dentistry. By enrolling in the dental hygiene program of West Virginia University, the student agrees to abide by this policy outlined herein as requisite for continued enrollment in this curriculum and graduation. Knowledge of and conformity to this policy is the student's responsibility.

- 1.4. This policy encompasses all aspects of academic integrity which demonstrate, by clear and convincing evidence, that a student possesses the professional qualities necessary for the practice of dental hygiene and gives exclusive authority in such matters to the Director of Academic Integrity, Provost, DHAPS Committee, and the Dean or designee of the School of Dentistry, as part of the WVU Health Sciences Center.
- 1.5. This Policy does not address routine grade appeals not based on a specific instance of Academic Dishonesty. Those appeals are handled in accordance with the West Virginia University Academic Catalog.

SECTION 2: PROHIBITED BEHAVIORS

(As defined in Section 2 of the [WVU Policy on Student Academic Integrity](#))

- 2.1 Academic Dishonesty means Plagiarism; Cheating; Fabrication or Falsification; Other Prohibited Academic Conduct; and Facilitation as it relates to academic or educational matters.
 - 2.1.1. Plagiarism means the theft or unauthorized use of work, typically created by another. It includes, but is not limited to: (a) the use of another's words, ideas, or media – whether published or unpublished, partial or complete, by paraphrase or direct quotation – without complete and accurate acknowledgement; (b) the unacknowledged use of materials prepared by another individual, including an individual engaged in the selling of term papers or other academic materials; or (c) repeated submission of one's own work, specifically submission of the same material in multiple courses or iterations of a course, without the instructor's express permission.
 - 2.1.2. Cheating means reliance on unauthorized resources, in connection with examinations or Academic Assignments. It includes, but is not limited to: (a) collaboration with peers beyond that authorized by the instructor in the completion of an examination or Academic Assignment; (b) cheating on an examination or Academic Assignment, by either (i) utilizing unauthorized physical or technological resources (e.g., cheat sheets, online resources), or (ii) receiving unauthorized personal assistance (e.g., copying from another student); or (c) the acquisition or use, without permission, of examinations or other academic material belonging to a member of the University faculty or staff.
 - 2.1.3. Fabrication or Falsification means acts of misrepresentation, forgery, or fraud as they relate to academic or educational matters. It includes, but is not limited to: (a) fabricating or falsifying citations, data, or other records; (b) wrongfully fabricating or falsifying attendance or participation records for a University course or in an experiential or clinical setting; (c) wrongfully fabricating or altering an educational record (e.g., admission, grade, or attendance record) after it has been created; (d) use of University documents or instruments of identification for fraudulent purposes (e.g., impersonation of another student); or (e) knowingly furnishing false statements in any University academic proceeding.

- 2.1.4. Other Prohibited Academic Conduct means (a) engaging in behavior specifically prohibited by a faculty member in the course syllabus; or (b) violating other departmental, college, or university academic standards, and/or legal or professional standards.
- 2.1.5. Facilitation means (a) providing unauthorized materials or personal assistance to another student when such assistance allows them to commit Academic Dishonesty; or (b) compelling someone else to commit Academic Dishonesty on one's behalf.

SECTION 3. ADMINISTRATION OF POLICY

- 3.1 The Director of Academic Integrity, in conjunction with the Offices of the Provost and Student Conduct, shall serve as the Administrators of this Policy for the University and shall be available to assist any student, staff member, faculty member, or administrator in understanding and applying this Policy.
- 3.2 The Provost, as the University's Chief Academic Officer and the President's designee on academic matters, shall approve any amendments to the WVU Policy on Student Academic Integrity.
- 3.3 The Academic Dean, as the School of Dentistry's Chief Academic Officer, and the Dean's designee on academic matters shall approve any amendments to the WVU Dental Hygiene Academic Integrity Policy.

