



School of Dentistry

STUDENT HANDBOOK
ACADEMIC POLICY & PROCEDURES MANUAL
OFFICE OF ACADEMIC SYSTEMS

Table of Contents

Welcome from the Dean	10
School of Dentistry Leadership.....	11
Executive Leadership	11
Department Leadership	11
Biomaterials & Biomedical Sciences.....	11
Oral & Craniofacial Sciences.....	11
Restorative Dentistry.....	11
Division Leadership	12
Division of Dental Public Health	12
Division of Endodontology	12
Division of Pediatric Dentistry	12
Division of Oral Surgery & General Practice Residency.....	12
Division of Periodontology	12
Executive Administration	13
Office of the Dean	13
Office of Academic Systems	13
Office of Clinical Systems	13
Office of Admissions.....	13
Department Administration	13
Biomaterials & Biomedical Sciences, Restorative Dentistry.....	13
Oral & Craniofacial Sciences.....	14
Division Administration	14
Dental Public Health	14
Endodontology	14
Oral Surgery & GPR	14
Pediatric Dentistry.....	14
Periodontology.....	14
Administrative Office Hours	14
First Steps.....	15
Activate your OHSU email address:.....	15
Complete your Integrity Web-based Training (Compass):.....	15
Participate in OHSU Orientation:	15
OHSU Identification Badges:	15
Commuting:	15
Tri-Met	15
Parking.....	16
Carshare and Rideshare	16
OHSU Student Support Services and Resources	17
Accommodations for Students with Disabilities	17
Requesting Academic Accommodations	17
Contact Information	17

BICC and Program Library	18
Office of the Registrar and Financial Aid	18
Contact Information:	18
Education Records.....	19
Academic Calendar	19
SOD Term Schedules	19
Registration	19
Learning Support	19
Center for Learner Diversity & Inclusion.....	19
Office of International Services	19
Educational Debt Counseling and Financial Management	20
Pregnant and Parenting Students.....	20
Student Center.....	20
Office of Learner Placement and Housing.....	20
Student Organizations	21
Student Service on School Committees	21
Student Interest Group Recognition	21
Dental Student Government	22
All-Hill Council	23
<i>Health and Safety.....</i>	<i>24</i>
General Information	24
BLS/ACLS Certification	24
Public Safety	24
Jeanne Clery Act	24
Medical Emergencies	24
Criminal Background Checks	24
Drug Free Policy	25
Mandatory Drug Screening	25
Tobacco Free Campus	25
Latex Allergies	25
Liability	25
Student Health and Wellness Center.....	26
Immunization Requirements.....	26
Infectious Disease.....	26
March Wellness Center	27
OHSU Ombuds.....	27
OHSU Confidential Advocate Program	27
<i>Using Information Technology.....</i>	<i>28</i>
Wireless Internet Access	28
OHSU – Student.....	28
eduroam	28
OHSU-Secure	28
OHSU-Guest.....	29
Mobile Device Management	29

Two-step Authentication.....	29
Cloud Storage	30
Removable Storage Devices (e.g., thumb drives and external hard drives).....	30
Additional Resources.....	30
Protecting Restricted Information.....	30
Text Messages	31
Photos and Videos.....	31
Additional Tips.....	31
If you see something, say something.	31
<i>School of Dentistry Guidelines & Expectations</i>	33
SOD Curriculum Development and Review Process	33
Student Participation	33
Student Role in Course Review and Evaluation.....	33
Advanced Standing for Students	33
Academic Support.....	33
Requesting an Academic Advisor	33
Tutoring	34
Awarding of Degree.....	34
SOD Commencement and Hooding Ceremony	35
SOD Alumni Association	35
Dental Student Work and Employment.....	35
Expectations of Dental Students	35
OHSU Employees as Students	35
Communication – Read Your OHSU email!	35
Appropriate Use of OHSU email lists.....	36
RLSB Student Lounge/Learning Resource Center	36
Study/Computer Space	36
Student Records.....	37
Community Rotations and Experiences	37
Storage Facility Policy	38
Guidelines for Internet/Computer Use in the Classroom	38
Confidentiality	38
Patient Confidentiality Policy	39
Guidelines on Clinician/Patient email or Texting Communications.....	40
Clinician/Patient email communication	40
Clinician/Patient Text Messaging and Voicemail.....	41
Guidelines for Online Social Networking.....	41
<i>Instrument, Equipment, and Lab Usage Agreement</i>	44
CITA/WREB/CDCA (ADEX)	45
Pre-clinic (SIM) Procedures for Lost and Broken Items	45
Lost Item/Kit.....	45
OHSU Simulation Clinic Protocol	46
Cleanliness and Safety	46

Professional Attire and OSHA Compliance	46
Appearance Guide for Students	47
Objective	47
Policy	47
Student Pre-clinic and Clinic Attire.....	47
Attire for Students in Non-clinical Areas	48
Jewelry/Body Art/Cologne	48
Personal Grooming.....	48
Enforcement.....	48
Introduction	51
Office of Academic Systems	52
Contact Information	52
Administrative Office Hours	52
Accreditation	53
University	53
School of Dentistry	53
Licensure Disclosure.....	53
OHSU Mission & Vision Statements	55
Overview	55
OHSU Vision Statement.....	55
OHSU Mission Statement	55
OHSU School of Dentistry Mission & Purpose Statements	56
OHSU School of Dentistry Mission Statement.....	56
OHSU School of Dentistry Purpose Statement.....	56
OHSU Administrative Policies, Procedures, and Guidelines.....	57
Applicable Policies	57
Registration Policy	57
Tuition Policy	57
Tuition Payment Policy	58
Required Books and Supplies	58
Refund Policy.....	58
Curriculum Timeline and Leave of Absence (Timeline Modification) Policy.....	59
Leave of Absence (LOA)	59
Time Limits	60
Special Curriculum.....	60
Commitment to Equity and Inclusion and Equal Opportunity Non-discrimination Policy	61
Emergency Preparedness	62
Modified Operations.....	62
DMD Curriculum Structure, Policies, and Procedures.....	64

The DMD Curriculum	64
OHSU School of Dentistry Competency Philosophy	64
OHSU School of Dentistry Competency Statement	65
OHSU School of Dentistry Student Learning Outcomes.....	65
Foundational Knowledge.....	65
Communication	66
Patient Assessment	66
Diagnosis	67
Treatment Plan.....	67
Patient Care.....	68
Outcome Evaluation	69
OHSU School of Dentistry Minimum Standards for Graduation	69
DMD Students	69
Advanced Education Students.....	70
Integrated National Board Dental Examination (INBDE)	70
OHSU School of Dentistry Commencement	71
Commencement Ceremony Participation	71
Awarding of Diploma.....	71
OHSU School of Dentistry Awarding of Academic Distinction	71
Academic Distinction	71
OHSU School of Dentistry Teaching and Learning Environment	72
OHSU School of Dentistry Student Learner Classifications	72
OHSU School of Dentistry Exam Day Policy	73
Exam Definitions.....	73
Procedure	74
Exam Proctoring	75
OHSU School of Dentistry Accommodated Testing Procedures.....	76
Accommodated Requests.....	76
Student Responsibilities	76
Scheduling your Exams.....	76
Late Exam Requests.....	77
Canceling an Accommodated Exam Request	77
Procedures for Students who have an Approved Accommodation for Flexibility with Attendance and Ability to Defer Exams Due to a Disability Related Illness.	77
Deferring an Exam	77
Late/No Show	78
OHSU School of Dentistry Grading Policy and Guidelines	79
Grading Policy and Guidelines.....	79
OHSU School of Dentistry Letters of Commendation Policy	79
Rounding of Grades.....	80
Grade Submission Timeline	80
Grade Changes	80
NP Course Grade	80
Remediation	81
Confidentiality Policy for Duplicating Course Content or Assessment Materials	81

Confidentiality of Health Information Policy	81
School of Dentistry Visitor Policy – Classroom and Clinical Settings.....	82
Unaccompanied Visitors.....	82
Accompanied Visitors.....	82
Attendance Policy for DMD Students	82
Overview	82
Purpose	82
Attendance Expectations	83
Attendance during Final Exam Week	84
Attendance during Extramural Patient Care Sessions.....	84
Special Conditions	84
Personal Health Issues and Family Obligations	84
Post-graduate, GPR, AEGD, and Private Practice Interviews.....	84
Externships	84
National Board Dental Examinations	85
Volunteer Opportunities	85
Faculty Responsibility.....	85
Absence Request Policy for DMD Students.....	85
Submission of an Absence Request.....	85
Review/Approval Process.....	86
Excused Absences (i.e. the use of Discretionary Days).....	86
Unexcused Absences	88
Extended Absences	88
Extended Absence Policy and Procedure	89
Absence Request Procedure for DMD Students.....	90
Absence Request Procedure	90
<i>Student Standards and Other Policies</i>	<i>91</i>
Technical Standards	91
OHSU Technical Standards	91
SOD Technical Standards.....	92
OHSU Code of Conduct	92
Conduct Expectations for Students in the DMD Program.....	92
Expectations for Academic Performance	92
Expectations for Professional Conduct.....	92
Expectations for Classroom Conduct	93
Code of Ethics and Professional Behavior	94
Honor Code	95
Standards of Behavior	96
Procedures for Alleged Misconduct	97
Professionalism and the Professionalism Monitoring Form (PMF).....	98
Background	98
Procedure	98
Professionalism Monitoring Form.....	98
Standards of Electronic Information Conduct	98
DMD Student Grievance Policy for Non-Discrimination Issues.....	99
Introduction	99

Informal Procedure	99
Formal Procedure	99
Complaint Policies	100
Commission on Dental Education (CODA)	100
National Council on State Authorization and Reciprocity Agreement (NC-SARA)	101
<i>Disciplinary Policies, Procedures, and Actions of the Student Performance Committee</i>	<i>102</i>
Student Performance Committee.....	102
Purpose	102
Student Notification of SPC Action	103
Policies and Procedures	103
SPC Actions	105
Academic Probation	105
Placement, Duration, and Outcomes of Academic Probation:	106
Academic Probation Levels/Notification Method	107
Restriction or Suspension of Clinical Privileges	108
Suspension	108
Dismissal	109
SPC Hearings	109
Review Hearings	110
Student Notification of Review Hearing Action	112
Disciplinary Hearings	113
Notification to Student of Disciplinary Hearing Action or Recommendation	116
Procedures for Appeal	117
Custody of Records	117
<i>Definitions</i>	<i>118</i>
Academic Probation	118
Academic Year	118
Administrative Withdrawal	118
Audit	118
Business Days	118
Course Withdrawal	118
Dismissal	119
Excused Military Absence	119
Good Academic Standing	119
Incomplete	119
In Progress	120
Interim Suspension	120
Leave of Absence	120
Letter of Commendation (LOC)	120
Medical Leave of Absence	120
Member of the Military	120
Non-Proctored Assessments	120
No Pass	121
Pass	121
Permanent Withdrawal from the University	121
Proctor	121
Proctored Exam	121

Proscribed Conduct Violations	121
Remediated Courses	121
Repeated Courses with Low or Failing Grades	122
Student	122
Student Complaint	122
Student Grievance	122
Student Progress	122
Suspension	123
Visitor	123
Appendix 1: Competency Model	125
Appendix 2: Absence Request Flow Chart	126
Unplanned Absence Request	126
Planned Absence Request	126
Appendix 3: Professionalism Monitoring Form	127
Appendix 4: Academic Standing	128



Oregon Health & Science University
School of Dentistry

Student Handbook

Welcome from the Dean

Dear Colleagues,

You are about to start a new phase in your life as a dental student. This will be both the most demanding and the most fulfilling. As you read this, you have made two excellent choices. First, you chose dentistry as a career. Second, you chose the School of Dentistry at OHSU as the place to learn and begin your career as a healthcare professional. Thank you for choosing us. Oregon's school of dentistry has a long and well-deserved reputation for preparing exceptional clinicians who provide high-quality oral health care and education for their patients and advocacy for addressing the oral health needs in underserved and underrepresented areas in our communities. The preparation you receive at the OHSU School of Dentistry will enable you to serve your patients and your community as a highly competent clinician, healthcare professional, and leader.

Our role in your education is to provide an educational curriculum, teachers, and mentors who will guide you through the process of learning so you can develop the skills and knowledge you will need to care for your patients effectively. Your role in your education is to commit every day to learn and apply the skills and knowledge being shared with you to develop into a dedicated, empathetic, and skillful oral health professional. Your learning will not end when you leave us. Dental school is just the beginning of your professional journey. Please commit to becoming a life-long learner. Dental school should not be easy. You should be challenged every day with difficult decisions, skills that take time to attain, and concepts that require critical thought and an understanding of systems.

Dental education is not simply a series of completing tasks and passing exams. While assessments and examinations are necessary to assure you have met minimum standards for entering the practice of dentistry, we expect our students to think critically, write and present articulately with precision and clarity, and organize information effectively. You should leave us with new mindsets and processes for gathering and analyzing information that enable you to thrive in the profession of healthcare that is often uncertain, ambiguous, and complex.

This student handbook contains valuable information on matters that may affect you during your years at the OHSU School of Dentistry. Although it might be tempting to simply jump into your studies, please take the time to become familiar with the contents of this handbook. Keep the handbook as a reference source for questions that might come up later in your career as a dental student.

We are very happy you are here. Thank you again for choosing us as partners in your journey as an oral health care professional. We welcome you to our team and community at the School of Dentistry as faculty, staff, and students with a shared goal—for you to become the best you can be as a dentist and leader in your community.

Ronald L. Sakaguchi, DDS, MS, PhD, MBA
Dean, School of Dentistry

School of Dentistry Leadership

Executive Leadership

Dean: Ronald L. Sakaguchi, DDS, MS, PhD, MBA
Senior Associate Dean for Academic Systems: Gary L. Stafford, DMD
Senior Associate Dean for Clinical Systems: Karan Replogle, DDS, MS
Chief Operating Officer: TBD
Associate Dean for Admissions: Susie R. Goolsby, DDS, MSHA
Associate Dean for Finance and Administration: Anne Rudwick, MBA
Associate Dean for Clinical Informatics and Learner Engagement: Peter Morita, DMD
Associate Dean for Research: Hui Wu, PhD
Assistant Dean for Clinical Systems: Despina Bompolaki, DDS, MS, FACP, *Associate Professor*

Department Leadership

Biomaterials & Biomedical Sciences

Department Chair: Carmem Pfeifer, DDS, PhD, *Professor*

Oral & Craniofacial Sciences

Department Chair: Laura R. Iwasaki, DDS, MSc, PhD, *Professor*

Division of Orthodontics & Dentofacial Orthopedics

Director, Advanced Education Program: Jeffrey C. Nickel, DMD, MSc, PhD, *Associate Professor*
Director, Predoctoral Education: Corey Shook, DMD, MSD, *Assistant Professor*

Division of Oral Diagnostic Sciences

Director, Radiology: Saulo Sousa Melo, DDS, PhD, *Associate Professor*
Director, Biopsy Services: Dave Chandra, DMD, PHD, *Associate Professor*

Restorative Dentistry

Department Chair: Juliana Branco da Costa, DDS, MS, *Professor*

Director, Clinical Restorative Dentistry: Despina Bompolaki, DDS, MS, FACP, *Associate Professor*
Director, CAD-CAM Dentistry: Hidehiko Watanabe, DDS, *Professor*
Director, Implant Dentistry: Christopher Fellows, DDS, *Assistant Professor*
Director, Preclinical Restorative Dentistry: Erinne Lubisich, DMD, Med, *Associate Professor*

Division Leadership

Division of Dental Public Health

Division Head, Dental Public Health: Lyndie Foster Page, BSC, BDS, MComDent, PhD, *Professor*

Director, Russell Street Clinic: Michele Pindyck, DMD, *Assistant Professor*

Director, Social Work: Jana Wing, MSW, LCSW

Division of Endodontology

Division Head, Endodontology: Adam Lloyd, BDS, MS, *Professor*

Program Director, Advanced Education Program: Adam Lloyd, BDS, MS, *Professor*

Director, Predoctoral Education: TBD

Division of Pediatric Dentistry

Division Head, Pediatric Dentistry: Elizabeth Palmer, DDS, MS, *Associate Professor*

Program Director, Advanced Education Program: Jacy Stauffer, DMD, *Assistant Professor*

Director, Predoctoral Education: Yifan Zhang, DDS, MS, PhD, *Assistant Professor*

Division of Oral Surgery & General Practice Residency

Division Head, Oral Surgery & GPR: Caroline Zeller, DDS, MPH, *Assistant Professor*

Division of Oral & Maxillofacial Surgery

Program Director, Advanced Education Program: Mark Engelstad, DDS, MD, MHI, *Associate Professor*

Director, Predoctoral Education: Erik Richmond, DMD, *Assistant Professor*

Director, Oncological & Head and Neck Surgery: Daniel Petrisor, DMD, MD, *Associate Professor*

General Practice Residency Program

Program Director: Malin Friess, DMD, *Assistant Professor*

Division of Periodontology

Division Head, Periodontology: Yota Stathopoulou, DDS, DMD, PhD, *Associate Professor*

Program Director, Advanced Education Program: Yota Stathopoulou, DDS, DMD, PhD, *Associate Professor*

Associate Director, Predoctoral Education: Harjit Sehgal, BDS, MS, FAGE,
Associate Professor

Executive Administration

Office of the Dean

Senior Advisor to the Dean: Angela Valles, vallesa@ohsu.edu

Office of Academic Systems

Executive Assistant to Senior Associate Dean Stafford: Coral Pipkin, pipkinc@ohsu.edu

Associate Dean for Clinical Informatics and Learner Engagement: Peter Morita, DMD,
moritap@ohsu.edu

Director, Assessment & Institutional Outcomes: Crystal Paredes, MS, paredes@ohsu.edu

Program Technician II: Tara Moreno, morenot@ohsu.edu

Program Technician II: Shayna Hulbert, hulbersh@ohsu.edu

Student Services

Director, Student Services: Jenna Wilkinson, wilkinje@ohsu.edu

Administrative Coordinator: Polina Pozdina, pozdinap@ohsu.edu

Continuing Dental Education

Director, Continuing Dental Education: Alex Case, deweya@ohsu.edu

Program Technician II: Ryan Bethke, bethke@ohsu.edu

Office of Clinical Systems

Executive Assistant to Senior Associate Dean Replogle: TBD

Director, Patient Services & Operations: Megan Sage, MBA

Dental Clinic Administration: Kelly Whitten, whittenk@ohsu.edu

Office of Admissions

Assistant Director of Admissions: Krystin Davis, daviskry@ohsu.edu

Recruitment Administrator: Alicia Lannon, lannon@ohsu.edu

Digital Coordinator: Patrick Lee, lepatric@ohsu.edu

Department Administration

Biomaterials & Biomedical Sciences, Restorative Dentistry

Caroline Kasal, kasal@ohsu.edu

Oral & Craniofacial Sciences

Mischelle Gowan, gowan@ohsu.edu
Division Administration

Dental Public Health

Latch Holmgren, holmgrla@ohsu.edu

Endodontology

Mischelle Gowan, gowan@ohsu.edu

Oral Surgery & GPR

Arijana Semic, semic@ohsu.edu

Pediatric Dentistry

Arijana Semic, semic@ohsu.edu

Periodontology

Samira Yusuf, yusufs@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 Academic Systems is located on the third floor, south side of the Robertson Life Sciences Building, in suite 3S018.

Students are asked to be mindful of and respect the personal workspace of the School of Dentistry faculty and staff. Students are not permitted 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 is required to complete business.

First Steps

Activate your OHSU email address:

Go to <http://mail.ohsu.edu/> to activate your account.

Students are expected to regularly check their OHSU email address. Activation typically happens 60 days prior to the start of your first term. This is the primary address that OHSU will use to communicate with you, so please check it often.

Complete your Integrity Web-based Training (Compass):

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

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

Participate in OHSU Orientation:

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:

Per [OHSU Policy No. 07-15-001, Identification Cards](#), photo identification badges supplied by OHSU are to be worn at all times. Clinic barcode ID tags are provided for students and clinical faculty by the Office of Clinical Systems. These must be used to check out 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.

Students must contact Public Safety immediately at 503-494-7744 to report a lost or stolen badge to have it deactivated. Students must also contact SOD Student Services to submit a new badge form. Additional services like TriMet & C-TRAN stickers may result in additional fees.

Commuting:

Tri-Met

Students may purchase discounted Tri-Met passes at the OHSU Campus Access Office. For more information contact the OHSU Campus Access Office at commute@ohsu.edu. Tri-Met’s website may be found at <http://www.trimet.org/>.

Parking

Parking on the campus is very limited; however, students are eligible for passes under certain conditions. Requests for parking must go through the Student Services and must be approved by the Director, Student Services. If you are on campus for a doctor's appointment, you can park during your appointment for free, but you need to call transportation and parking to be placed on the "do not ticket" log (503-494-8283.) Carpools, vanpools, and public transportation are highly encouraged. www.ohsu.edu/parking

Carshare and Rideshare

Long Term Carpools

[MyCommute](#) offers a closed network of current OHSU employees and students. Explore the interactive map, post your needs, and message anonymously. OHSU log in required.

Lyft After Hours

Lyft Off is a commuter program intended to assist employees traveling at off-peak hours between 9:00 pm and 5:00 am to or from Marquam Hill or South Waterfront. Participants are covered, through the Lyft app, for up to \$15 a day when traveling during off-peak hours. More information can be found [here](#).

Bicycling

Many people choose to cycle to OHSU. Information on cycling to OHSU as well as the best routes to take can be found at the website above. Register and log your eligible [rides](#) here to earn \$3.00/day for biking at least 2 miles to OHSU!

OHSU Student Support Services and Resources

Accommodations for Students with 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. This may include but is not limited to, physical, sensory, chronic health, psychological and learning impairments. A qualified student is a person who meets the academic and technical standards 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 without altering or lowering standards.

