



# School of Dentistry

Student Handbook and Policy  
Manual 2019-2020

September 2019

## Table of Contents

WELCOME FROM THE DEAN .....	5
ACCREDITATION .....	6
OHSU MISSION STATEMENT .....	7
SCHOOL OF DENTISTRY MISSION STATEMENT .....	7
SCHOOL OF DENTISTRY LEADERSHIP .....	8
DEAN'S OFFICE ADMINISTRATION .....	9
DEPARTMENT ADMINISTRATION .....	9
Administrative Office Hours .....	9
SCHOOL OF DENTISTRY STUDENT LEARNING OUTCOMES .....	11
OHSU POLICIES, PROCEDURES AND GUIDELINES .....	14
Equal Opportunity/Non-Discrimination Policy Statements.....	14
Accommodations for Disabilities .....	14
OHSU Orientation Day .....	15
OHSU Identification Badges.....	15
BICC and Program Library.....	16
Academic Calendar.....	16
Class Schedules .....	16
Student Service on School Committees .....	16
Student Organizations .....	16
Financial Aid .....	18
University Compliance – Integrity Office .....	18
Integrity Web-Based Training (Compass) .....	18
Workplace Violence Prevention and Response .....	18
Emergency Preparedness .....	18
Medical Emergencies .....	19
Jeanne Clery Act (Campus Safety) .....	19
FERPA.....	19
Tobacco Free Campus.....	19
Drug Free Policy.....	19
Mandatory Drug Screening.....	20
Criminal Background Checks .....	20
Immunization Requirements .....	20

OHSU Employees as Students.....	20
Inclement Weather Policy .....	20
Using Information Technology.....	21
Wireless Internet Access .....	21
Shared Global Wi-Fi (eduroam) .....	21
Private Wi-Fi (OHSU-Secure) .....	21
Public Wi-Fi (OHSU-Guest).....	22
Mobile Device Management.....	22
Two-step Authentication.....	23
Cloud Storage.....	23
Removable Storage Devices.....	23
Additional Resources .....	23
PROTECTING RESTRICTED INFORMATION .....	24
Text Messages .....	24
Photos and Videos .....	24
Additional Tips .....	24
If you see something, say something.....	25
What to Report.....	25
How to Report .....	25
SCHOOL OF DENTISTRY POLICIES, GUIDELINES & EXPECTATIONS.....	26
SOD Curriculum Development and Review Process.....	26
Advanced Standing for Students.....	26
Academic Support.....	26
Requesting an Academic Advisor.....	26
Tutoring.....	27
Awarding of Degree.....	27
SOD Graduation Ceremony.....	28
School of Dentistry Alumni Association .....	28
Dental Student Work and Employment .....	28
Communication – Read Your OHSU Email .....	28
RLSB Student Lounge/Learning Resource Center.....	29
Student Records.....	29
Community Rotations and Experiences .....	29

Storage Facility Policy.....	30
Guidelines for Internet/Computer Use in the Classroom.....	31
Class Conduct.....	31
SCHOOL OF DENTISTRY CODE OF ETHICS AND PROFESSIONAL BEHAVIOR.....	32
SCHOOL OF DENTISTRY HONOR CODE.....	33
PROFESSIONAL DEVELOPMENT.....	34
STANDARDS OF BEHAVIOR.....	35
CONFIDENTIALITY.....	36
Patient Confidentiality Policy.....	36
Confidentiality Policy for Duplicating Course Content or Assessment Materials.....	37
Guidelines on Clinician/Patient Email or Texting Communication.....	38
Email Communication & Confidentiality Notice.....	38
Text Messaging and Voice Mail.....	39
Guidelines for Online Social Networking.....	39
ATTENDANCE POLICY FOR DMD STUDENTS.....	42
Attendance Flow Chart.....	44
SCHOOL OF DENTISTRY VISITOR POLICY.....	45
INSTRUMENT, EQUIPMENT and LAB USAGE AGREEMENT.....	45
WREB.....	47
PRE-CLINIC (SIM) PROCEDURE FOR LOST AND BROKEN ITEMS.....	47
OHSU SIMULATION CLINIC PROTOCOL.....	47
PROFESSIONAL ATTIRE AND OSHA COMPLIANCE.....	48
APPEARANCE GUIDE FOR STUDENTS.....	49
REGISTRATION AND TUITION POLICIES.....	51
Registration.....	51
Tuition Policy.....	52
SCHOOL OF DENTISTRY ACADEMIC POLICIES & DEFINITIONS.....	53
GRADE POLICY FOR THE DMD PROGRAM.....	54
DEFINITIONS FOR SCHOLASTIC PERFORMANCE IN THE DMD PROGRAM.....	56
ACADEMIC PROBATION.....	58
SUSPENSION OF STUDENT’S CLINICAL PRIVILEGES.....	58
ACADEMIC DISMISSAL.....	59
MEDICAL AND EMERGENCY LEAVE.....	59

SPECIAL CURRICULUM .....	59
GRADUATION REQUIREMENTS .....	60
INTEGRATED NATIONAL BOARD DENTAL EXAMINATION .....	60
RECEIPT OF DIPLOMA.....	61
Participation in Commencement Ceremony .....	61
STUDENT GRIEVANCE POLICY AND PROCEDURE.....	61
COMPLAINT POLICY AND THE COMMISSION ON DENTAL ACCREDITATION .....	62
EXAM DAY POLICY .....	64
ACCOMMODATED TESTING PROCEDURES.....	66
OHSU SOD PROFESSIONAL MONITORING FORM.....	69
STUDENT PERFORMANCE COMMITTEE CHARGE, RULES AND PROCEDURES .....	71
Minimum Standards for Graduation .....	72
Time to Completion.....	72
Academic Probation.....	72
Dismissal.....	74
Review Hearing.....	74
Disciplinary Hearing .....	76
Procedures for Appeal of SPC Action .....	77

## WELCOME FROM THE DEAN

Dear Colleagues,

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.

It is our mission to provide the very best educational program to guide you through the process of becoming an excellent dentist and to provide the skills and knowledge to continue to advance your learning throughout your career. It should be your mission to apply yourself every day to learn as much as you can so that you will be the very best dentist throughout your whole career. Dental school is hard. You should be challenged every day.

In this era of intensive testing, one could come to the conclusion that the test is the goal of learning. Nothing could be further from the truth when it comes to professional education. In professional education the goal should be to learn all of the knowledge and skills possible at the highest levels required to practice your profession. We sample student learning through examinations to assure that you have met the minimum standard required to practice. We have a very competent faculty that has great experience in dental education. They are responsible for setting the minimum standards for learning in their courses and in the clinic.

This student handbook contains valuable information on matters that may affect you during your 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 in dental school. 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**

### **University**

Oregon Health & Science University is accredited by the Northwest Commission on Colleges and Universities (NWCCU), a regional accrediting body approved by the U.S. Department of Education. Regional accreditation serves as the most important means of assuring the quality of higher education through rigorous peer-review and evaluation. OHSU has maintained continuous accreditation with the Commission, earning reaffirmation of accreditation in its last ten-year full-scale accreditation review.

For further information, please contact The Commission Office, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052; 425/558-4224, [web page](#).

### **School of Dentistry**

The OHSU School of Dentistry is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of "full accreditation." CODA, which operates under the auspices of the American Dental Association (ADA), is recognized by the U.S. Department of Education as the national accrediting body for dental education programs at the post-secondary level in the United States. CODA employs a collaborative peer review accreditation process to evaluate the quality of over 1,400 dental and dental-related education programs nationwide, including dental, advanced general dentistry, advanced specialty, clinical fellowship and allied dental programs.

For further information, please contact the American Dental Association, 211 E. Chicago Avenue, Chicago, IL 60611; 800/621-8099, [web page](#).

### **Out-of-State Authorization**

The OHSU School of Dentistry is accredited by The Commission on Dental Accreditations and fulfills the academic requirements for licensure in all 50 US states.

## **OHSU MISSION STATEMENT**

As part of its multifaceted public mission, OHSU strives for excellence in education, research and scholarship, clinical practice and community service. Through its dynamic interdisciplinary environment, OHSU stimulates the spirit of inquiry, initiative, and cooperation among students, faculty, and staff.

Setting the example for integrity, compassion, and leadership, OHSU strives to:

- Educate tomorrow's health professionals, scientists, engineers and managers in top-tier programs that prepare them for a lifetime of learning, leadership, and contribution.
- Explore new basic, clinical and applied research frontiers in health and biomedical sciences, environmental and biomedical engineering and information sciences, and translate these discoveries, wherever possible, into applications in the health and commercial sectors.
- Deliver excellence in health care, emphasizing the creation and implementation of new knowledge and cutting-edge technologies.
- Lead and advocate for programs that improve health for all Oregonians, and extend OHSU's education, research, and healthcare missions through community service, partnerships, and outreach.

## **SCHOOL OF DENTISTRY MISSION STATEMENT**

The School of Dentistry shares the mission of the Oregon Health & Science University to provide educational programs, basic and clinical research, and high-quality care and community programs. We strive to foster an environment of mutual respect where the free exchange of ideas can flourish. The dental school prepares graduates in general dentistry and dental specialties to deliver compassionate and ethical oral-facial health care.

## SCHOOL OF DENTISTRY LEADERSHIP

### Executive Leadership

Dean: [Phillip T. Marucha, D.M.D., Ph.D.](#)

Senior Associate Dean for Academic Affairs: [Gary Stafford, D.M.D.](#)

Associate Dean for Admissions & Student Affairs: [Mark Mitchell, M.A.](#)

Associate Dean for Finance and Administration: [Anne Rudwick, M.B.A.](#)

Associate Dean of Hospital Dental Services: [Robert Steelman, M.D., D.M.D.](#)

Associate Dean for Patient Services: [Peter Morita, D.M.D.](#)

Associate Dean for Research: [David Morton, Ph.D.](#)

### Department Leadership

#### Community Dentistry

Department Chair: [Eli Schwarz, KOD, D.D.S., MPH, PhD, FHKAM, FHKCDS, FACD, FRACDS](#), *Professor*

#### Endodontics

Department Chair: [Christine Sedgley, M.D.S., M.D.S.C., F.R.A.C.D.S., M.R.A.C.D.S. \(ENDO\), Ph.D.](#) *Professor*

Director of Advanced Education Program: [Karan Replogle, D.D.S, M.S.](#) *Associate Professor*

Pre-doctoral Director [Brian Whitten, D.D.S.](#) *Associate Professor*

#### Oral & Maxillofacial Surgery

Department Chair: TBD

Residency Program Director: [Mark E. Engelstad, D.D.S., M.D., M.H.I.](#) *Associate Professor*

Pre-doctoral Director: [Franci Stavropoulos, D.D.S.](#) *Associate Professor*

#### Orthodontics

Department Chair: [Laura R. Iwasaki, D.D.S., M.Sc., Ph.D.](#) *Associate Professor*

Director of Advanced Education Program: [Jeffrey C. Nickel, D.M.D., M.Sc., Ph.D.](#) *Associate Professor*

Pre-doctoral Director: [Sohyon Kim D.M.D.](#) *Assistant Professor*

#### Pediatric Dentistry

Department Chair: [Robert Steelman, M.D., D.M.D.](#) *Professor*

Residency Program Director: [Elizabeth Palmer, D.M.D, M.S.](#) *Assistant Professor*

Pre-doctoral Director: [Richard Grabowsky, D.D.S.](#) *Assistant Professor*

#### Periodontics

Department Chair [Jim Katancik, D.D.S., Ph.D.](#) - *Professor*

Director of Advanced Education Program: [Yota Stathopoulou, D.D.S., D.M.D., Ph.D.](#) *Associate Professor*

Pre-doctoral Director: [Joseph Califano, D.D.S., Ph.D.](#) *Professor*

## Restorative Dentistry

Department Chair and Division Director of Biomaterials and Biomechanics:

[Jack Ferracane, Ph.D.](#) *Professor*

Vice-Chair and Pre-doctoral Director: [Juliana Branco da Costa, D.D.S. MS](#) *Professor*

## DEAN'S OFFICE ADMINISTRATION

### Dean's Office

Executive Assistant to Dean Marucha: Mariah Dula, [dula@ohsu.edu](mailto:dula@ohsu.edu)

### Academic Affairs

Executive Assistant to Dean Stafford: Coral Pipkin, [pipkinc@ohsu.edu](mailto:pipkinc@ohsu.edu)

Education Coordinator: Tara Moreno, [morenot@ohsu.edu](mailto:morenot@ohsu.edu)

Education Specialist: Crystal Paredes, M.S. [paredes@ohsu.edu](mailto:paredes@ohsu.edu)

### Student Affairs

Administrative Coordinator: Polina Pozdina, [pozdinap@ohsu.edu](mailto:pozdinap@ohsu.edu)

Assistant Director of Admissions: Ana Martin, [plesiaa@ohsu.edu](mailto:plesiaa@ohsu.edu)

SOD Registrar: Jenna Wilkinson, [wilkinje@ohsu.edu](mailto:wilkinje@ohsu.edu)

## DEPARTMENT ADMINISTRATION

**Community Dentistry:** Amy Ryman, [ryman@ohsu.edu](mailto:ryman@ohsu.edu)

**Dental Clinic Administration:** Kelly Whitten, [whittenk@ohsu.edu](mailto:whittenk@ohsu.edu)

**Endodontics & Orthodontics:** TBD

**Integrative Biosciences:** Debbie Schwarm, [schwarm@ohsu.edu](mailto:schwarm@ohsu.edu)

**Periodontics:** Kelly Southworth, [southwok@ohsu.edu](mailto:southwok@ohsu.edu)

**Restorative Dentistry:** Anita Erickson, [erickani@ohsu.edu](mailto:erickani@ohsu.edu)

### Administrative Office Hours

School of Dentistry office hours are Mon – Fri, 8 am to 5 pm (subject to change), not including [University holidays](#).

- The Office of Student Affairs is located on the third floor, south side of the Robertson Life Sciences Building, in suite 3S018.
- The Office of Academic Affairs is located on the tenth floor, north side of the Robertson Life Sciences Building.

Students are asked to be mindful of and respect the personal workspace of School of Dentistry faculty and staff. Students will not be in faculty or administrative offices without the presence of a faculty or staff member. Students will make every effort to minimize interruptions of staff throughout the day, and conduct routine business at times most convenient to the staff.

Students are encouraged to schedule appointments with faculty in advance. Course Director Office Hours can be found on each course syllabus. Appointments can be arranged with the individual or through the appropriate department administrative staff. E-mail requests for appointments are encouraged. Staff time should likewise be by appointment if an extended period of time is required to complete business.

## **SCHOOL OF DENTISTRY STUDENT LEARNING OUTCOMES**

The Graduate of the OHSU School of Dentistry is competent to:

### **FOUNDATIONAL KNOWLEDGE**

Apply established and emerging scientific principles fundamental to healthcare in the prevention, diagnosis and management of oral and systemic disease and the promotion and maintenance of oral health in patients and populations.

