



School of Dentistry

Student Handbook and Policy Manual
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WELCOME FROM THE DEAN

You are about to embark on what will be at once the most demanding and most fulfilling four years of your life. To this point you have already made two excellent choices. First, you elected dentistry as a career. Second, you chose the School of Dentistry at OHSU as the place to receive your training. Oregon's dental school has a long and deserved reputation for outstanding preparation of its graduates to meet the demands of clinical practice. Upon graduation you will have the enormous self-satisfaction of being a professional person, confident and competent in your future.

This student handbook contains valuable information on matters that may affect you during those four years at OHSU. Although it may be more adventurous to commence any endeavor without "reading the directions," it probably is not the most prudent way to proceed. So, it is well worth your time early on to acquaint yourself with the contents of the handbook. Further, it should be retained as a reference source for matters that may arise later in your career as a dental student.

We are glad you are here. At the School of Dentistry, the faculty, staff, and students are all on the same team, with the same goal—to ensure that every entering student graduates as a competent dentist.

Jack W. Clinton, D.M.D.
Dean, School of Dentistry

ACCREDITATION

The School of Dentistry's predoctoral dental education and advanced specialty education programs are fully accredited by the American Dental Association's Commission on Dental Accreditation.

The Commission on Dental Accreditation, which is the recognized agency for accreditation of all specialized dental and dental related programs in the United States, accredits each of the dental educational programs. The Commission receives its accreditation authority from the acceptance of the dental community and by being recognized by the U.S. Department of Education (USDOE) and by the Council on Higher Education Accreditation (CHEA).

Oregon Health & Science University is accredited by the Northwest Association of Schools and Colleges (NWCCU). The Northwest Commission on Colleges and Universities (NWCCU) is the postsecondary, regional organization which accredits all Colleges and Universities in Oregon, Washington and Idaho.

OHSU School of Dentistry

Code of Ethics and Professional Behavior

It is the position of the student body of the Oregon Health & Science University School of Dentistry that all dental and dental graduate students are expected to maintain the highest standards of moral and ethical behavior and to conduct themselves in a professional manner at all times. This applies to the clinic, laboratory, classroom, and any other facility relating to or representing the OHSU School of Dentistry.

The moral and ethical obligations are characterized by, but not limited to, honesty, fairness, and integrity in all circumstances. Students are expected to show respect for the rights, differences, and property of others. A high degree of ethical and professional behavior is to be practiced in the classroom as well as in treating patients. Standards of care are to include concern for the welfare of patients, competence in the delivery of dental care, and the preservation of confidentiality in all situations, including electronic patient records and e-mail.

This code of ethics is no stronger or weaker than the student body which it represents. Each student is responsible for upholding the ethical standards of the School of Dentistry. Therefore, it is also the responsibility of each student to confront or report any student who does not comply with these standards. Violations of the Code should be dealt with among the student body and reported to the administration when efforts for cessation and reparation are unsuccessful.

Behavior believed to be unacceptable includes, but is not limited to, forgery, intentionally deceptive alteration of documents, unauthorized possession of another's property, plagiarism, and cheating by either seeking, giving, or receiving aid. All students shall refrain from the use of abusive language or abusive acts, sexually inappropriate language or behavior, and the infliction or threat of harm to others.

Reviewed and revised in 2009

Approved by the Dental Student Government – July 2010

GENERAL POLICIES AND PROCEDURES

Accommodations for Disabilities

The OHSU School of Dentistry is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (AwDA) of 1990. Students with disabilities have the right to request accommodations and will be provided with those reasonable accommodations that meet their needs.

Students with disabilities who may receive accommodations under the AwDA experience learning, physical, sensory, vision, health or psychological disabilities which substantially affect a major life activity (e.g. reading, writing, walking, communicating, seeing, hearing, etc.). Many students have “hidden” disabilities covered by the AwDA such as Attention Deficit Disorder, depression, etc.

Students who experience a disability are strongly encouraged to register with the Office for Student Access (503-494-0082), who will assist in obtaining the accommodations and assistance needed. If you are a new student in the School of Dentistry, it will be beneficial to you and the School to have the opportunity to discuss your disability and the accommodations that you need or may need before you begin your academic program. If you have been enrolled for some time but have not disclosed your disability, you are encouraged to do so. The information provided to the Office for Student Access will be confidential.

Technical Standards

The Oregon Health & Science University School of Dentistry is the only academic health center in the state and its fundamental purpose is to ensure and improve the health of all Oregonians. The ethical practice of dentistry requires intellectual ability, physical competence, and personal responsibility. Therefore, each applicant must satisfactorily complete all requirements for admission to the School of Dentistry. In addition to demonstrating personal characteristics appropriate for a career in a health care profession, qualification for admission to, and, following completion of the curriculum, graduation from the School of Dentistry requires satisfaction of the following standards:

1. sufficient intellectual capacity to fulfill the curricular requirements of the various required basic science and clinical courses;
2. ability to communicate effectively with patients, colleagues, faculty, staff, and other members of the health care community;
3. ability to learn and safely perform the various technical skills required to complete the dental curriculum; and
4. sufficient emotional stability and responsibility to withstand the stresses, uncertainties, and changing circumstances that characterize the practice of dentistry and dental specialties.

Specific technical standards, based on clinical competencies and accreditation standards of the Commission on Dental Accreditation of the American Dental Association, are available from the Office of Admissions and Student Affairs of the School of Dentistry.

An Affirmative Action/Equal Opportunity Educational Institution

The Oregon Health & Science University School of Dentistry is an affirmative action/equal opportunity educational institution in that no person shall, on the basis of race, color, religion, marital status, national origin, sex, sexual orientation, age, disability, Vietnam era veteran's status, or any other status protected by law, be excluded from participation in, or otherwise be subjected to discrimination in any educational program, activity, or facility. The faculty of the Oregon Health & Science University School of Dentistry believes that a diverse student body enhances the educational opportunities for all students and is beneficial to the dental profession, the School of Dentistry, and the State of Oregon.

Financial Aid (503-494-7800)

The Student Financial Aid Office coordinates award of financial aid. The deadline for submission of financial aid applications is March 1 preceding fall term registration. Students should contact the Financial Aid Office well in advance of the deadline in order to ensure compliance with relevant regulations. Financial Aid applications must be submitted annually in accordance with financial aid procedures, in order to be considered for federal or private loans.

FERPA

FERPA (The Family Educational Rights and Privacy Act) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. OHSU policies elaborate upon or qualify rights in student records to the extent the institution is authorized to do so under law. Copies of the OHSU policies may be obtained from the university Registrar's office.

Jeanne Clery Act (Campus Safety)

The Clery Act requires colleges and universities to publish an annual report by October 1 that contains 3 consecutive years of crime statistics and certain security policy statements. The OHSU Department of Public Safety in compliance with the Clery Act keeps information available that summarizes programs, policies and procedures designed to enhance personal and property safety while at OHSU.

Tobacco Free Campus

The use of all tobacco products, including cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and other products made primarily with tobacco is strictly prohibited while at any Portland-area OHSU facility or on OHSU grounds.

Drug Free Policy

OHSU is committed to maintaining a drug-free institution. Please contact the Office of Human Resources for the complete policy regarding "A Guide for Alcohol and Drug Problems", which outlines standards of conduct for all OHSU employees and students.

Mandatory Drug Screening

As a health science institution dedicated to the education of competent and professional health care providers, OHSU has the responsibility for the critical assessment of the professionalism of our students, and the health, safety and wellbeing of the patients we serve. Beginning in 2008, all incoming students will be required to complete confidential drug screening within 14 days of matriculation. Currently enrolled students will be required to complete confidential drug screening prior to January 1, 2008. Students must also be willing to submit to drug screening if there is reasonable suspicion that a student is under the influence of any unlawful drug, any alcohol, or misused prescription drug while on campus or affiliated clinics. Students who refuse to submit to, or do not pass the drug screening process may be suspended or dismissed from the program as outlined in the Academic Policy.

Criminal Background Checks

All admitted students are expected to comply with OHSU policy and complete a criminal history review as part of the matriculation process. Prior conviction does not necessarily disqualify an admitted applicant from matriculation. The admitted applicant has the right to inspect and challenge the results of the inquiry. Information about federal civil rights law and arrest records may be obtained through the Bureau of Labor and Industries.

Medical Emergencies

For all medical emergencies call 4-4444. Public Safety will respond to all emergencies. They are trained to access and respond to medical emergencies. Please refer to OHSU's Emergency Resource Books located throughout for additional information.

University Compliance – Integrity Office

The OHSU Integrity Office provides leadership for OHSU's compliance with federal, state and local laws, regulations, and guidelines. All students must comply with required training courses, such as 'HIPAA Privacy Education' (The Health Insurance Portability and Accountability Act of 1996) and 'Respect at the University'. Students must remain in compliance at all times.

Class Schedules

The Associate Dean for Academic Affairs prepares class schedules. Students may obtain copies from the Office of Student Affairs.

Academic Calendar

The current academic calendar is available in the Office of Admission and Student Affairs.

Orientation and Matriculation Procedures

Orientation is designed to provide new students with an overview of School of Dentistry rules, regulations and policies as well as the many services available at OHSU. All incoming students are required to attend orientation activities.