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:

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

Contact Information

Office for Student Access (Disability Services)

- Phone: 503 494-0082; Secure Fax: 503 346-8066
- Email: studentaccess@ohsu.edu

- Website: www.ohsu.edu/student-access

BICC and Program Library

The Biomedical Information and Communication Center (BICC) houses the library and all 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. Fees for library materials or services may not be charged against the Program account unless expressly authorized by the Office of the Dean.

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](#).

Office of the Registrar and Financial Aid

The Office of the Registrar services include registration for courses, grade reports and official transcripts. The Registrar and Financial Aids office also receives requests for financial aid and deferral of student loans. It should be noted that many actions that affect student status are initiated at the program level before being officially recorded by the Registrar. These actions include change of grade, advancement to candidacy, and leave of absence.

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

Contact Information:

Registrar:

www.ohsu.edu/registrar | Phone: 503.494.7800 | regohsu@ohsu.edu
Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Financial Aid:

www.ohsu.edu/finaid | Phone: 503.494.7800 | finaid@ohsu.edu
Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Cashier's Office:

www.ohsu.edu/education/cashiers-office | Phone: 503.494.8243
Located in Marquam Plaza, Monday – Friday, 8:00 a.m. - 3:45 p.m.

Education Records

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.

Academic Calendar

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

SOD Term Schedules

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

Registration

School of Dentistry students (dental, certificate and master's) do not register for individual classes. Each term, students in good standing are registered automatically by the Office of Academic Systems.

Learning Support

OHSU's Academic Success Center is committed to helping all learners at OHSU reach their academic potential. The Director and her team supports students as they adapt their study and personal habits to the demands of being a student at OHSU. Students can set up individual appointments with the Academic Success Center to discuss their learning needs by emailing Learning Support at learningsupport@ohsu.edu.

Center for Learner Diversity & Inclusion

CLDI supports and works in collaboration with the academic units, hospitals, and other campus and community resources in promoting an environment that values and nurtures an inclusive environment of diversity through various resources and programs for students, staff, and faculty. [Center for Learner Diversity & Inclusion](#)

Office of International Services

The Office of International Services (Mackenzie Hall Room 1182) provides immigration advice and services to international students, employees, and visitors. [Office of International Services](#)

Educational Debt Counseling and Financial Management

OHSU's Educational Debt Counseling and Financial Management office provides individualized, one-on-one appointments to advise students on personal finance. Contact the office at 503.494.7872.

Pregnant and Parenting Students

Starting and growing your family can be a very exciting time, but it can also be a very challenging one, especially when you are pursuing studies in a rigorous advanced degree program. By talking with your Program Accommodation Liaison (PAL) and gaining the approval of your program director, you can adjust your schedule and program requirements to meet your academic and life needs. These adjustments can be made for any student who will be welcoming a new child into their family, including both birth parents (pregnant student) and non-birth parents (such as the father, parent through surrogacy, adoptive parent, or foster parent).

[Pregnant and Parenting Students](#)

Student Center

The OHSU Student Center is located on Campus Drive near Parking Structure F and across the street from the Doernbecher Children's Hospital. The Student Center is comprised of a meeting/study space, a Media Room with movie and sports events viewing, a pool, workout facilities, and a gym that hosts intramural sports.

[OHSU Student Center](#)

Office of Learner Placement and Housing

The OHSU Office of Learner Placement and Housing provides housing as a benefit for all students assigned to clinical rotations in hub sites and non-commutable sites outside metropolitan Portland. Housing provided may be an apartment or a house, a room within a house, a dormitory, or a hotel room. Every effort is made to provide the necessities for the full rotation.

The housing provided is shared (often with students from outside the Program) and co-ed. Students will have their own room; however, the housing unit may be shared with students from other OHSU schools and programs.

Students may decline OHSU provided housing if the Office of Academic Systems is notified at least 8 weeks prior to the rotation start date. The DMD program will not pay, reimburse or subsidize alternative housing arrangements made by individual students. Any situation resulting in a student vacating OHSU provided housing (after the SOD has made the arrangements), must be reported to the Office of Academic Systems immediately. Responsibility for costs incurred as a result of the student's unexpected move may be placed on the student and will be reviewed on a case-by-case basis.

Housing is provided for student use only. Visitors, including family, are not welcome for overnight, weekend or extended periods. All housing units are non-smoking. Pets, weapons, drugs or illegal

activities are not allowed. OHSU housing may be up to 45 miles from a student's assigned rotation site. Since many of our clinical rotation sites are in rural areas, public transportation and bicycling are not feasible options for many sites. It is the student's responsibility to obtain reliable transportation for all rotations.

[Learner Placement and Housing](#)

Student Organizations

Student Service on School Committees

Students serve on several committees of the School of Dentistry (e.g., Curriculum Committee), focus groups, or other activities as requested.

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 No. 07-90-025, Serving of Alcohol](#), 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 [OHSU Policy No. 02-90-001, Student Interest Group Recognition](#). A complete list of student interest groups is available on the [OHSU Student Central](#) website.

Listed below is a partial list of active groups within the School of Dentistry:

- [American Dental Education Association \(ADEA\)](#)
- [American Student Dental Association \(ASDA\)](#)
- Community Outreach, Advocacy, Service Training (COAST)
- [Delta Sigma Delta \(Deltas\) – Dental Fraternity](#)
- [Hispanic Student Dental Association \(HSDA\)](#)
- Pediatric Dentistry Club
- School of Dentistry Dental Student Government (DSG)
- [SOD Student Research Group \(SRG\)](#)
- Student National Dental Association (SNDA)
- Student Patient Assistance Program (SPAP)
- [Student Professionalism and Ethics Association \(SPEA\)](#)
- Voices for Inclusion, Belonging, and Equity (VIBE)

Dental Student Government

The primary student affairs organization within the School of Dentistry is the Dental Student Government (DSG). 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. DS1, DS2, DS3, and DS4 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.

All-Hill Council

The All-Hill Council comprises OHSU's student body government. Each school contributes members to the Council. Graduate students may have up to eight representatives: to find out about being a representative, attend one of the meetings and/or talk to a Council or GSO officer. Student Council meetings are held the second Friday of the month at 12:00 pm and are open to anyone. In addition to facilitating communication about OHSU news and policies to students and acting as a voice of students to administrators, the Council also provides funding for events bringing together students across schools and programs.

[All-Hill Council](#) | scouncil@ohsu.edu

Health and Safety

General Information

BLS/ACLS Certification

All dental students, Advanced Education students and residents are required to maintain current BLS/ACLS certification while at OHSU School of Dentistry. Upon matriculation, Student Services will assist incoming first-year dental students to register for BLS training with the OHSU [CARE program](#). Once completed, all students are required to keep a copy of their certification card as well as send a copy of the BLS card to the Quality Assurance Coordinator. The Office of Clinical Systems will keep a log of expiration dates but will not keep copies of BLS cards. When a dental student enters their third year, they will be reminded by the Office of Clinical Systems to recertify BLS with the CARE program, and once again will be asked to submit the renewal card to the Quality Assurance Coordinator. If BLS certification lapses at any point during the program, axiUm access will be shut off, and students will be unable to perform or assist in clinical care. It is the responsibility of all students to maintain their current BLS certification. BLS/ACLS certification status for Advanced Education students and residents is monitored by the individual programs.

Public Safety

The Department of Public Safety is dedicated to assisting all members of the OHSU community whenever possible. Public Safety maintains a comprehensive communications center (dispatch) staffed 24 hours a day, 7 days a week by professional dispatchers who are trained to triage requests for service, including emergencies and initiate the appropriate response. If they are unable to provide the requested service with our resources, they will make all reasonable attempts to locate someone who can.

[Public Safety](#) | Emergency on Campus: 4-4444 | Non-emergency: 503-494-7744

Jeanne Clery Act

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.

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.

Criminal Background Checks

All admitted students must comply with [OHSU Policy No. 03-10-011, Background Checks](#) 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. After the initial background check, students are required to disclose to Public Safety any criminal conviction (except a traffic offense) within 15 days of the conviction.

Drug Free Policy

OHSU is committed to maintaining a drug-free institution. Students are referred to OHSU's Policies and Procedures and OHSU Code of Conduct regarding the use of alcohol or other drugs while an OHSU student. Additionally, OHSU provides a required reference, [OHSU Alcohol, and Drug Guide](#) which applies to both employees and students at OHSU.

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. OHSU has established a drug testing program consisting of pre-clinical experience testing of students and "for cause" testing for any student suspected of being under the influence of unlawful drugs or alcohol during their course of study. (See [OHSU Policy No. 02-01-003, Student Drug and Alcohol Testing](#))

All incoming students are required to pass a confidential drug screening prior to matriculation, which detects unlawful drugs, including marijuana, which is prohibited by OHSU policy and federal law. 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.

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.

Latex Allergies

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. Any student found to be latex allergic must determine whether to continue with clinical training, acknowledging the risk of becoming ill even if reasonable precautions are taken, and accommodations are made.

Liability

The Dean of the School of Dentistry explicitly authorizes DMD students, as a part of their academic responsibilities, to participate in clinical activities, including care and treatment of patients, taking

histories, and performing examinations at OHSU, OHSU facilities or affiliated non-OHSU sites. Such authorization is to be for academic activities (including clinical) under the direction of faculty. To be covered by OHSU's liability insurance policy, a DMD student must be registered for an approved course including all electives on and off campus.

Student Health and Wellness Center

The Student Health & Wellness Center is your "medical home" providing routine outpatient care and counseling services to meet a wide variety of your health care needs. They are open Monday through Friday from 8:30 am until 4:30 pm and are in room 18 (Primary Care) and room 6 (Counseling and Wellness Services) of Baird Hall. Services offered include primary care, well-woman exams, contraception, travel medicine, immunizations, counseling, and medication management. All registered full-time students in degree and certificate training programs that pay the required health fees in addition to their tuition at OHSU are eligible for health and counseling services at SHW.

A referral is required to see any health care provider outside of SHW, except for women's health providers. There is no cost for an SHW visit, so this should be considered your primary care place and is always cheaper than seeking outside providers.

Student Health and Wellness Center

shw@ohsu.edu | 503-494-8665 | Baird Hall Room 18

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 Student Health & Wellness (SHW) Center.

Failure to provide proof of immunization or compliance with [OHSU Policy No. 02-90-010, Student Health](#) within 30 days of matriculation, or when notified by SHW that a student has fallen out of compliance, will result in a student being restricted from registering and attending classes.

Infectious Disease

DMD students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) should follow the protocols established by SOD Office of Clinical Systems located in the SOD Clinic Manual. Student must promptly report the incident to the Office of Clinical Systems. Following such exposure, students are **required** to notify SHW at 503-494-8665 to solicit additional advice regarding follow up. *Please review the instructions related to [Blood-Borne Pathogen Exposure](#).*

- It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) for use in a clinical setting (e.g., disposable gloves, masks, gowns, eye protection, etc.) unless otherwise specified by the Program.
- It is the responsibility of the program and the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.

- It is the responsibility of the student to use the Personal Protective Equipment provided, and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases.

Additional guidance related to infection control measures, including [standard precautions](#) and proper use of [PPE](#), may be found on the [Infection Control](#) website.

March Wellness Center

The March Wellness Center is located on the Waterfront Campus and is accessible via the Tram. The center offers a wide variety of fitness classes, equipment, and programs for OHSU students and fitness center members. OHSU Students are members of the March Wellness Center and can access the center and its classes for free.

[March Wellness Center](#) | 503-418-6272

OHSU Ombuds

The OHSU Ombuds offers a safe, confidential place to discuss campus-related issues and explore possibilities for informally addressing concerns. The Ombuds will listen and review matters; help identify options; make inquiries and make referrals as appropriate; and/or facilitate resolutions in an impartial manner.

[Ombuds](#)

OHSU Confidential Advocate Program

The OHSU Confidential Advocate Program provides confidential consultation, referral, and support services related to sexual harassment and discrimination. CAP can be reached at CAPsupport@ohsu.edu

Using Information Technology

You are responsible for the appropriate use of school issued/owned iPads, OHSU computers, personal computer(s), 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 \(OHSU-Secure\)](#) for details on the various software required to connect to OHSU's private Wi-Fi network.

In addition, you must abide by [OHSU Policy No. 11-20-010, Acceptable Use of Computing and Telecommuting Resources](#). 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 [OHSU Information Privacy and Security](#) section on the O2 (intranet) site.

Wireless Internet Access

OHSU has both public (open/unsecure) and private (secure) wireless networks available while onsite at most OHSU locations. Use a secure network when connecting to OHSU internal resources:

OHSU – Student

A secured wireless network available for OHSU students with an active OHSU login. Students may connect to *OHSU-Student* with their personally owned computers, tablets and smartphones. The network allows secure access to the internet. *OHSU-Student* is intended for students only — OHSU staff members may connect to eduroam with their personally owned devices.

eduroam

OHSU participates in eduroam, a secure, shared wireless service used by academic and research institutions around the world. eduroam allows visiting students, faculty, researchers and staff from participating institutions to access OHSU's network with their home organization's credentials. eduroam is also the preferred network for OHSU staff members using personally owned laptops, smartphones and tablets.

OHSU-Secure

A secured wireless network available to anyone with an active OHSU login using an OHSU-managed device. OHSU-managed devices are configured to connect to this network when available as it provides the greatest level of security and should be used when possible.

Refer to eduroam and OHSU-Student sections for information on connecting personally owned devices.

Dell Data Protection

Dell Data Protection is required to connect a Windows computer to OHSU's secure networks (e.g., the wired network, the OHSU-Secure wireless network, Virtual Private

Network). It encrypts removable storage devices, such as USB sticks and external hard drives. It also prevents data from moving from OHSU's secure networks to unencrypted removable storage devices.

Dell Data Protection is **not** required on computers that connect only to *eduroam* or *OHSU-Student* wireless network.

OHSU-Guest

An unsecured wireless network that is provided for OHSU patients, visitors, vendors and others who need internet connectivity. OHSU-Guest should not be used by staff, students or affiliates and should not be used to conduct OHSU business, or access or transmit confidential, proprietary or protected information.

Mobile Device Management

Many students want their OHSU email delivered straight to their personally owned mobile devices. If you're among them, get the Boxer app for convenient access to your OHSU email, calendar and contacts. In addition, you can get the Web and Content apps for secure internet browsing and file saving, respectively.

If you don't want to use Boxer, you can use a mobile browser to check your OHSU email at outlook.office.com. You'll enter your username and password and then authenticate with Duo Mobile when your mobile device isn't connected to the OHSU network.

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 Self-Service, 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 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, 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

OneDrive is OHSU members' primary individual cloud storage solution. It provides seamless integration with the other Microsoft 365 applications, is approved for use with PHI and other restricted information and is enabled for collaboration with internal and external partners. Users are given 5TB of storage in OneDrive.

You can access OneDrive through Teams and the web at office.com.

From Teams: Select Files from the left rail of the window and click on OneDrive under the Cloud Storage section.

From the web: Go to office.com and log in using your OHSU email address and password. Click on the OneDrive icon on the left rail of the browser window.

From desktop: Select the OneDrive app for desktop.

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. 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 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 the “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 axiUm/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 privacy@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, 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. Alternatively, you may report a concern anonymously through the OHSU Integrity Helpline by either calling 1-877-733-8313 (24/7) or filing a report online at www.ohsu.edu/helpline 1.

School of Dentistry Guidelines & Expectations

SOD Curriculum Development and Review Process

Student Participation

The SOD Curriculum Committee is responsible for curricular matters associated with the program leading to the DMD 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 Senior Associate Dean for Academic Systems on recommendation from the Director, Student Services.

Student Role in Course Review and Evaluation

For the evaluation of course and instructional effectiveness, OHSU 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 CODA and the NWCCU. 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 to meet the requirements for graduation.

Academic Support

Requesting an Academic Advisor

The student advising program is coordinated by the Director of Student Services. 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 Director, Student Services. 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.

Student Services 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 Student Services to start the process.

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

- To receive tutoring upon request; and,
- 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; and,
 - To prepare in advance for tutoring sessions.
- There are several 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; and,
 - 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 OHSU upon recommendation of the faculty, presented by the Student Performance Committee (SPC) to the dean, and certified by the dean to the president of OHSU. Candidates must have satisfactorily passed all courses in the DMD curriculum and have passed the Integrated National Board Dental Examination (INBDE), be

of good professional and moral character, and comply with all necessary legal and financial requirements.

SOD Commencement and Hooding Ceremony

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

SOD 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 several benefits and opportunities for alumni to engage in support of the school, its students, and each other. These include the Cantwell Memorial Lecture 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 students' full attention.

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.

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.

Communication – Read Your OHSU email!

The Offices of Academic Systems via Student Services shall serve as a clearinghouse for all School of Dentistry messages directed to students. In almost all instances, students will be contacted via email. **Students are required to view and respond to their email daily.** 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 Student Services 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 Policy No. 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 Now](#)
- [Graduate Student Organization Blog Site](#)

RLSB Student Lounge/Learning Resource Center

The RLSB Student Lounge is shared with students of other programs, including Medical, Physician Assistant, 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. 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. [OHSU Policy No. 02-20-005, Education Records](#) establishes OHSU's commitment to the rights of students under FERPA.

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 No. 2-20-050, Verification of Student Identity](#)).

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 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 Division of Dental Public Health, 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 Systems 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 always be clean and clear. Do not store anything outside of your assigned locker. Be aware of perishable items. Refrigerators are 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 (SPC) for appropriate action.

Confidentiality

Students will comply with [OHSU Policy No. 01-05-012, Confidentiality of Health Information](#) 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

OHSU protects the confidentiality of patient information, as required by law and the professional codes of ethics. Every individual at OHSU 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. The following cloud storage tools are approved for use at OHSU and supported by ITG:

OneDrive for Business (OneDrive): OneDrive is OHSU's primary individual file management solution available to all OHSU members. It features built-in integration with Microsoft productivity software. OHSU members may use their OHSU OneDrive accounts to store restricted information, including protected health information (PHI).

Teams with SharePoint Online: OHSU members may use OHSU SharePoint Online to store restricted information, including PHI. The file management platform that stores files in your Teams workspace, SharePoint Online can store, manage, and distribute files to users with different access levels and permissions.

Dropbox Enterprise (Dropbox): An optional storage solution available by request only. Members must complete a mandatory training available through the request form. Like OneDrive, Dropbox can be accessed from any device connected to the internet.

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 Systems 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.

Guidelines on Clinician/Patient email or Texting Communications

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.

Clinician/Patient email communication

OHSU has adopted the American Medical Informatics Association guidelines for email communications between individual patients and their dental care provider. 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-MRM-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 privacy@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](#) on O2.

Clinician/Patient Text Messaging and Voicemail

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 voicemail/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 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 videos to be in the public realm and therefore potentially visible to everyone online.

[OHSU Policy No. 08-10-015, Social Media](#) outlines the appropriate use of approved OHSU Social Media channels and the O2 Social Media page, (<https://o2.ohsu.edu/communications/social-media>), has answers on how to use social media appropriately.

a) **Professionalism**

- i. Postings on social network sites are subject to the same professional 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. Online social networks blur the lines between public and private, personal and professional. 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 OHSU. My program and OHSU 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. Cyberstalking, sexting, and other inappropriate social media interactions 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 to 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 number, social security number, passport number, driver's license number, 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 professionally unless they have 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

- i. 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.

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 permitted to be turned 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; and,
- 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; and,
- 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 Materials Coordinator at 503-494-4483 or to Ms. Anne Rudwick, Associate Dean for Finance and Administration at stemwede@ohsu.edu.

CITA/WREB/CDCA (ADEX)

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

Pre-clinic (SIM) Procedures 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 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 scannable 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 checked out to the student. Students can see in the personal planner all the lost and broken items assigned to them.

OHSU Simulation Clinic Protocol

Students are responsible for compliance with predoctoral 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 always maintain a clean and professional workspace (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 countertops 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; and,
- 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.

Professional Attire and OSHA Compliance

- Student ID badges are to be always 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) is required any time cutting or grinding occurs; and
- 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 Systems. Repeated warnings will result in a meeting with the Student Performance Committee (SPC).

Appearance Guide for Students

Objective

To define minimum acceptable appearance standards for employees, students, 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 slingbacks). 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, the 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; and,
- 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 workplace 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.



Oregon Health & Science University
School of Dentistry

Academic Policy & Procedures Manual

Introduction

The Academic Policies & Procedures Manual is the official document detailing the expectations, policies, procedures, rights, and due process for student learners attending Oregon Health & Science University School of Dentistry. The academic policies and procedures at the School of Dentistry are in alignment with the overarching [academic policies](#) of the University.

By virtue of their enrollment in programs at OHSU SOD, all student learners voluntarily place themselves under these policies and procedures and agree to know, understand, and abide by them and any subsequent changes that might be made. Therefore, students, faculty, and administrative personnel need to be familiar with the contents found in this manual. This manual is intended to serve as an easy reference and as such, is by no means all-inclusive. Instead, it was written with the intent to include only the most pertinent policies and procedures for our student learners.

The Student Performance Committee (SPC) is the body of faculty charged with interpreting and applying the provisions herein. While every effort has been made to ensure the accuracy and most current information, OHSU and the School of Dentistry reserves the right to modify the policies and/or procedures in this manual without notice when circumstances dictate.

This edition of the Academic Policies & Procedures Manual supersedes any previous documents and all policies and procedures listed remain in effect until such time that they are amended, changed, or deleted.

The commitment to a supportive culture that will foster a positive learning environment is a core principle behind the policies and procedures outlined in this manual. Understanding and following these policies will serve to enhance your overall learning experiences at the School of Dentistry.