As evidenced by the following Student Learning Outcomes:

- FK 1 Demonstrate knowledge of physics, chemistry, and molecular, cellular and systems-level scientific principles of development, structure, and function to explain normal biology and pathobiology.
- FK 2 Demonstrate knowledge of pathology as well as the principles of genetic, congenital, and developmental diseases and conditions and their clinical features to assess patient risk.
- FK 3 Demonstrate knowledge of the biology of microorganisms in physiology and pathology, and of the cellular and molecular basis of host defense mechanisms.
- FK 4 Demonstrate knowledge of physics and chemistry to explain the characteristics of technologies and materials and how they are utilized.
- FK 5 Demonstrate knowledge of pharmacology in the prevention, diagnosis and management of oral and systemic disease.
- FK 6 Demonstrate knowledge of sociology, psychology, ethics and other behavioral sciences.
- FK 7 Demonstrate critical thinking, and understanding of quantitative methods and informatics, in the prevention, diagnosis and management of oral and systemic disease.

### **COMMUNICATION**

COMMUNICATE with patients and health care professionals in a culturally sensitive, ethical and professional manner to determine the values, needs and preferences related to oral and systemic health

As evidenced by the following Student Learning Outcomes:

- COM 1 Interact and communicate with patients using psychological, social, and behavioral principles, recognizing how patient attributes (e.g., gender, age, race, ethnicity and special needs), social background, and values influence the provision of oral health care at all stages of life.
- COM 2 Communicate with patients/care-givers to enable them to make informed decisions concerning the management of their care
- COM 3 - Collaborate with dental team members and other health care professionals to promote health and manage disease in communities.

### **PATIENT ASSESSMENT**

Through a systematic and comprehensive PATIENT ASSESSMENT, identify and record all relevant findings related to the patient's social, physical, behavioral/psychological and oral health status.

As evidenced by the following Student Learning Outcomes:

- PA 1 Identify the chief complaint, identify the contributing factors and complete a history of the present illness.
- PA 2 Perform head and neck (extra oral and intraoral) and physical examinations within the scope of practice, interpreting and evaluating the clinical findings, recognizing the normal range of clinical presentation and distinguishing significant deviations that require monitoring, treatment, or management.
- PA 3 Collect and interpret information from available resources (e.g. patient history, physical exam, diagnostic tools, patient records, and other healthcare professionals) to assess and manage patients.
- PA 4 Describe the manifestations of systemic disease and the interrelationships with oral health, and how the disease and its management may affect the delivery of dental care.
- PA 5 – Recognize abuse and neglect (e.g. substance, physical, emotional and/potential self-abuse) and refer for appropriate management.

## **DIAGNOSIS**

Generate working/differential DIAGNOSES with supporting prognosis statements that reflect and, are consistent with the assessment data, and communicate this information to the patient.

As evidenced by the following Student Learning Outcomes:

- Dx 1 Formulate a comprehensive problem list.
- Dx 2 Use clinical and epidemiological data to diagnose and establish a prognosis for dental abnormalities and pathology.
- Dx 3 Use etiologies, risk factors and scientific data to establish prognoses.

## **TREATMENT PLAN**

SELECT the SEQUENCED TREATMENT PLAN in consultation with the patient that addresses each diagnosis and reflects therapies supported by evidence and including prognoses to restore health that is congruent with patient needs, patient preferences, clinical standards and provider's skill.

As evidenced by the following Student Learning Outcomes:

- TP 1 Evaluate scientific literature, and integrate new knowledge and best research outcomes with patient values and other sources of information to formulate a comprehensive treatment plan and alternatives that address each diagnosis.
- TP 2 Use patient education strategies to maximize oral health and the prevention of disease.

## **PATIENT CARE**

PROVIDE or MANAGE PATIENT CARE that is of high quality, compassionate, ethical, based upon the best current evidence and employs sound business practices.

As evidenced by the following Student Learning Outcomes:

- PC 1 Restore orofacial function, structure and esthetics while promoting soft and hard tissue health by preventing and/or managing:
  - a. Medical emergencies (e.g., cardiac arrest)
  - b. Dental emergencies (e.g., acute pain, hemorrhage, trauma, and infection of the orofacial complex)

- c. Pain during treatment
  - d. Endodontic conditions, including pulpal and periradicular diseases
  - e. Caries
  - f. Periodontal diseases
  - g. Oral mucosal and osseous diseases
  - h. Restorative needs of the partially or completely edentulous patient
  - i. Oral surgical treatment needs
  - j. Developmental or acquired occlusal problems
  - k. Temporomandibular disorders
  - l. Oral esthetic needs of patients
  - m. Complications arising from the use of therapeutic and pharmacological agents in patient care
- PC 2 Select and administer or prescribe pharmacological agents in the treatment of dental patients with consideration of patient systemic health conditions and current medications.
- PC 3 Practice within the general dentist's scope of competence and consult with or refer to professional colleagues when indicated.
- PC 4 Provide oral health care in a manner that manages risk, ensures patient safety and is consistent with jurisprudence (e.g., OSHA and HIPAA) and ethical business and financial operations requirements for dentistry and healthcare.
- PC 5 Adhere to standard precautions for infection control for all clinical procedures.
- PC 6 Communicate case design to laboratory technicians and evaluate the resultant appliance or prosthesis.

## **OUTCOME EVALUATION**

EVALUATE and MANAGE the OUTCOME of the treatment provided and utilize these evaluations to direct professional development.

As evidenced by the following Student Learning Outcomes:

- EVAL 1 Demonstrate a commitment to carrying out professional responsibilities, an adherence to ethical principles, and the qualities required to sustain lifelong personal and professional growth by evaluating outcomes of comprehensive dental care and personal level of skills and knowledge.
- EVAL 2 Evaluate the patient response to treatment in the context of emerging trends in science health care, social determinants of health, and economics and apply this information to enhance patient care, practice management, professional development, and the needs of patient populations served.
- EVAL 3 Describe the components of a catastrophe preparedness plan for the dental practice to include records, equipment, continuity of care and contributions to the community well-being.

# OHSU POLICIES, PROCEDURES AND GUIDELINES

## Equal Opportunity/Non-Discrimination Policy Statements

### **Non-Discrimination Policy**

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, veteran status, 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. Retaliation for reporting discrimination is prohibited. To make an inquiry or report an incident of discrimination, contact OHSU's Affirmative Action and Equal Opportunity (AAEO) Department at 503-494-5148, [aaeo@ohsu.edu](mailto:aaeo@ohsu.edu).

### **Title IX Notice of Non-Discrimination**

Title IX of the Education Amendments of 1972 ("Title IX") protects individuals from discrimination and harassment on the basis of sex or gender in any educational program or activity operated by recipients of federal aid. OHSU, as a recipient of federal funds, complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination and harassment, which includes sexual misconduct and sexual violence, in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator: Laura Stadum, JD, 503-494-0258, [titleix@ohsu.edu](mailto:titleix@ohsu.edu). Inquiries may also be directed to the US Department of Education, Western Region Office for Civil Rights at 206-607-1600, [ocr.seattle@ed.gov](mailto:ocr.seattle@ed.gov).

### **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.

### **Accommodations for Disabilities**

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](#), as [amended in 2008 \(ADAAA\)](#).

As defined by the ADA and ADAAA, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. Some examples of major life activities include: performing manual tasks, seeing, hearing, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A qualified student is a person who meets the academic and technical standards for admission and 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.

### **Requesting academic accommodations**

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.

Here are the steps:

- Review the [OSA Student Handbook](#)
- Submit [OSA Application for Accommodations](#) and [Disability Documentation](#)
- Complete an intake appointment. Schedule an appointment by calling 503-494-0082 or emailing [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu). Please indicate your availability to meet in your initial email or voicemail.

### **Contact Information**

Office for Student Access (Disability Services), Jennifer Gossett, MA, Director

- Phone: 503 494-0082; Secure Fax: 503 346-8066
- Email: [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu)
- Website: [www.ohsu.edu/student-access](http://www.ohsu.edu/student-access)

### **OHSU Orientation Day**

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.

### **OHSU 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. Clinic barcode ID tags are provided for students and clinical faculty by the Office of Clinical Affairs. These must be used to checkout instrument cassettes, equipment, and supplies from the Dispensary. These should be clipped to the outside of the clinic gown so one’s name is visible to patients, faculty, staff, and students in the clinic.

### **BICC and Program Library**

The Biomedical Information and Communication Center (BICC) houses the library and all of the computerized educational support for OHSU. Students are extended full privileges at the BICC, including the use of computers, access to databases, online books and journals and CD-ROM educational materials. Students will be introduced to the BICC at orientation, during which the services and student responsibilities as users will be outlined.

When students are using the library during open hours, students must use the main 3rd floor entrance. After hours, students can access the 4th floor of the library 24 hours a day with their OHSU ID badge. Students can swipe on one of the outside sets of doors (2nd floor on either side of the building or 4th floor on the bridge side). Once inside the building students should go to the 4th floor lobby, then swipe to get into the library. Quiet study space, study rooms, and wireless access are available. OHSU library hours are posted on the [main library web page](#).

### **Academic Calendar**

The current academic calendar is available from the [SOD Academic Resources webpage](#) or the [Office of the Registrar webpage](#).

### **SOD Class Schedules**

The Associate Dean for Academic Affairs prepares class schedules. Students may obtain copies from the [SOD Academic Resources webpage](#).

### **Student Service on School Committees**

Students serve on several committees of the School of Dentistry, such as the Curriculum Committee, and other committees as requested.

### **Student Organizations**

#### **Student Interest Group Recognition**

Any group of students, faculty and staff acting together, electing officers, and/or assessing dues or fees for their mutual benefit may apply with the Office of Student Life to be recognized by OHSU as an official student interest group. All voting members and officers of a recognized interest group must be students currently enrolled at OHSU for a minimum of six (6) credits as an undergraduate student or five (5) credits as a graduate student. All participants within recognized student interest groups are responsible for adhering to student conduct regulations, OHSU policies, and are accountable for their behavior as part of a group at OHSU sponsored events. It is the responsibility of the group's officer(s) to communicate these expectations to all participants.

No recognized student interest group shall use the OHSU name or reference to OHSU 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 OHSU unless the event is formally co-sponsored with an administrative or academic unit. OHSU recognition of a student interest group entitles groups to:

- The use of some institution owned or controlled facilities for meetings without charge.
- Request the use of OHSU funds from schools, the Vice President for Student Affairs or the All- Hill Council.
- Request approval under OHSU Policy 07-09-025, where applicable, from the Vice President for Student Affairs to host functions.
- Request student interest group representation on the webpage hosted by the Office of Student Life.
- Post activity/event notices to [OHSU Student Central](#).

For more information please refer to [University Policy No. 02-90-001](#). A complete list of student interest groups is available on the [OHSU Student Life website](#).

Below is a list of active groups within the School of Dentistry:

- [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 \(HSDA\)](#)
- Pediatric Dentistry Club
- School of Dentistry Dental Student Government (DSG)
- [SOD Student Research Group \(SRG\)](#)
- Student Patient Assistance Program (SPAP)
- [Student Professionalism and Ethics Association \(SPEA\)](#)

### **Dental Student Government**

The primary student affairs organization within the School of Dentistry is the Dental Student Government. This group, which has 10 voting members, is composed of the following:

- The student government officers, who are elected from the entire student body by ballot every spring. The officers include president (votes in case of tie), vice-president/secretary, treasurer, and student activities chairperson.
- 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.
- 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 All-Hill Student Council. The OHSU All-Hill 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 All-Hill Student Council elects its own officers. The contact phone number is 503-494-7878.

### **Financial Aid (503-494-7800)**

The OHSU Financial Aid Office coordinates the awarding of financial aid. The priority deadline for submission of financial aid applications is February 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.

### **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.

### **Integrity Web-Based Training (Compass)**

All students are required to complete the following online modules prior to orientation (and to complete any required “boosters” during enrollment) and adhere to the precepts outlined in these courses at all times.

- OHSU HIPAA Privacy Education
- Information and Privacy Security Essentials
- OHSU Respect at the University
- Integrity Foundations

### **Workplace Violence Prevention and Response**

It is recommended that students also complete the online module Workplace Violence Prevention and Response. All faculty, staff, and students at OHSU need to play a role in keeping our community safe.

### **Emergency Preparedness**

OHSU has established [emergency action plans](#) for an organized and effective response to emergencies. This site includes links to sign up for text alerts, inclement weather updates, and other valuable information.

## **On Campus**

If an emergency should occur while you are in the RLSB, the School of Dentistry has established the Schnitzer parking lot to the north of the RLSB as the meeting point to gather and assess the situation.

## **Extramural Clinical Sites**

If an emergency should occur while you are at an extramural clinical site, students will comply with established policies and practice at each clinical site.

For more information regarding campus resources in case of emergency, please refer to [OHSU's Emergency Resource Book](#).

## **Medical Emergencies**

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

## **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.

## **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.

## **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. All incoming students are required to pass a confidential drug screening at least 14 days prior to matriculation.

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 Student Performance Committee Charge, Rules and Procedures document.

### **Criminal Background Checks**

All admitted students must 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.

### **Immunization Requirements**

OHSU follows the guidelines for required immunizations issued by the Centers for Disease Control and Prevention (CDC) and by the State of Oregon. Students must comply with pre-entrance immunization requirements and remain in compliance for the duration of their enrollment at OHSU, as specified by the JBT Health & Wellness Center.

Failure to provide proof of immunization within 30 days of matriculation, or when notified by JBT that a student has fallen out of compliance, will result in a student being restricted from registering and attending classes.

### **OHSU Employees as Students**

It is the responsibility of OHSU employees seeking to pursue individual courses for academic credit or an academic degree or certificate within OHSU to notify the academic program of their employment status prior to registering or accepting admissions to ensure the activity does not impact their work schedule and to minimize potential conflicts of interest.

Current OHSU students intending to accept an employment offer (excluding positions identified as Student Employment or Student Work Study) from an OHSU department must notify their academic program prior to accepting the position.

### **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 OHSU for a scheduled activity requiring attendance (e.g. examination), please contact the Office of Academic Affairs (503) 494-8801 [sodacademic@ohsu.edu](mailto:sodacademic@ohsu.edu) and indicate your absence.

### **Using Information Technology**

You are responsible for the computer and mobile devices you use during your studies at OHSU. If you wish to use a computer to access OHSU resources, please ensure that you are using an up-to-date, vendor-supported operating system. See *Private Wi-Fi (OHSU-Secure)* below for details on the various software required to connect to OHSU's private Wi-Fi network.

In addition, you must abide by OHSU's [Acceptable Use of Computing and Telecommuting Resources](#) policy. The following information will help you use your computing resources in line with that policy as well as OHSU's additional information privacy and security policies. For a complete list of policies, visit the Information Privacy and Security site on O2 (intranet) at <https://o2.ohsu.edu/oips>.

