

Policy on Verification of Disciplinary Records

(Approved by Executive Council April 17, 2008)

I. PURPOSE

To establish policy and procedure for verification of disciplinary records for applicants conditionally accepted for admission to UMDNJ- New Jersey Dental School (NJDS).

II. ACCOUNTABILITY

Under the direction of the Dean, the Associate Dean for Student Affairs shall ensure compliance with this policy. The Director of Admissions, through the Office of Admissions, shall implement this policy.

III. APPLICABILITY

This policy shall apply to all applicants accepted for admission to UMDNJ-New Jersey Dental School

IV. POLICY

- A. Individuals to whom this policy applies will be required to have forwarded from every college attended, a "Disciplinary Action Disclosure Form," serving as verification of their disciplinary record with results deemed favorable by the NJDS as a condition of their admission, initial enrollment and/or continued enrollment. An offer of admission will not be final and enrollment not permitted until the receipt and review of completed Disciplinary Action Disclosure Forms with results deemed favorable by the NJDS. Admission may be denied or rescinded, or enrollment terminated, based upon the results of the verification of disciplinary record.
- B. Individuals to whom this policy applies must sign a form authorizing the Dean of Students or other administrative officer in charge of student records at every college/university attended to forward to the NJDS Director of Admissions a "Disciplinary Action Disclosure Form" (EXHIBIT A), and a completed Accepted Applicant/Enrolled Student Disclosure Form requiring information about previous disciplinary charges (EXHIBIT B).
- C. The disciplinary action disclosed shall include reports of any accusations of academic dishonesty, all types of mediations, hearing body processes not yet resolved, and all types of disciplinary offenses, covering the entire time of enrollment at the school completing the form
- D. Omission of required information, or false or misleading information provided by the individual on the Accepted Applicant/Enrolled Student Disclosure Form (EXHIBIT B) or in any other communication with the Dental School may result in denial or rescission of admission, disciplinary action or dismissal.

- E. New Jersey Dental School will inform potential applicants, enrolled students and visiting students that verification of disciplinary records may be performed by means of an announcement in the catalog, student handbook, bulletin or any other pertinent informational materials, stating that:

“As a condition of admission and continued enrollment, students may be required to authorize UMDN-New Jersey Dental School to verify their disciplinary records. Students will be required to have completed by every college or university ever attended a “Disciplinary Action Disclosure Form.” Offers of admission will not be considered final and enrollment will not be permitted until completion of the disciplinary record verification, with results deemed favorable by NJDS. If the results of the disciplinary record verification are not deemed favorable by NJDS, or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, the admission may be denied or rescinded, or the student may be disciplined or dismissed. Students must also agree to notify the School of any charges of academic misconduct which occur subsequent to the applicant’s/student’s submission of the Accepted Applicant/Enrolled Student Disciplinary Action Disclosure Form.”

- F. If the Disciplinary Action Disclosure Form reveals information of concern which the Dental School may deem unfavorable, the School will inform the student and require the student to provide a detailed written description and explanation of the information contained in the form along with appropriate documentation, such as copies of written reprimands or written notification of results from hearing bodies. (EXHIBIT C is sample letters for this purpose.) This information must be returned to the School within 10 working days of the date the communication is sent to the individual, or another date specified by the School in its communication with the individual. The Dental School may also independently seek to obtain additional information, such as a copy of the original disciplinary charges, in order to corroborate the individual’s explanation.
- G. The Dental School, as represented by the Office of Admissions, Office of Student Affairs and Office of Multicultural Affairs, and the Associate Dean of these areas will review the form, the accepted applicant’s/enrolled student’s explanation and any supplementary information, and will consider factors such as: the nature and seriousness of the offense, the circumstances under which the offense occurred, relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past history of academic or disciplinary misconduct, or criminal activity, and the accuracy of the information provided by the accepted applicant in the application materials, Conditionally Accepted Applicant Disciplinary Action Disclosure Form or other materials. If the Dental School deems the information contained in the disciplinary record verification is unfavorable, or if the information received indicates that the accepted applicant/enrolled student is in any way unable to meet the requirements for completion of the program, or if the individual fails to provide additional documentation as required, an offer of admission may be denied or rescinded, or an enrolled student may be disciplined or dismissed. (See Section D below.) Unresolved charges of academic misconduct reported in the disciplinary action

verification or delay by the individual in providing additional documentation as required may necessitate postponement of the Dental School's final decision pending the outcome of the matter.