Gary L. Stafford DMD
Senior Associate Dean for Academic Systems
Oregon Health & Science University
School of Dentistry

Office of Academic Systems

Contact Information

Name	Title	email	Phone
	Office of Academic Systems	sodacademic@ohsu.edu	503.418.8090
Gary L. Stafford DMD	Senior Associate Dean for Academic Systems	staffoga@ohsu.edu	503.494.8541
Coral Pipkin	Executive Administrative Assistant	pipkinc@ohsu.edu	503.494.8541
Peter Morita DMD	Associate Dean for Clinical Informatics and Learner Engagement	moritap@ohsu.edu	503.494.1289
Crystal Paredes MS	Director, Assessment & Institutional Outcomes	paredes@ohsu.edu	503.810.0914
Jenna Wilkinson	Director, Student Services	wilkinje@ohsu.edu	503.494.4876
Tara Moreno	Program Technician II	morenot@ohsu.edu	503.346.4722
Shayna Hulbert	Program Technician II	hulbersh@ohsu.edu	801.347.5844
Polina Pozdina	Administrative Coordinator	pozdinap@ohsu.edu	503.494.8826

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 Academic Systems is located on the third floor, south side of the Robertson Life Science Building (RLSB) in Rm 3S018

-

Accreditation

University

Oregon Health & Science University (OHSU) is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body approved by the U.S. Department of Education. Institutional 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 full-scale accreditation review.

For further information, please contact The Commission Office, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052; 425/558-4224, www.nwccu.org.

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.

The Commission on Dental Accreditation serves the public and profession by developing and implementing accreditation standards that promote and monitor the continuous quality and improvement of dental education programs. Currently, there are more than 1,400 accredited programs in the following discipline-specific education areas: predoctoral dental education, advanced dental education programs in advanced education in general dentistry, general practice residency, dental anesthesiology, orofacial pain, oral medicine, dental public health, endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics and prosthodontics, and allied dental education programs in dental hygiene, dental therapy, dental assisting and dental laboratory technology. The Commission develops standards for educational programs and makes accreditation decisions about individual educational programs.

For further information, please contact the American Dental Association, 211 E. Chicago Avenue, Chicago, IL 60611; 800/621-8099, www.ada.org.

Licensure Disclosure

OHSU is required under [34 CFR Part 668.43 - Student Assistance General Provisions](#) to make the following notification to students in programs that lead to licensure.

OHSU holds institutional and specialized accreditation, which attests to the rigor of its academic programs. As such, OHSU's programs meet the accreditation standards required by these agencies.

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

Additional information regarding licensure can be found on the [OHSU out-of-state authorization webpage](#) under licensure.

OHSU Mission & Vision Statements

Overview

Oregon Health & Science University (OHSU) is the state's only comprehensive public academic health center. Its fundamental purpose is to improve the health and wellbeing of people in Oregon and beyond. A nine-member [Board of Directors](#) nominated by the Governor and confirmed by the Oregon Senate governs the university.

OHSU Vision Statement

Our vision is to partner to make Oregon a national leader in health and science innovation for the purpose of improving the health and well-being of Oregonians and beyond.

OHSU's focus on healing, teaching, and discovery – combined with our deep history in Oregon – is unique. We are the state's only academic health center and one of the only universities in the U.S. devoted exclusively to educating doctors, dentists, nurses, pharmacists, and public health professionals. We not only treat the most complex health needs in the region, but we also make discoveries that save lives and train leaders to address the societal issues that impede health.

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.

OHSU School of Dentistry Mission & Purpose Statements

OHSU School of Dentistry Mission Statement

The mission of the School of Dentistry is to provide excellence in oral health education, patient care, research, and community service.

OHSU School of Dentistry Purpose Statement

The purpose of the School of Dentistry is to educate oral health professionals for lifelong excellence in science, ethical clinical practice, and professional growth.

OHSU Administrative Policies, Procedures, and Guidelines

Applicable Policies

The DMD program is housed within the School of Dentistry at OHSU. The program provides a forty-seven (47) month competency-based education consisting of both didactic and clinical courses. The program has its own established and approved admission and graduation requirements and has primary responsibility for designing and implementing the education program and procedural guidelines and regulations deemed necessary to carry out educational objectives.

Upon matriculation into the DMD program, each student agrees to be bound by the [Code of Conduct](#), rules, policies, procedures, and administrative regulations of OHSU, the School of Dentistry, and the program as they exist at the time of admission, **and as they may be changed during the student's continued enrollment**. Students must be familiar with the policies and procedures of the program as delineated in this manual and are also required to familiarize themselves with all policies and procedures of OHSU as published on 'O2', the OHSU Intranet. [Academic policies](#) may also be found on the O2 website.

Registration Policy

School of Dentistry students (dental, certificate, and masters) do not register for individual classes. Each term, students in good standing are registered automatically by Student Services. Students complete the scheduled classes for each term. Class schedules for each term are made available by the Office of Academic Systems.

The dental curriculum is restricted to students who have been competitively selected by the Admissions Committee of the School of Dentistry. The only exception to this policy is students selected to participate in an OHSU graduate degree or in a special program. These students and/or their advisors may seek permission from the Senior Associate Dean for Academic Systems 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. 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 Student Services. Adding or dropping courses may impact a student's academic progress.

Tuition Policy

Tuition and fee payment is due during the first week of each term. Term charges are based on the OHSU Academic Year Tuition & Fee Book and include, but may not be limited to, tuition, prorated cost for equipment/equipment lease, the University Fee, 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 through the process established in a given academic year. The insurance waiver must be renewed each academic year of enrollment.

All enrolled School of Dentistry 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. [Per OHSU Policy No. 02-70-035, Degree/Certificate Standards](#), all DMD degree requirements must be completed within 5 years of matriculation unless an extension is granted. In order to be awarded a DMD, a student must complete the program as documented by receiving a Passing grade in all required courses and be endorsed for the DMD by the Faculty of the School of Dentistry.

“Non-degree” students admitted to special clinical programs at the School of Dentistry will be assessed tuition and fees according to the OHSU Academic Year Tuition & Fee Book.

Incoming School of Dentistry students can expect an annual increase in tuition and fees. Students matriculating in the DMD degree program in 2023-24 and before will have a locked tuition rate for the remainder of their studies, if they complete the degree within the normal timeframe specified by the degree program (OHSU Tuition Promise). While the tuition rate for students matriculating in the DMD degree in 2023-24 and before will remain the same under the OHSU Tuition Promise, other expenses such as fees, books, supplies, or equipment charges are subject to change. 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 within the first week of each term.

The Student Accounts Receivable 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.

Required Books and Supplies

Students receive disbursements from financial aid in order to purchase mandatory books and other supplies (e.g., loupes, lights, clinic cameras, INBDE board preparation applications, board and license exam fees).

Refund Policy

A student who withdraws in accordance with the School of Dentistry regulations may be eligible for a refund, as listed in the OHSU Refund Schedule available through the University Registrar's Office. A student considering withdrawal should contact the Student Services and the Office of Academic Systems as early as possible.

Curriculum Timeline and Leave of Absence (Timeline Modification) Policy

All students are expected to progress through the DMD program without delay in meeting their graduation requirements, and the curriculum is structured to support this timely progression. The DMD program is forty-seven (47) months in length, and the time from matriculation to granting of the DMD degree shall be limited to 5 academic years, including any requested Leave(s) of Absence (LOA).

In accordance with [OHSU Policy No. 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#), a documented Leave of Absence may extend time to degree by no more than one year (four consecutive quarters).

Leave of Absence (LOA)

Definition: A Leave of Absence (LOA) is a type of withdrawal that interrupts study temporarily to accommodate extenuating circumstances. A student on LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take a LOA in excess of one year without re-applying for admissions.

[OHSU Policy No. 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#), along with its accompanying procedure, defines key terms, outlines student responsibilities, and provides guidance for requesting and returning from a LOA.

In general:

1. Requests for LOAs must comply with [OHSU Policy No. 02-70-030, Voluntary Leave of Absence, Excused Absence and Withdrawal](#), and accompanying procedures.
2. A student may petition for a Leave of Absence (LOA), but a LOA will not be granted solely because of poor academic performance.
3. A student permitted to take a LOA while on academic and/or disciplinary status will return on the same status.
4. Students requesting a LOA, Excused Absence, Withdrawing from Term Enrollment, or Permanent Withdrawal from the University should discuss their plans in advance with their academic dean or program director.
 - a. In the event a student needs to take a Medical LOA and is unable to submit the required paperwork due to circumstances outside of their

control, in consultation with the student CARE team, the academic dean or program director may submit a Medical LOA on behalf of the student.

5. Students are responsible for understanding the implications of an LOA.
6. A student is responsible for notifying OHSU if their plans change.
7. The student and the academic dean or program director shall discuss a mutually agreeable time to return to support reentry into the academic program.

Time Limits

During the academic year, if the leave of absence is of substantial duration, the student is responsible for completing all course requirements and making up all missed work. The student may be required to repeat the missed coursework with the following year's class. Additional requirements, including the possibility of repeating the entire didactic year, may be imposed after review by the Student Performance Committee and subsequent recommendation to the Dean of the School of Dentistry.

- Per [OHSU Policy No. 02-70-035, Degree/Certificate Standards](#), all DMD degree requirements must be completed within 5 years of matriculation unless an extension is granted. In order to be awarded a DMD, a student must complete the program as documented by receiving a Passing grade in all required courses and be endorsed for the DMD by the Faculty of the School of Dentistry.
- Per [OHSU Policy No. 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#), a documented Leave of Absence may extend time to degree by no more than one year.

Special Curriculum

A Special Curriculum may be granted by the Senior Associate Dean for Academic Systems 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; and,
2. Approval by the appropriate person or body, as follows:
 - a. For a student in good academic standing, approval is granted by the Dean or Senior Associate Dean for Academic Systems.
 - b. For a student on academic probation or a student who has a failing grade, approval is granted by the Dean of the School of Dentistry or the Senior Associate Dean for Academic Systems 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 Senior Associate Dean for Academic Systems in consultation with the departments involved. Special curriculum is limited to one term.

A request for a special curriculum must be made in writing to the Senior Associate Dean for Academic Systems explaining the rationale for the request.

Commitment to Equity and Inclusion and Equal Opportunity Non-discrimination Policy

Oregon Health & Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. Inclusion means we honor, respect, embrace and value the unique contributions and perspectives of all employees, patients, students, volunteers, and our local and global communities. It is fundamental to OHSU's ability to attract and retain top talent. Inclusive cultures also foster innovation and creativity, flourish in a competitive market, maximize the return on our investment in people, and ensure flexibility to thrive.

If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity or expression, disability or any other protected status please contact the [Office of Civil Rights Investigations and Compliance](#) (OCIC) at 503-494-5148 or ocic@ohsu.edu. You may also submit an Integrity Helpline report by either calling 1-877-733-8313 (24/7) or online at www.ohsu.edu/helpline where anonymous reporting is available. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the [OHSU Title IX Coordinator](#), Angela Fleischer at 503-494-5148 and press 5 or by email at titleix@ohsu.edu.

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, military service, or any other status protected by law. It does not discriminate on any status protected by law. [OHSU Policy No. 03-05-048, Discrimination, Harassment, and Retaliation](#) applies to all employment, education, volunteer, and patient care related activities or in any other aspect of OHSU's operation. Such compliance efforts are coordinated by the OHSU OCIC Department.

Title IX of the Education Amendments Act of 1972 protects individuals from discrimination on the basis of sex in any educational program or activity operated by recipients of federal aid. OHSU complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination in education programs, activities, employment, and admissions.

The OCIC office at OHSU has published a Resource Guidebook entitled, *"Respect for All. Discrimination, Harassment, Retaliation Sexual Misconduct: Reporting Options, Resources and Support for Students and Employees"* which offers tools and resources to assist OHSU members in managing, responding, and dealing with incidents of discrimination, harassment, retaliation, sexual misconduct, or bullying.

What to do if you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination at a regional, or off-campus site:

OHSU's commitment to creating and fostering a learning and working environment based on open communication and mutual respect extends to all students, whether they are located on or off campus. If you are located off-campus or off-site and experience or witness an incident that you want to report, you can file an Integrity Helpline report by calling 1-877-7-833-8313 (24/7) or filing one at www.ohsu.edu/helpline. You can also contact OCIC at ocic@ohsu.edu or 503-494-5148, or the OHSU Title IX Coordinator, Angela Fleisher at titleix@ohsu.edu or call 503-494-5148 and press 5. If you wish to report it confidentially, you can speak to an OCIC Confidential Intake Specialist by calling 503-494-5148 or email ocic@ohsu.edu. You may also contact the [Student Health and Wellness Center](#) and set up an appointment by phone at 503-494-8665. For more information on additional OHSU confidential resources, please visit the [OCIC Confidential Support](#) page.

Patient Requests for, or Refusal of, Healthcare Professionals or Other Personnel with Specific Characteristics

OHSU will not accommodate requests for or refusal of healthcare professionals or other personnel because of a specific characteristic of the healthcare professional or other personnel. Please refer to Healthcare Policy [HC-RI-133-POL](#).

Emergency Preparedness

OHSU has established an [Emergency Management website](#) with information 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 the [OHSU Emergency Resource Book](#).

Modified Operations

The Modified Operations policy supports an all-hazards approach to emergency preparedness, recognizing that inclement weather is not the only thing that may cause OHSU to need to curtail some functions. This approach also acknowledges that there may be times when inclement weather is clearly present, but operations haven't been modified because every effort will be made to maintain operations.

As an element of Emergency Management, the [Modified Operations website](#) provides information related to curtailing certain activities to maintain the safety of OHSU members, patients, and visitors. More information can be found in [OHSU Policy No. 01-40-010, Modified Operations](#).

DMD Curriculum Structure, Policies, and Procedures

The DMD Curriculum

The dental curriculum is designed to prepare graduates for the practice of general dentistry. Emphasis is placed on the prevention of dental diseases as well as on technical, diagnostic, and treatment planning skills essential to treating patients.

Students see their first patient during the fall quarter of their freshman year as part of a course dealing with the prevention of dental diseases. During the first two years, there are additional clinical experiences, although emphasis is placed on the biological sciences and preclinical techniques. The third-year summer session focuses on clinical experiences, advanced prosthodontics, and clinical pharmacology. The third and fourth years deal mostly, but not entirely, with clinical practice and include courses in advanced clinical techniques and practice management. Honors clinical electives are offered in advanced restorative techniques, implantology, and advanced education areas (e.g., endodontology, behavioral sciences). Development of ethical standards of practice, opportunities for community service, and elective courses augment the development of clinical skills.

OHSU School of Dentistry Competency Philosophy

The faculty believe that affirming a student competent is not a statement of fact, but rather, based upon four years of interaction with the student, the statement of “competent” specifically means that School of Dentistry faculty predict that when faced with a clinical or professional problem, the student will be able to reach a professionally acceptable outcome consistent with an entry-level general practitioner.

To confidently make this prediction, the faculty regularly sample evidence from four domains of the **Competency Model**. (Reference Appendix 1)

1. Varied Experiences
 - a. the body of work generated by the student during the dental school curriculum to include didactic, preclinic, clinic and extramural settings.
2. Faculty/Peer Evaluation
 - a. the formative and summative feedback provided to the student during the curriculum to include evaluation of the student knowledge and skill and the use of that evaluative feedback.
3. Clinical Skills Assessments/Practice Readiness Assessments
 - a. the performance of the student during demonstrations of independent generation of products, procedures and practices required in the curriculum that include written examinations, clinical and preclinical examinations, patient care presentations and evidence-based portfolios.
4. Student Self-evaluation
 - a. the demonstrated ability of the student to consistently, systematically and accurately evaluate personal performance related to products, procedures and practices requisite in the curriculum.

OHSU School of Dentistry Competency Statement

The School of Dentistry maintains that when asserting that a learner is competent, it is a prediction that the next time the learner is confronted by a problem that an entry-level practitioner should be able to address, our learner will do so independently and at a clinically acceptable level.

OHSU School of Dentistry Student Learning Outcomes

Student Learning Outcomes (SLO's) are statements that specify what students will know, be able to do, or be able to demonstrate when they have completed or participated in a Course or Program. SLO's specify an action by the student that must be observable, measurable, and able to be demonstrated.

Student Learning outcomes are statements of the knowledge, skills, and attitudes individual student learners should possess and can demonstrate upon completion of a learning experience or sequence of learning experiences.

The School of Dentistry uses SLO's to determine competency in the following five domains or core competencies:

1. Foundational Knowledge (FK)
2. Communication (COM)
3. Patient Assessment (PA)
4. Diagnosis (Dx)
5. Treatment Planning (TP)
6. Patient Care (PC)
7. Outcome Evaluation (EVAL)

Foundational Knowledge

The graduate of the OHSU School of Dentistry is competent to 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/caregivers 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 (extraoral 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; and,
 - 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 School of Dentistry Minimum Standards for Graduation

To qualify for a degree or certificate and in order to be recommended for graduation, a student must meet OHSU and program-level requirements in the following ways:

DMD Students

- Satisfy the competencies and degree requirements established by the Faculty of the School of Dentistry and attain the stated degree standards;
- Earn an official OHSU recorded grade of “P” (Pass) in each required course as listed in the OHSU Program Requirement Guide found on the OHSU Registrar’s website.

- To earn a degree, students must meet the requirements in effect when they started the program. Any student who has not remediated an "NP" (No Pass) or rectified an "I" (Incomplete) grade shall not be recommended for graduation;
- Pass the Integrated National Board Dental Examination (INBDE); and,
- Attain endorsement by the faculty, whose action will be based upon the recommendation of the Student Performance Committee (SPC) and reported by the Senior Associate Dean for Academic Systems.

Advanced Education Students

- Satisfy the competencies and degree/certificate requirements established by the Faculty of the School of Dentistry and attain the stated degree and certificate standards;
- Earn an official OHSU recorded grade of "P" (Pass) or a letter grade of B or higher in all required courses as outlined in the Office of the Registrar's Program Requirements Guide; and,
- Attain endorsement by the faculty, whose action will be based upon the recommendation of the Advanced Education Committee (AEC) and reported by the Senior Associate Dean for Academic Systems.

Integrated National Board Dental Examination (INBDE)

To be awarded a DMD degree from OHSU, all students must pass the Integrated National Board Dental Examination (INBDE). To help prepare students to successfully challenge the INBDE, the School of Dentistry will require all DS1, DS2, and DS3 students to challenge the Comprehensive, Qualifying, and Mock Board Examinations. Permission to challenge the INBDE is granted by the Office of Academic Systems, and all criteria below must be met to challenge the national exams:

DS1 students: must challenge and pass the Comprehensive Examination given at the end of the DS1 year.

DS2 students: must challenge and pass the Qualifying Examination given at the end of the DS2 year.

DS3 students: Will challenge 2 Mock INBDE Exams: a Check-In Exam, and a 2-Day Simulated Mock INBDE Exam. Students who fail to pass the Simulated INBDE Mock Exam will be required to complete a remediation activity, and direct patient care may be delayed until identified deficiencies are remediated.

Students must pass the INBDE to graduate. Those who fail to pass the INBDE before the graduation deadline will be provided with additional academic resources to use during independent study as they prepare to challenge the INBDE for a second time.

OHSU School of Dentistry Commencement

Commencement Ceremony Participation

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.

A student who participates in the commencement ceremonies before completing all degree 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.

Awarding of Diploma

The student must complete all degree requirements before a diploma will be awarded, or the School of Dentistry will certify that the student has completed the curriculum. Students who have not fulfilled all degree or financial requirements will not receive a diploma. All University accounts must be cleared or satisfied for the release of the official diploma.

OHSU School of Dentistry Awarding of Academic Distinction

Per [OHSU Policy No. 02-70-040, Degrees Awarded with Honors](#), honors are awarded upon graduation based on earned grade point average (GPA) while enrolled in an eligible academic program. Since the DMD program utilizes a P/NP grading scheme, students are ineligible for University Honors at commencement. However, academic programs that do not utilize a GPA may acknowledge individual student accomplishments through school or program specific awards (e.g. letters of commendation).

Academic Distinction

For the Classes of 2026, 2027, and 2028, and based on Letters of Commendation (LOC), which are used to determine Class Rank, the School of Dentistry will recognize superior academic and clinical achievement through the awarding of Academic Distinction cords that may be worn during the Hooding Ceremony that immediately follows the OHSU Commencement.

Regardless of final class rank, academic distinction cords will not be awarded to a student who has been on academic probation (which includes any “NP” course grade) during the DMD program.

- The Class of 2029 will not have a formal class rank based on Letters of Commendation and thus will not receive academic distinction cords.

During the DS4 Hooding Ceremony, qualifying students in the Classes of 2026, 2027, and 2028 will be awarded gold, silver, or bronze cords based on the following criteria.

Gold

Top 5% of students based on the total number of Letters of Commendation awarded through the end of the DS4 Winter Term.

Silver

Top 10% of students based on the total number of Letters of Commendation awarded through the end of the DS4 Winter Term.

Bronze

Top 20% of students based on the total number of Letters of Commendation awarded through the end of the DS4 Winter Term.

OHSU School of Dentistry 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 on or before the first day of class and reviewed with the students as required by [OHSU Policy No. 02-50-050, Course Syllabi](#). 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

OHSU School of Dentistry Student Learner Classifications

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. Students are enrolled at the School of Dentistry in one of the following classifications:

1. Dental Student – Any student who is enrolled in the pre-doctoral dental curriculum.
2. 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:
 - a. graduate education leading to the Master of Science degree; or
 - b. advanced clinical training and graduate education leading to the non-GME Specialty Certificate.
3. Resident – Any student who is enrolled in a GME post-graduate training program.

OHSU School of Dentistry Exam Day 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 the failure of the student to download the exam prior to the download deadline or an assessment started late due student tardiness.
 - Download Deadline Missed: Students are expected to Download the exam prior to entering the exam room. Notify the OAS Team via email or Microsoft Teams as soon as possible, but no later than the scheduled exam start time, if download problems are encountered. Students arriving to challenge an exam without having downloaded the exam must go directly to the OAS Office (3S020) to receive a download extension. Extended time will not be provided.
 - Tardiness: Students must arrive on time and be ready to begin the exam at the scheduled time. Students arriving late without an excused absence will not be provided with extended time to complete the exam. Instructors will require students to upload their exam at the scheduled end time, regardless of the progress made by the student. Students arriving late may receive a Professional Monitoring Form.

