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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.

Phillip T. Marucha, D.D.S., Ph.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.

Title XI Statement

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender identity or expression, military service, or any other status protected by law. It does not discriminate on any status protected by law. This policy applies to all employment, education, volunteer, and patient care related activities or in any other aspect of OHSU’s operation. Such compliance efforts are coordinated by the OHSU Affirmative Action and Equal Opportunity (AAEO) Department. OHSU complies with Title IX of the Education Amendments Act of 1972 and 34 CFR Part 106 by prohibiting discrimination on the basis of sex or gender in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination may be directed to the OHSU Title IX Coordinator: Michael Tom, AAEO Director, 503-494-5148, tomm@ohsu.edu. Mailing address: Mail code MP240, 3181 SW Sam Jackson Park Rd, Portland, OR 97239. Office: Marquam Plaza Suite 240, 2525 SW 3rd Ave, Portland, OR 97239. AAEO email: aaeo@ohsu.edu; website: http://www.ohsu.edu/aaeo. Title IX inquiries may also be directed to the U.S. Department of Education Office for Civil Rights, 1-800-421-3481.
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 (Revised August 2015)

OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008.

As defined by the ADA and ADA-AA, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities of the individual. This may include, but is not limited to, physical, sensory, chronic health, psychological and learning impairments. A qualified student is a person who meets the academic and technical standards requisite to admission or participation in a particular program of study, with or without reasonable accommodations.

The Office for Student Access (OSA) determines and facilitates the implementation of reasonable accommodations to address documented disabilities; this may include academic adjustments, auxiliary aids and/or program modifications. Reasonable accommodations enable students with disabilities to have an equal opportunity to participate in an academic program or activity by providing alternative ways to accomplish the course requirements that eliminate or reduce disability-related barriers.

The OSA works with students with disabilities across all OHSU educational programs and campuses. Each school also has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning student access, once accommodations are established.

Students are advised to contact the OSA as soon as possible to discuss eligibility for disability services; accommodations may take time to implement and cannot be applied retroactively. All information regarding a student’s disability is kept in accordance with state and federal laws.

Contact Information
Office for Student Access (Disability Services)
Shelby Acteson, MEd, Director

Phone: 503 494-0082; Secure Fax: 503 346-8066
Email: studentaccess@ohsu.edu
Website: www.ohsu.edu/student-access
Mailing Address: Baird Hall, Room 1036; Mailcode: L624
3181 SW Sam Jackson Park Road
Portland, OR 97239-3098

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.

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 Blue™, an electronic based software system (eXplorance, Montreal, Canada) that meets the diverse needs of the University’s multiple programs. Blue™ 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.
**Storage Facility Policy**
The School of Dentistry provides lockers and lockable drawers for students to store dental instruments, supplies and personal belongings.

Students are required to use school issued combination locks on lockers located in the locker rooms. Only use the locker and lock assigned to you. 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. Do not affix anything to the inside or outside of your locker that cannot be easily removed. This includes permanently attaching shelving inside, stickers or anything else that may damage the surfaces of the locker. (Anything that requires a tool or adhesive remover to remove it would not be considered an appropriate choice.)

The locker rooms are accessible by ID Badge and are only for registered School of Dentistry students. Do not prop open the locker room doors. Aisles need to be clean and clear at all times. Do not store anything outside of your assigned locker. Be aware of perishable items. Refrigerators are located in the Graduate Student Lounge (4th level of the atrium) if you need to refrigerate your lunch.

The University reserves the right to open lockers 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.

**Requesting an Academic Advisor**
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 (Revised August 2015)**

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 four to five weeks at rural or underserved sites in Oregon, or at locations throughout the Pacific Northwest, in community based rotations.

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. Students should also complete an OHSU Off Campus Authorization (OCA) form from the Office of Risk Management. It is a student’s responsibility to ensure the proper insurance coverage is acquired before participating in non OHSU sanctioned external experiences.
Time away from your on-site or responsibilities with your patients, assigned rotations and progress toward competency must be approved by the Office of Academic Affairs prior to scheduling international trips or external experiences.

**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.
STATEMENT OF PATIENT RIGHTS AND RESPONSIBILITIES

The statement of Patient Rights and Responsibilities is as follows:

The students, faculty, and staff of the School of Dentistry strive to provide high-quality dental care in a patient-friendly atmosphere.