### **Wireless Internet Access**

There are several ways to connect to wireless internet, whether you are on campus or on the go.

#### **Shared Global Wi-Fi (eduroam)**

The eduroam wireless network is a shared global wireless service for participating research and education institutions. Connect to the eduroam wireless network quickly and easily using your OHSU username and password at more than 450 colleges, universities and research facilities in the United States. Visit <https://www.eduroam.us> for a full list of participating institutions.

Connecting at OHSU is simple:

1. Turn on your device's **Wi-Fi**. (Disable Airplane Mode on smartphones and tablets.)
2. Connect to the **eduroam** wireless network.
3. At the login prompt, enter your complete OHSU email address and password.  
Connect to the eduroam network.
4. If you see a trust certificate prompt, accept it.
5. After your device connects to the eduroam network, you will have internet access.

#### **Private Wi-Fi (OHSU-Secure)**

OHSU-Secure is a secure wireless network that is provided for OHSU employees, students and affiliates. To access internal resources on the secure network, your computer must meet the requirements outlined below. Note that anti-virus software is also required, in addition to the specific software listed below.

*BitLocker, FileVault or Symantec Desktop Encryption*

Your computer must be encrypted with BitLocker, FileVault or Symantec Desktop Encryption.

- **BitLocker:** Available for Windows 7 Enterprise or Ultimate edition, Windows 8.1 Pro or enterprise edition, Windows 10 Pro, Enterprise or Education. [Learn more.](#)
- **FileVault:** Available for OS X 10.8 or newer. [Learn more.](#)
- **Symantec Desktop Encryption:** Available for Windows "Home" versions. [Learn more.](#)

#### *ForeScout SecureConnector*

SecureConnector must be installed and running. SecureConnector checks the encryption status of your computer and ensures it is compliant with security requirements. The ForeScout SecureConnector installers are available to [download here.](#)

#### *Dell Data Protection*

Dell Data Protection ensures that restricted information (see the *Protecting restricted information* section) cannot be moved from OHSU-Secure to unencrypted removable storage devices, such as USB sticks (thumb drives) and external hard drives. It can also be used to encrypt unencrypted removable storage devices. The Dell Data Protection installers are available to [download here.](#)

#### **Public Wi-Fi (OHSU-Guest)**

OHSU-Guest is an unsecured wireless network that is provided for OHSU patients, visitors, vendors and others who need internet connectivity. Because OHSU-Guest is outside of the secure network, it is not protected by the firewall. There, it should **not** be used by OHSU employees, students and affiliates.

### **Mobile Device Management**

If you want to have your OHSU email delivered directly to an app on your smartphone, you must take steps to protect that mobile device: it must be enrolled in OHSU's mobile device management program. If you choose to enroll, you have a choice of two VMware applications:

- **AirWatch Container**, which "contains" your OHSU-related activities to specific apps. When you enroll your smartphone in AirWatch Container, the OHSU App Catalog will be downloaded to your smartphone as well. From there, you can install the Boxer app for access to your OHSU email, calendar and contacts. Other apps, including a secure web browser for access to internal resources, are also available.
- **Intelligent Hub**, which allows you to use your smartphone's built-in apps for OHSU-related activities. For example, if you have an iPhone, you can access your OHSU email, calendar and contacts through its Mail app. You can also use Safari to access other internal resources. In addition, be aware that some OHSU-related applications and technology may only be accessible through Intelligent Hub, rather than AirWatch Container.

Generally, these applications can run on mobile devices built by mainstream manufacturers, such as Apple, Samsung, LG, Motorola, Huawei and HTC, if they have one of the following operating systems: Android 8 or later or iOS 11 or later. Note: These requirements are subject to change over time.

You do **not** need Intelligent Hub or AirWatch Container to check your OHSU email at mail.ohsu.edu from a web browser on your smartphone; however, Duo Mobile may be required, depending on how your smartphone is connecting to the internet (see the *Two-step authentication* section for details).

To learn more, go to the [personally owned mobile devices page on O2](#).

### **Two-step Authentication**

Two-step authentication (also called multi-factor authentication) is required to log in to certain OHSU systems from **outside** the OHSU-Secure wireless network — for example, when you log in to mail.ohsu.edu from your home Wi-Fi network or from eduroam. It is also required to remotely log in to applications that use single sign-on, including Banner, Box, Compass and Sakai.

OHSU uses Duo Mobile for two-step authentication. Duo Mobile is a free app that you can download from your smartphone's app store. If your smartphone is enrolled in AirWatch Container or Intelligent Hub as part of mobile device management, the Duo Mobile app is also available from the OHSU App Catalog. Smartphone apps like Duo Mobile are popular tools for two-step authentication because of their convenience — if you have a smartphone, you probably don't go anywhere without it.

If you cannot or do not want to use the Duo Mobile app, you can request a security token (key fob). Send an email to [duo@ohsu.edu](mailto:duo@ohsu.edu), and please include your telephone number and your campus mail code (or your USPS address, if you do not have a campus mail code).

To learn more, go to the [Duo Mobile page on O2](#).

### **Cloud Storage**

Box.com is OHSU's approved cloud storage service. You can use it to store your school-related files and share them with others. There is no storage limit, and you can upload files as large as 15 GB. To get started, log in directly at <https://ohsu.box.com/> with your OHSU username and password.

Other common cloud storage services, such as Dropbox, Google Docs, OneDrive and iCloud, should **not** be used for OHSU restricted information (see the *Protecting restricted information* section), because these services have not agreed to comply with OHSU's information privacy and security policies.

To learn more, go to the [Box.com page on O2](#).

### **Removable Storage Devices (e.g., thumb drives and external hard drives)**

Removable storage devices, such as USB sticks (thumb drives) and external hard drives, must be encrypted with Dell Data Protection if they contain restricted information (see the *Protecting restricted information* section).

The Dell Data Protection software is required for computers that need access to internal resources on the secure network. It ensures that restricted information cannot be moved from the secure network to unencrypted removable storage devices. In addition, it can be used to encrypt unencrypted removable storage devices.

To learn more, go to the [Dell Data Protection page on O2](#).

### **Additional Resources**

- [Help and How To](#): Help and How To provides solutions for the most common information technology issues at OHSU, as well as FAQ on a variety of topics.

- [Phish Bowl](#): The Phish Bowl is where you can find recent examples of phishing emails reported by others at OHSU. If you receive a suspicious email at your OHSU email address, report it by forwarding it to [antispam@ohsu.edu](mailto:antispam@ohsu.edu). Also, be aware that OHSU occasionally sends phishing training exercises to help you practice identifying and reporting suspicious emails. Examples of past exercises are also accessible from the Phish Bowl.

## PROTECTING RESTRICTED INFORMATION

You are responsible for protecting all restricted information that you come across at OHSU. Restricted information is anything that is not meant for the public, such as information about patients, employees or students, and research data. Often, it is protected by federal regulations. For example, Protected Health Information (PHI) is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As a health professions student, you may work with PHI and other kinds of restricted information during the course of your studies at OHSU. You can help keep that information safe by following these guidelines.

### Text Messages

Do **not** use mobile devices, such as smartphones, to text PHI. Mobile devices that are used to receive OHSU pages can and should be encrypted. Follow these instructions to encrypt an [iOS](#) or [Android](#) device. Note that these steps encrypt the **device** — not the pages it receives. Therefore, the following additional precautions should be taken:

- Limit PHI to the minimum necessary for effective patient care.
- Change your smartphone settings so that the “preview” does not display on the locked screen. If preview is set to “on” then any patient information sent may be viewable without authentication.
- Delete pages containing patient information after reading them.

### Photos and Videos

- Photos and videos of patients for personal purposes are not permitted.
- If photos are being taken for education purposes, the patient must sign a release prior to being photographed.
- If photos are being taken for treatment purposes, the photos must be incorporated into the patient’s chart in Epic.

### Additional Tips

- Do not include any identifying patient information in written history and physicals (H&Ps) that you complete.
- Never send patient information to personal email accounts (e.g., Gmail, Hotmail).
- Only access the electronic health records of patients for whom you are directly providing care. Do not access the records of your family members or friends.

**Be aware that failure to comply with HIPAA regulations may result in serious consequences, up to and including dismissal from professional school.**

If you have questions about protecting restricted information, including PHI, contact the Information Privacy and Security Office at 503-494-0219 or [oips@ohsu.edu](mailto:oips@ohsu.edu).

### **If you see something, say something**

OHSU is responsible for protecting the personal information of thousands of employees, students and patients. If you have a concern about the security or privacy of that information, report it as soon as possible. Even if you aren't sure something is really an incident, go ahead and report it — the privacy experts will take it from there.

#### **What to Report**

Information privacy and security incidents happen when restricted information is accessed, acquired, used or disclosed without authorization. Some common examples include:

- Sending to the wrong address a fax or email that contains restricted information.
- Sending an unencrypted email that contains restricted information.
- Losing equipment that is used to store or work with restricted information, such as laptops, mobile phones, pagers and removable storage devices (e.g., thumb drives, external hard drives). This also includes cases of theft.
- Sharing OHSU network passwords, which is a violation of OHSU policy.
- Inappropriately accessing records in a patient-care tool, such as Epic.
- Inappropriately sharing PHI. Patients file complaints when they suspect the privacy of their information has been compromised — for example, if it has been verbally disclosed when it shouldn't have been.
- Storing PHI in unapproved cloud-based services. Remember, Box.com is OHSU's approved cloud storage solution.
- Inappropriately disposing of PHI, such as putting an after-visit summary in a recycling bin instead of a locked, confidential shred bin managed by OHSU.

#### **How to Report**

To report a concern, contact the Information Privacy and Security Office at 503-494-0219 or [oips@ohsu.edu](mailto:oips@ohsu.edu). Alternatively, you may [report a concern anonymously](#) through the Office of Integrity.

# SCHOOL OF DENTISTRY POLICIES, GUIDELINES & EXPECTATIONS

## SOD Curriculum Development and Review Process

### **Student Participation**

The D.M.D. 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 appointed by the dean, ex-officio faculty members and four dental students, one from each class. Student members are appointed by the Dean on recommendation from the Associate Dean for Student Affairs

### **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 they have just completed.

Students are required to perform this evaluation process during class each academic term. The faculty and administration use the results of these evaluations to enhance the pre-doctoral dental education program thus meeting the requirements of the Commission on Dental Accreditation and the Northwest Commission on College and Universities. Course evaluations are also reviewed when considering faculty performance, promotion and tenure. Outcomes from course evaluations from previous iterations can be found in each course syllabus

## Advanced Standing for Students

The School of Dentistry highly values academic preparation and previous experience in its evaluation of applicants. However, it is the policy of the School of Dentistry not to award advanced placement for, or to accept for credit, any previous academic or other experiential learning. All matriculated students are required to participate in and complete the entire curriculum of the School of Dentistry in order to meet the requirements for graduation.

## Academic Support

### **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.

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 Office of Student Affairs 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 contact 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 educational applications, videos, slides, reference tests, and test files.

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

## **Awarding of Degree**

The degree of Doctor of Dental Medicine (DMD) is awarded by the School of Dentistry upon recommendation of the faculty, presented by the Student Performance Committee (SPC) to the Dean and certified by the Dean to the President of Oregon Health & Science University. Candidates must have satisfactorily passed all courses in the DMD curriculum and have passed the National Board Dental Examination(s), be of good moral character, and comply with all necessary legal and financial requirements.

### **SOD Graduation Ceremony**

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

### **School of Dentistry Alumni Association**

The School of Dentistry Alumni Association, numbering almost 6,000 individuals, exists to cultivate and sustain relationships between current and future alumni and the OHSU School of Dentistry. Members of the Association and Board welcome students to the school, support them through the curriculum with social and mentoring opportunities, and mark their passage as graduates with a reception. Supported by the Dean from discretionary funds provided by alumni and friends of the school, the Association provides a number of benefits and opportunities for alumni to engage in support of the school, its students and each other. These include the school magazine Caementum; the Cantwell Memorial Golf Tournament; the Cantwell Memorial Lecture and Margaret M. Ryan Dental Hygiene Update; and gatherings at the Oregon Dental Conference, the ADA Annual Meeting and at meetings of local and national specialty groups. The Association's Awards program recognizes exceptional achievement and advocacy for the school and the profession.

### **Dental Student Work and Employment**

The School of Dentistry curriculum is fast-paced and rigorous, and successful completion requires the full attention of students.

**Expectations of Dental Students:** Students are strongly discouraged from working while enrolled in the School of Dentistry. The School of Dentistry reserves the option to require students on academic probation to give up their employment as a condition of continuing in the Program.

### **Communication – Read Your OHSU Email**

The Offices of Student Affairs and Academic Affairs shall serve as a clearinghouse for all messages directed to students. In almost all instances, students will be contacted via email. Students are required to view and respond to their email on a daily basis. A member of the faculty or staff should be notified immediately if, for any reason, a student is not able to communicate using email. Students are responsible for notifying the Office of Student Affairs and the Office of the Registrar of changes in name, address, phone numbers and other directory information in a timely manner.

#### **Appropriate Use of OHSU Email Lists**

While enrolled in the School of Dentistry students may have a need to communicate with groups of faculty, staff or students from the wider OHSU community. OHSU's [Policy 08-10-005, Internal Communications](#), stipulates that any email sent to more than 50 addresses across departments or a program be approved in advance through Strategic Communications.

OHSU leadership utilizes broadcast emails strategically and for priority communications. Frequent emails can frustrate recipients and cause them to request removal from email groups, which is a problem for leadership when they have important information they need to disseminate to the entire organization. Instead of directly emailing distribution groups for other schools or programs within OHSU, students should contact representatives from

individual schools/programs to discuss the best way to disseminate information. Other OHSU resources that can be used to disseminate information are:

- [O2 \(OHSU Intranet\)](#)
- [OHSU Student Central](#)
- [OHSU Classifieds](#)
- [OHSU Student Speak](#)
- [Graduate Student Organization Blog Site](#)

### **RLSB Student Lounge/Learning Resource Center**

The RLSB Student Lounge is shared with students of other programs, including Medical, PA, Radiation Therapy and OSU School of Pharmacy. Access to the lounge is by badge only, and all students are expected to facilitate maintaining the area's security. The Assistant Vice-Provost for Student Life is responsible for maintaining this space. Any problems should be reported by a single class spokesperson to 494-8295 or [seresunk@ohsu.edu](mailto:seresunk@ohsu.edu). Kitchen facilities, including refrigerators and microwaves, are provided. Students are expected to help maintain the cleanliness of the lounge, the furniture, and equipment. Refrigerators should be cleaned out on a regular basis.

**Study/Computer Space:** The Learning Resource Center located on the fourth floor atrium of the RLSB is designed to provide study areas, small group rooms, and computer space for students in the school of Dentistry and other OHSU/OSU graduate programs.