Rescheduled Exam:

- An assessment challenged at a date or time other than the original examination date per approval based on [OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#).

Remediated 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 "I," or No-Pass "NP." Students who are approved for examination deferral must reschedule the examination through the Office of Academic Systems.

SOD Policy No. 01-49-040

This policy ensures academic integrity in completing in-person exams in the School of Dentistry (SOD) and establishes expectations for exam days. The SOD expects all written exams to 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.

Procedure

Students are responsible for ensuring they are prepared for exams. This includes adhering to the following expectations:

1. **Device Updates:** Ensure the most recent version of Exemplify is installed on the device in which the exam will be challenged.
2. **Anti-Virus:** Ensure anti-virus software is disabled on device prior to beginning the exam.
3. **Exam Download:** Download the exam prior to entering the exam room. Notify the OAS Team via email or Microsoft Teams as soon as possible, but no later than the scheduled exam start time, if download problems are encountered. Students arriving to challenge an exam without having downloaded the exam must go directly to the OAS Office (3S020) to receive a download extension. Extended exam time will not be provided.
4. **Whiteboard/Dry Erase Markers:** The SOD provides whiteboards and dry erase markers for students to use instead of scratch paper. Both can be picked up prior to the start of an exam in RLSB 3S020. Items must be returned immediately after completing the exam.
5. **Late Arrival:** Students must arrive on time and be ready to begin the exam at the scheduled time. Students arriving late without an excused absence will not be provided with extended time to complete the exam. Instructors will require students to upload their exam at the scheduled end time, regardless of the progress made by the student. Students arriving late may receive a Professional Monitoring Form.

6. **Personal Items:** All personal items, backpacks, purses, cell phones, smart watches, etc. should be left in student lockers. Do not place personal items at the front of the exam room. Students will be asked to place personal items in their locker if they arrive with them. If not worn, jackets (outerwear) must be placed on the back of the seat.
7. **Questions:** Students may not ask, and proctors may not answer content questions during the exam. Students should use the Notes & Feedback feature in ExamSoft if they have questions about exam questions.
8. **Integrity:** Remain silent during the exam. Refrain from glancing around. Focus should be on the school approved device used for exam purposes. Whiteboards and scratch paper should not be visible to peers.
9. **Conclusion:** When you have completed your exam, show the proctor the Green Screen before leaving the room. Return whiteboards, dry erase markers and/or scratch paper to the proctor.
10. **Rescheduling:** 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 "I" (Incomplete), " or "NP" (No Pass).

Exam Proctoring

The purpose of [OHSU Policy No. 02-70-050, Exam Proctoring](#) is to ensure that academic integrity in the completion of exams is maintained through the use of proctoring. Exams that require proctoring include but are not limited to written and multiple-choice exams, skills tests, and/or oral exams. This policy does not apply to non-proctored assessments. The program director shall approve the choice of proctor in advance of the exam.

Definitions:

1. **Proctored Exam:** An exam that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while they are taking an exam. The proctor ensures the security and integrity of the exam process.
2. **Proctor:** An individual charged with monitoring the examination of a student and possesses no conflict of interest in upholding OHSU's Code of Conduct.

Procedure:

[OHSU Policy No. 02-70-050, Exam Proctoring Procedure](#) outlines the responsibilities of the faculty of record, the student, and the proctor.

Proctor Responsibilities:

1. Uphold the OHSU Code of Conduct;
2. Verify the identity of the test taker;

3. Ensure appropriate testing conditions are met;
4. Administer the examination(s) as per the instructions provided by the faculty of record;
5. Monitor the student during the examination and report any misconduct to the faculty of record;
6. Maintain the security of all exam materials prior to and after the exam; and
7. Return the completed exam to the faculty of record.

OHSU School of Dentistry Accommodated Testing Procedures

Accommodated Requests

Consistent with [OHSU Policy No. 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 Systems 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
- Canceling 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 Student Services at the beginning of the term. The Director for Student Services, Ms. Jenna Wilkinson is the Program Accommodation Liaison (PAL) 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 Student Services at least five (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 Student Services 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, Student Services 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.
- Student Services reserves all testing stations based on accommodation type and availability of testing space. Accommodated testing will occur with exam proctoring in spaces identified by the Program Accommodation Liaison (PAL) or an alternative site as approved by the Office of Academic Systems.

Late Exam Requests

Late exam requests made to the Student Services 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 SOD 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.

Canceling an Accommodated Exam Request

If you do not wish to use your accommodations for an exam, please provide a minimum of 24-hour's 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 Student Services 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.

Procedures 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 Student Services in a timely manner that they need to defer the exam due to a disability related illness. If a student is unable to notify Student Services 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 five (5) business days to meet the one-week requirement to take scheduled examinations under [OHSU Policy No. 02-70-045, Change in Scheduled Exam and Other Assessments](#).

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 OHSU 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 Senior Associate Dean for Academic Systems.

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

If a student is unable to adhere to the procedures and fails to *notify* Student Services 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 Systems 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 OAS 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 [OHSU Policy No. 02-70-045, Change in Scheduled Examination or Other Assessments](#).

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.

If a student fails to show up for an exam for any reason, except suspension, the exam will be counted as a Missed Exam 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 School of Dentistry Grading Policy and Guidelines

Grading Policy and Guidelines

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

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 measure is whether a student has achieved competency. It is for this reason that a Pass(P)/No Pass (NP) 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 (LO) to acknowledge superior student performance.

Beginning with the Class of 2029, LOCs will no longer be awarded. The Classes of 2026, 2027, and 2028 will continue to be awarded LOCs through their graduation from the DMD program.

All courses in the pre-doctoral curriculum shall be graded on a P/NP basis. The following guidelines will be in effect:

2. 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;
3. 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;
4. All courses must provide a method to award LOCs for those students in the Classes of 2026, 2027, and 2028 who achieve superior performance. The Course Director will determine the minimum overall score to be obtained to award a LOC, 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.
5. Courses will not provide a method to award LOCs for those students in the Class of 2029.

OHSU School of Dentistry Letters of Commendation Policy

In addition to passing all assessment areas, some students may achieve an overall standard of excellence for a course. Letters of Commendation (LOC) are awarded to recognize this overall standard of excellence in performance, and the requirements for eligibility are outlined in each course's syllabus. Students requiring any remediation during the term are ineligible for LOCs. The Office of Academic Systems tracks the awarding of LOCs, and class rank is determined by the number of LOCs received by each student.

- The Classes of 2026, 2027, and 2028 will continue to receive LOCs.
- The Class of 2029 will not receive LOCs.

Rounding of Grades

Rounding of grades is carried out at the discretion of the Course Director and will be calculated to two decimal points. If a Course Director elects to round grades, they must do so for every assessment within the course and for every student enrolled in the course.

“Grades on course assignments, quizzes, mid-term examinations, final examinations or any other assessment that is determined by percentages involving decimals, should be rounded up to the next whole number when equal to .50 or greater. When the decimal is less than .50, the grade is to be rounded down (e.g., 69.50% would be rounded up to 70% and 69.49% and below would be rounded down to 69%).”

Grade Submission Timeline

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

Grade Changes

A course director may change a student’s recorded grade (term grade report on permanent transcript) for a course, with the approval of the Senior Associate Dean for Academic Systems by sending a written notification to the Registrar of the replacement grade. This action must be done within two weeks (14 days) of when the grades are released to the students by the Registrar. Any exceptions to this policy must be approved by the Senior Associate Dean for Academic Systems.

NP Course Grade

Upon the posting of an 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 OAS.
- For just cause, the Senior Associate Dean for Academic Systems may grant permission for giving remediation examinations (following consultation with the departments concerned) at times other than those specified under this policy.

Remediation

In terms of this policy, remediation is defined as a sequence of examinations or educational activities, beyond the standard course curriculum, designed to bring underperforming students to a level of competency expected of the students to develop and demonstrate required knowledge, skills, and/or attitudes through additional written assessments, self-directed learning, and purposeful interactions with faculty. These assessments and events are designed to address academic deficiencies pursuant to a student failing an assessment or a course in the SOD curriculum. Remediation of any assessment or event disqualifies students from earning a Letter of Commendation (LOC) in the course in which remediation was required.

- All remediation assessments must be of similar rigor of the original assessment.
- Any failed remediation assessment or event will result in a “NP” (No Pass) for the Course and may result in a Hearing with the Student Performance Committee.
- All assessments, including remediation assessments, must be proctored on site

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 the intellectual property of the author and OHSU and are 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 including copying of materials without consent for use outside of the OHSU School of Dentistry and for any activity considered misconduct per this handbook and OHSU policy, including non-approved use in any form and content captured on personal devices, is strictly prohibited.

Any violation of this policy will be considered a breach of professionalism and will result in disciplinary action.

Confidentiality of Health Information Policy

Students will comply with [OHSU Policy No. 01-05-012, Confidentiality of Health Information](#) 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.

School of Dentistry Visitor Policy – Classroom and Clinical Settings

[OHSU Policy No. 07-15-010, OHSU Visitors](#), classifies the different types of visitors and <https://o2.ohsu.edu/visitors-and-volunteers> provides information on how to register a visitor.

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 always be accompanied 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, Senior 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 always accompany guests 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.

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 classes, pre-clinic, and clinic sessions unless stated otherwise by the course director(s) and/or course syllabus.

Absence is defined as the failure of a student to attend any scheduled class or clinic activity.

Absences may be classified as either “Excused” or “Unexcused”. All absences are considered Unexcused until approved by the Office of Academic Systems.

An “Extended Excused Absence” refers to absences extending for five (5) consecutive days or longer.

Purpose

This policy establishes the expectations for student attendance while enrolled in the School of Dentistry at OHSU 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 NP will be recorded for assessments that have been missed without an excused absence. 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 No. 02-70-045, Change in Scheduled Examination and Other Assessments](#), and include the following:

- Serious illness
- Hospitalization
- Death in the immediate family, generally defined as spouse, children, siblings, parents, and parents-in-law
- Approved religious observance
- Approved accommodations
- Jury Duty

The School of Dentistry also recognizes other acceptable reasons outside [of OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#). They include the following:

- Unique academic or professional opportunities (pre-approved by the Office of Academic Systems)
- SOD approved Events (pre-approved by the Office of Academic Systems [Student Services])
- Other compelling reason (pre-approved by the Office of Academic Systems)

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 Systems in writing, OHSU email (sodacademic@ohsu.edu) preferred, at least **two weeks** before the anticipated absence. For absences due to illness or unexpected emergencies, students must notify the Office of Academic Systems via phone or email before 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 a SOD-approved event must notify the Director of Student Services no later than **30 days** before the SOD-approved event in which they would like to participate. Student Services will provide the Office of Academic Systems with a list of students approved to participate in each SOD-approved event **two weeks** before the scheduled event. Only pre-approved students will be allowed to reschedule any missed assessments.

The Senior Associate Dean for Academic Systems, 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 Final Exam Week

Students should refrain from making any travel plans until no sooner than 5:00 pm on Friday of Final Exam Week. While the exam schedule may not show scheduled exams, remediation exams may be offered on Friday afternoon. Missing a scheduled exam due to travel without an excused absence will result in a No-Pass (NP) course grade.

Attendance during Extramural Patient Care Sessions

The student shall notify the Division of Dental Public Health before the scheduled session that will be missed due to the absence. The Division of Dental Public Health will notify the appropriate community site(s) and the Office of Academic Systems. Depending on the length of the absence, students may be required to make up 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, post-graduate interviews, externships, National Board Dental Examinations, and volunteer opportunities.

Personal Health Issues and Family Obligations

The student is advised to meet with the Director of Student Services and/or the Senior Associate Dean for Academic Systems preferably **two weeks** before the expected absence. OHSU and the School of Dentistry have resources available to help address personal health issues. School bylaws permit the granting of a leave of absence to facilitate this process. Accommodating remedial work will be determined by the Student Performance Committee (SPC). The plan will be communicated to the student and the appropriate Course Directors, Group Leader, Division of Dental Public Health, and Student Services. **Students who have ongoing personal health issues that extend beyond their allotted number of discretionary days, will be required to meet with the Director of Student Services and/or the Senior Associate Dean for Academic Systems to discuss their request.**

Post-graduate, GPR, AEGD, and Private Practice Interviews

Interviews should be conducted outside of regularly scheduled school hours whenever possible. 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 Systems at least **two weeks** in advance. If a student's interview schedule extends for five (5) days or more, the student will need to follow the SODs *Extended Absence Policy and Procedure*. Course instructors are not obligated to provide make-up exams for absences due to interviews. **Students whose interview schedule extends beyond their allotted number of discretionary days, will be required to meet with the Senior Associate Dean for Academic Systems to discuss their request.**

Externships

Externships should be scheduled during break weeks between terms whenever possible. All externships must be pre-approved by the Senior Associate Dean for Academic Systems in conjunction with the Senior Associate Dean for Clinical Systems. If the externship will be scheduled for five (5) days or more, students will need to follow the *Extended Absence Policy and Procedure*. Students will be permitted to attend up to five (5) days for a clinical externship without the use of their discretionary days. **Students whose proposed externship schedule extends beyond their total allotted number of discretionary days, will be required to meet with the Senior Associate Dean for Academic Systems to discuss their request.**

National Board Dental Examinations

Students are expected to schedule National Board examinations during term breaks whenever possible. It is understood that limitations related to testing sites and dates occur. In these circumstances, students must request an excused absence from the Office of Academic Systems at least **two weeks** in advance of challenging the exam. **Students will not be charged discretionary days when testing for the INBDE or for other licensure exams.**

Volunteer Opportunities

Periodically, students may have an opportunity to volunteer in the local community for a variety of oral health-related events. The volunteer opportunity and a student's participation must be pre-approved by the Office of Academic Systems no later than 30 days prior to the event. **If approved, students will not be charged a discretionary day for their participation.**

Examples of currently approved volunteer activities include, but are not limited to:

- American Student Dental Association (ASDA) National Meetings;
- Community Outreach, Advocacy, Service Training (COAST) approved volunteer opportunities; and,
- Bridges Collaborative Care Clinic (BCCC).

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 member is aware of student attendance issues, they have the option of submitting a Professional Monitoring Form (PMF) to the Office of Academic Systems.

Absence Request Policy for DMD Students

Submission of an Absence Request

Whenever any class, clinic, or other required activity is missed, students must submit an online DMD Absence Request (accessed via https://ohsu.ca1.qualtrics.com/jfe/form/SV_7NzHXQIL4RPcLoa).

Timely notification of the absence is imperative so that the school administration can notify relevant class and/or clinic administrators, as appropriate.

Absence requests for planned absences must be submitted at least **two weeks** in advance. For unplanned absences (e.g., illness, emergency), the student must submit the absence request on the day of or as soon as reasonably possible. A student who cannot access the online system must contact the Office of Academic Systems during regular business hours. Delays in submitting an absence request may require the submission of further documentation and/or result in an Excused Absence being denied (i.e., the student will receive an Unexcused Absence).

For students requiring absences extending five (5) consecutive days or longer, an Extended Absence is needed. Refer to the *Extended Absence Policy and Procedure* section for more details.

Review/Approval Process

All absences are considered unexcused until classified as excused by the Office of Academic Systems.

DMD students requesting an excused absence must follow the absence request procedure outlined in the absence request flow chart. **Reference Appendix 2.**

It is the policy of the Student Health and Wellness Center (SHW) not to provide students with excuses for missed academic work due to a health-related condition. However, they will provide a letter stating the student was seen at SHW and the date of the appointment.

Excused Absences (i.e. the use of Discretionary Days)

Definitions

An excused absence occurs when the following conditions are met:

1. If missing an assessment, the absence request is for an OHSU approved situation(see [OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#), for details) or a SOD preapproved activity (see *Attendance Expectations*);
2. For the use of planned Discretionary Day absences, the student submits the absence request at least **two weeks** in advance;
3. For the use of unplanned Discretionary Day absences (e.g., illness, emergency), the student submits the absence request the day of, or as soon as reasonably possible; and,
4. The absence request is approved by the Office of Academic Systems.

Discretionary Days

The School of Dentistry allows each student a set number of discretionary days for use during an academic year. Students are expected to use discretionary days judiciously for such events as medical appointments or illness, legal obligations, postgraduate or employment interviews, or other school-sponsored trips or events. The use of Discretionary Days will be considered Excused Absences, however, there may be sessions/days held by Course Directors and/or the School of Dentistry for events that will be considered mandatory and thus you will not be allowed to use a Discretionary Day.

Discretionary Days for each class year is as follows:

- DS1 year – five (5) full days with no carry-over to the DS2 year.
- DS2 year – five (5) full days with no carry-over to the DS3 year.
- DS3 year – eight (8) full days that carry-over to the DS4 year.
- DS4 year – eight (8) full days.

Decisions on any absence requests beyond the allotted number of Discretionary Days will be at the discretion of the Office of Academic Systems.

Guidelines for the use of Discretionary Days

1. Use your allotted Discretionary Days wisely!
2. Your Discretionary Days may only be used for approved situations or activities (see *Examples of Absences* for details).
3. Half-days can be used for events lasting less than a full day (e.g., medical appointments). However, students who report an illness for a morning session will be excused for the entire day. **Students who request a Monday afternoon Discretionary Day will be charged for the entire day.**
4. For any absence of more than **two (2) consecutive days**, documentation supporting the absence must be submitted promptly to the Office of Academic Systems.
 - a. “Bunching” of unused days at the end of an academic year is prohibited by this policy.
5. **Discretionary days are not to be used when a written examination or practical examination is scheduled.** However, [OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#) defines acceptable reasons a student may be allowed to reschedule an assessment.
6. Discretionary days may not be used retroactively.
7. A discretionary day is forfeited whenever an unreported absence is discovered or otherwise reported to the Office of Academic Systems; this absence is considered unexcused. Unreported absences may result in the submission of a Professionalism Monitoring Form (PMF), loss of clinical privileges, or result in a hearing before the Student Performance Committee.
8. **Absences over the number of allotted Discretionary Days and/or the failure to make up missed clinic/course activities may be referred to the Student Performance Committee and could impact decisions regarding program advancement and/or graduation.**

Students who use more than their approved number of Discretionary Days during an academic year will be required to make up the missed sessions or will forfeit future Discretionary Days. Missed clinical sessions may be made up during evening and/or clinically related volunteer activities such as

the BCCC. Between the fall and winter term, Intersession is offered, which provides an additional opportunity to make up absences over the number of allotted Discretionary Days.

Unexcused Absences

Definition

An Unexcused Absence occurs when the student fails to meet any of the conditions of an Excused Absence.

Didactic Courses

Instructors are not required to offer make-up work to students who do not attend didactic courses and do not have excused absences.

Clinical Courses

Students who are not present in the clinic and do not have an excused absence will be charged a Discretionary Day and reported to the Senior Associate Dean for Academic Systems and the Senior Associate Dean for Clinical Systems. Students will remain enrolled in the School of Dentistry if they have a negative Discretionary Day balance at the time of graduation until their balance is zero unless there is an approved exception granted by the Student Performance Committee (SPC).

Important Considerations

If more than one (1) Unexcused Absence is recorded in any given term, students will be required to meet with the Senior Associate Dean for Academic Systems and/or the Senior Associate Dean for Clinical Systems, or their designee(s) to review the reason(s) for the Unexcused Absences.

A remediation plan may be developed for the student to address the Unexcused Absence(s) and any missed class and/or clinic activities.

Multiple Unexcused Absences and/or the failure to make up missed clinic/course activities may be referred to the Student Performance Committee and could impact decisions regarding program advancement and/or graduation.

Extended Absences

An Extended Absence refers to any absence extending **five (5) consecutive days or longer** and is covered by a different policy. For more information, see the *Extended Absence Policy and Procedure*.

Examples of Absences

The online Absence Request Form provides space for you to describe/explain the circumstances behind your absence request. Documentation, including doctor's note, jury duty notice, exam date confirmations, interview confirmations, etc., should be submitted with your absence request.

Some examples of commonly approved situations/activities include:

Illness/Emergency:

Illness or hospitalization

Death in the family

Personal/family emergency (e.g., car troubles, sick child, hospitalization/serious illness of immediate family members, etc.)

Allowed under university policy:

Maternity, paternity, or adoption leaves

Approved religious observances

Allowed under governmental requirements:

Jury duty

Military obligation

Allowed for professional reasons (with prior approval)

Integrated National Board Dental Examination (INDBE)

Dental licensure examinations

Attendance at professional meetings

Residency and/or job interviews

Externships

Allowed for personal reasons (with prior approval)

Personal or family obligations

Wellness (physical and/or mental)

Weddings

Extended Absence Policy and Procedure

Overview

Students must notify the Senior Associate Dean for Academic Systems of any illness or other unusual circumstances that may necessitate an extended absence, five (5) or more consecutive days, from classes, laboratory work, clinic sessions, or other required activities. Students must also notify and consult with affected course or clinic directors, who will determine the indication and nature of any make-up work. It is the student's responsibility to consult with each course or clinic director and plan for the prescribed make-up work or sessions.

Submission of Request for an Extended Absence

A request for an extended absence must be presented in writing and addressed to the Senior Associate Dean for Academic Systems. The written notification must state the start date of the requested absence, the intended return date to the program, and the justification for the extended absence. Extended absence application may include but is not limited to the below circumstances:

- Extended Absence to Resolve Personal or Health Problems

- When health is at issue, the request should contain documentation and a recommendation from the student's physician or other health care provider. All submitted materials will be kept in confidence to the extent provided by law.
- Extended Absence to Participate in an Educational Program, Research, or Service Engagement
 - The student must submit a petition specifying the goals and scope of the educational program, research, or service engagement opportunity to the Senior Associate Dean for Academic Systems.