All of our patients are entitled to:
- Continuous and complete treatment that meets professional standards of care
- A clear explanation of recommended and alternative treatment options, the option to refuse treatment, the risks of no care, and expected outcomes of various treatments
- Current information about their dental health care status and progress of care
- Advanced knowledge about the cost of treatment
- Treatment with respect, consideration, and confidentiality
- The right to ask questions anytime about their dental care
- Access to a patient advocate for assistance
- Informed consent before any procedure is performed
- Confidentiality regarding medical conditions, oral health, and patient records

As an OHSU School of Dentistry patient you have a responsibility to:
- Be thoughtful of other patients and visitors
- Be considerate and respectful of those who are helping you
- Provide accurate, honest and complete information about your medical and dental history that will help us care for you, including information about medications and drugs you have used, previous illnesses, injuries or medical and dental care you have received, and information about your current health status
- Participate in your oral health care decisions
- Ask questions when you do not understand
- Follow your oral health care provider’s instructions once you have agreed to the recommended care
- Be available for appointments depending on the student and clinic schedules
- Cancel appointments you are unable to keep at least 24 hours in advance
- Be financially responsible for all care received except for the financial or welfare assistance listed on the Patient Information Form
- Notify School of Dentistry business services of any change in your dental insurance or welfare coverage
- Share your concerns, and provide suggestions and compliments that will help us provide high-quality, compassionate care

5/2015
CONFIDENTIALITY POLICY FOR DUPLICATING COURSE CONTENT OR ASSESSMENT MATERIALS

All course content materials provided to OHSU dental students are for the educational use of OHSU dental students. All course materials provided by faculty through written or electronic format are considered intellectual property of the author and OHSU, and are considered to be private and legally protected. Classroom sessions may be digitally captured on a routine basis with Echo360 and made available on Sakai (following processing) for all students enrolled. Copyrighted material will be kept on reserve in the library or made available online for student access. Copyright law allows for making one personal copy of each article from the original article. This limit also applies to electronic sources.

Duplication or sharing of course materials outside of the OHSU School of Dentistry in any form, including content captured on personal devices, is strictly prohibited. These course materials include, but are not limited to, lecture materials, lecture capture recordings, audio or video presentations, small group, laboratory and syllabi materials, as well as postings on Sakai. Duplication of quizzes, examinations, or assessments of any kind is strictly prohibited.

Any violation of this policy will be considered a breach of professionalism and will result in disciplinary action.
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.
ATTENDANCE POLICY FOR
DMD STUDENTS

Overview
The policy of the School of Dentistry is that attendance for all students enrolled in the DMD Program is mandatory at all scheduled class, preclinic and clinic sessions.

I. Purpose:
This policy establishes the expectations for student attendance while enrolled in the School of Dentistry at the Oregon Health & Science University and sets forth notification requirements in the event of absence.

II. Attendance Expectations:
Student attendance at scheduled classes, small group sessions, seminars, presentations, intramural clinics and rotations, extramural clinics and rotations, and official School or University required functions is mandatory. Students are expected to challenge all examinations and tests given as part of the DMD program of study at the times scheduled by the course director and the class representatives. A score of “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, institutionally approved dental educational activities or with advanced approval by the Associate Dean for Academic Affairs as set forth below. The Associate Dean for Academic Affairs in consultation with the course director or group leader 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.

III. Notification of Unexpected Absence:
Should a student, for whatever reason, be unable to attend a scheduled event as set forth in II above, the student shall use the following protocols as appropriate. As part of the notification the student must submit a plan for remediating the missed session(s). This plan may be accepted, modified, denied (with the requirement to submit a new plan) by the individual Course Director, Group Leader involved and/or the Associate Dean for Academic Affairs.

Classes, Small Group Sessions, Seminars, Preclinic and/or Clinic Care Sessions
The student shall notify the Office of Academic Affairs through electronic submission of the online absence form found on the School of Dentistry website. The Office of Academic Affairs will send electronic notice to the appropriate Course Directors, Group Leader and Office of Student Affairs using the following language:

This message is a notification of absence only. The policy of the OHSU School of Dentistry states that absences are not excused. However, it is within the discretion of the Course Director, Group Leader or Program Director to review the circumstances of the absence and the student’s plan for remediation of the missed session in consultation with the Associate Dean for Academic Affairs and on a case by case basis to determine whether a student should be allowed to make up missed course work, assessments, and examinations and to determine what impact there may be on the student’s overall
grade award for the course. It is the student’s responsibility to contact the Office of Student Affairs immediately following return from the absence.

Extramural Patient Care Sessions
The student shall notify the Office of Academic Affairs through electronic submission of the online absence form found on the School of Dentistry website. The Office of Academic Affairs will send electronic notice to the Office of Community Based Programs. The Office of Community Based Programs will notify the appropriate community site.

IV. Request for Approved Absence
On occasion there arises a need for students to request absence from regularly scheduled classes, small group sessions, seminars and/or clinics. Examples include attendance at national meetings, weddings, family events. All such requests must be made at least thirty (30) calendar days in advance of the planned absence and must follow the appropriate protocol below. Failure to adhere to the advance notification requirement may result in immediate denial of the request.