SECTION 4. REVIEW OF INCIDENTS OF ACADEMIC DISHONESTY

- 4.1 Formal complaints of Academic Dishonesty shall be filed (via the [Academic Dishonesty Form \(ADF\)](#)) with the Director of Academic Integrity by any Authorized Reporter (typically the Instructor of Record). Complaints should be submitted to the Director within ten (10) academic days following discovery of the alleged incident of Academic Dishonesty.
- 4.1.1. In cases where Academic Dishonesty occurs outside of a course, the Authorized Reporter may be another member of the University faculty or staff.
- 4.1.2. Regardless of whether a formal complaint is ever filed, allegations of Academic Dishonesty, from any credible source (including both University employees, students, or others with direct knowledge), may be reviewed by the Director of Academic Integrity.
- 4.1.3. Allegations of Academic Dishonesty will not be investigated more than one (1) year after the alleged misconduct took place or after the alleged misconduct should have been discovered, unless good cause is shown for the delay and an extension is granted by the Director of Academic Integrity.

- 4.2. Upon receipt of the ADF from an Authorized Reporter, the Director of Academic Integrity shall review the ADF to determine to move forward with the Academic Dishonesty Conduct Process.
- 4.2.1. All alleged incidences of Academic Dishonesty and violations of the Academic Integrity process by a dental hygiene student will be handled through the Academic Dishonesty Conduct Process.
- 4.2.1.1. Due to the high expectations for health care professionals, all dental hygiene students will be reviewed utilizing the **Academic Dishonesty Conduct Process** (See Section 5) as outlined in Section 6 of the WVU Policy on Student Academic Integrity.
- 4.2.1.2. The WVU Policy on Student Academic Integrity, Section 5 Course-Level Process, will not be applied to any incidents regarding dental hygiene students.
- 4.2.2. Aggravating factors to consider include, but are not limited to: the seriousness of the allegations, the potential scope, the student's alleged intent (i.e., whether there was any planning or coordination), the potential impact on other students, whether there was any financial gain, and whether sophisticated methods were allegedly utilized.
- 4.3. After initial evaluation, the Director of Academic Integrity will inform the Authorized Reporter of the appropriate process for the Accused Student.

SECTION 5. ACADEMIC DISHONESTY CONDUCT PROCESS

- 5.1. **Application.** The sanctions available through the Academic Dishonesty Conduct Process include, but are not limited to:
- Educational and/or remedial sanctions (including required repetition of the academic assignment)
 - Reduced grade on the academic assignment or course
 - Failure of the academic assignment or course,
 - Unforgivable failure of the course (Section 5.1.2)
 - Failure of the course with exclusion from further participation (Section 5.1.2)
 - Probation, deferred suspension, suspension, dismissal from an academic program and/or
 - Expulsion.

Responsibility for determination and assignment of sanctions are delineated as follows:

5.1.1. Course-Level Sanctions

The Authorized Reporter will determine the appropriate course-level sanction ranging from educational and/or remedial sanctions to failure of the course.

5.1.2. Unforgivable Failure of the Course/Failure of the Course with Exclusion from Further Participation

Course-level sanctions that result in a permanent record (e.g., unforgivable failure of the course) or separation (e.g., failure of the course with exclusion from further participation) must be recommended by the Authorized Reporter, who may only assign these sanctions if authorization is given by the Director of Academic Integrity and/or the Adjudicator (in cases that result in a hearing).

5.1.3. Dismissal from an Academic Program

Departmental- or college-level sanctions (e.g., dismissal from an academic program) may not be independently assigned by the relevant department chair or dean but must be recommended by them. Authorization for such sanctions will be given by the Director of Academic Integrity and/or the Adjudicator (in cases that result in a hearing).

5.1.4. Other Sanctions

All other sanctions available through the Academic Dishonesty Conduct Process will be assigned by the Director of Academic Integrity, or in cases that result in a hearing, by the Adjudicator.

5.2. Conduct Process

The Academic Dishonesty Conduct Process will be conducted in accordance with the hearing provisions applicable to all student conduct violations and set forth in Section 9 of the [WVU Campus Student Code](#) with the following differences:

5.2.1. Participation

The Authorized Reporter will be permitted to participate actively in the Academic Dishonesty Conduct process including both formal and informal proceedings. Responsibilities in this process will be delineated as follows:

5.2.1.1. Investigation

The Director of Academic Integrity will oversee the investigation of each formal complaint or allegation of misconduct, and the Authorized Reporter shall provide assistance as necessary during this investigation.

5.2.1.2. Notice of the Charge

The Director of Academic Integrity will prepare and provide a written charge of alleged prohibited conduct ("Charge") to the accused student.