Absence Request Procedure for DMD Students

DMD students who wish to request an absence must follow the procedure as outlined in the absence request flow chart.

Absence Request Procedure

Reference Appendix 2.

Student Standards and Other Policies

Technical Standards

OHSU Technical Standards

OHSU's Technical Standards, which apply to all candidates for an OHSU degree or certificate, can be found in the [OHSU Policy No. 02-70-010, Technical Standards](#). This policy ensures that these candidates possess the essential skills and abilities necessary to complete the curriculum successfully. To be qualified for health science programs at OHSU those individuals must be able to meet both OHSU's academic standards and the technical standards, with or without reasonable accommodations. Health Sciences programs have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge and well-honed technical skills. A number of individuals with disabilities, as defined by [Section 504 of the Rehabilitation Act and the Americans with Disabilities Act](#), are qualified to study and work as healthcare professionals and scientists with the use of reasonable accommodations. These technical standards are nonacademic criteria, basic to all of OHSU's educational programs.

OHSU's Technical Standards include:

- Ability to acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other formats.
- Ability to recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- Ability to manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice, or research.
- Ability to follow universal precautions against contamination and cross-contamination with infectious pathogens, toxins, and other hazardous chemicals.
- Ability to solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment).
- Ability to synthesize information to develop and defend conclusions regarding observations and outcomes.
- Ability to use intellectual ability, exercise proper judgment, and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Ability to maintain effective, mature, and sensitive relationships under all circumstances (e.g., clients, patients, students, faculty, staff, and other professionals).
- Ability to communicate effectively and efficiently with faculty, colleagues, and all other persons encountered in any OHSU setting.
- Ability to work in a safe manner and respond appropriately to emergencies and urgencies.
- Ability to demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical practice, health care, and biomedical sciences and engineering.

For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office for Student Access (studentaccess@ohsu.edu).

SOD Technical Standards

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

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

OHSU Code of Conduct

The [Code of Conduct](#) provides the guidelines and expectations for all those working, learning, and conducting business at OHSU. It has been approved by the OHSU Board of Directors and adopted as policy. All OHSU members are held to its standards. Following these standards ensures effective, efficient operations that enable us to achieve our mission. OHSU members can report concerns about misconduct or suspected violations of the Code of Conduct, our policies or the law through the OHSU Integrity Helpline confidential and anonymous reporting system. The Integrity Helpline is available 24/7 and can be reached by visiting www.ohsu.edu/helpline or calling 1-877-733-8313.

Conduct Expectations for Students in the DMD Program

Expectations for Academic Performance

Students are expected to acquire 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 profession of Dentistry. The students at 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.

1. 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. Students are also expected to be honest in their academic work by completing all academic work, including assignments, tests, and research, with honesty and integrity – known as Academic Integrity.
2. It is expected that students will discharge their professional obligations in a timely and responsible manner.
3. 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 the strictest confidence.
 - a. 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.
 - b. 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.
4. Faculty and students should assist each other to identify and maintain professional standards of conduct in a dignified and helpful manner.
5. Faculty and students should show respect for each other and for those who support the care of patients and the academic programs.
6. Conflicts among students and faculty should be addressed and resolved in an equitable and professional manner.
7. Professional responsibilities require mental and physical abilities that are unimpaired by the use of drugs or alcohol.
8. Students will not allow personal concerns and biases to interfere with the welfare of their patients.

Expectations for Classroom 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 at class on time is an expectation of all students. Tardiness is unacceptable at 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 (SPC) 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 contact the Office of Academic Systems 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.

Code of Ethics and Professional Behavior

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

The ethical and professional obligations are characterized by, but are 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. Students may also report concerns through the Integrity Helpline, OHSU's confidential and anonymous reporting system. Submit a report online at www.ohsu.edu/helpline or call 1-877-733-8313 available 24 hours a day, seven days a week.

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. Duplication or sharing of course materials, including copying of materials without consent for use outside of the OHSU School of Dentistry and for any activity considered misconduct per this handbook and OHSU policy, including non-approved use in any form and content captured on personal devices, is strictly prohibited. Students should consider using respectful language when communicating with others. All students should refrain from abusive acts, sexual harassment, discriminatory and retaliatory 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 (SPEA) – 2017

Honor Code

Ethical conduct, particularly honesty, is one of the most important attributes of a competent healthcare 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. Students will not consult resources such as copied or duplicated materials for the purpose of cheating prior to quizzes or examinations. 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 healthcare 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. I also affirm that I will not use duplicated or copied material during or prior to this exam (i.e. inside sources of information). 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 always respect test security. 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.

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 health-related professions. Allegations of prohibited conduct (misconduct) are reviewed by the School of Dentistry Student Performance Committee (SPC).

Prohibited conduct (misconduct) includes but is not limited to:

1. Submitting material in assignments, examinations or other academic work that is based upon sources prohibited by the instructor, including such material noted as prohibited per this handbook, or the furnishing of materials to another person for the purposes of aiding another person to cheat.
2. 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.
3. 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.

- a. Note: 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.
4. Falsification or misuse of university records, permits, or documents.
5. Violating existing Program, School or University policies or regulations.
6. Exhibiting behavior that is disruptive to the learning process or to the academic community environment.
7. 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.
8. Disregard for the ethical standards appropriate to the practice of a health or related profession while a student.
9. 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).
10. 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.
11. Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property.
12. 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.
13. 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.
14. 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.
15. 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.
16. Unauthorized entry to or use of institutional facilities, including buildings and grounds.
17. 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.
18. See separate *Guidelines for Social Networking* in the SOD Student Handbook for additional prohibited conduct related to online social networking.

Procedures for Alleged Misconduct

1. The alleged misconduct is reviewed by the Student Performance Committee (SPC).

2. Recommendations are sent to the Dean of the School of Dentistry.
3. The Dean is responsible for making a final decision for the School of Dentistry.
4. The student may appeal the Dean's decision to the Provost.

Professionalism and the Professionalism Monitoring Form (PMF)

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 the Professionalism Monitoring Form (PMF) 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 of the form. 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.

Procedure

The PMF may be submitted by any person (e.g., students, staff members, or faculty members) at any time while a dental student is enrolled at OHSU. The Office of Academic Systems will be the recipient of the PMF and will act on the information as necessary using the process described in this section. In addition to the completed form being filed in the student's confidential record, the school's Senior Associate Dean for Academic Systems (or other authorized personnel) will review the information submitted and then one of two actions will occur within two weeks of receipt of the form. The Senior Associate Dean for Academic Systems (or other authorized personnel) will either communicate directly with the student and/or the student will be notified that the situation will be reviewed by the Student Performance Committee (SPC) at an upcoming meeting. If the Senior Associate Dean for Academic Systems (or other authorized personnel) decides to refer the incident/situation/issue to the SPC, the chairperson of that committee will determine whether the student must appear in person before the SPC. Importantly, any student that has three or more of these forms submitted about them that describe concerning behavior will automatically be discussed by the SPC. Finally, persons who submit this form will be informed by the Senior Associate Dean for Academic Systems (or other authorized personnel) of the actions taken (e.g., direct communication with the student and/or referral to the SPC) within 30 days of receipt of the form.

Professionalism Monitoring Form

Reference Appendix 3

Standards of Electronic Information Conduct

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 \(OHSU-Secure\)*](#) for details on the various software required to connect to OHSU's private Wi-Fi network.

In addition, you must abide by [OHSU Policy No. 11-20-010, Acceptable Use of Computing and Telecommuting Resources](#). 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 [OHSU Information Privacy and Security](#) section on the O2 (intranet) site.

DMD Student Grievance Policy for Non-Discrimination Issues

Introduction

Students have the right to grieve matters related to but not restricted to the following areas: role as a student, activities within a school/program, and decisions made based on any policies or procedures thought to be unfair. Students may not grieve assigned grades or disciplinary actions. Issues regarding grades may be submitted to the specific Course Director or Office of Academic Systems only if unfair or unreasonable procedures are alleged. Please refer to [OHSU Policy No. 02-30-055, Student Grievance and Appeal](#) and the [Procedure](#) for more information about the Informal and Formal Grievance Process.

If the grievance involves discrimination or harassment, it will be referred to the Office of Civil Rights Investigation and Compliance (OCIC).

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 Director, Student Services. If the student feels that the situation is such that the Director, Student Services cannot be approached, the student should communicate with the Senior Associate Dean for Academic Systems. 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. The student may also report the concerns through the Integrity Helpline by filing a report online at www.ohsu.edu/helpline or calling 1-877-733-8313 (24/7).

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 Director of Student Services within ten (10) business days after the termination of the informal grievance resolution procedures. The document should describe the nature of the grievance, the circumstances surrounding the grievance, previous efforts to resolve the problem, and the requested remedial action. The Director of Student Services will appoint, within ten (10) business days, a five (5) member Grievance Panel composed of three (3) faculty members and two (2) students. The

Director of Student Services will designate one of the members to serve as Chair of the Grievance Panel. The Grievance Panel will meet within ten (10) business days of its appointment at a time and place determined by the Chair. The Chair is responsible for sending written notification to the parties involved.

The Grievance Panel is responsible for conducting an impartial review of the grievance. The Grievance Panel will notify the student of any guidelines related to the submission of documents, requested witnesses, and other supporting materials for the purposes of the proceedings. If the student perceives a bias in the appointment of certain grievance panel members, the student may challenge for cause by notifying the Senior Associate Dean for Academic Systems within five (5) business days.

All Committee sessions, except for the Committee's deliberations, will be audio-recorded. At any stage of the proceeding, each party to the grievance may be accompanied by an advisor of that party's choice. If the advisor or support person is an attorney, the student must notify the Senior Associate Dean for Academic Systems at least five (5) business days prior to the proceedings. The advisor will not be permitted to speak on behalf of the party or participate in any other manner not approved by the Grievance Panel Chair. The Grievance Panel members may consider additional information or documentation from the student and/or other individuals with information pertinent to the proceedings, prior to the Grievance Panel finalizing its recommendation.

At any stage of the proceeding, the Committee may attempt to resolve the grievance. If any acceptable resolution is reached, the Grievance Panel 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 Director of Student Services.

If a resolution is not reached before the conclusion of the hearing process, the Grievance Panel will deliberate in private and prepare a recommendation for the Dean within ten (10) business days. The Grievance Panel will prepare a report summarizing the Panel's findings and recommended solution or determination of the grievance. A copy of the report will be forwarded to the Dean of the School of Dentistry and to the parties to the grievance. The Dean will consider the recommendation of the grievance panel and make 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 Panel.

The student has the right to appeal the decision of a formal grievance process to the Provost on the grounds outlined in Policy 02-30-005 within 10 business days of the date of the written decision. The Provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the Provost is final.

Complaint Policies

Commission on Dental Education (CODA)

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 Against an Educational Program](#).

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 Services. Questions about this policy or other accreditation issues may be directed to the Senior Associate Dean for Academic Systems.

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.

National Council on State Authorization and Reciprocity Agreement (NC-SARA)

OHSU, through the State of Oregon Higher Education Coordinating Commission (HECC), is a participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA). Oregon is currently one of 49 states which have joined the council.

Students participating in educational activities through NC-SARA, out-of-state learning activities, or distance education, may follow the complaint process which can be found at <https://www.ohsu.edu/education/out-state-authorization>.

Disciplinary Policies, Procedures, and Actions of the Student Performance Committee

Student Performance Committee

Purpose

The Student Performance Committee (SPC) is a standing committee established through the School of Dentistry Faculty Bylaws whose purpose is to address academic and/or professionalism issues involving student learners in the Doctor of Dental Medicine (DMD) program. The charge, rules, and procedures are distinct from, yet aligned with, Oregon Health & Science University (OHSU) Academic Policies and Procedures, specifically [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), and its corresponding procedure.

In part, the SPC shall:

- i. Annually review and update, as needed, the School of Dentistry's policies on student promotion, probation, remediation, retention, suspension, dismissal, readmission, transfer, individualized academic achievement plans, professionalism, commendation letters, and graduation for predoctoral dental students;
- ii. Oversee the academic status of predoctoral dental students in the School of Dentistry, including promotion, academic probation, remediation planning, suspension or dismissal recommendations, readmission decisions, transfer reviews, leave of absence approvals, and graduation recommendations;
- iii. Recommend policies and procedures on student retention and other academic matters;
- iv. Monitor student clinical performance and address any identified deficiencies, including, if necessary, the immediate suspension of a student's clinical privileges;
- v. Meet at least twice per term to review, discuss, and make decisions or recommendations regarding student progress in the DMD program;
- vi. At the end of each academic term, provide the Dean with a list of students who have achieved high academic performance;
- vii. At the end of each academic term, provide the faculty with a summary of committee actions and recommendations, in compliance with the FERPA statutes of 1974, as amended;
- viii. At the end of each academic year, submit a summary of committee actions and recommendations to the Dean and the Faculty Council, in compliance with the FERPA statutes of 1974, as amended; and,
- ix. When making decisions affecting a student's academic status, impartially consider all relevant factors, including but not limited to personal circumstances, grades, evaluations, skill level, and behavior.

Student Notification of SPC Action

The SPC shall promptly communicate its actions to affected students, relevant course directors in the School of Dentistry, and others with a legitimate educational interest, as determined by the SPC Chairperson.

- i. Such actions include acknowledgement of superior performance, determination of academic probationary status, repetition of a course, term, or year, suspension, dismissal, or any other action specifically involving a student.
- ii. Should the action be a recommendation for suspension and repetition of a term, terms, or an academic year, or a recommendation for dismissal from the DMD program:
 - a. Within 10 business days of the deliberations, the SPC will submit the recommendation in writing to the Dean of the School of Dentistry for consideration, along with all supporting documentation.

Following the Dean of the School of Dentistry's final decision, notification shall be sent to the student via the student's OHSU email and/or by certified mail with receipt requested to the address of record as found in the OHSU Student Information System. The email notification shall include a copy of the Student Performance Committee (SPC): Charge, Rules, and Procedures.

Policies and Procedures

The SPC is guided by, but not limited to, the following OHSU policies and procedures concerning Conduct Related to Students:

- [OHSU Policy No. 02-30-010, Conduct Related to Students – Proscribed Conduct](#)
- [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#)
- [OHSU Policy No. 02-30-050, Procedure](#)
- [OHSU Policy No. 02-30-055, Student Grievance and Appeal](#)
- [OHSU Policy No. 02-30-055, Procedure](#)

Academic Promotion

A student learner will be approved for academic promotion or advancement within the program to the next consecutive year if the learner has completed each of the requirements of the prior year as follows:

1. Promotion from the DS1 Year to the DS2 Year:
 - a. "P" (Pass) grades in all DS1 courses;
 - b. Successful completion of the DS1 Comprehensive Examination; and,
 - c. Successful demonstration of acceptable academic ethics and professional behavior as defined by the OHSU Code of Conduct, OHSU Technical Standards, the School of Dentistry's Code of Ethics and Professional Behavior, Honor Code, and Standards of Behavior.

2. Promotion from DS2 Year to the DS3 Year:

- a. "P" (Pass) grades in all DS2 courses;
- b. Successful completion of the DS2 Qualifying Examination; and,
- c. Successful demonstration of acceptable academic ethics and professional behavior as defined by the OHSU Code of Conduct, OHSU Technical Standards, the School of Dentistry's Code of Ethics and Professional Behavior, Honor Code, and Standards of Behavior.
- d. **Matriculation to Patient Care Services**
 - i. Students shall not be assigned to direct patient care as the primary provider or be permitted to attend specialty clinics without passing all appropriate pre-requisite courses prior to the DS3 year, unless the SPC grants an exception;
 - ii. The SPC may reassign a student's role as the primary provider in direct patient care as deemed appropriate;
 - iii. Students shall not be assigned to direct patient care or be permitted to attend specialty clinics without passing the DS2 Qualifying Examination; and,
 - iv. The SPC may limit, modify, or suspend a student's patient care activities if evidence suggests that deficiencies in academic skills, clinical skills, or professional behavior could compromise patient care.

3. Promotion from DS3 Year to the DS4 Year:

- a. "P" (Pass) grades in all DS3 courses;
- b. Successful completion of the Integrated National Board Dental Examination (INBDE) Mock Board; and,
- c. Successful demonstration of acceptable academic ethics and professional behavior as defined by the OHSU Code of Conduct, OHSU Technical Standards, the School of Dentistry's Code of Ethics and Professional Behavior, Honor Code, and Standards of Behavior.

4. Graduation

- a. Minimum Standards for Graduation
 - i. To qualify for a degree and to be recommended for graduation, a student must meet OHSU and program-level graduation requirements in the following ways:
 1. Satisfy the competencies and degree requirements established by the Faculty of the School of Dentistry and attain the stated degree standards;
 2. Earn an official OHSU recorded grade of "P" (Pass) in each required course as listed in the [OHSU Program Requirement Guide](#) found on the [OHSU Registrar's website](#);
 3. To earn a degree, students must meet the requirements in effect when they started the program. Any student who has not remediated an "NP"

(No Pass) or rectified an "I" (Incomplete) grade shall not be recommended for graduation;

4. Pass the Integrated National Board Dental Examination (INBDE); and,
5. Attain endorsement by the faculty, whose action will be based upon the recommendation of the Student Performance Committee (SPC) and reported by the Senior Associate Dean for Academic Systems.

b. Time to Degree Completion

- i. As defined by [OHSU Policy No. 02-70-035, Degree/Certificate Standards](#), all DMD degree requirements must be completed within 5 years of matriculation unless an extension is granted. To be awarded a DMD, a student must complete the program as documented by receiving a Passing grade in all required courses and be endorsed for the DMD by the Faculty of the School of Dentistry.
- ii. In accordance with [OHSU Policy No. 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#), a documented leave of absence may extend the time to degree by up to one year.

SPC Actions

Academic Probation

Definition: Academic Probation occurs when a student fails to meet academic and/or professional requirements. Conditions and changes to academic probation are program and/or school specific.

1. Academic Probation serves as an early warning to students who are not meeting academic expectations and lasts for a minimum of one subsequent term.
2. The Office of Academic Systems will notify students in writing of their academic status, including any associated requirements such as remediation plans. Students who require frequent remediation or accumulate multiple "NP" (No Pass) course grades are considered at risk and may require temporary or ongoing intervention to support their academic success. These students face the risk of not meeting key academic milestones, such as promotion or graduation from the DMD program.

Placement, Duration, and Outcomes of Academic Probation:

*Academic Status		Probationary Status Duration
Academic Probation	1 st “NP” (No Pass) Course Grade	A student with a final course grade of “NP” (No Pass) will remain on academic probation until the “NP” (No Pass) grade has been successfully remediated but for no less than one subsequent term.
	2 major assessments requiring remediation prior to the end of an academic term	A student who requires remediation of 2 major academic assessments within an academic term will remain on academic probation for one subsequent term.
	1 st Negative Professionalism Monitoring Form (PMF)	A student who receives a negative Professionalism Monitoring Form (PMF) will remain on academic probation for one subsequent term from the time it was given.
Academic Caution	2 nd “NP” (No Pass) Course Grade	A student with two final course grades of “NP” (No Pass) will remain on academic probation until the “NP” (No Pass) grades have been successfully remediated but for no less than one subsequent term.
	2 nd consecutive term on academic probation	
	2 nd Negative Professionalism Monitoring Form (PMF)	A student who receives a 2 nd negative Professionalism Monitoring Form (PMF) will remain on academic probation for one subsequent term from the time it was given.
Academic Warning	3 rd “NP” (No Pass) Course Grade	A student with three final course grades of “NP” (No Pass) will remain on academic probation until the “NP” (No Pass) grades have been successfully remediated but for no less than one subsequent term.
	3 major assessments requiring remediation prior to the end of an academic term	A student who requires remediation of 3 major academic assessments within an academic term will remain on academic probation for one subsequent term.
	3 rd consecutive term on academic probation	
Academic Status		Probationary Outcome
At Risk	4 th “NP” (No Pass) Course Grade	Review Hearing
	4 th consecutive term on academic probation	
	4 major assessments requiring remediation prior to the end of an academic term	
	Failed course remediation	
	3 rd Negative Professionalism Monitoring Form (PMF)	
At Risk	≥ 5 th “NP” (No Pass) Course Grade	Disciplinary Hearing
	5 th consecutive term on academic probation	
	≥ 5 major assessments requiring remediation prior to the end of an academic term	

Academic Probation Levels/Notification Method

Academic Probation Level	Notification Method	Outcomes of Academic Probation
Academic Probation	Academic Probation Notification Letter	No restriction on rotations to local or regional clinical sites.
		No restriction on extracurricular activities (including elected representatives, leadership positions, etc....).
		Encouraged to limit participation in extracurricular activities.
Academic Caution	Academic Caution Notification Letter	No restriction on rotations to local or regional clinical sites.
		<u>May</u> be restricted from holding an elected office in any recognized OHSU or SOD organization, including dental student government and committee membership.
		<u>Strongly</u> encouraged to limit participation in extracurricular activities.
Academic Warning	Academic Warning Notification Letter	<u>May</u> be restricted from rotating to local or regional clinical sites.
		<u>Ineligible</u> to hold an elected office in any recognized OHSU or SOD organization, including dental student government and committee membership.
		<u>Strongly</u> encouraged to discontinue participation in extracurricular activities.

Remediating “NP” (No Pass) Course Grades

At the end of each academic term, the SPC shall assess each student's academic record, consider recommendations from the course director(s), and determine the appropriate course of action before allowing a student to remediate an “NP” (No Pass) final exam and/or final course grade.

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

1. If a student completes the assigned remediation activities and successfully passes a written or practical assessment, both the original “NP” (No Pass) and the remediated “P” (Pass) grade will be recorded on the transcript, in accordance with [OHSU Policy No. 02-70-020, University Grading](#).
2. If a student successfully passes a course by repeating it in its entirety, both the original “NP” (No Pass) grade and the newly earned “P” (Pass) grade will be recorded on the transcript in accordance with [OHSU Policy No. 02-70-020, University Grading](#).