Classes, Small Group Sessions, Seminars, Preclinic and/or Clinic Care Sessions
The student will submit the request for absence to the Office of Academic Affairs through electronic submission. The request will include the date(s) of the requested absence, the reason for the absence and the student’s proposed detailed remediation plan. The Associate Dean for Academic Affairs, in consultation with the appropriate Course Director(s) and Group Leader will decide the matter. The student will be notified electronically by the Office of Academic Affairs as to the disposition of the request and if approved whether the student will be granted the opportunity to make up missed sessions and by what means any examination(s) will be remediated. The decision is binding and not subject to appeal. Appropriate notification will be sent to all Course Directors and Group Leader by the Office of Academic Affairs.

Extramural Patient Care Sessions
The student will submit the request for absence to the Office of Academic Affairs through electronic submission. The request will include the date(s) of the requested absence, the reason for the absence and the student’s proposed detailed remediation plan. The Associate Dean for Academic Affairs, in consultation with the appropriate Course Director and the Director of Extramural Programs will decide the matter. The student will be notified electronically by the Dean of Academic Affairs or Designee as to the disposition of the request and whether the student will be granted the opportunity to make up missed sessions and any examination(s). If granted the Director of the Extramural Course will determine the extent to which the student may (or may not) make up missed sessions and the effect on student evaluation. The Office of Community Based Education will determine the clinical management of the request and inform the Associate Dean for Academic Affairs of the decisions. The student will be notified electronically by the Office of Academic Affairs as to the disposition of the request and if approved whether the student will be granted the opportunity to make up missed sessions and by what means any examination(s) will be remediated. The decision is binding and not subject to appeal. Appropriate notification will be sent to all Course Directors and Group Leader by the Office of Academic Affairs.

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V. Special Conditions
From time to time special situations will arise that need individualized planning and considerations. Among these situations are personal health issues, family obligations, as well as post graduate educational applications and National Board examinations.

Personal Health Issues and Family Obligations
The student is advised to meet with the Associate Dean for Student Affairs and/or the Associate Dean for Academic Affairs. It is important to initiate the contact as early as possible. The School and University have resources available to help address issues. School Bylaws permit the granting of Leaves of Absence to facilitate this process. Accommodating remedial work will be determined by the Academic Performance Committee. The plan will be communicated to the student and the appropriate Course Directors, Group Leader, Office of Extramural Programs and the Office of Student Affairs.

Post Graduate, GPR and AEGD Interviews
The student will submit the request for absence in an electronic message to the Office of Academic Affairs at least fourteen (14) calendar days prior to the absence for interviews. The request will include the date(s) of the requested absence, the written invitation for the interview and the student’s proposed detailed remediation plan. The Associate Dean for Academic Affairs in consultation with Course Directors, Group Leader and the Office of Community Based Education will decide the issue. The decision will be communicated to the student by the Office of Academic Affairs. The decision is binding and not subject to appeal. If the absence is granted the Office of Academic Affairs will notify the Course Directors, Group Leader and the Office of Community Based Education should the absence affect an extramural site. Upon return to the School the student will present evidence of participation in the interview to the Office of Academic Affairs.

The following are guidelines for determining allowable time away from the School or Extramural site:
- students will be permitted up to 12 days for personal business, interviewing and travel, and be charged against the accrued earned personal days
- for interviews within 250 miles a day of travel and the day(s) of interview
- for interviews beyond 250 miles two days of travel and the day(s) of interview

To receive allowance, the student will, upon return, submit documentation of the actual interview. Failure to provide valid documentation will result in the student making up missed days. Days in excess of 12 will require make up sessions. The determination of number of days actually attributed will be at the discretion of the Group Leader and the determination is final and binding.

Interviews for Private Practice
Interviews for private practice, or any other employment opportunities, are preferably conducted outside of regularly scheduled School hours. Days taken during scheduled School hours will be required to be made up or subtracted from earned personal days. Should the interview occur during regularly scheduled class and clinic time the procedure to be followed will be that as described above for Post Graduate, GPR and AEGD Interviews.

Externships
Students who wish to participate in specialty externships, whether at the SoD, or at an off-site location, must follow the protocol described below. Externships should be scheduled during break
weeks at the SoD to the extent possible. Requests that are made for regularly scheduled SoD academic weeks are discouraged.

The student will submit the request for absence to the Office of Academic Affairs through electronic submission. The request will include the date(s) of the requested absence, the specifics of the externship and the student’s proposed detailed remediation plan. The Associate Dean for Academic Affairs, in consultation with the appropriate Course Director(s), Group Leader and the Office of Extramural Programs will decide the matter. The student will be notified electronically by the Office of Academic Affairs as to the disposition of the request and if approved whether the student will be granted the opportunity to make up missed sessions and by what means any examination(s) will be remediated. The decision is binding and not subject to appeal. Appropriate notification will be sent to all Course Directors and Group Leader, The Office of Extramural Programs and the Office of Student Affairs by the Office of Academic Affairs.