The room can be accessed via badge only. We also ask that students not leave personal items behind and clean up after themselves when done using any common spaces.

### **Student Records**

The School of Dentistry shall create and maintain education records on students that matriculate into the program. The education record contains information including but not limited to, copies of application materials, records of grades earned, assignments, faculty evaluation of student performance, information concerning discipline and counseling for academic and/or professionalism issues and clinical performance in accordance with the Family Educational Records and Privacy Act (FERPA). Official academic records and original application documentation are maintained by OHSU's Office of the Registrar.

Additional information, including the Annual Notification of Student Rights, the Student Records Policy and the Request to Restrict Directory Information can be obtained on the [Registrar's website](#). OHSU policies elaborate upon or qualify these rights to the extent the institution is authorized to do so under law (see [OHSU Policy 2-20-005 through 2-20-050](#)).

### **Community Rotations and Experiences**

Students will be assigned and may volunteer to participate in community based service learning experiences only if they receive authorization from their Group Leader and concurrence from the Student Performance Committee (SPC). 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 and are a requirement for graduation. Each student, through the Department of Community Dentistry, will be assigned to a one week community-based rotation at the OHSU Russell Street Clinic in Portland and a minimum of eight weeks at rural or underserved sites in Oregon, or at locations throughout the Pacific Northwest. Upon registration in CDEN 740, students are required to sign an Extramural Rotation Contract indicating they understand the expectations of their extramural 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. OHSU will not approve nor recommend travel to any country that has a U.S. State Department Level 3 or 4 Travel Advisory.

Time away from your on-site 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.

### **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 any consumables.

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, students will be notified and its contents will be held for one week, then disposed of.

## **Guidelines for Internet/Computer Use in the Classroom**

To maximize learning in the classroom, students are expected to stay on task and participate fully in classroom activities. Use of computers in the classroom is encouraged for class-related activities such as taking notes or other research-related activities as directed by an instructor. The use of computers during class time for anything other than class-related activities is a distraction to fellow students, an annoyance to faculty and lecturers and will not be tolerated. Such action may result in the issuance of a Professional Monitoring Form and referred to the Student Performance Committee for appropriate action.

## **Class Conduct**

Students, while at OHSU or any clinical affiliate, will conduct themselves in a professional manner.

During a presentation, common courtesy is expected. Students will remain seated during a lecture and not leave prior to the end of the presentation. Students are expected to arrive on time and not delay the presentation by reason of tardiness.

Arriving to class on time is an expectation of all students. Tardiness is unacceptable to the School of Dentistry. Chronic tardiness will not be tolerated and will be viewed as a professional development issue and may result in the issuance of a Professional Monitoring Form and be referred to the Student Performance Committee for appropriate action.

The class will generally start on the hour and will usually be 50 minutes (didactic) to 3 hours (SIM) in length. Break periods are not guaranteed and, at the discretion of the instructor, may be for periods of time less than ten minutes. Students should not disrupt the presentation to leave class in the event a break is not granted. However, students may tactfully request a break, if a class exceeds an hour and a half without one. Students are expected to return to the classroom promptly for the next scheduled presentation, without a summons from faculty or staff.

After a presentation begins, tardy students should enter the classroom quietly to avoid disrupting the class.

The School of Dentistry will not tolerate disruption of class due to cell phone notifications. During all class situations (lectures, SIM, clinic) such devices, if used, must be maintained either in “vibrate” or “silent” mode. In addition, it is expected that students will await an appropriate break to respond to messages.

If an instructor is more than fifteen minutes late for a scheduled presentation and a School of Dentistry representative is not in attendance, a student representative should call the Office of Academic Affairs for instructions (503-494-8541).

The School of Dentistry has had a long-standing policy allowing beverage and reasonable food consumption in the classroom during class (lectures and small group activities). Eating is not allowed in SIM clinic nor during exams, however. Students may also eat in the classroom at other times with the provision that the classroom must remain clean and free of objectionable odors. Please dispose of foodstuffs with this in mind.

## **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, conscientious patient communication including education, proper referrals when indicated, and the preservation of confidentiality in all situations, including but not limited to conversations with peers or instructors, phone calls, voicemails, e-mail, social media, and electronic patient records.

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 behavior that does not comply with these standards. Violations of the Code of Ethics should first be reported to and addressed by the student body through the appropriate mediation channels. If efforts for cessation and reparation are unsuccessful, violations will be reported to the administration.

Behavior believed to be unacceptable includes, but is not limited to, forgery, intentionally deceptive alteration of documents, and unauthorized possession of another's property, plagiarism, and cheating by either seeking, giving, or receiving aid. Students should consider using respectful language when communicating with others. All students should refrain from abusive acts, sexual harassment, discriminatory behavior or the infliction or threat of harm to others.

Reviewed, revised and approved by the Dental Student Government and the Student Professionalism and Ethics Association - 2017

## SCHOOL OF DENTISTRY HONOR CODE

Ethical conduct, particularly honesty, is one of the most important attributes of a competent health care professional. Students are accountable for their own professional behavior. They are also charged with reporting to the program any unprofessional behavior or infractions of this honor code on the part of others.

Students will not consult resources during examinations or quizzes unless specifically authorized. Violations of this honor code are a breach of the behavioral standards defined in the sections “*Expectations for Professional Conduct*” and “*Standards of Behavior.*”

For testing purposes, students are required at the beginning of each exam, to agree to abide by the following honor code:

I understand that ethical conduct is one of the most important attributes of a competent health care professional. Cheating on an examination will ultimately deprive my future patients of the quality health care they deserve.

Upon matriculation, I agreed to abide by the policies and procedures of the University and the School of Dentistry. As a member of the dental school study body, I affirmed that I would personally uphold the honor code and would report any suspected or known infractions of the honor code committed by any member of my class.

During this exam, I affirm that I will not use any outside sources of information, including but not limited to books, websites, journals, computers, smart phones, tablets, or any other emerging technologies. In addition, I will not seek or accept help from another person by phone, in person or via any electronic means.

The content of this examination is proprietary and confidential and is not to be transcribed or reproduced in any manner at any time, or through any means. I understand that the use of technology designed to capture test content or override test security measures represents a violation of the honor code. Possession, re-creation and/or distribution of the examination or content of the examination is prohibited. Students are expected to respect test security at all times. Anyone in possession of unauthorized examination content in any form will be subject to academic disciplinary action, up to and including potential dismissal from the program, for failing to meet professional standards.

Continuing this examination indicates that I understand and agree to abide by the honor code outlined in the policies and procedures of the University and the School of Dentistry.

The faculty considers adherence to this honor code to be essential for every School of Dentistry student. Failure to adhere to this honor code constitutes cheating. Cheating on an exam or any other program activity or assignment cheats your future patients and is grounds for dismissal from the Program.

## PROFESSIONAL DEVELOPMENT

### Expectations for Academic Performance

Students are expected to learn the knowledge and skills presented in the curriculum to the best of their ability. Faculty members recognize that students cannot learn all there is to know about any subject. However, they do expect students to learn those concepts, facts, and skills that are important to their profession. The faculty will guide students in identifying relevant knowledge, skills, and attitudes.

Scientific knowledge is continually expanding and being reevaluated. Because of this, students are expected to develop a habit of life-long learning. Students are expected to learn to know the limits of their knowledge and skills and seek help when those limits are reached.

### Expectations for Professional Conduct

Through their professional conduct, students represent OHSU, the School of Dentistry and the Dental profession. The students of the School of Dentistry at OHSU are expected to conduct themselves in an ethical, prudent and humanitarian manner while engaging in all phases of their professional and academic life. The following behaviors and attitudes embody some of the key requirements for professional conduct expected of students in the School of Dentistry.

Deviation from expected conduct may result in disciplinary action.

- a) Honesty is a necessary professional virtue. Students are expected to be honest in their academic and professional interactions with each other and in their dealings with peers, patients, and the OHSU professional community.
- b) It is expected that students will discharge their professional obligations in a timely and responsible manner.
- c) Society sanctions health professionals to help people endure physical and emotional distress, entrusts them to examine intimate areas of the body and grants them the privilege of listening empathetically to closely guarded secrets and fears. Consequently, it is expected that health professionals will treat patients and their families with dignity and respect and will hold the information that they acquire in strictest confidence.

Patient information is to be discussed only in the context of consultation with mentors or preceptors, or professional discussion with other health care providers at the clinical site.

To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students will delete or code patient/location-identifying information during oral presentations to Program faculty and students, and on any write-ups submitted to the faculty for evaluation.

- d) Faculty and students should assist each other to identify and maintain professional standards of conduct in a dignified and helpful manner.
- e) Faculty and students should show respect for each other and for those who support the care of patients and the academic programs.
- f) Conflicts among students and faculty should be addressed and resolved in an equitable and professional manner.
- g) Professional responsibilities require mental and physical abilities that are unimpaired by the use of drugs or alcohol.

- h) Students will not allow personal concerns and biases to interfere with the welfare of their patients.

## STANDARDS OF BEHAVIOR

Students are expected to conduct themselves in accordance with the high ethical standards expected of health professionals. Because School of Dentistry graduates will assume responsibility for the health and welfare of the public as dental care practitioners, students are expected to demonstrate levels of competence and patterns of behavior deserving of the public trust with which they will be vested. OHSU has the right and responsibility to sever the relationship with any student considered unfit for a career in the health related professions. Allegations of prohibited conduct are reviewed by the School of Dentistry Student Performance Committee.

### **Prohibited conduct includes:**

- a) Submitting material in assignments, examinations or other academic work that is based upon sources prohibited by the instructor or the furnishing of materials to another person for the purposes of aiding another person to cheat.
- b) Submitting material in assignments, examinations or other academic work that is fabricated, or is not the work of the student in question and where there is no indication (citation) in writing that the work is not that of the student.
- c) Knowingly producing false information 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.

*Note:* In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student's submitted work against multiple sources.

- d) Falsification or misuse of University records, permits or documents.
- e) Violating existing Program, School or University policies or regulations
- f) Exhibiting behavior that is disruptive to the learning process or to the academic community environment.
- g) Conviction of or pleading guilty to or not guilty by reason of insanity to a crime bearing upon the suitability to practice a health related profession while a student or after acceptance into the program and prior to matriculation. All students are required to disclose criminal charges to the Program.
- h) Disregard for the ethical standards appropriate to the practice of a health or related profession while a student.
- i) Illegal use, possession, manufacture, diversion, sale, dispensation, or distribution of drugs or controlled substances, including being under the influence or impaired on institutionally owned or controlled property (absence of criminal penalties shall not be considered express authorization).
- j) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the institution's public service functions or other authorized activities on institutionally owned or controlled property.

- k) Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property.
- l) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instruments on institutionally owned or controlled property, in contravention of law or institutional rules.
- m) Detention or physical abuse of any person or conduct intended to threaten imminent bodily harm or endanger the health of any person on any institutionally owned or controlled property.
- n) Malicious damage, misuse, or theft of institutional property, or the property of any other person where such property is located on institutionally owned or controlled property or, regardless of location, is in the care, custody, or control of the institution.
- o) Refusal while on institutional property to comply with an order of the OHSU President or authorized official to leave such premises because of conduct that constitutes a danger to personal safety, property, or educational or other institutional activities on such premises.
- p) Unauthorized entry to or use of institutional facilities, including buildings and grounds.
- q) Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct which calls upon a person or persons addressed for imminent action, and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the institution, including the safety of persons and the protection of its property.
- r) See separate policy below for additional prohibited conduct related to online social networking.

## **CONFIDENTIALITY**

Students will comply with established policies of OHSU and the School of Dentistry with regard to patient confidentiality at all times. Patient information is to be discussed only in the context of consultation with preceptors or professional discussion with other health care providers.

To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students will delete or code patient/location-identifying information during oral presentations to program faculty and students and on any write-ups submitted to the faculty for evaluation.

### **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, stored in the computerized data or comprising the ePortfolio 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.

Computer monitors that might be viewed in clinic aisles by those other than the patient or provider must have privacy screens. Removal of screens to allow instructors to view or to diagnose from an image is allowed, but screens must be replaced when finished.

No one shall access records of anyone for whom there is no clinical or business reason to access the record.

Individuals are responsible for confidential information moved from the network to other media, such as printers, fax machines, home, or laptop computers. Students, Faculty, Residents and Staff are responsible to secure this information according to the OHSU security policy. See the OHSU information security directive ([ISD 700-00006](#)).

Posting of any OHSU patient information or other OHSU confidential information to social networking sites is never permitted.

Use of cloud services for storing or sharing patient information or any other university business purposes are not permitted unless OHSU has a signed license agreement with the vendor. At this time, Box.com is the only cloud-based file storage and collaboration service with which OHSU has such an agreement. To use Box.com see instructions at:

<https://o2.ohsu.edu/information-technology-group/help-desk/it-help-pages/box-at-ohsu.cfm>.

As described in the Guidelines on Clinician/Patient Email or Texting Communication, the above restriction also extends to online services used for voice mail and text messaging services such as Google Voice, iMessage, and the “visual voice mail” services offered by all major carriers.

For the protection of computerized information, passwords must not be shared and workstations must be logged off when leaving the work area. Security monitoring systems are in place to monitor inappropriate access or use of confidential patient information.

OHSU School of Dentistry employees, students and residents may obtain copies of their own dental record after contacting the Office of Clinical Affairs and completing the required authorization.

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.

### **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.

### **Guidelines on Clinician/Patient Email or Texting Communication**

OHSU has adopted the American Medical Informatics Association guidelines for email communications between individual patients and their dental care provider. Under section 2 of the Patient Information and Agreement form, patients review a laminated copy of the guidelines agreeing to receive email or texting communication as a means of interacting with their dental care provider.

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, and 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 as to what they say, as this is a written form of communication.

### **Email Communication**

All email communication regarding patient care must be sent from an OHSU email account. If a patient prefers not to use a specific form of communication (email, text or voice mail) the patient should inform the Patient Reception & Registration staff. Email communication involving clinical care should be documented in the patient's EHR.

It is suggested that all emails be labeled as CONFIDENTIAL and contain the following statement at the bottom of the message ([OHSU Healthcare Provider-Patient Electronic Communication, HC-RC-116-POL](#)):

#### **CONFIDENTIALITY NOTICE:**

This message and any attachments to it are for use by the intended recipient(s) only and may contain confidential or privileged information. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited (Federal Regulation 42 CFR, Part 2, and 45 CFR, Part 160).

Please notify the sender of this email of the error, and copy the Office of Information Privacy & Security at [oips@ohsu.edu](mailto:oips@ohsu.edu) and permanently delete or destroy the original and any copy of this message and any attachments without reading them. If you are the intended recipient and you are a health care provider or are otherwise subject to requirements regarding patient privacy, you are responsible for securing the contents of this email in a manner that conforms to all applicable state and/or federal requirements related to privacy and confidentiality of such

information. Unless expressly permitted by law or the consent of the person to whom the information pertains, you are not authorized to copy or forward the contents of this message.