3. If approved, all “NP” (No Pass) or “I” (Incomplete) grades must be remediated in the manner determined by the SPC.
4. Remediating an “NP” (No Pass) grade will not qualify a student for a Letter of Commendation (LOC) under any circumstances. **(Only applies to the Classes of 2026, 2027, and 2028)**
5. The Office of Academic Systems will promptly notify students of an SPC approved remediation plan.
6. Failure to successfully complete the required remediation activity(ies) may result in suspension and repetition of the affected term or academic year, or dismissal from the DMD program.

The SPC has sole discretion to permit a student to begin coursework for the next academic year while addressing an outstanding academic and/or professional conduct issue. If a student must remediate a Summer Term A assessment, the SPC may require that remediation is completed before the end of Summer Term B.

Restriction or Suspension of Clinical Privileges

The SPC may limit, modify, or suspend a student's patient care activities if it is determined that patient care may be compromised based on a student's lack of academic skills, clinical skills, and/or behavioral preparation. An enrolled student may have clinical privileges suspended due to a breach of professionalism and/or concerns for the health and safety of the assigned dental patients, faculty, staff, and/or the enrolled student. If a critical clinical incident has occurred, the student may be subject to clinical suspension while the matter is under investigation by the SPC, the Senior Associate Dean for Academic Systems, or designee.

Retention of Students – Suspension/Dismissal

OHSU schools and colleges have the authority to pursue academic suspension and/or academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct.

The School of Dentistry reserves the right of retaining only those students who, in the judgment of the SPC, meet the expectations for academic performance, professional conduct, and clinical performance necessary for the safe, independent practice of dentistry. Disciplinary actions for students that fall short of one or more of these standards can include, but are not limited to, suspension or dismissal.

Suspension

Definition: An involuntary leave of absence that is a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for suspension are program and/or school specific. Students facing suspension are entitled to due process.

Repetition of a Term, Terms, or Academic Year

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

Dismissal

Definition: Dismissal occurs when a student is permanently removed from the program as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for dismissal are program and/or school specific. Students facing dismissal are entitled to due process. In accordance with [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), the student may continue in the program pending the outcome of the hearing.

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” (No Pass).
- Failure of multiple courses and/or failure of multiple major assessments within a term or within an academic year.
- Placement on academic probation for receiving a fifth final course grade of “NP” (No Pass).
- Placement on academic probation for five consecutive terms.

SPC Hearings

Types of Hearings

1. Review Hearing
 - a. A review hearing is a process by which student learners who have exhibited a pattern of academic, clinical, and/or professionalism concerns meet with the SPC for the purpose of developing an Individual Academic Achievement Plan (IAAP).
2. Disciplinary Hearing
 - a. A disciplinary hearing is a process in which student learners who have not met the expectations and goals set in a review hearing, have not met minimum academic, clinical, or non-academic standards, or have engaged in academic or professional misconduct are required to meet with the SPC. The purpose of the hearing is to determine an appropriate action, which may include a recommendation for suspension and repetition of one or more academic terms, an academic year, or a recommendation for dismissal from the DMD program.

Review Hearings

General

By majority vote, the SPC may determine that an in-person or virtual hearing is warranted, thus allowing the student to explain relevant circumstances related to their performance through the process of a Review Hearing.

This process is one in which student learners who have exhibited a pattern of academic, clinical, and/or professionalism concerns meet with the SPC for the purpose of developing an Individual Academic Achievement Plan (IAAP) or for the SPC to determine another appropriate course of action.

Generally, students who fail to meet minimum academic performance standards will have been identified at one or more of the regular meetings of the SPC. As a result, they most likely will have received an Academic Probation Notification Letter, an Academic Caution Letter, and/or an Academic Warning Letter.

However, if a student's academic performance or professional/ethical violations are significantly below the minimum standard, the SPC may vote for more serious action, including proceeding directly to a Disciplinary Hearing to consider a recommendation for suspension or dismissal from the DMD program.

Mandatory Review Hearings

1. Students who have earned one or more of the following will be required to meet with the SPC for a mandatory review hearing:
 - a. Fourth overall "NP" (No Pass) course grade;
 - b. Four consecutive terms on Academic Probation; and/or,
 - c. Four major assessments failed within a single academic term.

Review Hearing Notification and Procedure

The Senior Associate Dean for Academic Systems will notify the student in writing of the need for a hearing, including the date, time, and place, at least ten (10) business days prior to the proceedings. This notification will be sent as an email attachment to the student's OHSU email address and/or by registered courier and/or U.S. mail to the student's address of record in the OHSU Student Information System.

The Senior Associate Dean for Academic Systems (or their designee) shall assume the role of non-voting chairperson, act for the SPC, and shall determine the date for a review hearing to be convened. Such hearing date shall be no sooner than ten (10) business days after the notice of the hearing is sent to the student. Written notification to the student from the Senior Associate Dean for Academic Systems (or their designee) shall include the following points:

1. A statement that the appointed members of the SPC will conduct an impartial hearing;
2. Notification of any guidelines related to the submission of documents, requested witnesses, and other supporting materials for the purpose of the hearing;
3. Notification that all SPC sessions except for SPC deliberations will be audio/video recorded and that the Office of Academic Systems will maintain a recording of the hearing;
4. Notification that all hearing proceedings will be closed to the public;
5. The SPC's intention to review the student's complete educational record and to consider an appropriate action;
6. A full description of the issues to be discussed;
7. Referral to the Director, Student Services for counsel and to develop a plan for the presentation of the relevant information;
8. 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);
9. The date, time, and place of the hearing;
10. Unless placed on interim suspension in accordance with [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), the student may continue in the academic program pending the outcome of the hearing;
11. Notification that the student may notify the Senior Associate Dean for Academic Systems of their intent to withdraw from their academic program before the hearing. Once the hearing has commenced, the student will not be eligible to withdraw until after a final decision is made. Students who are formally dismissed are not eligible to withdraw;
12. Notification that after the hearing, SPC members will deliberate in closed session to review and make a recommendation.
13. The student's entitlement to present relevant information to SPC; and,
14. The Director of Student Services (or their designee) will be available to serve as the student's advocate and will be present at the SPC review to act in an advisory role to the student.

Review Hearing Process

To achieve an appropriate determination of the student's status, the SPC shall review all relevant information in the education record.

1. The Senior Associate Dean for Academic Systems (or their designee) will act as a non-voting chairperson, except as provided for below.
2. Relevant information from the student's academic file will be available to members of the SPC for inspection before and during the hearing.
3. The student will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student.
4. 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.
5. In executive session, a majority vote of the membership shall determine the outcome. In the event of a tie vote, the Senior Associate Dean for Academic Systems (or their designee) must cast the deciding vote.

Review Hearing Actions

The SPC's role is to listen to the student, ask relevant questions for clarification, and ensure a full understanding of the presented facts. Based on this information, the SPC will determine the appropriate action.

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

- No Action;
- Placement on Academic Probation;
- Remediation of an Assessment/Course;
- Additional Assessment;
- Individual Academic Achievement Plan (IAAP);
- Special Curriculum
- Repetition of a Course; or,
- Recommendation for a Leave of Absence.

Student Notification of Review Hearing Action

The Senior Associate Dean for Academic Systems (or their designee) shall notify the student of the review hearing action, in writing, within five (5) business days following the SPC determination. Notification will be sent to the student's OHSU Banner address of record and/or via OHSU email. This notification shall include a copy of the Student Performance Committee (SPC) Charge, Rules, and Procedures, and formal written documentation for the student, with a copy placed in the student's academic file.

Disciplinary Hearings

General

OHSU schools and colleges have the authority to pursue academic suspension and academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct.

[OHSU Policy No. 02-30-050, Student, Dismissal, and Appeal](#), along with its accompanying procedure, provides guidance for School of Dentistry academic suspension or dismissal proceedings.

A disciplinary hearing is a process in which students who have failed to meet the expectations and goals set in a review hearing, have not met minimum academic standards, or have engaged in academic or professional misconduct are required to meet with the SPC.

The purpose of the hearing is to determine an appropriate SPC action, which may include a recommendation for suspension and repetition of one or more academic terms or an academic year, or a recommendation for dismissal from the DMD program.

Mandatory Disciplinary Hearings

1. Students who have earned one or more of the following will be required to meet with the SPC for a mandatory disciplinary hearing:
 - a. Fifth overall “NP” (No Pass) course grade;
 - b. Five consecutive terms on Academic Probation; and/or,
 - c. \geq Five major assessments failed within a single academic term.

Disciplinary Hearing Notification

1. The Senior Associate Dean for Academic Systems (or their designee) will notify the student in writing of the hearing, including the date, time, and place, at least ten (10) business days before the proceedings.
 - a. This notification will be sent as an email attachment to the student’s OHSU email address and/or by registered courier and/or U.S. mail to the student’s address of record in the OHSU Student Information System.
2. Unless placed on interim suspension, the student may continue in the program pending the outcome of the hearing.
3. The student may notify the dean of their intent to withdraw from the academic program prior to the hearing.

Disciplinary Hearing Procedure

The Senior Associate Dean for Academic Systems (or designee) shall assume the role of non-voting chairperson, act for the SPC, and shall determine the date for a disciplinary hearing to be convened. Such a hearing date shall be no sooner than ten (10) business days after the notice of the hearing is sent to the student.

Written notification to the student from the Senior Associate Dean for Academic Systems (or their designee) shall include the following points:

1. A statement that the appointed members of the SPC will conduct an impartial hearing;
2. Notification of any guidelines related to the submission of documents, requested witnesses, and other supporting materials for the purpose of the hearing;
3. Notification that all committee sessions except for SPC deliberations will be audio/video recorded and that the Office of Academic Systems will maintain a recording of the hearing;
4. Notification that the SPC may consider additional information or documentation from the student and/or other individuals with information pertinent to the hearing, prior to the hearing committee finalizing its recommendation;
 - a. Should the student wish to have witness(es) present evidence to the SPC, the student must submit in writing a list of witnesses for the SPC to interview, with their title or professional qualifications, along with specific reasons why the interviews would be relevant. This written notification must be sent to the Senior Associate Dean for Academic Systems at least 48 hours prior to the hearing;
 - b. The SPC shall have sole discretion in determining the relevancy of information and/or witnesses presented and whether the witness(es) will be called;
5. Notification that the student has the right to bring an advisor or support person to the hearing review;
 - a. The advisor or support person may not speak on the student's behalf nor address the SPC at any time unless specifically requested by the SPC;
 - b. The name and professional qualifications of the advisor or support person must be submitted in writing to the Senior Associate Dean for Academic Systems at least 48 hours before the hearing;
 - c. If the advisor or support person is an attorney, the student must notify the Dean of the School of Dentistry at least five (5) business days prior to the hearing;
6. Notification that all hearing proceedings will be closed to the public;

7. The SPC's intention to review the student's complete academic status and to consider an appropriate action;
8. A full description of the issues to be discussed;
9. Referral to the Director of Student Services for counsel and to develop a plan for the presentation of the relevant information;
10. 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);
11. The date, time, and place of the hearing;
12. Unless placed on interim suspension and in accordance with [OHSU Policy No.0-050, Student Suspension, Dismissal, and Appeal](#), the student may continue in the academic program pending the outcome of the hearing;
13. Notification that the student may notify the Senior Associate Dean for Academic Systems of their intent to withdraw from their academic program before the hearing;
 - a. Once the hearing has commenced, the student will not be eligible to withdraw until after a final decision is made;
 - b. Students who are formally dismissed are not eligible to withdraw;
14. Notification that after the hearing, SPC members will deliberate in closed session to review and determine an appropriate action or recommendation to the dean;
15. Notification that if the SPC action is a recommendation, within ten (10) business days of the deliberations, the SPC will submit the recommendation in writing to the dean for consideration, along with all supporting documentation;
16. Notification that the dean will consider the recommendation of the SPC and make a decision regarding the suspension or dismissal proceedings. The appropriate dean will notify the student in writing within ten (10) business days of the decision. The decision is the final action for the dean; and,
17. Notification that if the final action for the school does not include the decision to dismiss, the student may voluntarily elect to withdraw from the program.

Disciplinary Hearing Process

To achieve an appropriate determination of the student's status, the SPC shall review all relevant information in the education record.

1. The Senior Associate Dean for Academic Systems (or designee) will act as a non-voting chairperson, except as provided for below.

2. Relevant information from the student's academic file will be available to members of the SPC for inspection during the meeting.
3. The student will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student.
4. 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.
5. In executive session, a majority vote of the membership shall determine the outcome. In the event of a tie vote, the Senior Associate Dean for Academic Systems (or their designee) must cast the deciding vote.

Disciplinary Hearing Actions/Recommendations

The task of the SPC is to listen to the student and to ask necessary questions in order to gain clarification and a full understanding of the presented facts. Subsequently, the SPC will determine the appropriate consequence.

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

- No Action;
- Placement on Academic Probation;
- Remediation of an Assessment/Course;
- Additional Assessment;
- Individual Academic Achievement Plan (IAAP);
- Special Curriculum;
- Recommendation for a Leave of Absence;
- Repetition of a Course;
- Repetition of an Academic Term;
- Repetition of an Academic Year;
- Clinic or Course Suspension; or,
- **Recommendation for Suspension/Dismissal from the DMD program.**

Notification to Student of Disciplinary Hearing Action or Recommendation

For the actions listed above (with exception of a recommendation for Suspension/Dismissal from the DMD program), the Senior Associate Dean for Academic Systems (or their designee) shall notify the student of the disciplinary hearing action in writing within five (5) business days following the SPC determination. Notification will be sent to the student's OHSU Banner address of record and/or via OHSU email. This notification shall include a copy of the Student Performance Committee (SPC) Charge, Rules, and Procedures, and formal written documentation for the student, with a copy placed in the student's academic file.

Per [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), in the event of an SPC recommendation for suspension or dismissal from the DMD program:

- Within 10 business days of the deliberations, the committee will submit the recommendation in writing to the Dean of the School of Dentistry for consideration, along with all supporting documentation.
- The Dean of the School of Dentistry will consider the recommendation of the SPC and make a decision regarding the suspension or dismissal proceedings. The appropriate dean will notify the student in writing within 10 business days of the decision. The decision is the final action for the dean.

The notification of the Dean of the School of Dentistry's decision will include one of the following:

- Support the recommendation of the Student Performance Committee (SPC);
- Grant another hearing by the same body if sufficient evidence has emerged since the original hearing to justify reopening the case; or,
- Grant a new hearing by a body different from the SPC if the original procedure is judged to have been deficient.

Procedures for Appeal

Per [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), a student has the right to appeal the decision of the School of Dentistry to the Provost within ten (10) business days from the time the student was notified of the decision (normally this would be the date of the letter given to the student from the appropriate dean at the School of Dentistry). The student may not continue in the DMD program pending the outcome of the appeal.

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. Appeals may be made on the following grounds:

1. Failure of the SOD to follow established procedures with respect to the decision appealed from and the error resulted in prejudice to the student;
2. New material information is available that could not have been presented at the time of the Disciplinary Hearing; or,
3. The decision is in conflict with applicable law, rules, or OHSU Policies.

The Provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the Provost is final.

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 Systems at the School of Dentistry, for a minimum of seven (7) years.

Definitions

Academic Probation

- Occurs when a student fails to meet academic and/or professional requirements. Conditions and changes to academic probation are program and/or school specific.

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.

Administrative Withdrawal

- Is initiated by the School, College or University and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a leave of absence, fails to register for classes, or fails to meet requirements for continuous enrollment. Students subject to Administrative Withdrawal must re-apply for admission to be re-admitted in order to resume studies.

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.

Business Days

- Are considered every official working day of the week (Monday through Friday), but do not include weekends and officially recognized OHSU holidays.

Course Withdrawal

- For courses that span the length of the term, 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 sixth 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.

Dismissal

- Occurs when a student is permanently removed from the program as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for dismissal are program and/or school specific. Students facing dismissal are entitled to due process.

Excused Military Absence

- Is a type of LOA initiated by the student and occurs when they have been ordered to federal or state active-duty service as a Member of the Military, a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the United States Department of Health and Human Services. An Excused Military Absence of 30 consecutive days or fewer shall be granted for short term active-duty service or receiving medical treatment for an injury sustained on active duty.

Good Academic Standing

- Occurs when a student meets the minimum academic and/or professional requirements.

Incomplete

- A grade of “I” (Incomplete) is assigned when a student has successfully completed most of the course (e.g., 75% or more), the work is of passing quality, and the remainder of the course was not completed before the last day of the class due to 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 faculty of record and/or the school or college.
- Assignment of an Incomplete grade requires a written document between the faculty of record and the student specifying which course requirements will need to be completed and the time and manner in which the student will complete the course requirements. A final copy of the written document will be provided to the student by the faculty of record or the program director to ensure transparency and accountability in completing course requirements. If a grade of I is assigned, the student will have one term after the assignment of the Incomplete grade to complete all required course work. Exceptions to this requirement will be considered by the Office of the Provost on a case-by-case basis.
- The final grade earned will be recorded on the academic transcript with the grade of I/Final Grade (for example, I/B). Failure to complete course requirements within one term after the assignment of the Incomplete grade will automatically result in a grade of I/F (Incomplete/Failure) or I/NP (Incomplete/No Pass) depending on the original grading mode for the course. An appeal for an extension to the one-term time frame must be submitted by the appropriate program director in coordination with the Office of the Dean prior to the final grade being automatically assigned a grade of I/F or I/NP. An appeal for the extension to the one-term time frame or an appeal to remove an Incomplete grade from the academic transcript

will be considered by the Office of the Provost on a case-by-case basis, consistent with the requirements of the Office of the Registrar.

In Progress

- The grade of IP (In Progress) is a placeholder grade assigned if a student has not had the opportunity to complete all the experiences required in a course due to circumstances beyond the student's control (for example, a lack of patients available in the clinical setting during the term). The Office of the Registrar converts In Progress grades to the final grade after submission of the final grade from the faculty of record.

Interim Suspension

- Is an involuntary leave of absence as a result of the determination that the student's continued presence on the OHSU Campus or continued active participation in the program poses a substantial threat or physical or mental harm to self or another person or might disrupt or interfere with the normal operations of OHSU. Interim suspension may become effective immediately without prior notice. Students facing interim suspension will receive a hearing and/or medical evaluation as soon as is practicable.

Leave of Absence

- A type of withdrawal that interrupts study temporarily in order to accommodate extenuating circumstances. A student on a LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take a LOA in excess of one year without reapplying for admissions.

Letter 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 Systems.

Medical Leave of Absence

- Medical LOA temporarily interrupts enrollment and provides students the opportunity to seek care for physical or psychological health conditions. A Medical LOA requires the attestation of the student's healthcare provider.

Member of the Military

- Is a person who is a member of the Oregon National Guard or the National Guard of any other state or territory; or the Active-Duty reserves of the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States.

Non-Proctored Assessments

- Not all assessments of student work require proctors. Graded assignments, take home exams, open book exams, or term papers may be completed by students without a proctor.

No Pass

- A grade of “NP” (No Pass) will be assigned if the student fails to meet the minimum score required to pass the course.

Pass

- A grade of “P” (Pass) will be assigned if the student meets the minimum score required to pass the course.

Permanent Withdrawal from the University

- Is initiated by the student and occurs when a student determines they no longer wish to be a student in the academic program and severs their connection with the school or college and university. Students choosing to permanently withdraw from the University must re-apply for admission and be re-admitted in order to resume studies.

Proctor

- An individual charged with monitoring the examination of a student and possesses no conflict of interest in upholding OHSU’s Code of Conduct.

Proctored Exam

- An exam that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while they are taking an exam. The proctor ensures the security and integrity of the exam process.

Proscribed Conduct Violations

- Occur when a student engages in conduct proscribed by [OHSU Policy No. 02-30-010, Conduct Relating to Students – Proscribed Conduct](#). Engaging in proscribed conduct may result in sanctions ranging from oral or written reprimand to dismissal.

Remediated Courses

- If a course is remediated after a “NP” (No Pass) grade is posted, the original course and original course grade earned 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 with Low or Failing Grades

- As determined by the Student Performance Committee (SPC), a student receiving a final grade of “NP” (No Pass) may be required to repeat the course. Under some conditions, a student may also be required to repeat other previously passed courses. Maximum course letter grades for repeated courses will be determined by the academic program offering those courses. With approval from the faculty of record, and pending available space and resources, a student may voluntarily repeat a previously passed course.
- When repeating a course, students will be re-registered 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 original course will continue to be listed on the academic transcript. A request to waive tuition to repeat a required course may be submitted to the Office of the Provost for consideration by, and at the discretion of, the academic program. If a course is repeated, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation. The repeated course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation. Only courses assigned a letter grade will be included in the GPA calculation.

Student

- An individual formally admitted and matriculated into an OHSU or joint OHSU/partner institution academic degree or certificate program; or an individual registered and currently enrolled in an OHSU academic course (excluding Continuing Education, Graduate Medical Education or other trainee programs); or an individual formally classified and currently enrolled as a visiting medical student. Individuals lose their status as a student when they complete enrollment, have withdrawn, have been dismissed, or have completed their program.

Student Complaint

- Is a written statement of concern submitted by a student and filed with the appropriate OHSU office.

Student Grievance

- Is a concern initiated by the student related to the student’s role, the student’s activities within a school or college, or related to decisions made on the basis of any policies or procedures thought by the student to be unfair. Student concerns that are within the responsibility of another OHSU department, such as concerns regarding prohibited discrimination, will be referred to the appropriate OHSU Office.

Student Progress

- Is the student’s documented performance as they progress through the academic program. It is the responsibility of the student's academic program to monitor student performance and

progress and initiate appropriate action if the expected standards are not maintained by the student.

Suspension

- Is an involuntary leave of absence as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for suspension are program and/or school specific. Students facing suspension are entitled to due process.