National Board Examinations
Students are expected to schedule National Board examinations during term breaks. It is understood that limitations related to testing sites and dates occur. In these circumstances students may use earned personal days. Requests for absence for National Board examinations will follow the protocol in Section IV above. In no instance will there be granted release from the regularly scheduled instructional time to study for the examinations.

VI Faculty Responsibility
There is no intent in this policy to mandate faculty monitoring of student attendance. However, if faculty are aware of student attendance issues, the faculty should report the concern to the Office of Student Affairs or the Office of Academic Affairs for investigation.

VII Sanctions
Consequences of unapproved absences are detailed in each course syllabus and may include but are not limited to:
- making up missed sessions including but not limited to sessions during break periods
- reduction in grade for missed session(s), projects or final course grade
- failure of a course
- repetition of a year
- dismissal from the School of Dentistry

Attendance Policy Process
For DMD Students

Unexpected Absence
1. Student emails notification to Academic Affairs
2. Academic Affairs notifies all appropriate faculty, programs and offices

Absence Request
1. Student emails notification to Academic Affairs
2. Academic Affairs investigates student progress and needs
3. Academic Affairs notifies all appropriate faculty, programs and offices of decision

Approved by Curriculum Committee June 3, 2015
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 SKT (School of Dentistry) unaccompanied, in the public access areas such as patient reception areas and restrooms, and those areas designated as public areas in the CLSB.

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, Preclinic and Clinic Laboratories, 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.
INSTRUMENT, EQUIPMENT and LAB USAGE AGREEMENT

The School of Dentistry operates under a school owned instrument and materials management system (Clinical Infrastructure Assessment (CIA)). This system provides assurance of properly sterilized and maintained equipment, consistency, and continuity of care throughout the OHSU School of Dentistry educational and patient care programs.

Instruments are organized into cassettes and distributed as ‘kits’. Kits will be checked (scanned) out to students for use in pre-clinical courses. Each kit is expected to be returned by the designated return date, complete, and in good working condition. This includes instruments and cassette functionality (hinges, etc.).

Materials may be issued to individual students or be made available in the pre-clinic/simulation clinic and in the clinics for “communal use”. Anything ‘issued’ will be returned to the school upon course/term completion. Students are expected to use materials and equipment appropriately and to limit waste. Abusing equipment will not be tolerated. Laboratories are provided in the clinical setting. Proper use of equipment and maintenance of the cleanliness of the laboratories is the responsibility of all users.

Pre-clinical kits will be distributed as needed, dictated by in curriculum. In the pre-clinical setting, students will be provided an itemized list of the content of each kit(s) and materials and are allowed a 48-hour period to confirm the contents. In both pre-clinic and clinic, assignment and distribution of instruments will be tracked via axiUm using student ID badges and unique barcoding on individual kits and/or equipment. Please know a scan against your ID card is a binding agreement that you acknowledge receipt and assume responsibility for the kit(s). Kits will NOT be signed out or returned in without presenting your student ID badge.

OHSU School of Dentistry Administration agrees to provide the students:
- appropriate instrumentation and equipment for learning and patient care
- prepping, packing, delivery, and sterilization service according to established protocols
- complete and functional instruments and equipment
- other necessary materials and supplies for learning and patient care

Student Responsibilities:
- verify completeness of kits (within 48 hours of receipt)
- take proper care of instruments
  - use instruments for their intended purpose
    - Do not use instruments to pry – for example, periodontal probe
    - Agreement that kits are only used for the purpose assigned (e.g., most designated preclinical kits are not to be used in the patient care setting)
• assume financially responsible for lost, stolen, damaged via misuse, etc. items/ instruments, NO EXCEPTIONS. Students can be charged replacement cost for such items. Replacement cost is the cost to the school for the broken/missing item.

• return each kit and/or piece of equipment, complete and functional, within designated timeline
  o each kit has been systematically organized according to procedure type; when returning a kit instruments are required to be in the same ‘order’ as when they were distributed
  o failure to return kits within the designated timeline may result in charges for lost instruments

• do not attempt to remove barcodes or colored banding from instruments, cassettes, or equipment

• will utilize clinical and laboratory spaces according to expectations
  o ensure use of equipment in the clinical and laboratory settings is within manufacturer and school protocols
  o report any damage or malfunction in a timely manner
  o maintain a clean workspace in the clinic and laboratory
  o restock supplies as appropriate or notify of the need for more supplies

This agreement may be amended at the discretion of School of Dentistry. If the agreement is changed, students will be provided with and asked to sign the new agreement.

If you have any questions or concerns please direct them to the OHSU-School of Dentistry Material Coordinator at 503-494-9580 or galloway@ohsu.edu or to Dr. Peter Morita, Associate Dean for Patient Care at moritap@ohsu.edu.

8/4/14 approved by legal C.C.
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 within patient treatment areas 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 tenth 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 секретary, 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.