The matriculation process includes, verification of pre-dental requirements and degree's earned, collection of final, official transcripts from all colleges and universities attended, completion of the appropriate forms, paying tuition and the required fees, and receiving previously awarded financial aid monies.

Attendance

Students are expected to participate in all classes. The policy for lecture attendance is presented in each course outline, and each student is held responsible for content covered.

Attendance in the clinics and in clinically related activities is mandatory. A student who, because of illness or emergency, is unable to attend class should contact the Office of Student Affairs. The Associate Dean will inform course instructors of the reason for the student's absence. The student must make arrangements with each instructor, in advance if possible, for making up the material missed.

Inclement Weather Policy

OHSU, as a health care system, must always remain open during inclement weather. However, adverse weather conditions may present travel problems or other unsafe situations, causing classes and/or clinic to be delayed or canceled.

Announcements and decisions regarding OHSU class schedules will be made by the OHSU President's Office. Please contact the Weather Hot Line at (503) 494-9021 or listen to the local radio and television stations for the status of classes at OHSU. Decisions are to be made by 6:00AM.

If classes are to be held or delayed you are expected to make a reasonable effort to attend class. If conditions make it impossible for you to travel safely to the OHSU for a scheduled activity requiring attendance (e.g. examination), please contact Student Affairs Office (503) 494-5274 and indicate your absence.

Student Service on School Committees

Students serve on several committees of the School of Dentistry. These include the committees on student dismissal hearing and dental curriculum.

Curriculum Development and Review Processes: Student Participation

The Dental Curriculum Committee is responsible for curricular matters associated with the program leading to the D.M.D. degree. The Committee includes faculty members who are elected by the School of Dentistry faculty, ex-officio faculty members and two dental students selected by the Student Council.

The Advanced Education Committee is responsible for curricula leading to certificates and graduate degrees for graduate dentists. It includes faculty appointed by the Dean and ex-officio faculty members.

Student Role in Course Review and Evaluation

For the evaluation of instruction and instructors, the School of Dentistry utilizes CoursEval™, an electronic based software system (Academic Management Systems, New York) that is designed for the health professions' educational programs. CoursEval™ allows the student to respond to a set of questions regarding didactic, laboratory or clinical courses online, via the web, within a specific window of time, and with complete anonymity. There is also an open-ended option for the student to comment freely on any aspect of the course he or she has just completed.

Students are asked to perform this evaluation process upon completion of each academic term and prior to registration for the following term. The faculty and administration use the results of these evaluations to enhance the predoctoral dental education program thus meeting the requirements of the Commission on Dental Accreditation and the Northwest Commission on College and Universities.

Student Issue

Students are required to have in their possession specific instruments and supplies designated by the School of Dentistry. These items are procured by the Dental School Logistics Department and distributed to each student at the start of fall term. At the time of distribution students take ownership and are responsible for all items, instruments, and devices. This includes replacement costs associated with wear and tear, loss, etc. of any item. The cost of the student issue becomes a line item expense as part of each student's financial aid package, billed in the fall, winter and spring academic terms.

Storage Facility Policy

The School of Dentistry provides lockers, mobile cabinets, and lockable drawers for students to store their dental instruments and personal belongings.

Students are required to use school issued combination locks on lockers located in the locker room. Personal locks will be forcibly removed. Students are assigned only one locker for the duration of their enrollment and may not migrate into open or unassigned lockers.

The University reserves the right to open lockers, cabinets, and drawers without prior notice for the purpose of repair, maintenance, or inspection of contents. Neither the University nor its employees are responsible for lost, stolen, or damaged belongings stored in lockers, cabinets, or drawers.

In the event a locker, cabinet, or drawer is not emptied of all contents during the process of 1) graduation, 2) class transition, 3) withdrawal/dismissal, or as directed by a school official, its contents will be held for one week, then disposed of.

Electronic Communication Requirements

Students are expected to monitor their OHSU e-mail account on a daily basis. The only communication tool utilized by the campus, administration and faculty for announcements and transfer of critical information is the OHSU e-mail account. OHSU e-mail is the official communication of the School and is considered received if opened or not.

Academic Advising

The student advising program is coordinated by the Associate Dean for Student Affairs. The purpose of the advising program is to facilitate rapport and foster a humanistic relationship between students and faculty and to provide academic advice. Should you wish to be assigned an academic advisor you must make arrangements with the Associate Dean for Student Affairs. Upon completion of the second year curriculum, students may request a "clinical" advisor who will monitor and advise students on their clinical competence and completion of graduation requirements. Once an advisor is assigned, at least one advising contact per term is desirable in

order to benefit from the advisor/advisee relationship. Advisor assignments may be changed by request.

Tutoring

The tutoring program at the School of Dentistry was started officially in 1971 as a component of a federally funded minority student affairs program that was open to all students regardless of race. Federal support for the program expired in 1978, and since then the School of Dentistry has sponsored the program. Most tutors are upper class dental students who are paid through a credit system in the bookstore. Student tutors earn \$10.00 per hour as dining services credit. The purpose of the program is to aid students encountering academic difficulties and to prevent such difficulties from recurring. The program is **free** and available to all **dental students**. The program is designed to prevent small problems from becoming overwhelming problems, and students are encouraged to ask for help as soon as there is a need.

The Admissions/Student Affairs Office is responsible for administering the tutor program, including arranging the student tutors and monitoring the program. Dental students who wish to use the tutoring service should check with the Student Affairs Office to start the process.

As a student in the dental program, you are entitled to the following:

- To receive tutoring upon request
- To choose tutors and change tutors if you wish

You also have the following responsibilities:

- To apply for help when needed
- To attend tutoring sessions on time
- To prepare in advance for tutoring sessions

There are a number of options for getting academic assistance in addition to the tutoring program. These options include the following:

- Direct help from course instructors
- Elective help sessions scheduled by course instructors
- Informal study sessions with other students
- Use of study aids such as videotapes, slides, reference tests, and test files.

Please remember that the faculty are here to assist you in the learning process. Don't hesitate to request help or reassurance when you need it!

Community Rotations and Experiences

Students will be assigned and may volunteer to participate in community based service learning experiences while an enrolled dental student. These experiences will provide exposure to diverse and underserved populations, challenging dental settings and the opportunity to enrich the communities through public service. Students who have participated in these experiences come away with increased confidence in their abilities as a developing dentist.

Experiences off-campus can be local, regional or international. Each student through the Department of Community Dentistry will be assigned to a week at the OHSU Russell Street Clinic in Portland and one or two weeks at a rural site in Oregon through the AHEC program.

International opportunities can come through many sources such as philanthropic organizations, service or church groups. To participate in these trips or missions a student must have the financial requirements and have demonstrated the necessary skill level to be a contributing member of the medical/dental team. Time away from your on-site clinical responsibilities with your patients, assigned rotations and progress toward competency must be approved by your group director prior to scheduling international trips.

Awarding of Degree

The degree of Doctor of Medical Dentistry DMD is awarded by the School of Dentistry upon recommendation of the faculty to the Dean and certification by the Dean to the President of Oregon Health & Science University. Candidates must have satisfactorily fulfilled the academic requirements of the dental curriculum, have a cumulative GPA of 2.0 or above, have passed the National Board Dental Examinations – Part I and Part II, be of good moral character, and comply with all necessary legal and financial requirements.

Graduation Ceremony

The graduation hooding and commencement ceremony is organized by the School of Dentistry through the Office of Student Affairs. Relatives and friends are welcome to attend this ceremony and reception (space may be limited).

School of Dentistry Alumni Association

The School of Dentistry Alumni Association is directed by a 23-member Board of Directors and is supported through membership dues. The Alumni Office is located on the sixth floor of the School of Dentistry, and alumni staff plan activities and programs. Programs produced by the Alumni Association include the alumni publication *Caementum*, class reunions, the Dental Hygiene Update, out-of-state events, the practice opportunity program, and Alumni Weekend, which includes a golf tournament and lecture. The Association also coordinates the annual appeal and phonathon, which raises money to support the School of Dentistry.

GUIDELINES ON CLINICIAN/PATIENT E-MAIL COMMUNICATION

OHSU has adopted the American Medical Informatics Association guidelines for e-mail communications between individual patients and their dental care provider. A letter outlining the issues and limitations around this type of communication is provided for dental care providers to use in response to patient queries to use e-mail as a means of interacting with their dental care provider. If a dental care provider and patient agree to use e-mail to communicate, a consent form completed by the patient and signed by both the patient and the dental care provider **should be placed in the patient's dental record** immediately following the general consent form.

Communications may occur between dental care providers and three categories of patients: established OHSU patients known to the dental care provider, established OHSU patients not known to the dental care provider, non-OHSU patients unknown to the dental care provider. As with any verbal or written communication, dental care providers are advised to be extremely cautious and use their own judgment in what they say as this is a written form of communication. If a dental care provider is currently using e-mail to communicate with their patients, obtain their consent using the standard form now.

It is suggested that all e-mails be labeled as **CONFIDENTIAL** and contain the following statement within the message:

“The information in this e-mail is intended only for the addressee(s) named above. Access to this e-mail by anyone else is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or any action taken in reliance on it is prohibited and may be unlawful. If you have received this e-mail in error, please inform me and delete it and all copies from your system.”