5.2.1.3. Determination and Assignment of Sanctions

The Authorized Reporter will be required to provide active input into sanctions following the guidelines for responsibility outlined in Section 6.1.

5.2.1.4. Resolution of the Case

Beyond participation in the investigation and determination/assignment of sanctions, the Authorized Reporter may be asked by the Director of Academic Integrity to participate in either formal or informal proceedings

to resolve the case (as described in Section 9 of the Student Code of Conduct). When such a request is made, the Authorized Reporter is expected to participate fully and as needed.

5.2.2. Grade in Course Following Results of Academic Dishonesty Conduct Process

- 5.2.2.1. If the Accused Student is found “not responsible” for Academic Dishonesty through the Academic Dishonesty Conduct process, the Instructor of Record shall give the student the appropriate grade in the course as if no allegation of Academic Dishonesty had been made, subject to the other objective academic criteria applicable to the Academic Assignment.
- 5.2.2.2. If the Accused Student is found “responsible” for Academic Dishonesty through the Academic Dishonesty Conduct process, the Instructor of Record may elect to give the student a grade sanction ranging from a reduced grade on the assignment to failure of the course. The Instructor of Record may also recommend unforgivable failure of the course or failure of the course with exclusion from further participation, subject to the limitations listed in Section 6.1.2.

5.2.3. Appeal

- 5.2.3.1. Students who have violated this Policy, as determined through the Academic Dishonesty Conduct Process, may appeal the decision and/or the imposed sanction within ten (10) academic days from the date that the outcome letter is sent. If the student does not submit an appeal within the prescribed time, the sanction(s) will be applied, no appeal will be considered, and the matter will be concluded.
- 5.2.3.2. A written appeal and supporting documents, if any, shall be submitted (in accordance with the instructions in the outcome letter) to the Office of the Provost with a copy to the Director of Academic Integrity.
- 5.2.3.3. Sanctions received that consist of expulsion, suspension, deferred suspension, dismissal from academic program, probation, failure of the course with exclusion from further participation, or unforgiveable failure in the course are stayed pending the appeal. However, the specific grade on the assignment or in the course (as assigned by the Instructor of Record) is not stayed pending appeal.
- 5.2.3.4. Grounds for appeal include claims that the decision (1) was arbitrary, capricious, or prejudiced academic evaluation; (2) was clearly unreasonable based on the information presented throughout the Academic Dishonesty Conduct process; (3) reflects discrimination based on any criteria prohibited by the University; (4) shows an unreasonable severity of the penalty; (5) contained demonstrable prejudice in the decision-making process; and (6) failed to consider

additional or new information that was not available throughout the Academic Dishonesty Conduct Process.

- 5.2.3.5. The Provost shall consider the appeal and deliver a decision within thirty (30) calendar days of receipt of such appeal except where adherence to such time period would be impracticable in which case such time period shall be extended as warranted by the particular circumstances. Any such delays will be communicated via WVU email to the student and the Director of Academic Integrity within the initial thirty (30) day time period.
- 5.2.3.6. The Provost may decide to: (a) deny the appeal; (b) modify, reduce, or otherwise limit the sanction(s) imposed (more severe sanctions may not be imposed on appeal by the Provost); (c) grant the appeal in its entirety; (d) remand the matter to the Director of Academic Integrity to provide a new proceeding; or (e) allow the student to have his or her case handled beginning at any specific stage of the Academic Dishonesty Conduct Process.
- 5.2.3.7. Once the Provost has issued a decision, the matter shall be considered final and binding upon all involved.

SECTION 6. POTENTIAL SANCTIONS

- 6.1. The University will impose a sanction that is fair and proportional under the circumstances. To that end, a student found responsible for Academic Dishonesty shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances including past incidents of Academic Dishonesty.
- 6.2. **Sanctions available for violations of the WVU Policy on Student Academic Integrity include any of the following:**
 - 6.2.1. Remedial and/or Educational Sanctions
Community service, educational classes, and other work or research projects may be imposed by the Director of Academic Integrity instead of, or in addition to, the specified sanctions.
 - 6.2.2. Required Repetition of the Academic Assignment
Revision or repetition of the Particular Academic Assignment at issue.
 - 6.2.3. Reduced Grade on Academic Assignment or Course
A reduced grade for the particular Academic Assignment or course at issue.
 - 6.2.4. Failure of Academic Assignment or Course
A grade of an "F" for the particular assignment or course at issue.