- H. If an accepted applicant's admission is denied or rescinded, or an enrolled student is subject to an adverse action, or a visiting student refused based on information obtained from a criminal background report, the accepted applicant or enrolled student will be advised of the college or university that furnished the disciplinary action disclosure form. See EXHIBIT D for a sample letter withdrawing an offer of admission, EXHIBIT E for a sample letter withdrawing an offer of admission when applicant has not provided required documents about information of concern.
- I. If the Dental School decides, based upon the individual's written description, explanation and documentation about information contained in disciplinary action verification, that the results of the check are deemed favorable, the individual shall be informed in writing of the positive decision. (See EXHIBIT F, sample letter advising accepted applicant or enrolled student of positive decision after review of items of concern.)
- J. Disciplinary Action Disclosure Forms will be maintained securely, confidentially and separately from an admission file or a student's academic file. Disciplinary Action Disclosure forms must be maintained for a period of at least five years after graduation or separation from the UMDNJ-New Jersey Dental School for enrolled students, and for at least five years after last activity involving applicants.
- K. EXHIBITS
 - A. Disciplinary Action Disclosure Form
 - B. Conditionally Accepted Applicant Disciplinary Action Disclosure Form
 - C. Sample letter from NJDS to a conditionally accepted applicant for admission after receiving information of concern in a disciplinary action verification form and requesting additional information
 - D. Sample letter from NJDS to an accepted applicant for admission withdrawing an initial offer of admission
 - E. Sample letter from NJDS to an applicant conditionally accepted for admission withdrawing an offer of admission when applicant has not provided required documents about information of concern from a disciplinary record verification.
 - F. Sample letter advising accepted applicant or enrolled student of positive decision after review of items of concern from a disciplinary record verification.

By Direction of the Dean:

Dean, UMDNJ-New Jersey Dental School

EXHIBIT A

(Print on School's stationery)

Disciplinary Action Disclosure Form

Please print clearly.

Complete Part I, sign and date the waiver. Give the form to the Dean of Students or other administrative officer in charge of student records at every college/university you attended. The UMDNJ-New Jersey Dental School will maintain strict confidentiality of this document.

PART I

Name _____ Student Number _____
First Middle Last

Current Address _____
Number and Street

City and State Zip Code Current Telephone

Permanent Address _____
Number and Street

City and State Zip Code Permanent Telephone

WAIVER OF ACCESS

I have requested that this certification form be completed for use in the admissions process to the UMDNJ-New Jersey Dental School.

- I waive access to this form. The form must be sent directly by the school completing the form.
I do not waive access to this form. The results of this form may be available to a student who has not waived access upon written request to the Director of Admissions. Only enrolled students may request a copy of this form.

Applicant Signature Required Date

Part II: To The Administrative Officer Responding To This Document:

School Name _____

Is this individual currently enrolled? ____ If yes, is this individual in good standing? ____ If not, date of last attendance _____

Has this individual been the subject of any disciplinary action or proceedings or of academic censure? ____
If yes, please attach an explanation.

Has this individual been the subject of any academic suspension or probation? ____
If yes, please attach an explanation.

If this individual becomes the subject of any disciplinary-type action during future enrollment, you are requested to inform UMDNJ-New Jersey Dental School as immediately as possible.

Name _____ Title _____

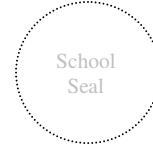
Signature _____ Date _____

Telephone number) _____ Email _____

Seal and return this form to Dr. Jeffrey Linfante, Director of Admissions, New Jersey Dental School, Room B830, P.O. Box 1709, Newark, NJ, 07101. Please contact Dr. Linfante at 973-972-1614 if you have questions concerning completion of this form.

Thank you for your assistance.

EXHIBIT B



(Print on School's stationery)

Conditionally Accepted Applicant Disciplinary Action Disclosure Form

Please answer the following questions and return this form to the NJDS Office of Admissions:

Have you ever been the subject of disciplinary action at any school you attended?

____ Yes

____ No

If yes, please describe the specific nature, year, location and disposition to date of the disciplinary action:

I hereby release UMDNJ-New Jersey Dental School, its affiliated entities, employees and agents from all liability for requesting the above information and/or Disciplinary Action Disclosure Form and for acting based on such information and/or reports.