Please refer to the School of Dentistry Clinic Manual for samples of Patient/Clinician Contract for E-mail Communication and Patient Authorization and Consent Form.

PATIENT CONFIDENTIALITY POLICY

Oregon Health & Science University protects the confidentiality of patient information, as required by law and the professional codes of ethics. Every individual at Oregon Health & Science University has the responsibility to protect the confidentiality of patient information.

The OHSU Patient Confidentiality Policy prohibits any unauthorized access, discussion, review, disclosure, transmission, alteration or destruction of patient information, except as required to fulfill OHSU educational responsibilities.

All patient information, including but not limited to, paper, verbal or electronic data, contained in a patient record or stored in the computerized data is confidential and shall not be discussed with individuals not directly involved in the care of the patient.

Patient-specific discussion shall not be conducted in public areas such as hallways, elevators, waiting areas, lounges, buses, or cafeterias.

Patient-specific information and medical records, including information on computer screens, shall not be left unattended in public areas or areas visible to the public.

Students shall not access records of other individuals, including spouse, family members, or employees without written authorization.

Individuals are responsible for confidential information moved from the network to other media, such as printers, fax machines, home, or laptop computers.

For the protection of computerized information, passwords must not be shared and workstations must be logged off when leaving work area.

Students may obtain copies of their own dental record after contacting the Office of Clinical Affairs and completing the required authorization.

Security monitoring systems are in place, which monitor inappropriate access or use of confidential patient information.

Violation of the OHSU Confidentiality Policy, including unauthorized use, disclosure, alteration or destruction of patient information, will result in disciplinary action, up to and including termination of employment or other relationship with OHSU, loss of clinical privileges and/or removal of access to patient records at OHSU.

SCHOOL OF DENTISTRY VISITOR POLICY

Visitors

A visitor is defined as any person without an employment relationship with the School of Dentistry or is not an official student with the School of Dentistry.

Unaccompanied Visitors

Visitors, patients and guests are welcome within the School of Dentistry, unaccompanied, in the public access areas such as patient reception areas, restrooms and the vending area on the second floor, etc.

Accompanied Visitors

Visitors must be accompanied at all times, by School of Dentistry escorts, where patients are receiving care (clinics), where classes are being taught – Simulation Clinic, Technique Clinic, Clinic Laboratory, Investment, Models and Casting Lab, where classes are in session, and where research is conducted.

Requests by escorts to accompany visitors must be approved by a Department Chair, Program Director, Division Director, Associate Dean or the Dean. Escorts must assure student, patient, employee and visitor safety; must protect patient and student privacy and prevent education and/or patient care disruptions. **Escorts must accompany guests at all times in patient care areas, teaching sites and research areas.**

By being sensitive to safety and privacy while being courteous and informative, every visitor will be able to gain some insight into our missions of teaching, research, and service.

APPEARANCE GUIDE FOR STUDENTS

OBJECTIVE:

To define minimum acceptable appearance standards for employees, staff, and faculty (otherwise known as the Dental School personnel) and their responsibility to adhere to them.

POLICY:

The personal appearance of Dental School personnel is an important contributory factor in the impressions made on clinic patients, members of the public, health care professionals and others who have occasion to use or visit our facilities. Therefore, it is the policy of the Dental School to maintain guidelines on dress and grooming practices that foster a professional image.

GUIDELINES FOR DRESS AND GROOMING:

Personal appearance is expected to reflect a professional image in the Dental School. Dress and Grooming should be appropriate for an individual's duties and meet acceptable standards of cleanliness and safety.

CLOTHING:

All clothing will be suitable for the work function, safe, clean and neat.

STUDENT PRECLINIC AND CLINIC ATTIRE

Effective July 1, 2006, all students are required to wear solid color scrubs of a dark or medium hue (no pastels or very light colors) in the preclinic lab and simulation clinic and all clinical areas. Scrubs should be in good repair, unwrinkled, well sized, and worn in a non-revealing manner.

Shoes must be clean and in good repair with no open toes or heels (including sling backs). Examples of appropriate footwear are as follows:

- * Dress shoes with heels no higher than 2 inches, flats, loafers, etc.
- * Clean athletic or clinic shoes are acceptable.

Overgowns must be worn in the clinic setting. These clinic gowns are only to be worn on the ground or first floor and must be removed before going into other areas of the building.

In the preclinic, overgowns should be worn during "patient care" procedures on the manikin or upon direction of the faculty. These preclinic gowns are only to be worn on the third floor. DS3 and DS4 students are encouraged to wear their white coats in non-clinical areas and when entering the clinic for other than patient care.

STUDENTS IN NON-CLINICAL AREAS:

Dress practices, which distract from the orderly conduct of business with the patients, public and others are not permitted. Unacceptable dressing practices include, but not limited to the following:

- * Tops that expose midriffs
- * Skirts, culottes, and shorts that are shorter than knee length.
- * See-through fabrics
- * Sweat shirts and sweatpants
- * Head coverings for other than religious or medical reasons or for surgical asepsis (e.g., baseball caps)
- * Tank tops or halter tops
- * Torn, threadbare or faded clothing
- * Leggings or tight stretch pants (loose stretch pants OK)
- * Low cut necklines
- * Clothing that reveals undergarments

JEWELRY/BODY ART/COLOGNES:

Jewelry, if worn, will be clean and safe and appropriate for the environment. No visible piercing except two pierces per ear.

(Dangling jewelry worn by personnel who work in patient care areas is unsafe and may not be worn.). Tattoos are to be covered by clothing if possible. Colognes, perfumes and aftershaves should be applied minimally if at all.

PERSONAL GROOMING:

Bathing, clean fingernails, hair of appropriate length and color, and good personal hygiene are required. Hair should be clean, neatly arranged, safe and appropriate for the employee's work assignment. In patient care areas, hair longer than collar length must be pulled back and secured. Hair sculptures, (i.e. designs cut into hair) are not appropriate for the work place environment. Beards, mustaches and sideburns must be clean, neat and trimmed. Chewing gum, while dealing with the public is not acceptable and is not permitted.

While patients don't have to follow the same rules as a professional, they are expected to present with reasonable hygiene and appropriate clothing. If there are questions, contact the Office of Clinical Affairs.

IDENTIFICATION BADGES:

Photo identification badges supplied by OHSU are to be worn at all times. Replacement cost of lost badges is the responsibility of the student.

ENFORCEMENT:

Students' personal hygiene and appearance will be rated as part of the Professional Skills and Judgment evaluation. Inadequacy in this area could adversely affect a student's grade.

In cases in which dress or hygiene standards are not satisfied, faculty have authority to take appropriate actions, including warnings and denial of access to clinics and laboratories.

If a faculty member indicates to a student that his/her attire is not appropriate, the student will change to meet dress requirements. All students should have readily available clean, neat scrubs to wear in such circumstances.

Peer evaluations among students would reduce the need for external enforcement. Students who repeatedly do not comply with the dress code may lose clinic privileges.

****A complete version of the 'Appearance Guide for Students, Faculty and Classified Staff' can be found in the Clinic Manual**

STUDENT ORGANIZATIONS

Student Organization Recognition

Any group of students acting together, electing officers, and/or assessing dues or fees for their mutual benefit may apply to the OHSU Vice Provost for Student Affairs, or designee to be recognized by the University. Members must be OHSU student currently enrolled in a minimum of six (6) credit hours. Individuals within University-recognized student organizations are responsible for adhering to student conduct regulations, the policies of the University, and are accountable for their behavior as part of a group.

No recognized student organization shall use the University name or reference to University affiliation except to designate its location at OHSU. For example, it is inappropriate to refer to a group as the "OHSU Asian American Club". It is appropriate to refer to a group as the "Asian-American Students at OHSU". Advertisements and promotional material shall not imply that a function is sponsored or sanctioned by the University unless the event is formally co-sponsored with an administrative or academic unit of the University.

Recognition entitles a group to the use of some institution owned or controlled facilities for meeting without charge. Request use of incidental fees funds from the Vice Provost for Academic Affairs, host group sponsored functions and request web site link to OHSU Home Page.

For more information please refer University Policy No. 02-90-001

Student Government

The primary student affairs organization with the School of Dentistry is the Associated Student Body of the School of Dentistry. This group, which has 12 voting members, is composed of the following:

1. The student government officers, who are elected from the entire student body by ballot every spring. The officers include president (votes in case of tie), vice-president/secretary, treasurer, and student activities chairperson.
2. One student council vote is allocated to a representative of each of the following student organizations: American Student Dental Association, the American Dental Education Association.
3. One student council vote is allotted to each dental class. Each class selects a president and other officers to coordinate its academic and social activities. These officers also act as a line of communication between the students, faculty, staff and the dean, as needed. Freshman, sophomore, junior, and senior dental classes are represented.

The coordinating group for student government for the whole campus is the OHSU Student Council. The OHSU Student Council serves as the governing body for this group. The School of Dentistry contributes 8 members to the council: the president of each class and an additional representative specially elected from each class to serve on the council. The OHSU Student Council elects its own officers. The contact phone number is 503-494-7878.

Student Organizations and Activities

A complete list of student groups is available at OHSU's Student Center. Below is a list of active groups that are School of Dentistry specific.