Email communications that contain patient identifiable information sent to anyone, other than the patient, outside of OHSU (individuals or emails that are not ohsu.edu email addresses) can only be made in those situations that fall under HIPAA allowable communications and MUST be made using a SECURE message system. For example, if a communication needs to be sent to a dental laboratory or to an outside provider (with patient consent), then the SECURE method must be used. Text messaging cannot be used for external communications (other than to the patient directly) that contain patient identifiers.

To send a secure email, you must be using your OHSU email Microsoft Outlook or Outlook Web Access account. Type SECURE as the first word in the subject line of an email. Do not use quotes or parentheses around the word secure. It does not matter if you type the word SECURE in all caps, lowercase, or a combination. After the word SECURE, you can fill in an appropriate subject description. This option works for both PC and Mac users. For more information read the Information Security Secure Messaging FAQ at [http://ozone.ohsu.edu/cc/hipaa/sec/msgfaq\\_pers.pdf](http://ozone.ohsu.edu/cc/hipaa/sec/msgfaq_pers.pdf).

### **Text Messaging and Voice Mail**

Communication with patients must not use online services for voice mail and text messaging services such as Google Voice, iMessage, and the “visual voice mail” services offered by all major carriers. Because of this, personal voice mail/texting services should not be used for patient communication. When calling a patient via a personal phone, the caller ID should first be blocked and the appropriate OHSU department number should be provided to the patient for return calls. Please check with your carrier for instructions on blocking caller ID.

Patient identifiers, including names and phone numbers, must never be stored on personally-owned mobile devices. Personal devices may be enrolled in OHSU’s Mobile Device Management in order to access OHSU email, contacts or other OHSU internal sites, such as SmartWeb, from the personal device. For more information, see: <https://o2.ohsu.edu/information-technology-group/information-privacy-security-ips/secure-mobile-device/personally-owned.cfm>.

### **Guidelines for Online Social Networking**

Social networking sites are changing the way we work and interact with others. Social networking can help you build stronger relationships with others, both on a personal level and a professional level. However, it also provides a potential avenue for lapses in professionalism and professional behavior. As a healthcare professional, you need to carefully scrutinize the way you present yourself to the world at large via social media, including your personal profiles. Social sites may give you the impression of privacy, but you need to consider all postings and other data such as photos and video to be in the public realm and therefore potentially visible to everyone online.

#### **a) Professionalism**

- i. Postings on social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Please review the OHSU School of Dentistry Honor Code. Student conduct is also

governed by the OHSU Code of Conduct. Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.

- ii. Think before you write! Everything you write online should be considered as permanent – there is no undo online. You may be able to delete a post or comment, but it is usually archived somewhere online and therefore accessible in the future. If you would be embarrassed if the Dean, faculty or patients read your statements, then DON'T POST THEM!
- iii. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
- iv. Use good judgment and avoid criticizing your school, faculty and fellow students online.
- v. Do not violate copyrighted or trademarked materials. If you post content, including photos, video or other media, you are acknowledging that you own or have the right to use these items.
- vi. In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an OHSU School of Dentistry student, you are creating perceptions about OHSU by those who have access to your social network profile or blog. Be sure that all content associated with you is consistent with your role as a School of Dentistry student and with OHSU's values and professional standards.
- vii. Any medically oriented blogs should contain the disclaimer: The contents, including all opinions and views expressed, in my profile [or on my page] are entirely personal and do not necessarily represent the opinions or views of anyone else, including other faculty, students or staff in my program or at Oregon Health & Science University. My program and Oregon Health & Science University have not approved and are not responsible for the material contained in this profile [or on this page].
- viii. The use of social networking sites or blogs can have legal ramifications. Comments made that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (i.e. State Licensing Boards).
- ix. Pick your "friends" carefully. Unprofessional postings by others on your page reflect very poorly on you. Monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. Delete questionable or unprofessional content immediately. Consider having two profiles on social networking sites – a personal one for family and friends and a professional one for fellow students and other colleagues. However, you still need to maintain professional content on your personal profile since others could possibly obtain access via a third party friend request or other methods.
- x. If fellow students make unprofessional or potentially offensive comments online, you are encouraged to alert them so they can avoid future indiscretions and refer them to this document. It may not be readily apparent to them that their comments are out of line.
- xi. Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires.

xii. Cyber stalking, sexting, requests from those who supervise or teach you to engage in activities outside of class, and other inappropriate postings to social networking sites can all be considered forms of sexual harassment. Please see the [OHSU Sexual Harassment Policy](#) as well as [Safety Tips for Using Social Networking Sites](#). If you believe you are the target of any cyber-bullying, harassment, stalking or threat, please call OHSU Public Safety at (503) 494-7744.

**b) Privacy**

Due to continuous changes in social networking sites, closely monitor the privacy settings of your social network accounts to optimize your privacy and security:

i. Strongly consider setting your privacy profile so that only those people whom you provide access can see your personal information and photos. Remember that these controls are only a deterrent, not an absolute insulator.

ii. Avoid sharing identification numbers on your personal profile such as address, phone numbers, social security number, passport numbers, driver's license numbers, birth date, or any data that can be used to obtain your personal records and/or steal your identity.

iii. Others may post photos of you and 'tag' you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to 'untag' yourself from any photos as a general rule. Resist tagging others unless you have their explicit permission to do so. Ask friends to remove any compromising photos.

iv. Maintain the privacy of fellow students, faculty, health care providers and other OHSU employees when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.

v. Do not provide medical advice. Make sure you differentiate your medical opinion from medical fact. The world of medicine is foreign to many, so readers may take your words at face value. Make clear what statements reflect your own personal beliefs.

**c) Confidentiality in Social Media Context**

Regardless of whether you are posting items for OHSU business purposes or personal use, you are never permitted to post patient information.

**d) Social Media in Clinical Settings**

i. Avoid accessing personal social networking sites while in clinical work areas.

ii. Make a point to know the social networking policies in each clinical setting where you are providing patient care.

# 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, pre-clinic and clinic sessions.

## 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.

## 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 assessments given as part of the DMD program of study at the times scheduled by the course director. A score of “0” (zero) will be recorded for assessments that have been missed. At the discretion of Course Directors, attendance may be part of the course grading rubric and in general, there is no make-up for quizzes or assessments that require laboratories, or simulation activities.

Acceptable reasons a student may be allowed to reschedule an assessment are defined by OHSU [Policy 02-70-045](#) “Change in Scheduled Examination and Other Assessments” and include the following:

- Serious Illness
- Hospitalization
- Death in the immediate family
- Approved religious observance
- Approved accommodations for disabilities
- Unique academic or professional opportunities (pre-approved by the Office of Academic Affairs)
- SOD Approved Events (pre-approved by the Office of Student Affairs)
- Jury Duty
- Other compelling reason (pre-approved by the Office of Academic Affairs)

Students who seek to reschedule an examination for medical reasons may be required to provide appropriate documentation.

Students anticipating an absence that conflicts with a scheduled assessment must inform the Office of Academic Affairs in writing, OHSU email preferred, at least 30 days prior to the anticipated absence. For absences due to illness or unexpected emergencies, students must call or email the Office of Academic Affairs prior to the scheduled exam. Students who miss an assessment for medical reasons will be required to provide appropriate documentation.

Students who will miss a scheduled assessment due to attendance at an SOD approved event, must notify the Associate Dean for Student Affairs no later than 30 days prior to the SOD approved event

in which they would like to participate. The Office of Student Affairs will provide the Office of Academic Affairs with a list of students approved to participate in each SOD approved event two weeks prior to the scheduled event. Only the students pre-approved will be allowed to reschedule any missed assessments.

The Associate Dean for Academic Affairs, in consultation with the course director has the authority to reschedule assessments for students who have missed a scheduled assessment due to a reasonably excused absence.

### **Attendance during Extramural Patient Care Sessions**

The student shall notify the Office of Community Dentistry prior to the scheduled session that will be missed due to the absence. The Office of Community Dentistry will notify the appropriate community sites and the Office of Academic Affairs. Depending on the length of the absence, students may be required to make-up the missed community rotation absences.

### **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 preferably two weeks prior to the expected absence. 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 Student Promotions Committee (SPC). 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, AEGD and Private Practice Interviews**

Interviews should be conducted outside of regularly scheduled school hours. If students are unable to arrange interviews outside of school hours and the interview falls on an examination or test date, prior approval must be obtained from the course director and the Office of Academic Affairs at least one week in advance. Course instructors are not obligated to provide make-up exams for absences due to interviews.

### **Externships**

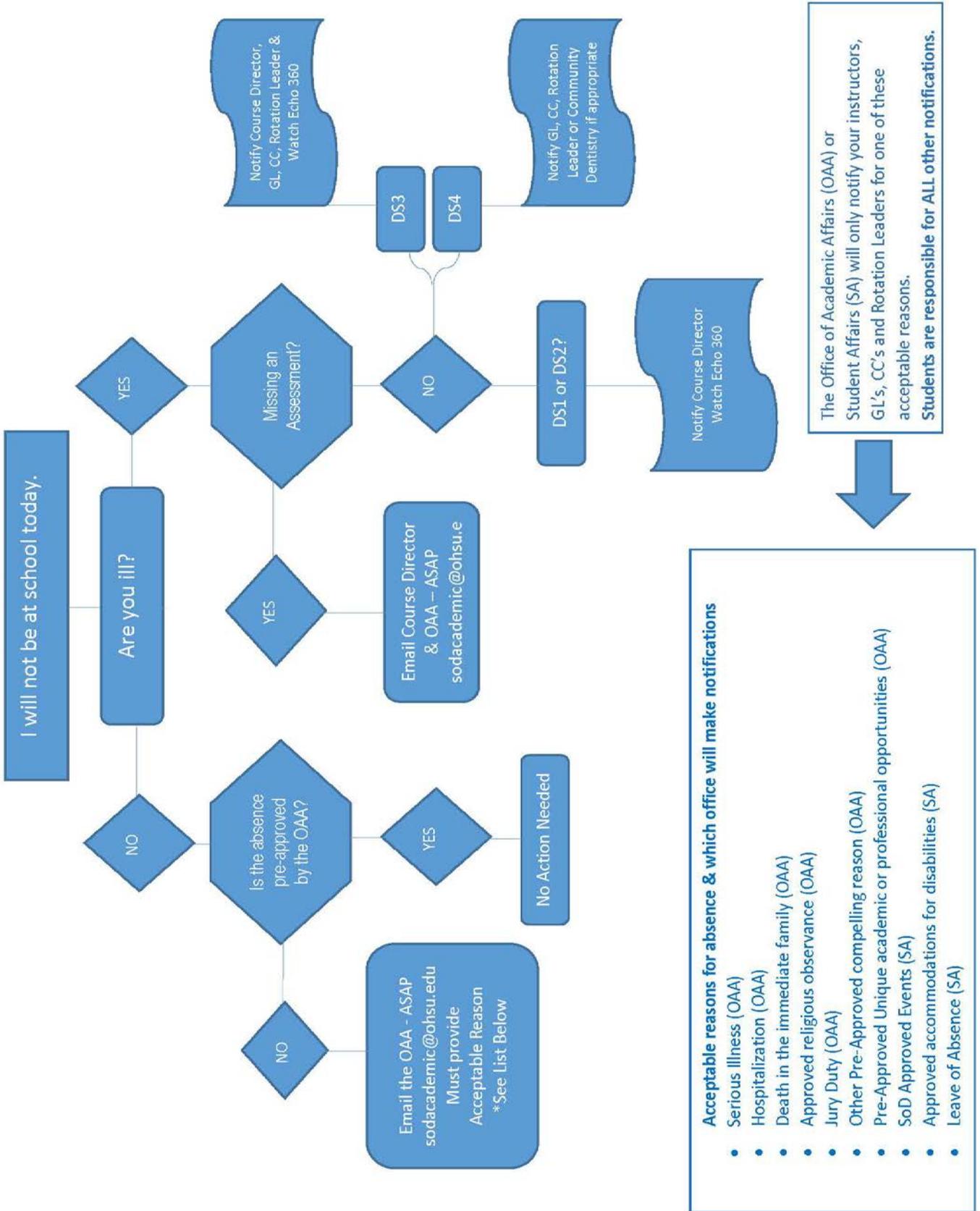
Externships should be scheduled during break weeks between terms. All externships must be pre-approved by the Associate Dean of Academic Affairs in conjunction with the Group Leader.

### **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 must notify the Course Director and the Office of Academic Affairs prior to challenging the exam.

### **Faculty Responsibility**

There is no intent in this policy to mandate monitoring of student attendance by faculty. However, Course Directors may choose to include attendance in their course assessment measures and to document the expectation in the course syllabus. In addition, if a faculty is aware of student attendance issues, the faculty may submit a Professional Monitoring Form to the Office of Academic Affairs.



Attendance Flow Chart

## **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 facilities of the 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 RLSB.

### **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, pre-clinic 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 instrument 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 the 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 financial responsibility 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
- 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
- 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
- Ensure use of equipment in the clinical and laboratory settings is within manufacturer and school protocols
- Report any damage or malfunction in a timely manner
- Maintain a clean workspace in the clinic and laboratory
- Restock supplies as appropriate or notify of the need for more supplies

This agreement may be amended at the discretion of the 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 to Dr. Peter Morita, Associate Dean for Patient Care at [moritap@ohsu.edu](mailto:moritap@ohsu.edu). (8/4/14 approved by legal C.C.)

## **WREB**

During Spring Term, students may be asked to temporarily return their instruments for use by the DS4 class during Mock WREB/WREB exams. If you are asked to return your instruments, please do so as directed, in a timely fashion.

## **PRE-CLINIC (SIM) PROCEDURE FOR LOST AND BROKEN ITEMS**

Pre-clinical kits, instrumentation and specific supplies are checked out to students with their ID badge by the Material Group member assigned

### **Lost Item/Kit**

If an item within a kit is lost, the student will bring the kit to the SOD Materials Group member located in 10N050 inside the SIM Lab. The SOD Materials Group member will:

- Scan the student badge
- Scan the kit
- Note the missing item as lost in axiUm
- Provide the student with a replacement item

If a replacement item is not available, the SOD Materials Group member will not scan the item as lost until a replacement can be acquired.

### **Broken Item/Kit**

If an item within a kit is broken, the student will need to bring the kit that housed the broken item to the SOD Materials Group member. The Materials Group member will:

- Scan the kit
- Note the item in question as broken (or out for repair) in axiUm
- Provide the student with a replacement item.
- Lost or broken items will not be replaced if the student does not bring the scan-able portion of the kit with them when requesting a replacement item.

