

Alleged Violations of Standards of Conduct Committee on Graduate Studies and Research

All advanced specialty education students, faculty and staff are expected to conduct themselves in a manner consistent with the rules and regulations of the School of Dental Medicine and Case Western Reserve University. Student conduct, which is subject to disciplinary action, is found in University Bulletin (Student Rights and Responsibilities) and the in Student Guide (Codes of Conduct). Alleged violations will be addressed in the following manner and in confidence:

1. Any complaint of alleged violation of the above can be made verbally or in writing to the Associate Dean for Graduate Studies. An attempt will be made to resolve the complaint by a meeting of the parties (complainant and alleged violator) with the Associate Dean for Graduate Studies. If unresolved, the following will apply.
2. The complainant must file a written statement of alleged misconduct with the Associate Dean for Graduate Studies. This statement should name the alleged violator, detail the violation, give the time, date and place, the circumstances, name witnesses, and provide any other pertinent facts, and be signed and dated by the complainant.
3. The Associate Dean will read the complaint to the members of the Committee on Graduate Studies and Research. The Committee will decide if the complainant is deserving of a hearing. If the complaint will not be heard, the Chair will inform the parties. If the complaint is to be heard, the Committee will form a Hearing Panel. The Panel shall consist of the Chairperson of the Committee, who acts as the Chair of the Panel (unless the alleged violator is a student enrolled in their department; then the Committee selects another member to serve as chair), two members of the Committee and two advanced specialty education students neither from the department where the alleged violator is enrolled for study. Once appointed to the Hearing Panel, the members must agree not to discuss the complaint with each other, or with other individuals including the complainant or alleged violator except at the time of the hearing or related meetings.
4. The Chair arranges a time and place for the hearing as quickly as possible allowing a reasonable time for the parties to prepare for the hearing. Once a hearing date is set, the principal parties, members, witnesses and other participants will be so informed. The alleged violator must be provided a copy of the complainant's letter. The Associate Dean or designee will be present at the hearing as a monitor, and will comment only as to policy or procedure.

5. A copy of the minutes and recommendations of the Hearing Panel will be forwarded to the Dean for disposition.
6. If the alleged violator is an advanced specialty education student, they should consult with the Director of Student Services. The Director will assist them in their preparation for the hearing. The Director of Student Services can act as a student advocate at the hearing if the student so chooses.
7. All formal hearings shall be conducted in a manner consistent with University policies on student judicial review.

3.3 Revised & adopted 2/3/97