Academy of LDS Dentists
American Dental Education Association (ADEA)
American Student Dental Association (ASDA)
Christian Medical and Dental Association (CMDA)
Cycling Interest Group
Delta Sigma Delta (Delts) - Dental Fraternity
Global Health Student Alliance Student Group
Hispanic Dental Association
OHSU Pride
OHSU Student Council
Queers & Allies in Healthcare (QAHC)
SOD Student Research Group (SRG)
Student Professionalism and Ethic Club (SPEC)
Xi Psi Phi (Zips) – Dental Fraternity

REGISTRATION AND TUITION POLICIES

Registration

School of Dentistry students (dental, dental graduate and masters) do not register for individual classes. Each term, students in good standing are registered automatically by the Office of Admissions and Student Affairs. Students complete the scheduled classes for each term, and individual course instructors assign any elective classes. Class schedules for each term are made available by the Student Affairs Office.

The dental, dental specialty and masters curriculum is restricted to students who have been competitively selected by the Faculty of the School of Dentistry. The only exception to this policy is students selected to participate in an OHSU graduate degree or special program. These students and/or their advisors may seek permission from the Associate Dean for Academic Affairs to participate in selected courses in the dental school curriculum.

Grade Mode Selection: A course is assumed to be numerically graded (0.0-4.0) unless otherwise indicated. However, departments are authorized to designate a course grading mode as Pass/No Pass and/or Audit. In the case in which a student enrolls in a course that offers several grading modes, students must finalize their grading mode before the end of the second week of classes in the current term of enrollment. Otherwise, registration will default to numeric grading unless the department has specified a different primary grading mode for the course.

Add/Drop: Courses may be added up until the second week of classes in the current term of enrollment. Courses dropped before the end of the second week of classes will not appear on the student's transcript. Students must officially add or drop courses through the School of Dentistry Office of Student Affairs.

Withdraw: Withdrawal from elective courses after the second week of classes in the current term of enrollment will result in a 'W' appearing on a student's transcript. Students must have the approval of the instructor/department or course leader and then must officially withdraw from courses through the School of Dentistry Office of Student Affairs. Withdraw from a student's core curriculum after the second week in the current term of enrollment in the case of a leave of absence, total withdrawal or dismissal will result in a 'W' appearing on a student's transcript.

Course Auditing: Audit registration permits a student to enroll in a course for no credit and no grade. Registration for audited courses must occur prior to the third week of the course. Course requirements for an audited course will be determined by the course instructor. Audit registration is available to enrolled OHSU and 'non-admitted' students. Those who wish to audit should contact the School of Dentistry Office of Student Affairs for registration approval and procedures. Upon completion of an audited course, a grade of "AUD" will be recorded on the transcript.

Tuition Policy

Tuition and fee payment is completed at the Business Office in Baird Hall during the first week of each term. Term expenses include tuition, prorated cost for equipment, the Student Health Service fee and other required fees, and major medical insurance. The major medical insurance fee may be waived on an annual basis if the student provides satisfactory proof of equivalent coverage and signs a statement agreeing to keep the insurance in force during the academic year. Waiver must be renewed each academic year of enrollment.

1. All enrolled dental, dental specialty and masters students are required to pay annual tuition and fees in quarterly installments for the length of their academic/clinical training program.
2. Predoctoral students who extend their curriculum beyond four years due to unsatisfactory academic/clinical performance, or by not fulfilling all graduation requirements will be enrolled for each subsequent term until all academic/clinical expectations or graduation requirements are met. In this case, students will be required to pay tuition and fees for a full term until all academic/clinical expectations or graduation requirements are met.
3. Residents/Post Graduate students who extend their curriculum beyond the required curriculum length will be enrolled for each subsequent term until all academic/clinical expectations and program requirements are met. Tuition and fees for a full term will be required until all program requirements are met and the certificate of completion is signed by the program director and approved by the Advanced Education Committee.
4. “Non-degree” students admitted to special clinical programs at the School of Dentistry may be assessed tuition and fees and are required to pay Student Health and Major Medical Insurance.
5. Students can expect an annual cost of living increase in tuition and fees. The Oregon Health & Science University, School of Dentistry reserves the right to modify tuition, fees and other costs which range from minimal to substantial without advance notice.

Tuition Payment Policy

1. Students are expected to pay tuition and fees at the beginning of each quarter.
2. The Business Office will provide the students with bills regarding delinquent payments.
3. Students will be notified of an outstanding balance for that academic term and will receive a request for payment in full before they are registered for the next academic year or quarter. Additional fees are assessed for late registration.

Refunds

A student who withdraws in accordance with School of Dentistry regulations (see section 204 in the Academic Policy part of the Handbook) may be eligible for a refund, as listed in the refund schedule available in the Office of Student Affairs. A student considering withdrawal should contact the Office of Student Affairs as early as possible.

ACADEMIC POLICY

100 Faculty Responsibilities

It is the responsibility of the faculty to create a positive and consistent learning environment in all didactic, pre-clinical and clinical courses held in the School of Dentistry. Faculty teaching schedules are developed at the departmental level and it is the department chairperson's responsibility to manage the distribution of the course and/or clinical assignments.

- .1 Faculty members are expected to meet classes/clinics regularly, communicate their expectations clearly in writing to the students, determine grades fairly, maintain accurate records of students' progress, and report final grades promptly. Each faculty member must:
 - .1-1 ensure that patient care is not compromised in order to satisfy clinical expectations of students for academic advancement or graduation.
 - .1-2 treat students as future health care professionals and facilitate student didactic and clinical progress.
 - .1-3 work together cooperatively to ensure that student learning and patient care are optimized.
 - .1-4 follow the academic policy of the school of dentistry
 - .1-5 cooperate with the curriculum committee to ensure continuous evaluation and improvement of course offerings.
- .2 It is the responsibility of the course director to assure that students receive written information describing the course during the first class session as required by the Commission on Dental Accreditation. For didactic and pre-clinical courses, this information shall be presented in a course outline or syllabus, which shall consist of the following:
 - .2-1 the educational goals
 - .2-2 the competencies addressed in the course
 - .2-3 the purpose or course description
 - .2-4 credit units assigned to the course.
 - .2-5 methods for evaluation of student performance in the course
 - .2-6 learning resources such as required text(s), suggested texts and on-line access materials.
 - .2-7 course objectives (outcomes)
 - .2-8 policies and procedures related to the course
 - .2-9 schedule including dates and times, location, topics, scheduled examinations, and objectives for each session.
 - .2-10 attendance policy

For clinical courses, the following information shall be presented in a clinical course outline, or detailed in the clinic manual.

 - a. educational goals
 - b. clinical competencies and examinations
 - c. student evaluation criteria
 - d. grading
 - e. attendance policy

- .3 Curricular changes such as major content adjustments or credit unit allocation must be approved by the curriculum committee after appropriate submission and approval of change forms.

200 Student Categories

201 General

- .1 This policy is applicable to all students enrolled for credit unless a specific exemption is granted elsewhere in this policy.
- .2 The scholarship requirements for advancement or graduation shall conform to the policies of the Oregon Health & Science University.

202 Student Classifications

- .1 Students are enrolled at the School of Dentistry in one of the following classifications:
 - .1-1 A regularly enrolled full-time student is defined as one who is accepted for admission by the Dental Admissions Committee or the Advanced Education Committee
 - .1-2 Dental Student
Any student who is enrolled in the pre-doctoral dental curriculum.
 - .1-3 Advanced Education Student
Any student who is enrolled in either of the two basic programs of advanced education (or both when admission is predicated on simultaneous effort), namely: (1) graduate education leading to the Master of Science degree; or (2) advanced clinical training and graduate education leading to the Specialty Certificate.
 - .1-4 Special Student Classification occurs as follows:
 - .1-4-1 When a student appeals a dismissal action. Special classification is automatically assigned and will continue until the appeals procedure has been completed within the School of Dentistry.
 - .1-4-2 When a student has been granted a curriculum that differs from the required curriculum of any class.
 - .1-5 Non-Degree Student
This classification is reserved for those students who wish to enroll in a postdoctoral or an advanced education level course for credit, but who are not enrolled in either a degree granting or specialty certificate program. The student's admission must be approved by the course instructor and the Advanced Education Committee. Usually, no credit that is earned as an unclassified student may be transferred at a later date toward advanced standing in either a graduate degree or specialty certificate program. However, the Associate Dean for Academic Affairs and the Advanced Education Committee, when applicable may waive this policy under special circumstances.
- .2 Transfer Students
The School of Dentistry does not accept transfer students into the dental curriculum.

.3 International Students

The School of Dentistry is unable to offer any educational programs to foreign trained dentists or international students.

203 Scholastic Performance

.1 Dental

.1-1 Grade designations and the degree of performance that they represent will be as follows:

<u>Grade</u>	<u>Degree of Performance</u>
4.0	Excellent
3.5	
3.0	Good
2.5	
2.0	Acceptable
1.5	
1.0	Marginal
F	Failing
P	Pass (Includes all categories from 1.0 to 4.0)
0.0 and NP	Failing

Course instructors may use either 0.5 or 1.0 grading increments above the 1.0 grade.

.1-2 The following grade substitutes will be used according to their definitions:

I (Incomplete) Has not completed requirements because of unusual circumstances beyond the student's control. The instructor may award an incomplete after consultation with the Assistant/Associate Dean for Student Affairs. Use of the incomplete to forestall awarding a performance-based grade (0-4.0) is discouraged.