If the entire kit is broken and needs repair/replacement (e.g. Articulator), the kit will be scanned in as broken (or out for repair) and a new kit will be checkout to the student. Students are able to see in the personal planner all lost and broken items assigned to them

## **OHSU SIMULATION CLINIC PROTOCOL**

Students are responsible for compliance with patient clinic and Simulation clinic protocol as listed in the OHSU School of Dentistry Clinic and Infection Control Manual. Accountability for the state-of-the-art Simulation Clinic will be the sole responsibility of the preclinical course directors, DS1 & DS2 students themselves. The facility is to be thought of as a simulated clinic environment that will prepare the student for the dental school patient clinic and will be supported by the following protocol guidelines:

## **Cleanliness and Safety**

A portion of each student's grade will reflect the ability to maintain a clean and professional work space at all times (PJE).

- No food, drink or chewing gum is allowed in the Simulation Clinic
- No backpacks or tackle boxes are allowed in the Simulation Clinic – Day lockers are provided
- Mixing of dental materials is acceptable, but clean-up of rubber bowls etc. must be done in the support lab so as not to clog or dirty the Simulation clinic sinks
- Butcher paper or white paper is required on the counter tops in each unit
- Only equipment is allowed on raised countertops between station rows. No gloves, rubber bowls or communal supplies are to be left on the countertops.
- Countertops must be wiped down with Cavicide at the end of a session any time extracted teeth have been used
- Nothing is to be left on the countertops after a clinic session, including models, jars of extracted teeth, books, papers, etc. All left items will be collected and placed in a collective lost and found area
- No children are allowed in the Simulation Clinic
- Dexters must be cleaned after every SIM Clinic Session.

DS1 & DS2 Students will be expected to clean the SIM Clinic each week. Assignments are based on class and Bridge group. Cleaning duties and assignment breakdowns are posted in several locations in and near the SIM Clinic.

### **Cleaning Schedule by DS Year**

DS1: Mon, Wed & Fri

DS2: Tues & Thurs

## **PROFESSIONAL ATTIRE AND OSHA COMPLIANCE**

- Student ID badges are to be worn in the Simulation Clinic
- Full scrubs with an over-gown must be worn
- Open-toed shoes and baseball caps are not allowed
- Hair longer than shoulder length is to be pulled back
- Fingernails should be less than ¼" long (CDC regulation); no acrylic nails
- Radios, personal CD players and headphones are not allowed
- The use of OSHA compliant barrier devices (gloves, masks and protective eyewear with side shields) are required any time cutting or grinding occurs

- Scrap amalgam is to be disposed of in the proper liquid-filled containers that are located on the countertops throughout the lab. Empty amalgam capsules may be disposed of in regular trash containers

Students who repeatedly fail to meet SIM station cleanliness standards or fail to meet professional attire and OSHA compliance expectations will receive a warning letter from the Office of Academic Affairs. Repeated warnings will result in a meeting with the Student Performance Committee.

## **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 School of Dentistry 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. All School of Dentistry members are responsible for dressing in a professional manner that is appropriate for their assignment.

Departmental dress and grooming requirements will be enforced by Department directors.

Personal appearance is expected to reflect a professional image in the School of Dentistry. Dress and grooming should be appropriate for an individual's duties and meet acceptable standards of cleanliness and safety. Additional requirements for students, faculty and staff in patient treatment areas are outlined in the Clinic Manual (III.A. Personal Hygiene in SECTION 5. INFECTION CONTROL).

### **Student Pre-Clinic and Clinic Attire:**

All students are required to wear solid color scrubs of a dark or medium hue (NO light blue, pastel or very light colors) in the pre-clinic lab and simulation clinic and all clinical areas. Scrubs should be in good repair, unwrinkled, well sized, of appropriate length (hemmed so as not to drag on the floor) and worn in a non-revealing manner.

Shoes must be clean and in good repair with no open toes or heels (including sling backs). Sandals are not appropriate. Examples of appropriate footwear are dress shoes with heels no higher than 2 inches, flats, loafers, etc., and/or clean athletic or clinic shoes. Clogs are acceptable but must have a closed heel and must not be perforated.

DS2, 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. White coats are considered "professional attire" and are not to be used as personal protective equipment.

### **Attire for 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 are not limited to the following:

- Tops that expose midriffs
- Skirts or shorts that are shorter than knee length

- See-through fabrics
- Sweatshirts 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
- Tight stretch pants (loose stretch pants OK)
- Low cut necklines
- Clothing that reveals undergarments

### **Jewelry/Body Art/Cologne:**

Jewelry, if worn, will be clean and safe and appropriate for the environment. Jewelry in piercings must project a professional appearance and be consistent with infection control and safety requirements.

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 work assignment. 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.

### **Enforcement:**

Students' personal hygiene and appearance will be rated as part of the Professional Skills and Judgment evaluation in each clinic session and as a component of the DEN comprehensive course series.

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. All students should have readily available clean, neat scrubs to wear in such circumstances. Students who repeatedly fail to 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.

## 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 Student Affairs.

Students complete the scheduled classes for each term. Class schedules for each term are made available by the Office of Academic Affairs.

The dental 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.

**OHSU Grade Mode Selection:** Available grade modes include P, NP, Audit and letter grades (A, A-, B+, B, B-, etc.) unless otherwise indicated. Departments are authorized to designate a course grading mode of Audit in the case in which a student enrolls in a course that offers several grading modes. All courses in the DMD program are Pass/No Pass or Audit.

**Add/Drop:** Courses may be added up until the first week of classes in the current term of enrollment. Courses dropped before the end of the first 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. Adding or dropping courses may impact a student's academic progress.

### Tuition Policy

Tuition and fee payment is expected 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. The 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 Health & Wellness Center and signs a statement agreeing to keep the insurance in force during the academic year. The insurance waiver must be renewed each academic year of enrollment.

All enrolled dental students are required to pay annual tuition and fees in quarterly installments for the length of their academic/clinical training program.

Pre-doctoral 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. Students must complete all graduation requirements within five years.

“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 service fees and Major Medical Insurance.

Incoming dental students can expect an annual increase in tuition and fees, as well as cost of living. Current pre-doctoral students enrolled in eligible clinical degree programs during specific academic years will have a locked tuition rate for the remainder of their studies, as long as they complete the degree within the normal timeframe specified by the degree program (OHSU Tuition Promise). The University and the School of Dentistry reserve the right to modify tuition, fees and other costs which range from minimal to substantial without advance notice.

### **Tuition Payment Policy**

Students are expected to pay tuition and fees at the beginning of each quarter.

The Business Office will provide the students with bills regarding delinquent payments.

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 through the University Registrar Office.

A student considering withdrawal should contact the Office of Student Affairs and the Office of Academic Affairs as early as possible.

## SCHOOL OF DENTISTRY ACADEMIC POLICIES & DEFINITIONS

### A. Teaching and Learning Environment

It is the intent of the faculty to create a positive and consistent learning environment in all courses and learning activities 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 of all course offerings with the concurrence of the Curriculum Committee.

1. Faculty members meet with students regularly, communicate Student Learning Outcomes clearly in writing, 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 learning.
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, pre-clinical and clinical courses, this information shall be presented in a course syllabus, which shall consist of the following:
  - a. Meeting Times (clock hours and credit hours assigned to the course)
  - b. Contact Information
  - c. OHSU School of Dentistry Competencies
  - d. Course Description
  - e. Course Goals (Competencies addressed in the course)
  - f. Materials
  - g. Assessment Measures
  - h. Grading Rubric
  - i. Course & Instructor Evaluation
  - j. Schedule (including dates and times, locations, topics, scheduled examinations, and learning objectives for each session)
  - k. Institutional Policies
3. **Academic Year:** The period of time between the beginning of classes in the Summer Term A, and the end of classes in the following Spring Term. Please refer to the University academic calendar.

### B. Student Classifications

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

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 Committee.

- b. Dental Student – Any student who is enrolled in the pre-doctoral 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 non-GME Specialty Certificate.
- d. Resident – Any student who is enrolled in a GME post-graduate training program.

## 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 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**

The School of Dentistry adheres to OHSU Policy Number 02-70-020, University Grading. For DMD students, the Faculty of the School of Dentistry have adopted a Pass (P)/ No Pass (NP) grading system as allowed in the OHSU Policy. (Approved by Faculty January 25, 2016)

## **GRADE POLICY FOR THE DMD PROGRAM**

The School of Dentistry has adopted competency based education as its preferred method of instruction and has also adopted a School of Dentistry Competency Statement and supporting Competency Assessment Model. These faculty approved curricular modifications are consistent with CODA recommendations for competency-based instruction and assessment. Furthermore, in a competency based system, the assessment outcome to be made is whether or not a student has achieved competency. It is for this reason that a Pass/No Pass grading system has been implemented to replace the previously used letter grade scale. This grading system also allows a method of assessment that permits the awarding of Letters of Commendation to acknowledge superior student performance.

All courses in the pre-doctoral curriculum shall be graded on a Pass/No Pass basis. The following guidelines will be in effect:

- a. The Course Director will determine the minimum passing score, but in no instance may that score be lower than 70%. It is permissible to set a higher score to achieve a Passing grade;
- b. All courses should assure there are multiple assessment components (e.g. written examinations, assigned papers, practical examinations, attendance, etc.) and that assessments are non-compensatory requiring the student to achieve a passing assessment in each of the identified components and;
- c. All courses must provide a method to award Letters of Commendation for those students achieving superior performance. The Course Director will determine the minimum overall score to be obtained to award a Letter of Commendation, but in no instance may that score be lower than 92% for written assessments and with a first time passing score in each of the course components.

<b>SOD DMD Course Grading Key</b>					
Course Grade	Grade Description	GPA Quality Points	Course Counts as Attempted Credit	Course Counts as Earned Credit	Course Counts in GPA Calculation
P	Pass	N/A	Yes	Yes	No
NP	No Pass	N/A	Yes	No	No
IP	In Progress	N/A	Yes	No	No
I	Incomplete	N/A	Yes	No	No
I/Final	Incomplete/Final Grade *	*	*	*	*
AUD	Audit	N/A	No	No	No
W	Withdrew	N/A	Yes	No	No
WP	Withdrew Passing	N/A	Yes	No	No
WNP	Withdrew Non-Passing	N/A	Yes	No	No
WAU	Withdrew from Audit	N/A	No	No	No

### Grade Timeline

Course directors must submit student grades to the Registrar via BANNER within one week following the end of the teaching interval (term).

## DEFINITIONS FOR SCHOLASTIC PERFORMANCE IN THE DMD PROGRAM

**Pass:** The grade of P will be assigned if the student meets the minimum score required to pass the course.

**No Pass:** The grade of NP will be assigned if the student fails to meet the minimum score required to pass the course.

**Letters of Commendation (LOC):** Students who earn high marks (minimum of 92%) in their course will receive a Letter of Commendation in their student file. These letters are available to students upon request from the Office of Academic Affairs.

**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 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/P). 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/NP (Incomplete/No Pass).

**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.

**Remediated Courses:** If a course is remediated after a failing 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, when applicable. The remediated course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation when applicable. The grade for the remediated course will be subject to the maximum remediated course grade.

**Repeated Courses:** Under some conditions, a previously passed course could be repeated. The Student Performance Committee may mandate that a student repeat a previously passed course(s). 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 when applicable. The repeated course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation when applicable. The grade for the repeated course will be subject to the maximum repeated course grade policy of the academic program.

**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 (Withdrew 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.

**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 (Withdrew) 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 (Withdrew Passing) or WNP (Withdrew 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.

### **Grade Change**

A course director may change a student's recorded grade (term grade report on permanent transcript) for a course, with the approval of the Associate Dean of Academic Affairs 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 Associate Dean for Academic Affairs.

### **NP Course Grade**

Upon the posting of a NP grade in any course, the following applies for the remediation of that course:

- One and only one opportunity to pass a failed course by remediation examination and/or by remedial preclinical or clinical work shall be allowed.
- Each course director will have the responsibility of submitting a remediation plan to the SPC which will work together to determine the content, type and extent of the material to be included in the remediation examination and/or work. The SPC has final authority.
- For all non-clinical (lecture/seminar), preclinical and clinical coursework, any remediation work assigned to a student must be approved by the SPC and sufficient to determine a grade within one term following the term in which the NP grade was earned.
- The specific date(s) for examinations and/or work will be coordinated by the SPC in conjunction with the course director and student, and if necessary, in consultation with the OAA.
- For just cause, the Associate Dean for Academic Affairs may grant permission for giving remediation examinations (following consultation with the departments concerned) at times other than those specified under this policy.

### **Statute of Limitations for Previous Courses**

Advanced standing for pre-doctoral courses taken more than five (5) years prior to the date of intended registration will not be given except by special evaluation for placement. After five (5) 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, when applicable.

### **Readmission of Dental Students Who Have Withdrawn with Satisfactory Records (Revised August 2012)**

Former students who withdrew with satisfactory academic records may appeal 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 SPC. The decision of the SPC, in consultation with the Curriculum Committee, is final.

## **ACADEMIC PROBATION**

**Academic Probation Definition:** Academic Probation occurs when a student fails to meet academic and/or professional requirements. [OHSU Policies 02-30-050 & 02-30-055](#)

### **Placement on Academic Probation:**

1. When, prior to the end of an academic term, a student requires remediation of 2 or more major, academic assessments probation will be automatic.
2. When, prior to the end of an academic term, a student's record has one or more NP course grades, academic probation will be automatic.

### **Duration of Academic Probation:**

1. A student who requires remediation of 2 or more major assessment within an academic term will remain on academic probation for one subsequent term.
2. A student with a final course grade of No Pass will remain on academic probation until the NP grade has been successfully remediated, but no less than one subsequent term.

### **Outcomes of Academic Probation:**

1. A student placed on Academic Probation for remediating 2 or more major assessments within an academic term will be notified of such standing at the end of the term in which the remediation occurred.
2. Students who are placed on Academic Probation for remediating 2 or more major assessments during two consecutive terms will be required to meet with the SPC for a Review Hearing.
3. When a student is placed on Academic Probation for receiving a 3rd final course grade of NP, they will be required to meet with the SPC for a Review Hearing.
4. Any student who is on Academic Probation at the end of Spring Term of the DS1 Year may lose their Summer B academic break. Such students will be expected to address any deficiencies during that time.

## **SUSPENSION OF STUDENT'S CLINICAL PRIVILEGES (REVISED 2016)**

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 by the SPC while the clinical matter is under investigation by the Associate Dean for Academic Affairs or designee.

## **ACADEMIC DISMISSAL**

A student may be dismissed if the student shows a pattern of remediation, received a NP grade in a required course and failed to successfully remediate the NP as prescribed by the SPC or for professional and ethical concerns. If a student appeals their academic dismissal, they will be permitted to continue in classes in accordance with policies and procedures below until the appeal procedure has been completed within the School of Dentistry.