I certify that the information above is true, accurate and complete. Any omission, or false or misleading information may result in actions including, but not limited to, denial or rescission of an offer of admission, disciplinary action or dismissal. I also agree to notify the Admissions office of UMDNJ-New Jersey Dental School of any future disciplinary charges.

Name: _____

(Please print)

Signature: _____

Date: _____

EXHIBIT C

**SAMPLE LETTER FROM NJDS TO AN ACCEPTED APPLICANT FOR ADMISSION
ACCOMPANYING A DISCIPLINARY ACTION DISCLOSURE FORM CONTAINING INFORMATION
OF CONCERN AND REQUESTING ADDITIONAL INFORMATION**

Dear _____:

Pursuant to the authorization and information you provided, a disciplinary action disclosure verification has been completed. You have the right to dispute the accuracy or completeness of any information contained in the report by contacting _____(name of school submitting record) directly.

Please review carefully each item in the report and provide a detailed, written description and explanation, along with appropriate documentation, **including findings of any disciplinary body**. Pending the resolution of this issue to the satisfaction of UMDNJ-New Jersey Dental School, your pre-enrollment requirements have not been met and your offer of admission is not final.

Please return your response to _____ within ten working days of the date of this letter. As noted in your application and in your authorization to verify your disciplinary records, your admission may be denied or rescinded, unless the results of your disciplinary record verification are deemed favorable by UMDNJ-New Jersey Dental School.

Yours truly,

EXHIBIT D

SAMPLE LETTER FROM NJDS TO AN ACCEPTED APPLICANT FOR ADMISSION WITHDRAWING AN OFFER OF ADMISSION

Dear _____:

This is to inform you that the review of the results of your disciplinary record verification and the explanation you provided has been completed. I regret to inform you that the results are not deemed favorable by UMDNJ-New Jersey Dental School. Your offer of admission for the (Fall 200X) semester, which was conditioned on results deemed favorable by UMDNJ-New Jersey Dental School, is therefore withdrawn.

This decision is based, in whole or in part, on information provided in a form completed by _____(Name of school) and your failure to accurately report these issues on your application. Please be advised that _____(Name of school) did not make the decision to take this action and will be unable to provide you with the specific reasons why you were not offered final admission. You have waived access to this form, and we are unable to provide you with a copy. OR You have a right to a copy of the form prepared by (Name of School) on you by writing to (Name of School).

Yours truly,

EXHIBIT E

SAMPLE LETTER FROM NJDS TO AN APPLICANT ACCEPTED FOR ADMISSION WITHDRAWING AN OFFER OF ADMISSION WHEN APPLICANT HAS NOT PROVIDED REQUIRED INFORMATION OR DOCUMENTS ABOUT INFORMATION OF CONCERN FROM A DISCIPLINARY ACTION DISCLOSURE FORM

Dear _____:

This is to inform you that the review of the results of your disciplinary action disclosure form has been completed. Because you failed to provide the explanation and/or other documents requested, your results were reviewed without them. I regret to inform you that the results are not deemed favorable by UMDNJ-New Jersey Dental School. Your offer of admission for the (Fall/Spring 2000X) semester, which was conditioned on results deemed favorable by UMDNJ New Jersey Dental School, is therefore withdrawn.

This decision is based, in whole or in part, on information provided by (name of school) completing the disciplinary action disclosure form and your failure to truthfully report this information on your application.

Please be advised that the (name of school) did not make the decision to take this action and will be unable to provide you with the specific reasons why you were not offered final admission.

Yours truly,

EXHIBIT F

**SAMPLE LETTER ADVISING ACCEPTED APPLICANT OR ENROLLED STUDENT OF POSITIVE
DECISION AFTER REVIEW OF ITEMS OF CONCERN FROM A DISCIPLINARY ACTION
DISCLOSURE FORM**

Dear _____:

I am pleased to inform you that UMDNJ-New Jersey Dental School has completed the review of your Disciplinary Action Disclosure Form and supplementary materials and has deemed the results to be favorable.

Please be advised that this decision does not guarantee that you will be permitted to continue enrollment if New Jersey Dental School becomes aware of new disciplinary charges or additional disciplinary actions from forms submitted by other schools.

Yours truly,