W (Withdrawal) From specific courses prior to the close of the second week following commencement of the course.

EX (Exempt) Exemption granted in required courses by department concerned.

AUD (Audit) Registered for course, no grade/no credit.

All grades, interim grades, or substitute grades will remain on the transcript.

.1-3 The 0 or NP Grade.

.1-3-1 The first 0 or NP grade in any course will be recorded on the transcript as an F.

.1-3-2 The final grade, derived from a supplemental examination, will be recorded on the transcript as 0 or 1.0 (maximum) for numerically graded courses or as NP or P for Pass/No Pass courses.

- .1-4 Supplemental Examinations and Work.
 - .1-4-1 One and only one opportunity to pass a failed course by supplemental examination, and/or by supplemental preclinical or clinical work shall be provided.
 - .1-4-2 All didactic, clinical or preclinical supplemental examinations and/or work must be completed no later than three (3) calendar weeks (21 consecutive days) into the term immediately following the term in which the F was recorded by the Registrar.
 - .1-4-3 The specific date(s) for examinations and/or work will be coordinated by the course director and student in consultation with the Assistant/Associate Dean for Academic Affairs.
 - .1-4-4 Each course director will have the responsibility of determining the content and extent of the material to be included in the supplemental examination and/or work.
 - .1-4-5 For a clinical or pre-clinical technique course, any supplemental work assigned to a student must be given to the student in writing by the last day of the term in which the “F” grade is to be recorded by the Registrar. The work required must be specific and described in detail.
 - .1-4-6 For just cause, the faculty or the Dean or Assistant/Associate Dean for Academic Affairs may grant permission for giving supplemental examinations (following consultation with the departments concerned) at times other than those specified under this policy.
- .1-5 Pass/No Pass
Neither P nor NP grades will be used in GPA calculations.
- .1-6 Academic Class Ranking
A cumulative class rank is calculated for predoctoral students upon the completion of each graded academic interval once the grade change period has closed. Following the completion of each academic year a cumulative class rank is locked and permanently remains on a student’s academic record resulting in four year-end class rankings.
- .2 Advanced Education: Same as undergraduate, except for minimum scholarship.
- .3 Grade Change: An instructor may change a student's recorded grade (term grade report or permanent transcript) for a course which he/she taught by sending a written notification to the Registrar of the replacement grade. This action must be done within two weeks (14 days) of when the grades are released to the students by the Registrar. Any exceptions to this policy must be approved by the Assistant/Associate Dean for Academic Affairs.

204 Withdrawal

- .1 Total Withdrawal - All Students
 - .1-1 Without prior written notification to the Registrar, students who stop attending the prescribed curriculum in the Dental School will receive a W in all courses in which they are enrolled.

- .1-2 With prior notification to the Registrar, students who submit, in writing, their reasons for withdrawing from their specified curriculum in the Dental School will receive a W in all enrolled courses. The W entry will be entered by the respective course instructor upon notification of the student's withdrawal by the Registrar.
 - .2 Withdrawal from Specific Courses
 - .2-1 Predoctoral: If the student elects to withdraw from any course, he/she must have the approval of the instructor/department or course leader. The excusing authorities must be convinced that just cause existed for them to sanction such action.
 - .2-2 Advanced Education: Same as for undergraduate with the additional provision that he/she has prior approval of his/her advisor.
 - .3 Faculty Notification of Student Withdrawals: The Registrar is to notify the instructors of students withdrawing from their courses. In addition, the Registrar will notify the Chair of the Advanced Education Committee or the Assistant/Associate Dean for Academic Affairs, whichever is appropriate.
- 205 Medical and Emergency Leave and Special Curriculum
- .1 Medical or emergency leave or special curriculum may be granted by the Dean or the Dean's designee to a student in the School of Dentistry satisfying the following conditions:
 - .1-1 A documented medical disability or emergency situation that interferes substantially with the student's ability to proceed with the normal curriculum, and
 - .1-2 Approval by the appropriate person or body, as follows:
 - .1-2-1 For a student in good academic standing, approval is granted by the Dean or Assistant/Associate Dean for Academic Affairs;
 - .1-2-2 For a student on academic probation, a student who has an unremediated failing grade, or a student who has special student status, approval is granted by the following:
 1. The Dean or Assistant/Associate Dean of Academic Affairs and the chair of the Department of Integrative Biosciences for dental students in the first two years of the curriculum;
 2. Clinic Committee for dental students in the third and fourth years of the curriculum;
 3. Advanced Education Committee for advanced education students;
 - .2 The conditions of the leave or special curriculum are the following:
 - .2-1 The maximum duration of the leave or special curriculum is one year following the term in which the leave or special curriculum is granted.
 - .2-2 While on a special curriculum, the student is subject to the usual academic standards and other regulations of the School of Dentistry that apply to the student's program.

- .2-3 If a special curriculum is granted, the curriculum will be arranged by the Assistant/Associate Dean for Academic Affairs in consultation with the departments involved.
- .3 The student will be expected to rejoin the regular curriculum when the leave or special curriculum is completed.
- .4 Any leaves or special curricula so granted will be reported to the Faculty at its next meeting by the Assistant/Associate Dean for Academic Affairs.

206 Incompletes

- .1 Removal of Incompletes
 - .1-1 Dental: Any unfinished course recorded as Incomplete must be completed for grading purposes within the next term. If this term occurs in the summer, then incompletes must be removed prior to the end of the Summer Session. Only a grade from 0.0 to 4.0 can be given at that time. Another Incomplete cannot be given. Failure to remove the Incomplete within this specified time period will result in conversion of the Incomplete to Zero or NP as applicable.
 - .1-2 Advanced Education: An Incomplete given to an advanced student must be removed by the date set by the department in which the Incomplete was given.
- .2 Deadline Exceptions

For just cause, the faculty or the Dean or Assistant/Associate Dean for Academic Affairs may grant permission for the removal of Incompletes at times other than those specified under this policy. Failure to meet these special arrangements will lead to conversion of the grade substitute to Zero or NP, as applicable.
- .3 Recording of Incompletes on the Transcript
 - .3-1 If a student is denied further registration when he/she has Incomplete on his/her record, these will be permanently recorded on the student's transcript without exception.
 - .3-2 Voluntary Withdrawal: If a student withdraws voluntarily, any Incompletes will be entered permanently on the transcript unless the student receives permission from the respective department to fulfill the requirements for a grade. The departments must inform the Registrar as to the particulars of removal.

207 Definitions

- .1 Academic Year: The period of time between the beginning of classes in the summer term and the end of classes in the following spring term.
- .2 Honors and High Honors for graduating students in the Dental program.
 - .2-1 With honor - GPA 3.5 to 3.69
 - With great honor - GPA 3.7 to 3.84
 - With highest honor - GPA 3.85-and higher

208 Minimum Scholarship

- .1 Advancement/Graduation
 - .1-1 All required courses must be passed (not less than 1.0, or Pass) before a student can be promoted into the next year's class, unless an exception is granted by the Dean.
 - .1-2 Special student status can be granted by the Dean following the herein specified Academic Dismissal Hearing procedure, and the curriculum for such students will be determined by the appropriate Academic Dismissal Hearing body in consultation with the Assistant/Associate Dean for Academic Affairs.
 - .1-3 At the end of the DS1 year and for advancement into the second year, a dental undergraduate student must have an accumulated GPA of at least 2.00. At the end of the DS2 year and for advancement into the third year, the student must have an accumulated GPA of at least 2.00 in each of the following categories: (1) overall GPA; (2) basic science GPA; (3) pre-clinical course GPA. At the end of the DS3 year and for advancement into the DS4 year, a student must have an accumulated GPA of at least 2.00 in each of the following categories: (1) overall GPA; (2) pre-clinical course GPA; (3) clinical course GPA. The Curriculum Committee will designate each course as either basic science, pre-clinical, or clinical.
- .2 Academic Dismissal

A student will be dismissed as a regular student if any one of these conditions applies to his/her status: (See herein specified procedures for Student Dismissal/Suspension)

 - .2-1 The student has received a 0 or NP grade in a required course or failed to take any required supplemental examination or supplemental work in a course.
 - .2-2 The student in Dentistry has a cumulative grade point average of less than 2.00:
 - .2-2-1 at the end of any academic year, or
 - .2-2-2 In basic science courses at the end of the second academic year, or
 - .2-2-3 In pre-clinical courses at the end of the second, third, or fourth academic years, or
 - .2-2-4 In clinical courses at the end of the third or fourth academic years.
- .3 Special Student Status During an Appeal

If a student appeals his/her academic dismissal, he/she will be permitted to continue in classes as a special student until the appeal procedure has been completed within the School of Dentistry.
- .4 Academic Probation
 - .4-1 When, prior to the end of the academic year, a student's cumulative grade point average falls below a 2.00 in one or more of the defined categories in the dental curriculum (basic science, pre-clinical, or clinical), probation will be automatic without faculty action.
 - .4-2 The Registrar's Notice of Academic Probation will explain why the student's performance is considered unsatisfactory and will state the possible consequences if the trend is not corrected.