## **MEDICAL AND EMERGENCY LEAVE**

Medical or emergency leave may be granted by the Associate Dean of Academic Affairs 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:
  - For a student in good academic standing, approval is granted by the Dean or Associate Dean for Academic Affairs.
  - For a student on academic probation, or a student who has a failing grade, approval is granted by the Dean or Associate Dean for Academic Affairs in consultation with the SPC.

The maximum duration of the leave is one year following the term in which the leave is granted and may be dependent on availability of laboratory and/or clinical space.

A student must request in writing, the return to the curriculum at least 60 days prior to the intended return date. The SPC reviews the request and makes a decision.

## **SPECIAL CURRICULUM**

A Special Curriculum may be granted by the Associate Dean of Academic Affairs to a student in the School of Dentistry satisfying the following conditions:

1. A documented personal, medical or emergency situation that interferes substantially with the student's ability to proceed with the normal curriculum
2. Approval by the appropriate person or body, as follows:
  - For a student in good academic standing, approval is granted by the Dean or Associate Dean for Academic Affairs.
  - For a student on academic probation, or a student who has a failing grade, approval is granted by the Dean or Associate Dean for Academic Affairs in consultation with the SPC.

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 on a case-by-case basis. If a special curriculum is granted, the curriculum will be arranged by the Associate Dean for Academic

Affairs in consultation with the departments involved and appropriate progress committee. Special curriculum is limited to one term.

## GRADUATION REQUIREMENTS

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

- Satisfied the competencies and requirements established by the Faculty of the School of Dentistry and attained the stated scholarship standards.
- Passed all required courses for the DMD degree.
- Attained endorsement by the faculty whose action will be based upon the recommendation of the SPC and reported by the Associate Dean for Academic Affairs.
- Passed the Integrated National Board Dental Examinations administered by the Joint Commission on National Dental Examinations.

**Honors for graduating students in the DMD program are:**

- **With Honor** – top 25% of students based on the total number of Letters of Commendation awarded.
- **With Great Honor** – top 10% of students based on the total number of Letters of Commendation awarded.
- **With Highest Honor** – top 5% of students based on the total number of Letters of Commendation awarded.

**NOTE:** Honors designations cannot be awarded to a student who has been on academic probation during the DMD Program.

## INTEGRATED NATIONAL BOARD DENTAL EXAMINATION

In order to be awarded a DMD from the School of Dentistry, all students must pass the Integrated National Board Dental Examinations. In an effort to prepare students to successfully challenge the INBDE, the School of Dentistry requires all DS2 and DS4 students to attend Integrated National Board Dental Examination review sessions. These sessions are held during summer and fall terms and are mandatory. Review session information is posted on term schedules. Permission to challenge the INBDE is granted by the Office of Academic Affairs. All criteria below must be met in order to challenge the national exams:

**DS2 students:** must attend ALL INBDE review sessions, challenge two mock exams and pass at least one mock exam with a minimum score of 75%. Students who fail to pass one of the two mock exams with a minimum score of 75% will be provided with an individual academic achievement plan AND be required to take a third mock exam. Students who do not pass the INBDE mock exams will have a delayed entry into clinic until they pass.

**DS4 students:** must attend ALL NBDE review sessions, challenge two mock exams and pass at least one exam with a minimum score of 75%. Students who fail to pass one of the two mock exams with a minimum score of 75% will be provided with an individual academic achievement plan AND be required to take a third mock exam. Students must pass the

INBDE in order to graduate. Those who fail to pass the INBDE prior to the graduation deadline will be provided with additional academic resources to use during independent study as they prepare to challenge the INBDE second time.

## **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.

### **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 following Fall Term session.

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.

## **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 or harassment, it will be referred to the Office of Affirmative Action/Equal Opportunity.

### **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 Associate Dean for Student Affairs. If the student feels that the situation is such that the Associate Dean for Student Affairs cannot be approached, the student should communicate with the 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.

### **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 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 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. The 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 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.

## **COMPLAINT POLICY AND THE COMMISSION ON DENTAL ACCREDITATION**

Any enrolled student may contact the Commission on Dental Accreditation (CODA) to file a complaint with the Commission on Dental Accreditation in accordance with CODA's Guidelines for Filing a Complaint:

[https://www.ada.org/~media/CODA/Files/coda\\_complaint\\_guidelines.pdf?la=en](https://www.ada.org/~media/CODA/Files/coda_complaint_guidelines.pdf?la=en)

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

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.

## EXAM DAY POLICY

The purpose of this policy is to ensure the academic integrity in the completion of in-person exams in the School of Dentistry (SOD) and to establish expectations for student conduct on exam days. It is the expectation of the School of Dentistry that all written exams will be administered electronically. Note: Accommodated exams under [OHSU Policy 02-01-002](#) and Proctored exams that meet the OHSU definition of remote proctoring, OHSU campus testing center, or other approved proctoring services established in [Policy 02-70-050](#) and the [Exam Proctoring Procedure](#), may have student expectations that differ from the requirements set forth in this policy.

### Exam Definitions

**Original Exam:** An assessment identified in a Course Syllabus Schedule

**Deferred Exam\*:** An assessment rescheduled due to flexible attendance or a disability related illness accommodation (only for students with approved accommodations).

**Delayed Exam:** An assessment in which an exam download extension was necessary due to failure of the student to download the exam prior to the download deadline or an assessment missed due to student tardiness. Delayed Exams result in forfeiture of remediation if the exam is failed.

**Rescheduled Exam\*:** An assessment challenged at a date or time other than the original examination date per approval based on [OHSU Policy 02-70-045](#)

**Remediation Exam:** An assessment intended to bring underperforming students to a level of competency expected of students to develop and demonstrate required knowledge, skills, and/or attitudes.

\*Students deferring or rescheduling exams must take the examination within one week of the original examination date, absent extenuating circumstances. Failure to do so may be cause for assigning a grade of "incomplete," or "no pass." Students who are approved for examination deferral must reschedule the examination through the Office of Academic Affairs. Please review the University policy Change in Scheduled Examination and Other Assessments. [Policy No. 02-70-045](#)

### Before the Exam

- Students must download the exam prior to arriving to class. If the student encounters any problems during the download process, they must notify the OAA via email as soon as possible, but no later than the scheduled exam start time. Failure to do so will result in a Delayed Exam.
- The exam download deadline will coincide with the exam start time. For example: If the exam is scheduled for 8:00 am, the download deadline is 8:00 am. Students requiring a Delayed Exam must go to the OAA to receive a download extension.
- Students must ensure their anti-virus software is disabled prior to beginning the exam.
- Students must arrive on time with the exam downloaded and be ready to begin the exam at the scheduled time. Students who arrive more than 10 minutes after the scheduled start time may not be allowed to challenge the exam as scheduled, unless the OAA was notified prior to the exam start time and approval of tardiness was granted. Tardy students must notify the OAA to request a Delayed Exam.

- If a student arrives after any student has completed the exam and departed the room, the instructor may deny the tardy student the opportunity to take the exam as scheduled regardless of the elapsed time.
- All personal items (backpacks, purses, cell phones etc.) should be left in student lockers.
- If not worn, jackets (outerwear) must be placed on the back of the seat.

### **During the Exam**

- Scratch paper will be available for all exams.
- Students are expected to remain silent during the exam and not speak to their peers. Students may not ask and proctors may not answer content questions during the exam. Students may use the Notes & Feedback feature in ExamSoft if they have questions about exam questions.
- Students should refrain from glancing around. Focus should be on personal devices.
- Students should not expect to be excused to use the restroom, unless there is an emergency or they have an accommodation for a documented disability.
- Students must complete the exam during the allotted time. Students arriving late will not be given additional time.
- When the exam is scheduled to end, the proctor will ask the student to save and exit the exam. Students must return all scratch paper and show the proctor the Green Screen prior to exiting the room. Failure to turn in scratch paper may result in a “no pass” on the exam.

# ACCOMMODATED TESTING PROCEDURES

## Accommodation Requests

Consistent with [OHSU Policy 02-01-002, Equal Access for Students with Disabilities](#), the Office of Student Access (OSA) works with students with disabilities across all OHSU educational programs and campuses. It is the responsibility of the student with a disability to register with the OSA, provide appropriate disability documentation, and work with OSA to determine reasonable accommodations

## Student Responsibilities

Students are responsible for requesting accommodations each term by providing their accommodation letter to faculty or requesting that the Program Accommodation Liaison (PAL) provide the letter to the faculty. The Office of Academic Affairs must also be notified when testing accommodations are requested. Students are responsible for adhering to the following procedures outlined in this document:

- Scheduling your exams
- Late exam requests
- Cancelling an accommodated exam request
- For students who have Consideration for Flexibility with Attendance and Ability to Defer Exams for a Disability Related Illness
- For all other circumstances
- Late/No Show

## Scheduling your exams

- Exam accommodations should be requested via email to the School of Dentistry Office of Student Affairs at the beginning of the term. [Mark Mitchell](#) is the Program Accommodation Liaison and the primary point of contact.
- Students are encouraged to schedule all accommodated exams within the first week of each new term to ensure testing stations within the testing room are available and reserved.
- Students who choose to utilize approved OSA Accommodations on an as-needed basis, must notify the SOD Office of Student Affairs at least 5 business days prior to the date of the scheduled exam. Late requests will be handled on a case-by-case basis.
- Exam instructions/check in information will be sent by the SOD Office of Student Affairs at least 24 hours prior to the scheduled examination.
- The student is expected to arrive 5 minutes prior to the scheduled examination with the exam downloaded to ensure they are prepared by the start time.
- Students should schedule and take exams the same time as their class peers. If an extended time accommodation will create a schedule conflict the SOD Office of Student Affairs may approve an exception. Students may be asked to start an accommodated exam up to 1 hour earlier to ensure the ability to attend required activities after the exam.

- SOD Student Affairs reserves all testing stations based on accommodation type and availability of testing space. Accommodated testing must occur in the OHSU Accommodations Testing Center located in RLSB 1N117 or an alternative site as approved by the Office of Academic Affairs with a proctor present at all times.

### **Late exam requests**

Late exam requests made 2-4 business days prior to an exam will be considered on a case-by-case basis. If a space and proctor are available, the School of Dentistry will proctor the exam.

Same day requests will usually not be considered. A request to modify the exam start time on the day of the exam is considered a same-day request. If a student fails to schedule an exam in a timely manner and the School of Dentistry is unable to find a space or a proctor, the student should plan to take the exam with their class, without accommodations. Students should not be penalized if the faculty or program changes the date/time of the exam, rendering the student unable to make a timely request. Exams scheduled after 4:00 pm for the following day are considered same-day exam requests. If a student consistently makes late requests, they may be required to attend an academic coaching session with the Office for Student Access.

### **Cancelling an accommodated exam request**

If you do not wish to use your accommodations for an exam, please provide 24 hours notice as a courtesy so that staff time and space can be redistributed. Providing advanced notice that you do not want to use your accommodations is expected professional conduct; repeated failures to notify SOD Office of Student Affairs of not wanting to use accommodations prior to the start of the exam may result in a required academic coaching session with the Office for Student Access.

---

## **For students who have an approved accommodation for Flexibility with Attendance and Ability to Defer Exams due to a Disability Related Illness**

---

### **Deferring an exam**

The student is responsible for notifying SOD Office of Student Affairs in a timely manner that they need to defer the exam due to a disability related illness. If a student is unable to *notify* SOD Office of Student Affairs prior to the start of the exam, medical documentation may be required to demonstrate that the student was functionally impaired, rendering them unable to communicate. This documentation should be provided to the Office for Student Access (OSA) to protect the student's privacy. The documentation should be provided within 5 business days to meet the one-week requirement to take scheduled examinations under the OHSU Change in Scheduled Examination policy.

This accommodation is generally intended to accommodate absences from exams when the disability-related symptoms are so severe that the individual is unable to perform basic activities of daily living. In accordance with University policy, students must take the exam within one week of the original exam date. The one-week requirement is designed to maintain coherence of the curriculum and to ensure that students are being evaluated in a timely manner. If an exam assesses readiness to perform

clinical skills, the student may be asked not to participate in clinical activities until the exam is passed. Exceptions to the one-week requirement will be reviewed by the SOD Associate Dean of Academic Affairs.

When the SOD Office of Student Affairs receives a request for an exam deferral, they will notify the SOD Office of Academic Affairs. The SOD Office of Academic Affairs will set the date for the deferred exam, post the deferred exam and inform the student, the course director and the SOD Office of Student Affairs.

If a student is unable to adhere to the procedures and fails to *notify* SOD Office of Student Affairs regarding the need to defer an exam due to a disability related illness and does not provide medical documentation of incapacitation, the School of Dentistry will count the exam as an attempt and the student will receive a “no pass” on the exam.

If a student fails to *challenge* the deferred exam as set by the SOD Office of Academic Affairs due to a disability related illness, the student may be asked to provide medical documentation of incapacitation to the Office for Student Access (OSA). If documentation is requested, but not provided, the School of Dentistry will count the deferred exam as an attempt and the student will receive a “no pass” on the exam.

A student with flexible attendance or disability related illness accommodations may request exam deferrals no more than two times per term before the OAA may request medical documentation be provided to the Office for Student Access (OSA) to ensure the student’s ability to meet technical standards and progress academically is not hindered due to the disability related illness.

**For all other circumstances** please see [Change in Scheduled Examination and Other Assessments. Policy No. 02-70-045](#)

### **Late/No Show**

Students should arrive prepared to take the exam, with the exam downloaded, 5 minutes before the designated exam start time. Additional study time is not allowed, nor is additional time added for students arriving late or for students who do not finish within the allotted time frame. No additional time will be provided to download the exam.

If a student is late for a scheduled exam for any reason, the student forfeits the missed time; no additional time will be granted to make up for the student's late arrival. Proctors will wait up to 20 minutes before determining that the student is a "no show."

If a student fails to show up for an exam for any reason, the exam will be counted as an attempt and will result in a “no pass” for the exam. Students are responsible for seeking permission to reschedule any missed exams in accordance with the Change in Scheduled Examination policy and/or procedures outlined in this document for students with flexibility with attendance accommodations.

## OHSU SOD PROFESSIONALISM MONITORING FORM

Background: Professionalism is one of the core competencies in dentistry. As such, the OHSU School of Dentistry has embraced professionalism as one of the Student Learning Outcomes for all students that are enrolled in the DMD program. The purpose of this form is to provide a formal mechanism by which individuals may submit information concerning the professional behavior of any OHSU dental student. Examples of professional behavior can be found on page 2. Note that the School of Dentistry is interested in hearing about exemplary behavior as well as behavior that is of concern. As such, the school encourages submission of this form and individuals should have a low threshold to describe both exemplary and concerning behavior they have witnessed for documentation.

Student Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name and role of person submitting this form: \_\_\_\_\_

Location of observed behavior: \_\_\_\_\_

Date of observed behavior: \_\_\_\_\_

The School of Dentistry strongly encourages direct communication between the person filling out this form and the student whose behavior is being reported. If you did not have a discussion with the student, please explain what contributed to this decision.