6.2.5. Unforgivable Failure of the Course

A final grade of an unforgivable failure designates that the failure occurred for academic dishonesty. When an unforgivable failure is assigned, a student may repeat the course, but the undergraduate (and where applicable, the graduate or professional school) D/F repeat process will not be applied. A permanent record will appear on the student's transcript, and the F will be permanently factored into the student's GPA.

6.2.6. Failure of the Course with Exclusion from Further Participation

A final grade of an "F" for the course at issue and where the student is prohibited from continued enrollment or participation in the course for the duration of the semester.

6.2.7. Disciplinary Probation

A written reprimand for Academic Dishonesty that specifies a designated period of time and includes the probability of more severe sanctions if, during the designated probationary period, the student violates or fails to comply with any rules or policies of the West Virginia University Board of Governors with institutional or campus rules and regulations or with directives issued by any University official acting in the course of his or her authorized duties.

6.2.8. Deferred Suspension

The student will be given a certain set of expectations, but any suspension will be deferred and does not go into effect as long as the student complies with all requirements during the interim period. In those cases where the student completes all expectations during the interim period, the student's record will show that the sanction was never imposed. In the event that a student fails to comply with a sanction and the Director of Academic Integrity has decided to seek the suspension, the student will be given written notice of the apparent failure to comply and of the intent to suspend and provided an opportunity to be heard prior to a final decision, consistent with this Policy.

6.2.9. Disciplinary Suspension

Separation of the student from the University for a specified period of time. Permanent notification will appear on the student's transcript. The student may be denied access to University premises and to all other University activities or privileges for which the student might otherwise be eligible provided that such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. Suspended time will not count against any time limits for completion of a degree. If a student is suspended, the student will not receive a refund of any tuition or fees that have been paid to the University. Any student who is serving a suspension may be subject to a review and evaluation meeting prior to re-enrolling to ensure that all conditions of the suspension have been satisfied and that the student is prepared for return. A student who receives a

period of suspension as a disciplinary sanction is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension.

6.2.10. Dismissal from an Academic Program

Termination of student status, including any right or privilege to receive some benefit or recognition or certification, from a specific academic program. A student may be academically dismissed from any program and remain eligible to enroll in courses in other programs at the institution.

6.2.11. Expulsion

Permanent separation of the student from the University. Permanent notification will appear on the student's transcript. The student may be denied access to University premises provided that such restrictions are stipulated in the Outcome Letter and bear a reasonable relationship to the violation. If a student is expelled, the student will not receive a refund of any tuition or fees that have been paid to the University.

6.2.12. Other Sanctions

Other sanctions may be imposed instead of, or in addition to, those specified where those sanctions bear a reasonable relationship to the nature and severity of the violation. For example, permanent transcript notations may be utilized in serious cases of academic dishonesty.

6.3. Dental Hygiene Academic and Professional Standards Committee Sanctions

All University imposed sanctions as listed above will be upheld by the DHAPS Committee.

6.3.1 In the event a student is held responsible through the Academic Dishonesty Conduct Process, the Chair or designee shall review the outcome to determine if there is a need for review through the Academic Standards process or the Professional Performance Standards Process or both.

6.3.2. The DHAPS Committee will follow the processes and sanctions as determined in the Dental Hygiene Academic Standards document and the Dental Hygiene Professional Performance Standards document. The outcome(s) from these processes are separate sanctions from those imposed by the University.

6.3.3. DHAPS Sanctions

6.3.3.1 Professional Sanctions

If an incident also involves unprofessional behavior outside of the Academic Dishonesty Conduct Process, the incident will be handled in accordance with WVU Dental Hygiene Professional Performance Standards document. Any finding of responsibility for incidents reviewed through the Academic Dishonesty Conduct Process outlined in this policy will be considered a violation of professional performance for purposes of dismissal due to professional performance in accordance with Section 4.1.3.1. of the WVU Dental Hygiene Professional Performance Standards document.

6.3.3.2. Academic Sanctions

Any outcome of the Academic Dishonesty Conduct Process that results in a Dental hygiene/science, and/or overall grade point average below 2.50 or receive a final grade of "D" or "F" may result in academic sanctions in accordance with the WVU Dental Hygiene Academic Standards document.