- .4-3 Duration of Academic Probation: A student will remain in this category until all relevant herein described GPA standards are met unless he/she is or becomes ineligible to remain in this institution.
 - .4-4 Dental students whose teaching interval grade point averages fall below 2.00 in one or more of the defined categories (basic science, pre-clinical, clinical) of courses, but whose cumulative grade point averages are above 2.00, will be notified by the Registrar of the possible consequences if this trend continues.
- .5 Advanced Education, Graduate
- .5-1 For the Master of Science degree, all courses completed in the declared department must be passed with a 3.0 or better. Minor courses, those not in the declared department must be passed at a 2.0 or better.
 - .5-2 For the Graduate Certificate, all courses with grades of 2.0 or better will be credited.
 - .5-3 The numerical grades, including prerequisite and elective courses, will be included in determining the grade point average.
 - .5-4 For both the Master of Science and Graduate Certificate programs, the student or resident must maintain an overall grade point average of 3.0 or better and demonstrate satisfactory professional development and behavior. Students or residents falling below 3.0 average or failing to exhibit satisfactory professional development and behavior will be, at the discretion of the Advanced Education Committee, either:
 - .5-4-1 Denied further registration, or
 - .5-4-2 Placed on academic probation.
 - .5-5 An advanced education student or resident on academic probation will be reviewed following the end of each term by the Advanced Education Committee. If the student or resident has attained a grade point average of at least 3.0 and is exhibiting satisfactory professional development and behavior, the student will be removed from probation. A student or resident who has a grade point average less than 3.0 and/or has unsatisfactory professional development and behavior, will be, at the discretion of the Advanced Education Committee, either:
 - .5-5-1 Denied further registration, or
 - .5-5-2 Continued on academic probation.
 - .5-6 An advanced education student cannot be awarded a degree or certificate while on academic probation.
- .6 Unclassified Students
- If at any time the Unclassified Student's scholastic performance for a teaching interval falls below the satisfactory level (less than 2.00), the Chair of the Advanced Education Committee shall bring the student's record before the Committee. At the Committee's discretion, the student may be:
- .6-1 Denied further registration, or
 - .6-2 Placed on academic probation. Any student on probation may be dismissed from school at any time by action of the Advanced Education Committee.

- .7 Report to Faculty
Information concerning student academic performance and cases of unsatisfactory accomplishment will be available upon request to any faculty member at the end of each term from the Assistant/Associate Dean for Academic Affairs, and the Assistant/Associate Dean for Clinical Affairs and/or the Chair of the Advanced Education Committee.

209 Academic Reports of Students

Course instructors will use those methods for evaluating student progress that they deem appropriate and inform the student of these evaluation criteria. In addition, each student is entitled to be informed of his/her current standing in a course.

- .1 Dental
 - .1-1 Instructor's Responsibility
 - .1-1-1 Within ten (10) calendar days following the end of the teaching interval (term) or the end of a course, depending upon which comes first, the instructor must submit a grade to the Registrar. Any F grade must be submitted as soon as possible, i.e., need not wait to be included in with all class grades.
 - .1-1-2 Notice of Performance Below 2.00: When a student's performance is below a 2.00 at mid-course, he/she will be sent a Notice of Deficient Performance form and/or the hereinafter described Professional Skills and Judgment Form.
 - .1-1-3 Reporting of Unsatisfactory Progress: Instructors must prepare a Professional Skills and Judgment Form and/or a Notice of Deficient Performance form for all students who have been reported to the Registrar for unsatisfactory progress (U). These reports will be forwarded as indicated on the form.
 - .1-2 Student's Responsibility
 - .1-2-1 When a student receives a Notice of Performance Below 2.00, it is his/her obligation to meet with the course instructor within ten (10) days of the date indicated on the notice. If the student fails to meet this responsibility, such non-action will be reported to the Student Advising Program Coordinator.
 - .1-2-2 When a student receives one or more F grades, he/she must take the appropriate supplemental examinations and/or supplemental work as scheduled.
- .2 Advanced Education Student - Instructor's Responsibility
Within ten (10) calendar days following the end of the teaching interval (term) or the end of the course, depending upon which comes first, the instructor must submit a grade to the Registrar.
- .3 Registrar's Responsibility - All Students
Within fourteen (14) days following the end of a teaching interval, the Registrar will submit the following reports:
 - .3-1 To the Assistant/Associate Dean for Academic Affairs: A listing of all Dental students whose performance is below 2.00 at the end of each academic interval in all computed GPA categories.

.3-2 To the Advanced Education Committee: A listing of all graduate students' performance.

210 Graduation Requirements - All Students

To qualify for a degree or certificate, a student must:

- .1 Have satisfied the requirements established by the faculty of the School of Dentistry;
- .2 Have attained a the above described minimal scholarship standards for Dental and for advanced education); and
- .3 Be endorsed by the faculty whose action will be based upon the recommendation of the Assistant/Associate Dean for Academic Affairs (undergraduate) or Advanced Education Committee.
- .4 In addition, all candidates for the DMD degree must have passed Part I and Part II of the National Board Dental Examination given by the Joint Commission on national Dental Examinations.

211 Receipt of Diploma

Students who have not fulfilled, satisfactorily, all didactic, clinical or financial requirements will not receive a diploma.

212 Suspension of Student's Clinical Privileges

A student may have clinical privileges suspended for a specified period of time as a result of concerns for the health and safety of his/her assigned patients or when a clinical matter is under investigation by the Assistant/Associate Dean for Clinical Affairs or the Director of the Pre-doctoral Clinics. A suspension of clinical privileges may be authorized by the Associate/Assistant Dean for Clinical Affairs, the Director of the Pre-doctoral Clinics or the Clinic Committee. The Assistant/Associate Dean for Clinical Affairs will inform the student in person and in writing of the suspension of clinical privileges, reason for the suspension, length of suspension, and actions required for reinstatement. If the specified actions for reinstatement are not met, the student will be subject to academic dismissal.

213 Participation in Commencement Ceremony

To graduate from the School of Dentistry, a student must have satisfied the requirements outlined in the Academic Policy 210. A student who has not completed the requirements outlined in Academic Policy 210 by the June commencement date will be permitted to participate in the commencement ceremonies if it is possible for the student to complete all academic requirements by the end of the six-week summer session, as projected by the chair of each department in which the student has deficiencies.

A student who participates in the commencement ceremonies before completing all requirements is not given a diploma at the commencement ceremony, nor is the student awarded a degree, nor will the School of Dentistry certify to licensing boards or other agencies that the student has completed the curriculum. The student must complete all of the requirements listed in Academic Policy 210 before a diploma will be awarded or the School of Dentistry will certify that the student has completed the curriculum.

- 300 Dismissal/Suspension of Students from the School of Dentistry
Students may be dismissed or suspended by either the Dean, the faculty, or the Advanced Education Committee for (1) failure to meet academic standards of performance, or (2) failure to meet professional conduct standards irrespective of his/her scholastic standing.
- 301 Action for Failure to Meet Academic Standards of Performance
- .1 Dental
Dismissal of a student for academic reasons is automatic when the student fails to meet scholastic standards according to academic policy.
 - .2 Graduate/Resident
Dismissal of a resident for academic reasons is automatic when the student fails to meet scholastic standards according to academic policy.
 - .3 A student dismissed for failure to meet academic standards of performance may request a hearing to review the issues involved in the dismissal.
See the hereinafter described section on Hearing Procedure.
- 302 Action for Failure to Meet Professional Conduct Standards
- .1 Performance Expectations
Dental students and advanced education students are expected to conduct themselves in accordance with the high ethical standards required of health care professionals. Dentists will be required to assume responsibilities for the life and welfare of other human beings and as such are expected to demonstrate patterns of behavior that are consistent with professional standards of care and thus deserving of the public's trust. Misconduct is not consistent with responsible professional behavior.
 - .2 Misconduct
Misconduct includes but is not limited to:
 - .2-1 Submitting material in assignments, examinations, a thesis or other academic work which are not the work of the student and where there is no indication that the work is that of the student.
 - .2-2 Furnishing of materials to another person for purposes of aiding another person to cheat.
 - .2-3 Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about ones own behavior related to educational or professional matters.
 - .2-4 Behavior which is disruptive to the learning process or to the research and academic environment
 - .2-5 Falsification or misuse of university controlled records, permits or documents.
 - .2-6 Failure to comply with university policies, federal, state, or local laws and rules and regulations.
- 303 Hearing Procedure
A student dismissed for failure to meet academic standards of performance may request a hearing to review the issues involved. A student who is charged with failure to meet professional conduct standards must have a hearing to review the issues involved.

It is the intent of the School of Dentistry that such a review be conducted in accordance with the procedures described in the following sections.