Date Discussed: \_\_\_\_\_

Narrative/Description of observed behavior (may attach additional pages as necessary):

OAA Use: This form was received on

## Personal Behavior

1. Communication:
  - Conveys effectively, meaningful and relevant information
  - Listens & responds to others respectfully
  - Interacts well with instructors, peers and patient
2. Engagement:
  - Actively engages in classroom activities
  - Maintains a positive attitude
3. Time Management:
  - Attendance: Full participation in simulation sessions
  - Arrives on time and well prepared for the task ahead
  - Completes procedures in allotted time
4. Ethics:
  - Applies ethical perspectives and ideas independently and with others
  - Takes responsibility

## Infection Control: Pre-Clinic & Clinic Courses

1. Work Area:
  - Space is free of personal belongings
  - Items are orderly and appropriate for the task
2. Safety & Health:
  - Patient and Operator ergonomics are correct
  - Wears PPE
  - Sharps, amalgam and biologic waste are handled correctly
  - Personal behavior, habits and hygiene contributes to a clean and comfortable environment

## Humanistic Approach to Health Care

1. Cultural Awareness:
  - Demonstrates knowledge of cultures, including perspectives, aesthetic traditions and cultural practices
2. Patient Education:
  - Provides effective patient education choosing language that is understandable, compelling and enhances the effectiveness of the message
  - Presents information in a unified and coherent manner
3. Documentation:
  - Maintains accurate and complete dental care records
4. Patient Care Plan:
  - Implements agreed upon, appropriate & effective solutions

# **STUDENT PERFORMANCE COMMITTEE (SPC) CHARGE, RULES AND PROCEDURES**

## **Purpose**

The Student Performance Committee (SPC) is a standing committee established through the School of Dentistry Bylaws whose purpose is to address academic and professional issues involving students in the DMD program as documented in the School of Dentistry Faculty Bylaws. The charge, rules and procedures contained herein are separate from, yet in compliance with the Oregon Health & Science University (OHSU) Policies and Procedures on academics.

## **Charge**

The SPC shall:

- Review and make recommendations on policies related to student academic matters, such as, but not limited to, promotion, dismissal, probation, remediation, readmission, transfer, leaves of absence, modified academic programs, professionalism, Letters of Commendation and graduation of DMD students.
- Meet annually in executive session to review, and update annually, if necessary, this document containing the School of Dentistry's policy regarding promotion, dismissal, probation, remediation, readmission, transfer, leaves of absence, letters of commendation and graduation.
- Recommend policy and procedures related to the retention of students and other academic matters.
- Meet at least two times per term to monitor, discuss, and make decisions related to student progress in the DMD program.
- Report its actions to the Executive Committee on at least an annual basis to the extent permitted by the FERPA of 1974 as amended.
- In making any determination that may affect the academic status of a student, consider all relevant information including, but not limited to the student's personal circumstances, grades, evaluations, skill level, and behavior.

## **Minutes of SPC Meetings**

Once approved, minutes of each SPC meeting involving student decisions shall be kept in a confidential file in the Office of Academic Affairs. Minutes of meetings related to policy or procedure matters shall be posted on the faculty intranet.

## **Notice of SPC Action**

Actions of the SPC shall be made known in a timely manner to affected students, appropriate course directors of the School of Dentistry and to others who have a legitimate need to know as determined by the Chairperson of the SPC.

Such actions include suspension from clinic or class, dismissal, repetition of a year, term or any course, determination of academic probationary status, acknowledgement of superior performance, or any other action specifically involving a student.

The Chair of the SPC shall notify the student who is the subject of any SPC action in person, or if the student is not available, in writing to the OHSU Student Information System address of record, or through the student's OHSU email within five business days after action is determined. Such notification shall include formal written documentation for the student and a copy to the student's academic file.

In the case of an absent student, notification shall be sent to the student via the student's OHSU email and by certified mail with receipt requested to the address of record as found in the OHSU Student Information System. Enclosures shall include a copy of the Student Performance Committee: Charge, Rules and Procedures.

## **POLICIES & RULES GOVERNING OR RESULTING FROM SPC DETERMINATIONS**

### **Minimum Standards for Graduation**

In order to be recommended for graduation, a student must meet OHSU and program level graduation requirements in the following ways:

- Earn an official OHSU recorded grade of Pass (P) in every required course in the student's academic course catalog. Any student who has not remediated a No Pass (NP) or successfully completed an Incomplete (I) grade shall not be recommended for graduation.
- Students must pass the Integrated National Board Dental Examination (INBDE).

### **Time to Completion**

The time from matriculation to granting of the DMD degree shall be limited to 20 terms (5 academic years), including any requested Leave(s) of Absence. A documented Leave of Absence (OHSU Policy 02-70-030) may extend time to degree by no more than one year. Only one leave of absence is allowed during the four academic years and of no more than one year in duration. Concurrent Degree Programs are excluded from this provision. Students who repeat an academic year in its entirety are held to these standards.

### **Academic Probation**

Academic Probation Definition: Academic Probation occurs when a student fails to meet academic and/or professional requirements. [OHSU Policies 02-30-050 & 02-30-055](#)

#### **Placement on Academic Probation:**

1. When, prior to the end of an academic term, a student requires remediation of 2 or more major, academic assessments probation will be automatic.
2. When, prior to the end of an academic term, a student's record has one or more NP course grades, academic probation will be automatic.

**Duration of Academic Probation:**

1. A student who requires remediation of 2 or more major assessments within an academic term will remain on academic probation for one subsequent term.
2. A student with a final course grade of No Pass will remain on academic probation until the NP grade has been successfully remediated, but no less than one subsequent term.

**Outcomes of Academic Probation:**

1. A student placed on Academic Probation for remediating 2 or more major assessments within an academic term will be notified of such standing at the end of the term in which the remediation occurred.
2. Students who are placed on Academic Probation for remediating 2 or more major assessments during two consecutive terms will be required to meet with the SPC for a Review Hearing.
3. When a student is placed on Academic Probation for receiving a 3rd final course grade of NP, they will be required to meet with the SPC for a Review Hearing.
4. Any student who is on Academic Probation at the end of Spring Term of the DS1 Year may lose their Summer B academic break. Such students will be expected to address any deficiencies during that time.

**Repetition of the Year or Term**

Repetition of a year or term must include enrollment in all courses with the possible exception of courses in which a grade of P was earned without remediation. Each exception is granted on a case-by-case basis and is at the sole discretion of the SPC.

**Matriculation to Patient Care Services**

- Students shall not be assigned to direct patient care as the primary provider or be permitted to attend internal rotation clinics without passing all appropriate pre-requisite courses prior to year 3. Assignment to direct patient care as the primary provider may be re-directed as determined by the SPC.
- Students shall not be assigned to direct patient care or be permitted to attend special clinics without passing the MOCK INDBE.
- The SPC may limit, modify, or suspend a student's patient care activities if information indicates that patient care may be compromised based upon a student's lack of academic skills, clinical skills and or behavioral preparation.

**Rectifying No Pass (NP) Grades**

The SPC shall assess each student's academic record, receive recommendations from the course director(s) and determine a course of action before a student is allowed to rectify a NP exam or course grade.

In each case, the SPC shall consider the severity of the deficiency, review the student's overall record, determine the academic status of each student, and determine whether course directors should proceed in allowing students to rectify deficiencies.

If performing additional course work or retaking the final exam is successful, the NP and the remediated grade of P will appear on the transcript in accordance with OHSU policy.

If a student successfully passes a course by repeating the course in its entirety, both the NP grade and the subsequent P grade will be entered onto the transcript in accordance with OHSU policy.

In no instance shall the remediation of a NP grade, with exception of repetition of the course in its entirety, result in a Letter of Commendation.

All grades of NP or I must be rectified in the manner determined by the SPC Committee. Students will be notified of the SPC remediation plan in a timely manner by the Office of Academic Affairs. Failure to remediate accordingly may lead to dismissal or repetition of the appropriate term or year.

The SPC has the sole discretion to allow a student to begin the subsequent year's work while the deficiency is being rectified. Should a student require remediation of a Summer Term A assessment, the SPC may determine that remediation be completed prior to the end of Summer Term B.

### **Dismissal**

A student may be subject to dismissal by the SPC for reasons such as, but not limited to:

- Failure to abide by norms of personal deportment, standards of conduct, professionalism or ethics issued by the School of Dentistry, OHSU and/or generally known in the profession.
- Failure to successfully remediate a course grade of NP.
- Failure of multiple courses within a term or within an academic year.
- Placement on scholastic probation for three terms. The probationary terms need not be consecutive. See Academic Probation on page 73.

### **Review Hearing**

In most, but not all cases, students who do not meet the minimum standard expectations, are at risk of dismissal, repetition of a term, or repetition of a year for academic reasons will have been identified at one or more of the regular meetings of the SPC and will have received a SPC Letter of Concern.

As a result, the SPC, by majority vote, may determine a review hearing is warranted thus allowing the student to explain relevant circumstances by process of a Review Hearing. However, in situations where the academic performance or professional/ethical violations are so below standard, the SPC may move directly to a Disciplinary Hearing.

### **Notice and Process**

The Associate Dean for Academic Affairs (or designee) shall assume the role of non-voting chairperson and act for the SPC and shall determine the date for a review hearing to be convened. Such hearing date must be no sooner than five (5) business days and no later than twenty (20) business

days after the need for such a hearing is determined. Written notification to the student from the Associate Dean for Academic Affairs (or designee) shall include the following points:

- The committee's intention to review the student's complete academic status and consider adverse action;
- A full description of the issues to be discussed;
- Referral to the Associate Dean for Student Affairs for counsel and to develop a plan for presentation of the relevant information;
- The student's right to inspect the student's personal educational records as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). For more information, the student may review OHSU's Notification of Student Rights;
- The date, time and place of the hearing;
- The student's entitlement to present relevant information to SPC;
- The Associate Dean for Student Affairs (or designee) will serve as the student's advocate present at the SPC review to act in an advisory role to the student.

### **SPC Determination Process**

In order to achieve an appropriate determination of the student's status, the SPC shall review all relevant information. The Associate Dean for Academic Affairs (or designee) will act as a non-voting chairperson except as noted below.

- Relevant information from the student's academic file will be available to members of the SPC for inspection during the meeting.
- The student will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student by the committee.
- The SPC may interview School of Dentistry faculty, staff, and students, as deemed appropriate, who have information relevant to the student's academic and professional knowledge, skill, and behavior.
- In executive session a majority vote of the membership of the SPC shall determine the outcome. In the event of a tie vote, the Associate Dean for Academic Affairs must cast the deciding vote.

### **Review Hearing Outcomes**

Outcomes are determined on a case by case basis and may include, but are not limited to the following:

- remediation of an assessment/course
- repetition of a course
- clinic or course suspension
- special curriculum

- academic achievement plan
- additional assessment
- recommendation for dismissal from the SOD

### **Notification to Students**

The Associate Dean for Academic Affairs must notify the student of the action and expectations of the SPC, in writing, within five (5) business days following the SPC determination. If the student is not present this notification will be sent via registered courier and U. S. mail to the student's address of record in the OHSU Student Information System.

### **Disciplinary Hearing**

If after a student Review Hearing, the SPC determines that the original expectations and goals were not met, the student may be called to meet with the SPC for a Disciplinary Hearing.

### **Notice and Process**

The Associate Dean for Academic Affairs (or designee) shall assume the role of non-voting chairperson and act for the SPC and shall determine the date for a review hearing to be convened. Such hearing date must be no sooner than five (5) business days and no later than twenty (20) business days after the need for such a hearing is determined. Written notification to the student from the Associate Dean for Academic Affairs (or designee) shall include the following points:

- The committee's intention to review the student's complete academic status and consider adverse action;
- A full description of the issues to be discussed;
- Referral to the Associate Dean for Student Affairs for counsel and to develop a plan for presentation of the relevant information;
- The student's right to inspect the student's personal educational records as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). For more information, the student may review OHSU's Notification of Student Rights;
- The date, time and place of the hearing;
- The student's entitlement to present relevant information to SPC; Student's entitlement to have one (1) advocate present at the SPC review to act only in an advisory role to the student. The advocate may not speak on the student's behalf nor address the Committee at any time unless specifically requested by the Committee. The name and professional qualifications of the advocate must be submitted in writing to the Associate Dean for Academic Affairs (or designee) at least 48 hours prior to the hearing. If the advocate is an attorney, notification must be submitted in writing to the Associate Dean for Academic Affairs 5 days prior to the hearing;
- The student's voluntary right to have witness(es) present evidence to the SPC. However, the student must submit, in writing at least 48 hours prior to the hearing, a list of witnesses along with their title or professional qualifications for the SPC to interview, with specific reasons

why the interviews would be relevant. The SPC shall have sole discretion in determining the relevancy of information and/or witnesses presented and whether or not the witness will be called.

All committee sessions except the committee executive deliberations are to be audio recorded.

### **SPC Determination Process**

- In order to achieve an appropriate determination of the student's status, the SPC shall review all relevant information.
- The Associate Dean for Academic Affairs (or designee) will act as a non-voting chair-person except as noted below.
- Relevant information from the student's academic file will be available to members of the SPC for inspection during the meeting.
- The student will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student by the SPC committee.
- The SPC may, at their discretion, interview School of Dentistry faculty, staff, and students, as deemed appropriate, who have information relevant to the student's academic and professional knowledge, skill, and behavior.
- The SPC may, at their sole discretion, interview witnesses identified by the student. The Committee is not required to call any or all of the student suggested witnesses.
- In executive session a majority vote of the membership shall determine the outcome. In the event of a tie vote, the Associate Dean for Academic Affairs must cast the deciding vote.

### **Notification to Students**

The Associate Dean for Academic Affairs must notify the student of the action and expectations of the SPC, in writing, within five (5) business days following the SPC determination. If the student is not present this notification will be sent via registered courier and U. S. mail to the student's address of record in the OHSU Student Information System.

### **Procedures for Appeal of SPC Action**

#### **Student's Right to Appeal the SPC Decision**

A student has the right to appeal the decision of the SPC to the Dean of the School of Dentistry within two (2) business days from the time that he or she was notified of the SPC decision (normally this would be the date of the letter given to the student from the Associate Dean for Academic Affairs). The student will 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. Acceptable justifications for and appeal are:
- New evidence discovered after the date of the Disciplinary Hearing;

- Failure of the SPC to follow its procedures or policies; or
- Documented evidence of bias on the part of one or more members of the SPC.

The Dean will study all documents and records of the hearing and will make one of the following decisions within five (5) business days of the receipt of the appeal:

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

### **Student's Right to Appeal the Dean's Decision**

The student has the right to appeal the 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.

### **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 Academic Affairs at the School of Dentistry, for a minimum of seven (7) years.

Adopted August, 2016

Revised and Approved, August 2017

Modified, July 2019