- American Dental Education Association (ADEA)
- American Student Dental Association (ASDA)
- Christian Medical and Dental Association (CMDA)
- Delta Sigma Delta (Delts) - Dental Fraternity
- Hispanic Student Dental Association (SNDA)
- OHSU Student Council
- SOD Student Research Group (SRG)
- SOD Wealth Management Society
- Student Professionalism and Ethic Club (SPEC)
- Women’s Dental Interest Group (WDIG)
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 assigned a letter grade (A, A-, B+, B, B- etc.) 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 letter grade 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/equipment lease, the Student Health Service fee and other required fees, and major medical and dental insurance. Major medical and dental insurance fee may be waived on an annual basis if the student provides satisfactory proof of equivalent coverage to the JBT Student Health & Wellness Center 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 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.
A. Teaching and Learning Environment

It is the goal of the faculty to create a positive and consistent learning environment in all didactic, pre-clinical and clinical courses offered in the School of Dentistry. Faculty teaching schedules are developed at the departmental level and it is the department chairperson’s responsibility to assign and provide oversight all course offerings.

1. Faculty members meet with 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 desires to treat students as future health care professionals and facilitate student didactic and clinical progress.

2. It is the responsibility of the course director to assure that students receive written or electronic 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:
   a. Description of the course
   b. Competencies addressed in the course
   c. Credit units assigned to the course
   d. Methods for evaluation of student performance in the course
   e. Learning resources such as required text(s), and on-line access materials
   f. Course objectives (outcomes)
   g. Policies and procedures related to the course
   h. Schedule including dates and times, locations, topics, scheduled examinations, and learning objectives for each session
   i. Attendance policy

For clinical courses, the previous information shall be presented in the clinical course outline, or detailed in the clinic manual at the beginning of the clinical series of courses. 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.

3. Academic Year: The period of time between the beginning of classes in the summer term, approximately July 1 and the end of classes in the following spring term.

B. Student Categories

The scholarship requirements for advancement or graduation shall conform to the policies and procedures of Oregon Health & Science University.

Student Classifications

1. Students are enrolled at the School of Dentistry in one of the following classifications:
   a. A regularly enrolled full-time student is defined as one who is accepted for admission by the Dental Admissions Committee or the Advanced Education/Admissions Committees.
   b. Dental Student – Any student who is enrolled in the predoctoral dental curriculum.
c. 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.

d. Special Student Classification occurs 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.

2. Non-Degree Students
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 director 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 Assistant/Associate Dean for Academic Affairs and the Advanced Education Committee, when applicable, may waive this policy under special circumstances.

3. Transfer Students
The School of Dentistry does not accept transfer students into the dental curriculum.

4. International Students
The School of Dentistry does not offer any educational programs to foreign trained dentists or international students.

C. Scholastic Performance
(Revised July 2013)
Course directors will submit the student/resident grades to the Registrar within ten (10) calendar days following the end of the teaching interval (term) or the end of the course, depending upon which comes first.

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Grade Description</th>
<th>GPA Quality Points</th>
<th>SoD Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent or Honors</td>
<td>4.0</td>
<td>93% - 100%</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
<td>90% - 92%</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
<td>87% - 89%</td>
</tr>
<tr>
<td>B</td>
<td>Very Good or Near Honors</td>
<td>3.0</td>
<td>83% - 86%</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
<td>80% - 82%</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
<td>77% - 79%</td>
</tr>
<tr>
<td>C</td>
<td>Fair or Satisfactory</td>
<td>2.0</td>
<td>73% - 76%</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
<td>70% - 72%</td>
</tr>
<tr>
<td>D</td>
<td>Inferior or Marginal – for remediated</td>
<td>1.0</td>
<td>Used for</td>
</tr>
<tr>
<td></td>
<td>courses only.</td>
<td></td>
<td>remediated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>courses only</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
<td>0% - 69%</td>
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<tr>
<td>P</td>
<td>Pass</td>
<td>N/A</td>
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</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Definitions for Scholastic Performance:

Withdraw: After the first week of the term, but prior to the fifth week of the term, a withdrawal from a course will receive a grade of W (Withdraw) on the academic transcript. On or after the fifth week of the term, but prior to the last week of the term, a withdrawal from a course will be assigned a grade of WP (Withdraw Passing) or WNP (Withdraw Non-Passing) by the course instructor/director based on the student’s performance in the course to date. Course withdrawal will not be accepted during the final week of the term. Modular courses within terms (for example, 3 or 4 subsequent or clinical rotations during a term) will operate on a modified withdrawal schedule.

Incomplete: The grade of I (Incomplete) is assigned when a student’s work is of passing quality but incomplete for a good cause. A grade of Incomplete should not be assigned unless the student is unable to complete the work because of sudden illness, personal emergency, or other good cause outside of the control of the student. Assignment of an Incomplete grade is at the discretion of the course instructor with approval of the Assistant/Associate Dean for Academic Affairs. The final grade earned will be recorded on the academic transcript with the grade of I/Final Grade (for example, I/B). A course assigned an Incomplete must be completed within one term after the assignment of the Incomplete grade, or the grade will automatically be changed to a grade of I/F (Incomplete/Failure).