6.3.3.3. Dismissal Based Upon Other Sanctions

The DHAPS Committee reserves the right to dismiss students based on other sanctions that may be imposed, instead of, or in addition to those specified, where those sanctions bear a reasonable relationship to the nature and severity of the violation.

6.4. Interim Measures and Interim Suspension

6.4.1. Interim Measures

When the alleged actions of a student threaten the operations or safety of the University, interim measures may be put into place by the Director of Academic Integrity. Interim measures are administrative directives that are intended to insure the safety of the University and prevent a situation from escalating; they are not disciplinary in nature.

6.4.2. Interim Suspension

If the Director of Academic Integrity has reasonable cause to believe that a student's presence on University premises presents: (a) a significant risk of substantial harm to the student, other individuals, or property, or (b) an ongoing threat of disrupting the normal operations of the University, then the matter should be referred to the Office of Student Conduct.

SECTION 7. DEFINITIONS

- 7.1. "Accused Student" means a student who has received a Notice of Charge regarding an alleged violation of this Policy.
- 7.2. "Academic Assignment" is defined as a quiz, test, examination, paper, report, problem set, project, or any other academic exercise conducted for a grade or other credit.
- 7.3. "Academic Days" means any day that the University is open for instruction of students, which includes finals and summer terms, but does not include the winter term. If classes are canceled for the entire campus, for any portion of a day, the day will not be deemed an academic day.
- 7.4. "Dean" means the Dean of a College or School or designee, including a committee.
- 7.5. "Director of Academic Integrity" means the Director of Academic Integrity or designee.

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- 7.6.** "Authorized Reporter" means a member of the University faculty or staff who is in a position (e.g., Instructor of Record, Course Coordinator, Department Chair) to be aware of violations of Academic Dishonesty and to file a formal complaint. In cases where the Instructor of Record is no longer employed by WVU, another departmental representative will be identified as the Authorized Reporter and will serve as a proxy.
- 7.7.** "Instructor of Record" means the faculty member or graduate teaching assistant responsible for the course or course section in which the Academic Dishonesty is alleged to have occurred.
- 7.8.** "Provost" means the Provost of West Virginia University or designee.
- 7.9.** "Student" means all persons taking or auditing courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies; persons who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission; or persons who are living in University supervised housing at any time, even if not enrolled at the University. A person will continue to be a "Student" until such status is terminated upon the occurrence of one or more of the following events:
- 7.9.1.** Graduation (without any indication of intent to pursue post graduate activities at the University during the following semester);
 - 7.9.2.** Voluntary withdrawal of the student from West Virginia University; or
 - 7.9.3.** Involuntary dismissal (or other withdrawal of the student initiated by the University) from all programs and activities of the University, and the exhaustion of all internal grievance procedures to redress the dismissal or withdrawal (if applicable).
- 7.10.** "Intramural" refers to all academic settings of the dental/dental hygiene curriculum at the West Virginia University Health Sciences Center or its affiliates, including formal rotations to approved rural sites.
- 7.11.** "Extramural" refers to all settings external to the West Virginia University Health Sciences Center or its affiliates.
- 7.12.** "On Campus" refers to any building, space, or other University owned or leased properties.
- 7.13.** "Off Campus" refers to any building, space, or other non-University owned or leased properties.
- 7.14.** "DHAPS Committee" means the Dental Hygiene Academic and Professional Standards Committee.

SECTION 8. RESPONSIBILITIES

8.1. Interpretation

Responsibility for interpretation of this Policy rests with the Provost or designee.

8.2. Application

The Director of Academic Integrity may implement additional procedures for further guidance and practical application of this Policy, which may include designated time frames and other procedural matters related to an Academic Dishonesty hearing, and the factors that should be considered in determining the appropriate sanctions.

SECTION 9. RESOURCES

9.1. [WVU Policy on Student Academic Integrity](#)

9.2. [Academic Integrity for Student – Did You Know?](#)

9.3. [Appeal of a Charge of And/Or Penalty Based on Academic Dishonesty](#)

9.4. [FAQS for Faculty](#)

9.5. [Academic Standards Resources](#)