Visitor

- Any person without an employment relationship with the School of Dentistry or who is not an official student with the School of Dentistry.



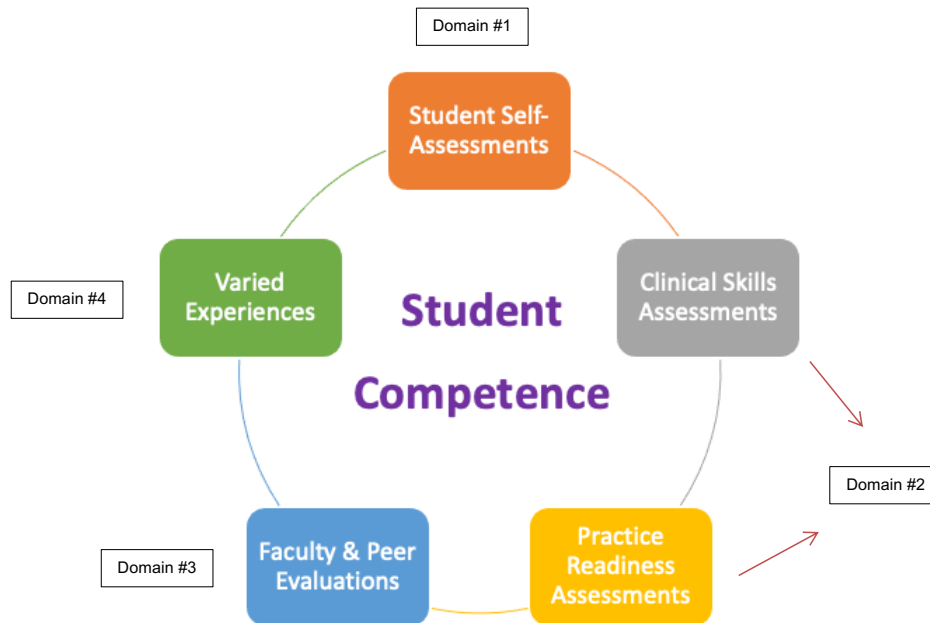
Oregon Health & Science University
School of Dentistry

Appendices

Appendix 1: Competency Model

OHSU School of Dentistry Competency Model

Predictive Judgment of Future Performance
Evidence Based Faculty Decision
Qualitative and Quantitative

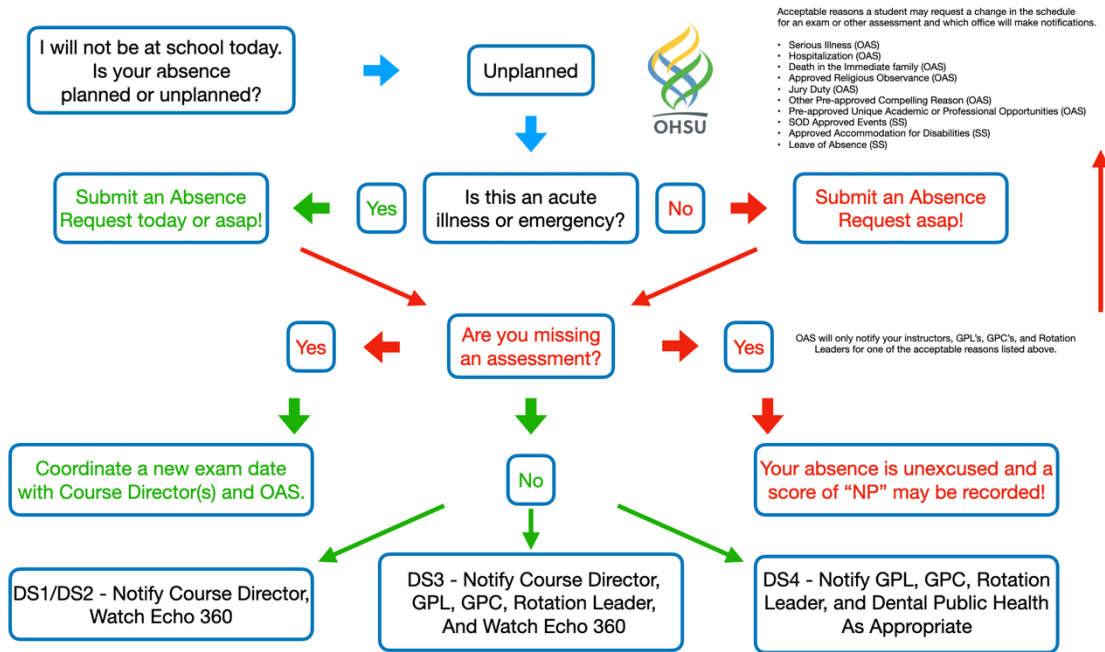


EXAMPLES

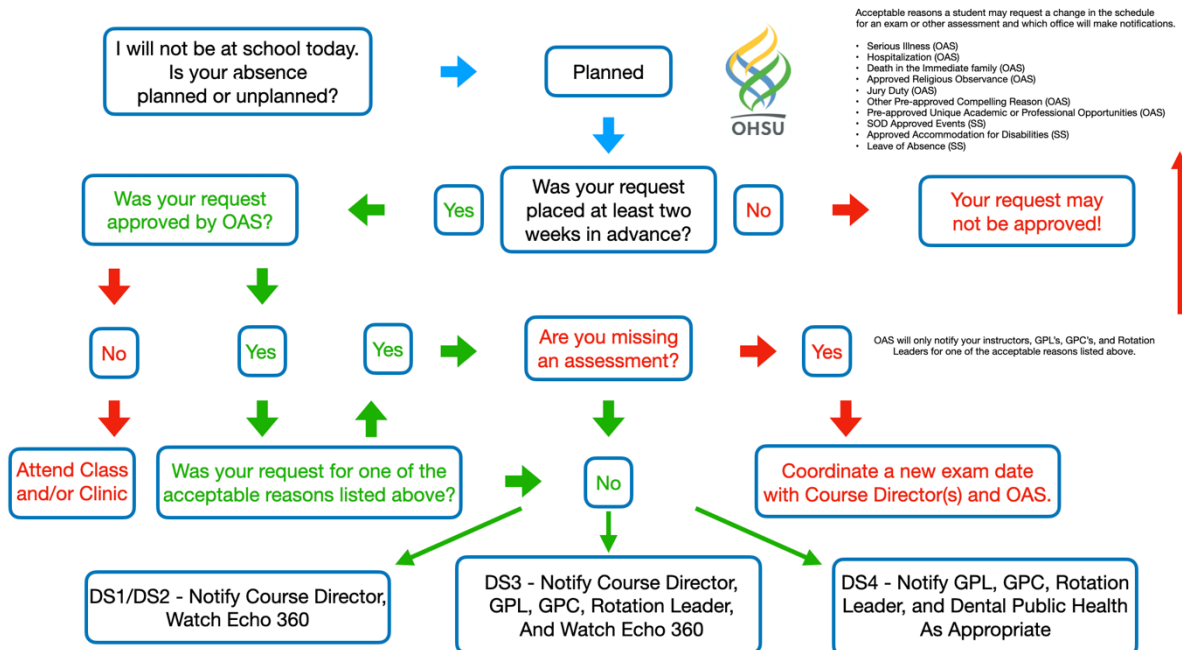
Domain #1	Domain #2		Domain #3	Domain #4
<u>Student Self-Assessments</u>	<u>Clinical Skills Assessments</u>	<u>Practice Readiness Assessments</u>	<u>Faculty & Peer Evaluations</u>	<u>Varied Experiences</u>
Practical Assessments	Practical Exams	Ethical Analysis	Daily Clinical Assessments	Clinical Patient Care
Evaluation of Patient Care	Written Exams	Cultural Communication	Huddle Sessions	Simulated Patients
Community Reflections	INBDE Mock Exams	Interprofessional Healthcare Team Collaboration	Patient Presentations	Teletherapy Patients
Portfolios	OSCE Exams	Infection Control	Portfolio Critiques	Community Patients
	EBD & Patient Presentations	Portfolios	Peer Evaluated Projects	Portfolios
	Portfolios		Quarterly Committee Review	Didactic Courses

Appendix 2: Absence Request Flow Chart

Unplanned Absence Request



Planned Absence Request



Appendix 3: Professionalism Monitoring Form

OHSU SOD Professionalism Monitoring Form (PMF)

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 two. 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 the person submitting this form: _____

Location of observed behavior: _____

Date of observed behavior: _____

The School of Dentistry requires direct communication between the person completing this form and the student whose behavior is being reported.

Date Discussed: _____ **Observer Signature:** _____

Student Signature: _____

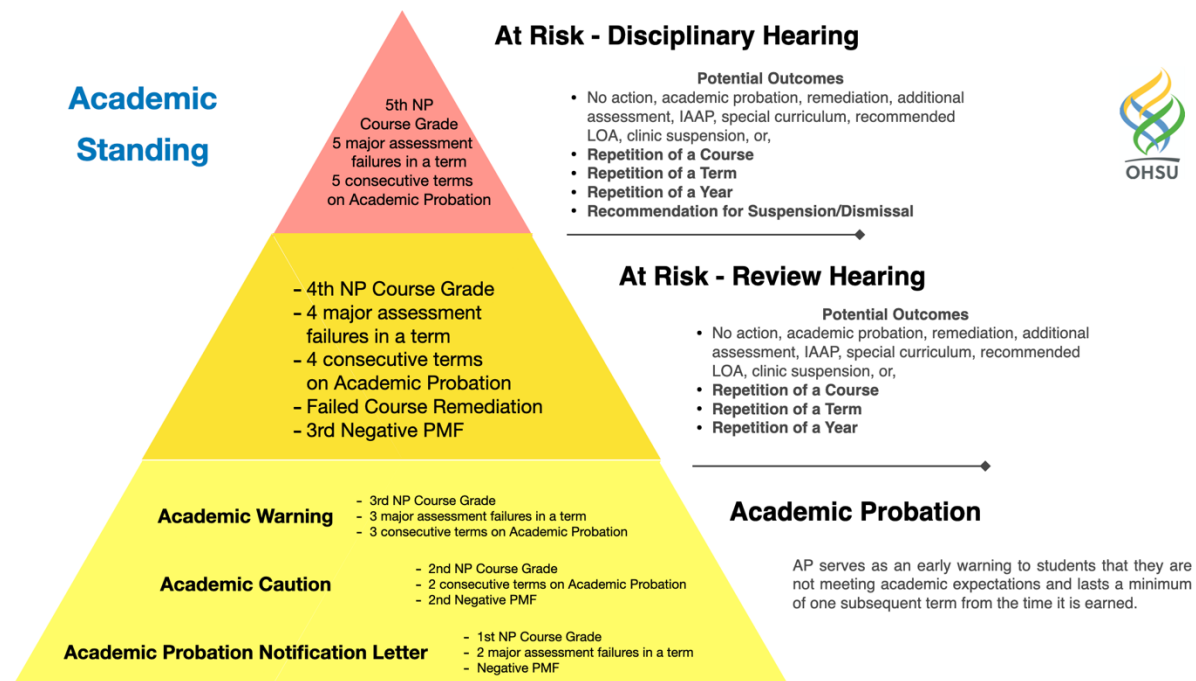
Narrative/Description of observed behavior (attach additional pages as necessary):

[illegible]

Please return the form to the Office of Academic Systems (OAS) on the 3rd Floor South RLSB 3S018 or via email at sodacademic@ohsu.edu

OAS Use: This form was received on

Appendix 4: Academic Standing





Oregon Health & Science University
School of Dentistry

OHSU Policies



Oregon Health & Science University
School of Dentistry

OHSU Policies Administration



OHSU POLICY MANUAL

Policy Number: 01-05-012

Policy Title: CONFIDENTIALITY OF OHSU HEALTH INFORMATION

Effective Date: April 20, 2023

Page 1 of 7

1. Purpose and Applicability

OHSU is committed to protecting the confidentiality, privacy and security of OHSU Health Information as required by all applicable state and federal laws. This commitment to confidentiality applies to every OHSU Member, in each of OHSU's missions and in any settings on or off the OHSU campus where OHSU Health Information in any form may be present. All OHSU Members must take the appropriate and necessary steps to protect the confidentiality of OHSU Health Information as required by OHSU policy. This policy provides an overview of how OHSU safeguards OHSU Health Information, the obligations and prohibitions that apply to each OHSU Member with respect to OHSU Health Information, a summary of potential sanctions for non-compliance and reporting obligations. Additional details about how OHSU Health Information must be handled can be found in Related Policies.

All OHSU Members are responsible for understanding and complying with this policy and any Related Policies that apply to them due to their activity at OHSU. In addition, all Unit Leaders at OHSU must ensure that personnel within their Unit understand this policy and any Related Policies and act in accordance with such policies. It is also the responsibility of all OHSU Members to report any activity that is not consistent with this policy or any Related Policies as set forth herein.

2. Definitions

- A. **Access:** The ability or the means necessary to read, write, modify, or communicate OHSU Health Information or otherwise use any system resource.
- B. **Disclosure/Disclose:** The release, transfer, provision of access to, or divulging in any other manner of OHSU Health Information outside of OHSU.
- C. **Electronic Media:** A device or media that allows a user to store, transmit or use information in an electronic form. Electronic Media includes Portable Devices and cloud-based computing systems (e.g., SD cards, thumb drives, OneDrive, Teams, Dropbox, Citrix and internet-based email and calendaring).
- D. **Employee Health Records:** Records on an employee that contain OHSU Health Information and that are held by OHSU as an employer.

- E. **Minimum Necessary:** The amount of information necessary to satisfy a particular purpose or carry out a particular function.
- F. **Non-Standard Disclosure:** Any disclosure of OHSU Health Information except disclosures (1) pursuant to an authorization to disclose the OHSU Health Information signed by the patient or the patient's legally authorized health care representative; (2) to a vendor pursuant to a Business Associate Agreement when the purpose of such disclosure is to facilitate the service the vendor is providing to OHSU or for OHSU's benefit; (3) to another entity as a part of a collaborative research project with OHSU; (4) to another covered entity or healthcare provider for treatment or payment purposes or another covered entity for health care operation purposes (as those terms are defined by regulations promulgated pursuant to the Health Insurance Portability and Accountability Act); or (5) permitted by state or federal law.
- G. **OHSU Health Information:** Any information, in any form or medium, created, maintained or received by OHSU that identifies the individual, or for which there is a reasonable basis to believe the information can be used to identify an individual, and that relates to:
- 1) the past, present or future physical or mental health or condition of an individual;
 - 2) the provision of health care to an individual; or
 - 3) the past, present or future payment for the provision of health care to an individual.
- OHSU Health Information includes Protected Health Information, Student Health Records and Employee Health Records.
- H. **Portable Device:** Laptop, notebook, pager, telephone (including smartphone), USB storage device (e.g., thumb drive), tablet (e.g., iPad), CD/DVD, external hard drive or any other device that performs a similar function.
- I. **Protected Health Information:** Any OHSU Health Information except Student Health Records, Employee Health Records and records of a person who has been deceased for more than 50 years.
- J. **Related Policies:** The information privacy and security policies adopted by the Information Privacy and Security Policy Committee and by any Unit that are consistent with this policy.
- K. **Student Health Records:** Education records that contain OHSU Health Information and are covered by the Family Educational Rights and Privacy Act

(FERPA) and student health records as described at 20 U.S.C. §1232g(a)(4)(B)(iv).

- L. **Telehealth:** The use of telecommunications technology for the delivery of healthcare, dental or related services when distance separates the participants.
- M. **Use:** With respect to OHSU Health Information, the sharing, employment, application, utilization, examination or analysis of such information within OHSU.

3. **Safeguards**

OHSU has many technical, physical and administrative safeguards in place that are designed to protect the confidentiality of OHSU Health Information.

A. **Technical Safeguards**

Technical Safeguards are the technology and policies and procedures for its use that protect OHSU Health Information in electronic form and control Access to it. Such controls include unique user IDs and passwords, encryption, automatic logoff from machines after a predetermined time of inactivity and audit software to determine when and where someone has obtained Access to OHSU Health Information in electronic form.

B. **Physical Safeguards**

Physical Safeguards are the physical measures, policies and procedures to protect OHSU Health Information and buildings and equipment from natural and environmental hazards, and from unauthorized intrusion. Such safeguards include door security (such as door locks, access control and other locking mechanisms), cameras, physical barriers, use of identification badges for authorized persons, and policy requirements that OHSU Health Information in any form or medium, be kept in a person's possession or in a locked, secured location.

C. **Administrative Safeguards**

Administrative Safeguards are the policies, procedures and administrative actions to manage the conduct of OHSU Members who have Access to or Use or Disclose OHSU Health Information. Such safeguards include policies, training, sanctions for non-compliance, and audit procedures to determine the effectiveness of the safeguards that are in place.

4. **Specific Obligations and Prohibitions**

Every OHSU Member shall comply with the following:

A. Confidentiality of OHSU Health Information

- 1) No OHSU Member shall Access, Use or Disclose OHSU Health Information, except (a) as required to fulfill their OHSU job, educational, agency or volunteer responsibilities at OHSU and (b) as allowed by law, this policy and applicable Related Policies.
- 2) Access, Use or Disclosure of OHSU Health Information must be limited to the Minimum Necessary information and in accordance with this policy and any applicable Related Policies. The Minimum Necessary standard does not apply to Uses and Disclosures of Protected Health Information in the following circumstances:
 - a. Disclosures to or requests by a health care provider for treatment purposes;
 - b. Disclosures to the individual who is the subject of the information;
 - c. Uses or Disclosures made pursuant to an individual's authorization;
 - d. Uses or Disclosures required for compliance with the Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Rules;
 - e. Disclosures to the Department of Health and Human Services when disclosure of information is required under the HIPAA Privacy Rule for enforcement purposes; or
 - f. Uses or Disclosures that are otherwise required by law.
- 3) Any OHSU Member who Accesses, Uses or Discloses OHSU Health Information, including but not limited to classroom, clinical, research, administrative, and Telehealth settings, shall acknowledge that they have read, understand and agree to the Patient Confidentiality Form, an electronic form that is part of the mandatory privacy and security training, when they become OHSU Members. OHSU Members shall also acknowledge that they have read, understand and agree to the Patient Confidentiality Form when additional mandatory privacy and security training is completed.

B. Electronic OHSU Health Information

- 1) All references to OHSU Health Information in this policy include OHSU Health Information in an electronic form. Therefore, except as set forth in Section 4.B(2), OHSU Members must safeguard OHSU Health Information that is in an electronic form in the same manner as OHSU Health Information that is not in an electronic form.

- 2) If an OHSU Member maintains or transmits Protected Health Information electronically, the Protected Health Information must be in an encrypted form using Electronic Media that is: (a) OHSU owned; (b) OHSU approved (e.g., an OHSU approved personally-owned Portable Device); or (c) approved for an exception as outlined in ISP-04, Information Security Policy Exceptions. For example, an OHSU Member is prohibited from storing, downloading or copying Protected Health Information to any Electronic Media that is not encrypted, unless an exception has been approved.
- 3) An OHSU Member shall use only authorized cloud service providers which have a business associate agreement with OHSU for storing or transmitting Protected Health Information.

C. Verbal Communications

- 1) No OHSU Member shall discuss or Disclose OHSU Health Information in public areas such as hallways, elevators, lounges, buses, the tram, or cafeterias, except: (a) if circumstances require such discussion or Disclosure in public areas; and (b) the OHSU Member takes all reasonable precautions to ensure that the conversation is not overheard by others.
- 2) No OHSU Member shall discuss or Disclose OHSU Health Information with OHSU Members or third parties except to fulfill their OHSU job, educational, agency or volunteer responsibilities and except as allowed by law, this policy and any applicable Related Policies.

D. Physical Location of OHSU Health Information

- 1) OHSU Health Information must be located in secure locations where entry to it is appropriately limited to persons authorized to Access or Use of the OHSU Health Information.
- 2) No OHSU Member shall store, locate or leave OHSU Health Information in any unsecured location or area, or unattended in public areas or in areas accessible to persons without authority to Access or Use such OHSU Health Information. This prohibition includes leaving OHSU Health Information on unattended computer screens or Portable Devices that contain OHSU Health Information visible in locked vehicles.

E. Improper Accessing of OHSU Health Information

No OHSU Member shall Access, Use or Disclose any OHSU Health Information except as required to fulfill OHSU job responsibilities or allowed by law, this policy and applicable Related Policies. Written authorization to Access or Use

Protected Health Information can be obtained by completing the standard OHSU authorization form available in Health Information Services or from the OHSU Information Privacy and Security Office.

F. Training

- 1) All OHSU Members must complete information privacy and security training that may be required based on the OHSU Member's responsibility.
- 2) All OHSU Members are responsible for promptly raising questions that they have regarding privacy and security requirements to their manager, their Unit Leader, Legal Counsel, the Information Privacy and Security Office or the Integrity Office.

5. Authority

- A. Each Unit that Accesses, Uses or Discloses OHSU Health Information may adopt additional policies and procedures as appropriate and necessary to protect OHSU Health Information. Such policies and procedures must be consistent with this policy.
- B. The President will appoint a Chief Information Privacy and Security Officer (CIPSO), responsible for overseeing the development and implementation of these and other policies and procedures designed to protect the confidentiality of OHSU Health Information. The CIPSO shall work with the executive leading OHSU Healthcare, the Professional Board and other appropriate Unit Leaders to accomplish this. The CIPSO shall be responsible for overseeing the training of OHSU personnel regarding the confidentiality of OHSU Health Information, as necessary and appropriate for personnel to carry out OHSU job responsibilities.
- C. Only the Committee on Use of Health Information (the "Committee"), more fully described in Policy 01-05-017, De-Identified Health Information, shall approve Non-Standard Disclosures of OHSU Health Information. The Committee may establish a list of certain Non-Standard Disclosures that do not require Committee approval. The Committee shall make such list available to OHSU Members.