In Progress: The grade of IP (In Progress) is a placeholder grade assigned for a course extending beyond one or more terms. The Office of the Registrar converts In Progress grades to the final grade after submission of the final grade from the course instructor/director.

Audit: Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor/director. Not all courses offer an option to audit. A change of a course from a credit status to an audit status (if allowed for that course) must be completed before the University deadline to drop/add courses and cannot be subsequently changed. Audit courses are assessed tuition and fees at the same rate as credit courses. Upon completion of an audited course, the designation of AUD (Audit) will automatically be recorded on the academic transcript. A designation of WAU (Withdraw from Audit) will be assigned by the course instructor/director if a student withdraws from an audited course after the first week of the term. Audit courses do not satisfy degree requirements or count toward the continuous enrollment requirement.

Remediated Courses: If a course is remediated after a fail grade is posted, the original course will continue to be listed on the academic transcript and a new entry will also be listed indicating that
the course has been remediated. Both the original course and the remediated course will be reflected in the same term on the academic transcript. Upon remediation, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation. The remediated course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation. The grade for the remediated course will be subject to the maximum remediated course letter grade which is a D.

Repeated Courses: Under some conditions, a previously passed course could be repeated. The dean/program director may mandate that a student repeat a previously passed course(s). With the approval of the course instructor/director and pending available space and resources, a student may voluntarily repeat a course previously passed.

When repeating a course, students will re-register for the course in a subsequent term and will be charged the applicable tuition and fees associated with the number of credit hours in the course. The maximum course letter grades for repeated courses are determined by the academic program. If a course is repeated, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation. The repeated course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation. The grade for the repeated course will be subject to the maximum repeated course letter grade policy of the academic program.

1. Grade Change
   A course director may change a student’s recorded grade (term grade report on permanent transcript) for a course by sending a written notification to the School of Dentistry 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.

2. Failed Course Grade
   Upon the posting of an F grade in any course, the following applies for the remediation of that course:
   a. One and only one opportunity to pass a failed course by supplemental examination and/or by supplemental preclinical or clinical work shall be allowed.
   b. Each course director will have the responsibility of determining the content, type and extent of the material to be included in the supplemental examination and/or work.
   c. All didactic and 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.
   d. For clinical coursework, any supplemental work assigned to a student must be sufficient to determine a grade within one term following the term in which the failing grade was earned.
   e. The specific date(s) for examinations and/or work will be coordinated by the course director and student and if necessary, in consultation with the Assistant/Associate Dean for Academic Affairs.
   f. For a clinical or preclinical 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.
g. For just cause, 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.

h. A student enrolled in the DMD program can only remediate three courses during the four years of the program. Upon posting a fourth F, the student is dismissed.

3. 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.

4. Statute of Limitations for Previous Courses
   Advanced standing for predoctoral 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 the student has already had a recorded satisfactory grade, the grade obtained for the repeated course will be used in computing the grade point averages.

5. Readmission of Students Who Have Withdrawn with Satisfactory Records
   (Revised August 2012)
   a. 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 upon recommendation from the concurrence of the Clinic Committee and/or the Academic Performance Committee.
   b. Advanced Education, Graduate
      Graduate appeals for reinstatement will be examined and acted upon by the Advanced Education Committee.
   c. Others
      All former students who wish readmission, but were not subject to dismissal for failure to meet academic and professional standards, must apply to the appropriate Admissions Committee for consideration for admission as a regularly enrolled full-time student.

6. Examinations and Absences
   a. Excused Absences
      Students are expected to sit for all examinations and tests given as part of the 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 a final examination or test at the times scheduled are illness, emergency, dental educational activities or with advanced approval by the Assistant/Associate Dean for Academic Affairs. Students have the responsibility of providing substantiation for any excused absence. The course director has the authority to arrange the scheduling and format of make-up examinations for students who have missed a scheduled examination or test due to an excused absence.
      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 Academic 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.

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 Assistant/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.

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 Assistant/Associate Dean for Academic Affairs or designee. The Assistant/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 regardless if an excused absence was previously granted under either similar or different circumstances.

   b. Unexcused Absences
   Students are expected to sit for all examinations and tests given as part of the 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 in writing or electronically.

D. Scholastic Advancement
   (Revised August 2012, November 2013)
   1. 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.

   2. At the end of each academic year and for advancement into the subsequent year, the student must have an accumulated GPA of at least 2.0 in each of the following categories:
      a. Overall GPA
      b. Basic sciences courses GPA
      c. Pre-clinical courses GPA
      d. Clinical courses GPA
   The Curriculum Committee will designate each course as either basic science, pre-clinical, or clinical and recorded as such in the registrar’s office.
4. Successful posting of National Board Dental Examinations Part I and Part II passing scores are required for graduation from OHSU School of Dentistry. Students who have not passed Part I of the National Board have not demonstrated competency in the foundation sciences required to enter clinical care of patients. Therefore a student who has not passed Part I will not be granted clinical privileges.