- .1 Right to contest
The office of student affairs shall inform the student by letter of either a) the dismissal for failure to meet academic standards or b) the charge of failure to meet professional conduct standards and the process for a student hearing. The professional conduct or academic standard in question shall be stated in reference to the policies that apply to the situation. Any request for a hearing must be made in writing to the Dean within ten (10) working days from the date of the letter sent to the student by the Assistant/Associate Dean for Student Affairs. The student will be notified of the date of a hearing for conduct issues within 10 working days of the date on the notification letter. The Dean may grant an extension of this time limit for cause.
- .2 Review Procedures for Dismissal - Notification to the Student
Any student who has requested a hearing will be provided with a letter from the Faculty Secretary as soon as possible. This letter will be delivered in person to the student who must sign to indicate receipt. The letter will include the following information:
 - .2-1 A statement of the right of the student to be present at the hearing.
 - .2-2 The date, time, and place of the hearing. At least ten (10) working days must be provided before this date to allow the student to prepare a response.
 - .2-3 A statement of the right of the student to have an advisor. The student's advisor may be an attorney or any other person whom the student wishes to choose. The advisor may counsel the student concerning his or her responses or questions that he/she may wish to put before the hearing committee. However, the advisor may address the hearing committee only upon the invitation of the chair of the hearing committee.
 - .2-4 A statement of the right of the student to challenge the membership of the Hearing Committee if he or she believes that any appointee may have a conflict of interest.
 - .2-5 A statement of the right of the student to have access to his or her academic file maintained by the School of Dentistry and to material information bearing on the issues in advance of the hearing.
 - .2-6 In a hearing which could lead to dismissal for failure to meet professional conduct standards, notification that the student must submit a written statement of the reason(s) for denying in whole or in part the conduct in question. This must be forwarded to the Hearing Committee Chairperson no less than five (5) working days before the hearing date.
 - .2-7 Notification that the student must provide to the Committee the identity of any individuals to be called in his or her behalf no later than three (3) calendar days before the hearing date.
 - .2-8 Listing of the names of any individuals whom the Committee intends to call before the hearing committee.
 - .2-9 A statement of the right of the student to appeal the decision of the Hearing Committee to the Dean of the School of Dentistry and, if

- a dismissal is for failure to meet professional conduct standards, the student's right to further appeal to the Provost of the Oregon Health & Science University
- .2-10 A statement that a student involved in such an appeal to the Provost will not be allowed to continue in the academic program during the appeal.
- .3 In a hearing involving dismissal for failure to meet academic standards, there may be extenuating circumstances, which could be considered by the Committee as explanation of unacceptable performance. These must consist of:
- .3-1 Substantiated information that factors, not controllable by the student, prevented the student from performing at an acceptable level, and/or
 - .3-2 Substantiated information that academic evaluations which resulted in the unacceptable grade (s) deviated from procedures and criteria used for evaluating other students taking the same courses at the same time.
- In judging the merits of these factors, all of the following must be considered:
- .3-3 Documentation of the event or situation.
 - .3-4 The chronological relationship between the event or onset of the situation and the unacceptable performance.
 - .3-5 A record that the student conferred with an academic advisor about the event or situation.
- Factors which usually would be considered marginal or not significant in justifying unacceptable academic performance include:
- .3-6 Poor study habits or examination anxieties.
 - .3-7 Personal financial problems.
 - .3-8 Inability to cope with usual stressful situations and those that are characteristic of professional practice.
- .4 Appointment of the Formal Hearing Committee
- .4-1 The Dean will appoint a five (5) member Hearing Committee composed of four (4) faculty members and one (1) student member. The four (4) faculty members will be selected from a faculty-elected dismissal hearing pool. The student member for a Dental Student Hearing will be selected from a pool of dental students elected annually by the Student Council.
 - .4-2 Faculty members or students in the respective pools who are directly or indirectly involved in the issues to be resolved in a hearing are not eligible for appointment to the Hearing Committee. (For example, faculty members in the department responsible for teaching a course failed by the student cannot serve on the Hearing Committee.)
 - .4-3 If, for some reason, a five (5) member committee cannot be constituted from the elected pool, the Dean will make appointments to the hearing Committee from the General Faculty and Student Body of the School of Dentistry. A Chairman of the Hearing Committee will be elected by the committee at its first assemblage that will be convened by the Secretary of the Faculty.
- .5 Duties and Authority of the Hearing Committee: The committee shall:
- .5-1 Conduct an impartial hearing for any student. Each student's appeal will be considered individually and solely on the basis of published school

- Standards/Policy, the student's performance and information which relates to the student's dismissal.
- .5-2 Consider all available, reliable information upon which to base decisions regarding the disposition of case brought before it.
 - .5-3 Maintain an audio-tape record of the hearing proceedings.
 - .5-4 Submit in writing its findings of fact, decision and reasoning supporting its decision to the Dean of the School of Dentistry within five (5) working days after the hearing along with all evidence considered by the Hearing Committee.
 - .5-5 Maintain the confidentiality of all information collected at the hearing.
 - .5-6 Provide a written transcript of the hearing, at the student's expense if the student requests a transcript.
 - .5-7 Report the committee's action at the next regularly scheduled meeting of the faculty.
- .6 Attendance
- .6-1 The hearing will not be open to the public unless the student requests a public hearing.
 - .6-2 All committee members and the Secretary of the Faculty, who will act as the recorder for the Committee, must attend the hearing. In the event that the Secretary of the Faculty is unable to attend, the Dean will appoint a substitute recorder.
 - .6-3 A student is entitled to appear at the hearing and to call individuals in his or her behalf.
 - .6-4 The Assistant/Associate Dean for Academic Affairs or a designee will attend to report on the student's academic record and present the case for dismissal.
 - .6-5 The Assistant/Associate Dean for Academic Affairs or a designee will attend to serve as a resource for information on curriculum and academic standards.
 - .6-6 The Dean may attend as an observer.
 - .6-7 The Committee may summon individuals.
 - .6-8 The Committee may request attendance of a representative from the OHSU Office of Legal Counsel to advise the Committee on legal issues.
- .7 Hearing Procedure
- .7-1 Committee members and the recorder may meet prior to the formal hearing to receive instruction by the Chair.
 - .7-2 Committee Chair is vested with the authority to rule on specific procedural questions.
 - .7-3 The Committee Chair will:
 - .7-3-1 Announce that the proceedings will be audio tape-recorded
 - .7-3-2 Introduce the individuals serving on the Committee to those appearing before the Committee.
 - .7-3-3 Entertain any challenge to anyone whose right to participate in the hearing is questioned.
 - .7-3-4 State the purpose of the hearing and circumscribe its scope to relevant issues.

- .7-3-5 Announce that the hearing will be conducted in a manner designed to preserve confidentiality of the proceedings (unless a public hearing is requested by the student).
 - .7-3-6 Read aloud the letter that was sent to the student notifying him or her of the dismissal for failure to meet academic standards or of the charge of failure to meet professional conduct standards which could lead to dismissal.
 - .7-3-7 Request verification from the student that he or she received the letter of notification.
 - .7-3-8 Prepare a written summary of the hearing and provide a report of such to the general faculty at the next regular faculty meeting.
- .8 The taking of information may include:
- .8-1 Testimony from the student and documented information.
 - .8-2 A review of the student's academic record by the Assistant/Associate Dean for Academic Affairs (or his/her designee) and faculty testimony on the student's performance.
 - .8-3 Testimony from the student's advisor, if such a statement is requested by the student or the committee. Information obtained in counseling or advising sessions will not be divulged by the advisor without the permission of the student.
 - .8-4 Testimony from the individual(s) appearing or providing information on behalf of the student or the school.
 - .8-5 Testimony from individual(s) appearing at the request of the Committee.
 - .8-6 Rebuttal by the student of any information presented to the Committee.
 - .8-7 Questioning by the Committee of any individual(s).
- .9 Post-Hearing Closed Committee Session
- Immediately after the hearing, the Hearing Committee members and the recorder will meet in closed session. Neither the student nor the student's advisor have the right to be present during the deliberations of the Hearing Committee. The Hearing Committee will:
- .9-1 Review and evaluate only the information presented at the hearing.
 - .9-2 Make a decision on the disposition of the case.
 - .9-3 Submit in writing the findings of fact, decision and reasoning of the Committee to the Dean of the School of Dentistry within five (5) working days after the conclusion of the hearing, along with all documents and records considered in the matter. A minority report may be submitted if the decision is not unanimous.
- .10 Disposition of Issues by the Hearing Committee.
- Options available to the Hearing Committee in making a decision include the following:
- .10-1 Dismissal of the student from the School of Dentistry.
 - .10-2 Suspension of the student from the School of Dentistry for a designated period of time and/or other sanctions as determined by the committee.
 - .10-3 Reinstatement of a dismissed student or dismissal of allegations of misconduct.

- .11 **Disposition of the Hearing Committee Decision**
As soon as possible after the conclusion of the hearing, the Chair of the Hearing Committee will give the student a written notification of the decision of the Hearing Committee. The Chair will report the Committee decision at the next regular meeting of faculty.

- .12 **Student's Right to Appeal the Hearing Body Decision**
A student has the right to appeal the decision of the Hearing Committee to the Dean of the School of Dentistry within two (2) working days from the time that he or she was notified of the Hearing Committee decision (normally this would be the date of the letter given to the student from the hearing Committee Chair) and to continue in the academic program as a special student during the course of the appeal procedure within the School of Dentistry. The appeal must be in writing and must state explicitly the reasons why the student believes that the decision is unjust and should be reversed. The Dean will study all documents and records of the hearing and will make one of the following decisions within five (5) days of the receipt of the appeal.
 - .12-1 Support the decision of the Hearing Committee.
 - .12-2 Grant another hearing by the same body if sufficient evidence has emerged since the original hearing to justify re-opening the case.
 - .12-3 Grant a new hearing by a body different from the first Hearing Committee if the original procedure is judged to have been deficient.