E. Academic Probation
1. DMD Program
   a. 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.
   b. Students in the DMD program whose 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 School of Dentistry Registrar via the notice of deficient performance either in writing or electronically.
   c. Duration of Academic Probation: A student will remain in this category until all described GPA standards are met unless he/she is or becomes ineligible to remain in the institution.

2. Advanced Education Programs
   a. 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.
   b. For the Graduate Certificate, all courses with grades of C- or better will be credited.
   c. The numerical grades, including prerequisite and elective courses, will be included in determining the grade point average.
   d. 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 denied further registration or placed on academic probation.

F. Academic Dismissal
A student will be dismissed as a regular student if any one of these conditions applies to his/her status:
1. The student has received an F or NP grade in a required course and failed to take any required supplemental examinations or supplemental work in a course by the required timeframe.
2. The student has earned a cumulative grade point average of less than 2.00 at the end of any academic year in one or more of the defined categories: basic science, pre-clinical, clinical or overall.
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.

G. Medical and Emergency Leave and Special Curriculum
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. A documented medical or emergency situation that interferes substantially with the student’s ability to proceed with the normal curriculum, and

2. Approval by the appropriate person or body, as follows:
   a. For a student in good academic standing, approval is granted by the Dean or Assistant/Associate Dean for Academic Affairs.
   b. For a student on academic probation, or a student who has a failing grade, approval is granted by the Dean or Assistant/Associate Dean for Academic Affairs in consultation with the appropriate progress committee.
   c. The maximum duration of the leave or special curriculum is one year following the term in which the leave or special curriculum is granted and may be dependent on availability of laboratory and/or clinical space.
   d. 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.
   e. 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 and appropriate progress committee.

H. Graduation Requirements
1. To qualify for a degree or certificate, a student/resident must have:
   a. Satisfied the competencies and requirements established by the Faculty of the School of Dentistry and attained the stated scholarship standards.
   b. Attained endorsement by the faculty whose action will be based upon the recommendation of the Assistant/Associate Dean for Academic Affairs or Advanced Education Committee.
   c. Passed Part I and Part II of the National Board Dental Examinations administered by the Joint Commission on National Dental Examinations.

2. Honors and High Honors for graduating students in the DMD program are:
   a. With honor – GPA 3.5 to 3.69
   b. With great honor – GPA 3.7 to 3.84
   c. With highest honor – GPA 3.85 and higher

In determining academic honors, the cumulative overall GPA earned upon completion of the winter academic interval of the DS4 year is used.

3. Receipt of Diploma
   Students who have not fulfilled all didactic, clinical or financial requirements will not receive a diploma. All University accounts must be cleared or satisfied for release of the official diploma.

4. Participation in Commencement Ceremony
   To graduate from the School of Dentistry, a student must have satisfied the requirements listed for granting of the DMD degree. A student who has not completed the requirements by the June commencement date will be permitted to participate in the commencement ceremonies if it is deemed possible for the student to complete all academic requirements by the end of the immediately following summer session(s).

A student who participates in the commencement ceremonies before completing all requirements is not given a diploma at the commencement ceremony, 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 before a diploma will be awarded or the School of Dentistry will certify that the student has completed the curriculum.

I. Suspension of Student’s Clinical Privileges
(Revised 2010)
An enrolled student may have clinical privileges suspended as a result of a breach of professionalism and/or concerns for the health and safety of the assigned dental patients and/or the enrolled student. If a clinical critical incident has occurred, the student may be suspended while the clinical matter is under investigation by the Assistant/Associate Dean for Clinical Affairs or designee.

The Clinic Committee will consider any and all aspects related to the clinical progress of a student and the student may be invited to present his/her facts relating to the issues in question.
1. Clinical privileges may be suspended in two forms; full suspension or partial suspension.
2. Clinical privileges may also be suspended as the result of a requested leave of absence for medical or other legitimate reasons.
3. Clinical privileges suspension may or may not be related to participation in the didactic portions of the predoctoral dental curriculum.
4. Official actions of the Clinic Committee will be transmitted to the student in written or electronic form. The written action will include the reason for suspension, length of suspension, and steps required for reinstatement.
5. If the specified steps for reinstatement are not met, the student will be subject to formal academic dismissal due process.

J. Dismissal/Suspension of Students from the School of Dentistry
Students may be dismissed or suspended by the Dean, the faculty, or the Advanced Education Committee for:
1. Failure to meet academic standards or performance, or
2. Failure to meet professional conduct standards irrespective of his/her scholastic standing.

Dismissal of an advanced education student for academic reasons is automatic when the student fails to meet scholastic standards according to academic policy. 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 section on Hearing Procedure.

K. Action for Failure to Meet Professional Conduct Standards
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.

1. Misconduct
Misconduct includes but is not limited to:
   a. 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.
b. Knowingly furnishing of materials to another person for purposes of aiding another person to cheat.
c. Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one’s own behavior related to educational or professional matters.
d. Behavior which is disruptive to the learning process or to the research and academic environment.
e. Falsification or misuse of university controlled records, permits, or documents.
f. Failure to comply with university policies, federal, state, or local laws and rules and regulations.

2. 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.

L. Hearing Procedures
It is the intent of the School of Dentistry that such a review process be conducted in accordance with the due procedures described in the following sections:

1. Right to contest
   The office of student affairs shall inform the student by written or electronic letter of either:
   a. The dismissal for failure to meet academic standards, or
   b. The charge of failure to meet professional conduct standards, and
   c. 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 fifteen (15) working days of the date on the notification letter. The Dean may grant an extension of this time limit for cause.

2. 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:
   a. A statement of the right of the student to be present at the hearing.
   b. 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.
   c. 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.
   d. 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.
   e. 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.
f. 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.

g. Notification that the student must provide 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.

h. Listing of the names of any individuals whom the Committee intends to call before the hearing committee.

i. 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 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.

j. 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:
   a. Substantiated information that factors, not controllable by the student, prevented the student from performing at an acceptable level, and/or
   b. 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.
   c. In judging the merits of these factors, all of the following must be considered: documentation of the event or situation, the chronological relationship between the event or onset of the situation and the unacceptable performance, and a record that the student conferred with an academic advisor about the event or situation.

4. Appointment of the Formal Hearing Committee
   a. 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 the hearing committee will be selected from a pool of dental students appointed annually by the Student Council.
   b. 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.)
   c. 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:
   a. 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.
b. Consider all available, reliable information upon which to base decisions regarding the disposition of the case brought before it.

c. Maintain an audio-tape record of the hearing proceedings.

d. 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.

e. Maintain the confidentiality of all information collected at the hearing.

f. Provide a written transcript of the hearing, at the student’s expense if the student requests a transcript.

6. Attendance

a. The hearing will not be open to the public unless the student requests a public hearing three (3) days prior to the hearing date.

b. 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.

c. A student is entitled to appear at the hearing and to call individuals in his or her behalf.

d. 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.

e. The Assistant/Associate Dean for Academic Affairs or a designee will attend to serve as a resource for information on curriculum and academic standards.

f. The Committee may summon individuals pertinent to the issues under consideration.

g. 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

a. Committee members and the recorder may meet prior to the formal hearing to receive instruction by the Chair.

b. Committee chair is vested with the authority to rule on specific procedural questions.

c. The Committee Chair will:
   1) Announce that the proceedings will be audio tape-recorded.
   2) Introduce the individuals serving on the Committee to those appearing before the Committee.
   3) Entertain any challenge to anyone whose right to participate in the hearing is questioned.
   4) State the purpose of the hearing and circumscribe its scope to relevant issues.
   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).
   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) Request verification from the student that he or she received the letter of notification.
   8) Prepare a written summary of the hearing.

d. The taking of information may include:
   1) Testimony from the student and documented information.
   2) A review of the student’s academic record by the Assistant/Associate Dean for Academic Affairs (or his/her designee).
3) Faculty testimony on the student’s performance.
4) 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.
5) Testimony from individual(s) appearing or providing information on behalf of the student or the school.
6) Testimony from individual(s) appearing at the request of the Committee.
7) Rebuttal by the student of any information presented to the Committee.
8) Questioning by the Committee of any individual(s).

8. 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 has the right to be present during the deliberations of the Hearing Committee. The Hearing Committee will:
a. Review and evaluate only the information presented at the hearing including student records.
b. Make a decision on the disposition of the case.
c. 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.

9. Disposition of Issues by the Hearing Committee
Actions available to the Hearing Committee in making a decision include the following:
a. Dismissal of the student from the School of Dentistry
b. Suspension of the student from the School of Dentistry for a designated period of time and/or other sanctions as determined by the committee.
c. Reinstatement of a dismissed student or dismissal of allegations of misconduct

10. 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.

11. 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:
a. Support the decision of the Hearing Committee
b. Grant another hearing by the same body if sufficient evidence has emerged since the original hearing to justify re-opening the case.
c. Grant a new hearing by a body different from the first Hearing Committee if the original procedure is judged to have been deficient.
12. 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.

13. 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 (7) years.

M. 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. If the grievance involves discrimination, it will be referred to the Office of Affirmative Action/Equal Opportunity.

1. 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 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 Assistant/Associate 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.

2. 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) work days, 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) work days 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 other 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 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 within 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.

N. 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 an 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 Assistant/Associate Dean for Academic Affairs.

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Academic policy revised and approved by Faculty – April 2014