- .13 **Student's Right to Appeal the Dean's Decision**
The student has the right to appeal a negative decision of the Dean of the School of Dentistry to the Provost of the Oregon Health & Science University, but pursuant to University policy will not be allowed to continue in the academic program at the School of Dentistry during the pendency of his or her appeal to the Provost.

- .14 **Custody of Records**
All records pertaining to formal hearings and appeals on matters related to the dismissal of students will be secured in the Office of the Dean, School of Dentistry, for a minimum of seven years.

- 400 **Readmission of Students Who Have Withdrawn With Satisfactory Records**
 - .1 **Dental**
Former students who withdrew with satisfactory academic records may apply to the appropriate Admissions Committee for reinstatement with advanced standing. Such appeals must be submitted and matriculation must occur within four (4) calendar years of the time of withdrawal. This time limit may be extended with the concurrence of the Clinic Committee and the Basic Sciences Committee.
 - .2 **Advanced Education, Graduate**
Graduate appeals for reinstatement will be examined and acted upon by the Advanced Education Committee without referral to the faculty.
 - .3 **Others**
All former students who wish readmission, but were not subject to dismissal for failure to meet Academic and/or Professional standards, must apply to the

appropriate Admissions Committee for consideration for admission as a regularly enrolled full-time student.

500 Credit and Licensure

501 Enrollment for Credit in Courses Offered by the School of Dentistry

- .1 Enrollment in Undergraduate/Graduate Curriculum Full-Time: Any individual who wishes to enroll in the undergraduate/graduate curriculum on a full-time credit basis at this school must have the permission of the appropriate Admissions Committee.
- .2 Enrollment in Undergraduate/Graduate Curriculum Part-Time: Any individual who wishes to enroll in the undergraduate/graduate curriculum on a part-time credit basis at this school must have the permission of the Dean or his/her representative and the department/division Chair involved.
- .3 Enrollment in Undergraduate/Graduate Curriculum by Faculty: Individual faculty members wishing to enroll in any course(s) at this school for credit must have the permission of his/her department/division chair, and Dean or his/her representative and the department/division chair(s) of the course(s). Such individuals must also relinquish the privilege of attending faculty meetings unless so invited by the Dean or his/her representative, and may be removed from any elected or appointed committee in force at the discretion of the committee chair.

502 Statute of Limitations for Previous Courses

Advanced standing for Dental School courses taken more than seven (7) years prior to the date of intended registration will not be given except by special evaluation for placement. Over seven (7) years, if a student must repeat a course in which he has already had a recorded satisfactory grade, the grade obtained for the repeated course will be used in computing the grade point averages.

503 Licensure Examination(s) Clearance Prior to Graduation

This section provides an opportunity for a Dental student to take a licensing examination prior to his/her graduation from this institution. The Assistant/Associate Dean for Clinical Affairs may clear dental students to participate in licensure examinations up to one term prior to their scheduled graduation date with the declaration that the student is expected to complete satisfactorily the required curriculum of this school prior to its scheduled graduation date. Such clearance does not relieve the student of his/her obligation to complete the required curriculum for graduation from this Dental School.

504 Examinations and Absences

.1 Excused Absences

Students are expected to sit for all examinations and tests given as part of the DMD program of study at the times scheduled by the course director. A "0" (zero) will be recorded for examinations or tests that have been missed. The only acceptable reasons for a student to be excused from taking an examination or test at the times scheduled are illness, emergency, dental educational activities (as defined in Section 504.1-2 below) or with advanced approval by the Associate

Dean for Academic Affairs (as defined in Section 504.1-3 below). Students have the responsibility of providing substantiation for any excused absence. The course director has the authority to arrange the scheduling of make-up examinations for students who have missed a scheduled examination or test due to an excused absence.

.1-1 Illness or Emergency

When a student realizes that a scheduled examination or test will be missed due to either illness or emergency, the student must notify the Office of Admissions and Student Affairs as soon as reasonably possible. The course director has the authority to examine a student who has missed an examination if it has been substantiated by the student that either illness or emergency prevented the student from taking the examination or test at the scheduled time. In such cases, the earned grade will be substituted for the “0” (zero) initially recorded.

.1-2 Dental Educational Activities

Off-site clinical rotations, clerkships, and student attendance and presentations at national or local professional conferences are considered an integral part of the dental program. These school sponsored activities are known well in advance and the student must arrange with the course director, prior to the expected absence, a time for an alternative examination. Course directors may refer students to the Associate Dean for Academic Affairs or designee for approval of a “dental educational activities” excused absence in circumstances in which clarity regarding the appropriateness or relevance of the activity is required.

.1-3 Personal Activities

Events of a personal nature should not be scheduled during the academic week. As such, missing an examination for personal activities would occur only in rare, exceptional circumstances and must be approved in advance of a scheduled examination or test by the Associate Dean for Academic Affairs or designee. The Associate Dean for Academic Affairs or designee shall exercise the discretion to grant an excused absence for personal activities on a case-by-case basis and without historical constraint. (i.e. regardless if an excused absence was previously granted under either similar or different circumstances).

.2 Unexcused Absences

Students are expected to sit for all examinations and tests given as part of the DMD program of study at the times scheduled by the course director. If any absence has been deemed unexcused, a grade of “0” (zero) will be recorded for the missed examination or test. When a grade of “0” (zero) is assigned by a course director, a Notice of Deficient Performance will be sent to the student.

600 Student Grievance Policy and Procedure

Students have the right to grieve matters related but not restricted to: Student-to-student or student-to-instructor conflicts. Students may not grieve individual academic or non-academic issues. Academic dismissals and non-academic behavior of individual students are addressed in the School of Dentistry Academic Dismissal Process defined in the School of Dentistry Academic Policy. If the grievance involves discrimination, it will be referred to the Office of Affirmative Action/Equal Opportunity.

601 Informal Procedure

The School of Dentistry recognizes that health care professionals should learn to address disagreements and conflicts in a mature and responsible manner and that problems in human relationships may be resolved best informally and locally between the parties involved.

Students who wish to grieve a matter are encouraged to first discuss the problem with the individual(s) directly involved in the issue and see whether the matter can be resolved informally. Students who do not feel comfortable in doing so, or otherwise choose not to, should discuss the potential grievance with the Assistant/Associate Dean for Student Affairs. If the student feels that the situation is such that the Assistant/Associate Dean for Student Affairs cannot be approached, the student should communicate with the Associate/Assistant Dean for Academic Affairs. The individual approached will meet with the grievant and/or the person or persons complained against and try to reach an informal resolution of the matter.

602 Formal Procedure

If the parties are unable to resolve the issue to their mutual satisfaction through the informal resolution process, the grievant may file a written grievance with the Assistant/Associate Dean for Student Affairs within five (5) days after the termination of the informal grievance resolution procedures. The document should describe the nature of the grievance, the circumstances under which the grievance took place, previous efforts to resolve the problem and the nature of the redress the grievant is seeking. The Assistant/Associate Dean for Student Affairs will appoint, within ten (10) workdays, a five (5) member Hearing Committee composed of three (3) faculty members and two (2) students selected from the student dismissal hearing pool. The Assistant/Associate Dean for Student Affairs will designate one of the members to serve as Chair of the Committee. The Committee will meet within ten (10) workdays of its appointment for its first meeting. The Committee Chair will set a time and place for the grievance hearing and send written notification to the parties involved. At any stage of the proceeding, each party to the grievance may be accompanied by an advisor of that party's choice.

The advisor will not be permitted to speak on behalf of the party or participate in any other manner not approved by the Committee Chair. The Committee members may, at any time, request additional information or documentation from the grievant and/or others, and may request that individuals appear before it during the hearing process to provide information. All Committee sessions, except for the Committee's deliberations, will be tape-recorded.

At any stage of the proceeding, the Committee may attempt to resolve the grievance. If any acceptable resolution is reached, the Committee Chair will prepare a Statement of understanding for all parties to sign. A copy of the statement will be provided to the parties and the Assistant/Associate Dean for Student Affairs.

If a resolution is not reached before the conclusion of the hearing process, the Committee will deliberate in private and reach a decision with respect to the grievance. A decision should be reached within five (5) working days of the hearing process. The Committee will prepare a report summarizing the Committee's actual findings, the Committee's recommended solution or determination of the grievance. A copy of the report will be forwarded to the Dean of the School of Dentistry and to the parties to the grievance. The Dean shall reach a final decision on the grievance ten (10) working days of receipt of the report. A copy of the decision will be sent to the parties and to members of the Grievance Committee. The Dean's decision may be appealed to the Provost in accordance with OHSU policy.

603 Complaint Policy and the Commission on Dental Accreditation

Any enrolled student may contact the Commission on Dental Accreditation to file a complaint with the Commission on Dental Accreditation. A complaint is defined by the Commission on Dental Accreditation as one alleging that a commission accredited educational program may not be in substantial compliance with Commission standards or required accreditation procedures. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individual in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099, extension 4653. Prior to filing a complaint with the Commission, a student is encouraged to seek information and answers to questions through established channels within the School of Dentistry. All complaints received by School of Dentistry enrolled students are kept on file in the Student Affairs Office. Questions about this policy or other accreditation issues may be directed to the Associate Dean for Academic Affairs.