6. Sanctions

A failure to follow this policy or any Related Policies, including without limitation, unauthorized Access to or Use or Disclosure of OHSU Health Information, except as permitted by this policy, Related Policies or applicable law, can result in sanctions that will include at a minimum re-education and/or disciplinary action up to and including termination of employment or student enrollment.

7. Reporting Obligations

Any OHSU Member learning of an improper Access, Use or Disclosure of OHSU Health Information shall report the incident immediately to:

- The Information Privacy and Security Office, 503-494-0219 or;
- The OHSU Integrity Helpline, 877-733-8313 or www.ohsu.edu/helpline.

In addition to reporting to one of the two contacts above, OHSU Members may also report to their manager or Unit Leader. For details, see ISP-21, Information Security Incident Reporting.

OHSU Members should report an incident where there is any possibility that OHSU Health Information may have been improperly Accessed, Used or Disclosed. For example, a lost or stolen laptop used to write and receive emails or documents that contain OHSU Health Information should be reported because such emails or documents may be stored on the laptop. Lost or stolen paper that may contain OHSU Health Information should also be reported.

A report can be made anonymously. Any report not made directly to the Information Privacy and Security Office or Integrity Helpline shall be immediately forwarded to one of these resources.

Related Policies and Procedures:

Policy 01-01-000, Definitions and Interpretations

Policy 01-05-010, Confidentiality

Policy 01-05-017, De-Identified Health Information

ISP-04, Information Security Policy Exceptions and Exceptions Form

Related Forms: Patient Confidentiality Form

Related Websites: OHSU Integrity Helpline

Origination Date: August 4, 1998

Revision History: February 13, 2003; August 18, 2003; January 1, 2009;
March 1, 2010; August 1, 2011; April 10, 2012; March 21, 2013 (interim amendment); September 27, 2013; December 21, 2015; October 9, 2020;
April 20, 2023

Responsible Office: OHSU Information Privacy and Security Office

[Home](#) / [OHSU Policies](#) / Modified Operations

Modified Operations

Policy number 01-40-010

Effective date October 09, 2020

1. Purpose

OHSU strives to remain fully operational through adverse events (e.g. natural disasters, pandemics, local and regional emergencies, inclement weather, etc.). However, in certain cases, OHSU may be required to modify its operations for the safety and security of its patients, visitors, and OHSU Members. The purpose of this policy is to inform OHSU Members when, how and why operations may be modified by the President.

2. Definitions

For purposes of this policy, unless the context requires otherwise, the following words and phrases mean:

A. Modified Operations: An operational status declared by the President when adverse events require the curtailment of certain activities to ensure the safety and security of OHSU Members, patients and visitors. For adverse events requiring a longer-term response, the President may

designate levels of operational status, each of which may have differing levels of curtailment of activities or effect on OHSU Members, patients and visitors or may vary depending on the affected OHSU Mission. The President will designate or approve which operational level status is active at any given time.

B. Critical Function: Any activity required to remain operational during Modified Operations. Emergency Management will coordinate with executive leadership to maintain a list of Critical Functions, which may vary based on the Modified Operations level in place.

C. Critical Function OHSU Member:

1) For a limited duration event (e.g., inclement weather), any OHSU Member whose attendance at an OHSU work site is required in order for a Critical Function to remain operational, regardless of the existence of an emergency condition. The presence of the Critical Function OHSU Member allows the continuation of these critical services and protects the safety and well-being of OHSU Members, patients, visitors and/or the physical plant.

2) For a longer term event, any OHSU Member (a) whose work is required in order for a Critical Function to remain operational, regardless of the existence of an emergency condition; (b) whose attendance at an OHSU site is required or permitted under the Modified Operations level then in effect; and (c) not designated as a Critical Function OHSU

Member by their supervisor but assigned or temporarily re-deployed to perform a Critical Function as approved by their supervisor. The presence or work of the Critical Function OHSU Member allows the continuation or implementation of these critical services or operations and protects the safety and well-being of OHSU Members, patients, visitors and/or the physical plant.

3. Curtailing Operations

When adverse events require the curtailment of certain activities to ensure the safety and security of OHSU Members, patients and visitors, OHSU will be said to have entered Modified Operations. Only the President, usually through their designee, may declare a status of Modified Operations and designate the level of Modified Operations that is active. Individual schools, units and clinics cannot make independent decisions about altering operations without permission from the President.

Any declaration of Modified Operations or changes in the level of Modified Operations shall be disseminated as quickly as possible to OHSU Members through procedures maintained by Strategic Communications. All communications shall specify which OHSU Members, operational activities, buildings and/or campuses (e.g., Marquam Hill Campus, South Waterfront Campus, West Campus, or other geographic areas) are affected.

4. Continuity of Operations

Emergency Management will coordinate with mission leaders and executive leadership to determine the list of critical functions required to remain operational in a Modified Operations situation, which may vary depending on the particular mission or Modified Operations level in place. For longer term events, mission leaders may develop and recommend to the President mission-specific levels of Modified Operations for consideration, but mission-specific Modified Operations must be approved by the President before becoming effective. Emergency Management will coordinate with identified missions, departments, divisions and/or units to ensure that appropriate continuity of operations plans are in place to maintain identified critical functions. An essential component of these plans must be that each employee knows if their position has been designated as a Critical Function OHSU Member for the specific event or at the designated level of Modified Operations. Leadership overseeing each division within OHSU is responsible for ensuring the creation of continuity of operations plans for each department for which they are responsible.

5. Fiscal

Departments, schools, divisions, and/or units are responsible for tracking and recording expenditures, including personnel expenses, in a Modified Operations situation in accordance with guidelines, if any, established by the Controller for the Modified Operations situation.

6. Limited Duration Event Directives

The President may adopt directives that apply to Modified Operations unless otherwise altered, suspended or superseded by specific Modified Operations then in effect in response to a longer term event.

7. Temporary Suspension or Modification of Policies

During Modified Operations, the President may temporarily adopt, suspend or modify policies that address OHSU Members and operations based on the circumstances. Any policy adoption, suspension or modification shall take into consideration applicable laws or applicable collective bargaining agreements.

Related policies and procedures

[Modified Operations webpage on O2 \(/node/6051\)](#)

Origination date

December 20, 2016

Responsible office

Emergency Management

Policy revision history

December 20, 2016

Supersedes Policy 03-30-080, Inclement Weather, which was repealed on December 20, 2016.

December 15, 2017

October 09, 2020



Oregon Health & Science University
School of Dentistry

OHSU Policies Student Affairs



OHSU POLICY MANUAL

Policy Number: 02-01-002

Policy Title: EQUAL ACCESS FOR STUDENTS WITH DISABILITIES

Effective Date: October 14, 2021

Page 1 of 3

1. Policy

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

No otherwise qualified student with a disability shall be denied access to or participation in any program, service or activity offered by the University. The University shall make modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified applicant or student with a disability. The provision of disability accommodations shall be a collaborative effort to ensure that the University and its educational units are taking necessary steps to ensure that no qualified student with a disability is denied benefits of, excluded from participation in, or otherwise subjected to discrimination while enrolled in any OHSU academic program.

2. Definitions

For purposes of this policy, the following words and phrases mean:

- A. **Qualified Disability:** Where an individual has a documented physical or mental impairment which substantially limits one or more major life activities, or where the individual has a record of such an impairment, or are regarded as having such an impairment.
- B. **Otherwise Qualified Student:** An individual with a qualified disability who meets the academic and technical standards requisite to admission or participation in the education program or activity with or without a reasonable accommodation.

3. Providing Access and Accommodations

A. Office for Student Access

The Office for Student Access (OSA) shall establish procedures and guidelines to implement this policy consistent with the relevant law. Such procedures and guidelines shall include, but are not limited to, providing notice to current and prospective students about services that are available to student with disabilities, standards for documentation of a qualified disability, provision of appropriate

accommodations based upon the documentation of a qualified disability, and guidelines for maintaining confidential information related to the student's disability. The OSA shall be a resource for the institution and its units related to training and information regarding the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design, and the inclusion of students who experience a disability.

B. Academic Units

Each unit of OHSU with an academic program shall identify a person as the Program Accommodation Liaison (PAL) who has the authority to work in conjunction with the OSA. The PAL shall act as the "in-house" resource for students and faculty concerning access issues for students with disabilities.

4. Additional Resources

The following resources are available at the University to assist with questions or concerns related to students with disabilities:

A. Director of the Office for Student Access

The Director of OSA shall assist academic units and students on disability and accommodation issues. The Director shall also establish processes and procedures to implement this policy.

B. Office of Civil Rights Investigations and Compliance

The Office of Civil Rights Investigations and Compliance is responsible for the investigation and resolution of complaints from students regarding discrimination and can provide as needed assistance, advice, and support efforts to prevent unlawful discrimination.

5. Exceptions

Under the law, OHSU is not responsible for providing accommodations, auxiliary aids or services that would fundamentally alter the nature of the services offered, or that would cause an "undue hardship." These exceptions to the law's requirements must be determined on a case-by-case basis by the Director of OSA in consultation with the unit or department involved.

Implementation Date: June 25, 2001

Revision History: August 9, 2006; November 3, 2016; October 14, 2021

Related Regulations: Americans with Disabilities Act and ADA Amendments; Section 504 of the Rehabilitation Act; Oregon Revised Statute 659.400A

Related Policies: Policy 03-05-048, Discrimination, Harassment and Retaliation; [Policy 08-01-005 Access for Members of the Public to OHSU Programs, Services, and Activities](#)

Responsible Office: Academic and Student Affairs

Policy Number: 02-01-003

Policy Title: STUDENT DRUG AND ALCOHOL TESTING

Effective Date: October 19, 2017

Page 1 of 3

1. **Policy**

To promote the health and safety of all students and patients in their care, OHSU has established a drug testing program consisting of pre-matriculation testing, pre-clinical experience testing and “for cause” testing for any student suspected of being under the influence of lawful and/or unlawful drugs or alcohol during their course of study.

2. **Definitions**

Unlawful Drug: Any drug that is illegal under federal, state or local law.

3. **Pre-Matriculation Testing**

All students accepted into educational programs with a clinical component shall be offered conditional admission pending the results of a pre-matriculation drug test. Failure of a pre-matriculation drug test may result in denial of admission into the academic program. Individual school policy shall dictate the timing of such tests, ensuring at a minimum, students are tested before their initial clinical experience.

4. **Clinical & Safety Sensitive Placement Testing**

Students participating in clinical or safety sensitive activities shall be made aware that drug testing may be required dependent upon individual placements. Students that are unable to pass testing for individual clinical placements or safety sensitive activities are subject to the requirements of section 5.B(2).

5. **“For Cause” Drug and Alcohol Testing**

Any student may be required to submit to a drug or alcohol test if there is reasonable suspicion that the student is under the influence of drugs or alcohol while engaged in their course of study. “For cause” testing includes alcohol and/or drug tests.

A. **Behavior and Physical Conditions Giving Rise to Reasonable Suspicion**

Behavioral and physical signs giving rise to reasonable suspicion sufficient for testing may include but are not be limited to:

- (1) Observable phenomena, such as direct observation of drug use or possession and/or the physical signs and symptoms of being under the influence of a drug or alcohol;

- (2) Abnormal conduct or erratic behavior;
- (3) A serious accident or number of minor accidents during any experience in which the student participates;
- (4) Evidence of student involvement with drug tampering or evidence that the student tampered with a previous drug test;
- (5) Abnormal physical conditions including but not limited to bloodshot eyes, slurred speech, lethargy or drowsiness, lack of coordination and odor of alcohol on breath.

B. Requirements

- (1) Any student exhibiting behavioral or physical signs as defined above in section 5.A, may be required to have a drug or alcohol test. If a student's behavior and/or physical condition causes reasonable suspicion of substance abuse, the student to be tested shall be relieved of any clinical or safety sensitive duties and will be required to comply with the requirements for "for cause" testing set forth in the student's school drug and alcohol testing protocol. The behavior and/or physical condition shall be documented and placed in the student's record maintained by the academic program.
- (2) Students unable to successfully pass a drug and/or alcohol test pursuant to this policy shall be subject to OHSU Policy 02-30-050, Student Suspension, Dismissal and Appeal, in addition to applicable disciplinary procedures of the school or program that may result in, but is not limited to dismissal from the academic program. A failed test, or refusal to take a test may result in dismissal from the academic program in accordance with school or college policies, OHSU Policy 02-30-010 (Conduct Relating to Students-Proscribed Conduct) or other actions, including referral to an appropriate treatment program.

6. Confidentiality

Drug and alcohol test results will be considered confidential as required by federal and state law. Drug and alcohol testing reports and any submitted health information of students shall be maintained at OHSU in accordance with the OHSU record retention policies for student records.

7. Responsibilities

- A. The Dean of each school or college is responsible for implementing the requirements of this policy.

- B. School officials must report any violation(s) by a student of alcohol or drug laws and/or OHSU Alcohol and Drug Guide prevention requirements, which result in either an arrest or a disciplinary action, to Public Safety and the Office of Student Affairs, thereby ensuring institutional compliance with applicable laws and regulations.
- C. Students are responsible for adhering to the requirements of the OHSU Code of Conduct. Violations may result in disciplinary action.

Related Regulations:

Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. §1092(f), and applicable regulations

Related Policies and Procedures:

[Policies 02-20-005 through 02-20-040, Student Records](#); [Policy 02-30-010, Conduct Relating to Students – Proscribed Conduct](#); [Policy 02-30-050, Student Suspension, Dismissal and Appeal](#); [OHSU Code of Conduct](#); [OHSU Alcohol and Drug Guide](#)

Implementation Date: May 21, 2008

Revision History: October 19, 2017

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu



OHSU POLICY MANUAL

Policy Number: 02-20-005

Policy Title: EDUCATION RECORDS

Effective Date: June 17, 2024

Page 1 of 8

1. Generally

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students certain rights of access, privacy, and protection of Education Records. This policy establishes OHSU's commitment to the rights of student's under FERPA. All institutional policies and practices related to Education Records shall be consistent with state laws, federal statutes and regulations, including but not limited to FERPA.

The President delegates to the Provost responsibility for developing institutional policies and procedures governing the form and variety of Education Records to be maintained by OHSU, the nature of the information to be collected, and the way in which such Education Records are to be recorded, maintained, used, and eventually disposed of.

2. Definitions

A. **Education Records.** Any record directly relating to a student that is maintained by OHSU or a party acting in an official capacity for OHSU.

Certain records and documents are excluded from the right of inspection and review and are not considered Education Records. These records include but are not limited to:

- (1) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- (2) Records created and maintained by the OHSU Department of Public Safety for law enforcement purposes which are not maintained by other OHSU units;
- (3) Employment records relating exclusively to an individual's capacity as an employee of OHSU, are made and maintained in the normal course of business and are not available for use for any other purpose.

Records relating to an individual at OHSU who is employed as a result of their status as a student are Education Records and are not excepted under paragraph 2.A.3. of this definition.

- (4) Records of a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional that are made, maintained, or used only in connection with the treatment of a student and disclosed only to individuals providing the treatment;

For purposes of this definition, treatment does not include activities that are a part of the academic program at OHSU.

- (5) Records created or received by OHSU after a student is no longer in attendance and that are not directly related to their attendance as a student;
- (6) Grades on peer-graded assignments before they are collected and recorded by the faculty.

B. Directory Information. Information contained in a student's Education Records that would not generally be considered harmful or an invasion of privacy if disclosed.

- (1) Directory Information for external disclosure and purposes (outside of OHSU's network and community) is limited to:
 - i. Full name;
 - ii. Major(s) or field(s) of study;
 - iii. Dates of attendance;
 - iv. Enrollment status (e.g. undergraduate or graduate, full time or part-time);
 - v. Degree(s), certificate(s), honor(s) or award(s) and date(s) received for each.
- (2) Directory Information for internal disclosure and purposes (within OHSU's network and community) is limited to:
 - i. External directory information outlined in Section 2B(1);
 - ii. OHSU address(es);
 - iii. OHSU telephone number(s);
 - iv. OHSU email address.

- (3) Directory Information for the purposes of providing information to Graduate Researchers United (GRU), so long as the items are provided exclusively to the GRU and no other entity/organization is limited to:
 - i. A student's status as a Member of the Bargaining Unit represented by the GRU;
 - ii. Internal directory information outlined in Section 2B(2).
- C. **Legitimate Educational Interest.** A reasonable "need to know" information in the course of carrying out one's professional duties.
- D. **School Official.** A person employed by OHSU in an administrative, supervisory, academic, research, student staff or support staff position (including law enforcement personnel and health service staff); a person employed by the OHSU Foundation; a person, company, or entity with whom OHSU has contracted (such as an attorney, auditor, collection agent, software vendor or service provider); a person serving on the OHSU Board of Directors; or a student or volunteer community member serving on an official committee (such as a scholarship, disciplinary or grievance committee) or assisting another school official in performing their duties.
- E. **Student.** Any individual who is actively attending or has ever actively attended an academic course at OHSU and for whom OHSU maintains Education Records. An individual who meets the definition of student who applies for admission to another academic program at OHSU does not have rights under FERPA with respect to records maintained by that other academic program, including records maintained in connection with the student's application for admission, unless the student is accepted and actively attends that other academic program.
- F. **Member of the Bargaining Unit.** For the purposes of this policy, a Member of the Bargaining Unit is defined as all OHSU graduate students seeking PhD degrees who receive stipends as described in the parties' collective bargaining agreement.
- G. **Personally Identifiable Information.** Information that would reveal the identity of a student or make them easily identifiable or traceable. Personally Identifiable Information (PII) includes but is not limited to:
 - (1) Student's name;
 - (2) Name of student's family members;
 - (3) Address/email of the student;

- (4) Personal identifier, such as Social Security Number, student number or biometric record;
- (5) Date of birth, place of birth, and mother's maiden name;
- (6) Other information that alone, or in combination, is linked or linkable to a specific student that would allow a reasonable person in the OHSU community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

3. **Disclosures With Prior Consent**

Except as permitted by FERPA or other applicable law, OHSU will not disclose PII from a student's Education Records unless the student provides a signed and dated written consent which specifies the records that may be disclosed and identifies the party or class of parties to whom the disclosure may be made.

4. **Disclosures Without Prior Consent**

OHSU may, at its discretion and to the extent permitted by FERPA and other applicable law, disclose PII from a student's Education Records without the student's prior consent under the following circumstances:

- A. The disclosure is Directory Information as defined in section 2.B. Departments and divisions of OHSU which receive Directory Information requests about students shall refer such inquiries to the Office of the Registrar. Students maintain the right to restrict the disclosure of their Directory Information per the requirements of section 6.B.
- B. The disclosure is to a School Official who has a Legitimate Educational Interest.
- C. The disclosure is to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.
- D. The disclosure is to comply with a judicial order or lawfully issued subpoena.
- E. The disclosure is in connection with a health or safety emergency. The Provost may make an exception and disclose PII from the Education Records of a student to appropriate parties (e.g. Public Safety) in connection with the emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual. The health and safety exception to confidentiality shall be strictly construed, and the factors to be taken into account in determining whether PII from the Educational Records of a student may be disclosed under this policy shall include the following:

- (1) The seriousness of the health or safety of the student or other individual;
 - (2) The need for the information to meet the emergency;
 - (3) Whether the individual to whom the information is disclosed are in a position to deal with the emergency; and
 - (4) The extent to which time is of the essence in dealing with the emergency.
- F. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions for the aid, or enforce the terms and conditions of the aid.
- H. The disclosure is otherwise in compliance with FERPA or other applicable law.
5. **Availability of Education Records for Research Purposes**
- A. The need for OHSU to make information regarding students available for research purposes is authorized under FERPA. Students whose personal data or information is included in research shall be de-identified.
- B. If identifiable student information is required for research purposes, OHSU shall obtain the student's written consent prior to releasing Education Records for research purposes.

6. **Posthumous Release of Education Records**

Education Records of deceased Students are kept confidential by OHSU during the period of time that they are retained. Directory Information of deceased Students may be disclosed so long as the deceased student had not requested that their Directory Information be withheld. OHSU may exercise the option to not retain student records of deceased Students. Education Records of deceased Students may be disclosed upon written request to a spouse, parent, sibling, child or grandchild. The Office of the Registrar will evaluate each request for the release of Education Records of a deceased Student on the individual merits of that request and reserves the right to deny the request in whole or to release only part of the Education Records that are requested. The requestor must provide a statement that they are qualified to receive the records and a copy of the death certificate of the deceased Student.

Only the Office of the Registrar may release the Education Records of deceased Students. The Office of the Registrar does not release Education Records of deceased Students to the news media or for research purposes.

7. Student Rights

A. Information Not Required to be Provided by Students

No student shall be required to provide, except voluntarily, information such as race, religion, sexual orientation, gender identity, political affiliation or preferences, or personal values, except as required by state statute, federal law, or valid federal regulations or orders.

B. Right to Restrict Disclosure of Directory Information

Each student has the right to designate Directory Information as not being subject to disclosure without their prior consent, except as otherwise permitted by FERPA or other applicable law. The Office of the Registrar shall annually provide to each student a form entitled "Request to Restrict Directory Information" to be used by the student to designate that Directory Information may not be disclosed without the student's prior consent. If the student does not submit the completed form, OHSU may disclose Directory Information pertaining to that student. A restriction on the disclosure of Directory Information may be completed by a student at any time. The restriction on the disclosure of Directory Information will remain in place until the student notifies the Office of the Registrar to remove it. A restriction on the disclosure of Directory Information will not apply to any specific information release the student may provide to a school official.

C. Right to Inspect and Review Education Records

- (1) Students may inspect and review, with the appropriate record custodian or in their absence a staff member of the office or department that maintains the record, the Education Records that pertain to the student. Students seeking to inspect and review their Education Records must submit the request form to the Office of the Registrar. The request must specifically identify in writing the Education Records they wish to inspect and review. If circumstances effectively prevent a student from exercising the right to inspect and review their Education Records, the student may make a written request to obtain a copy of the records. OHSU may charge the student a fee for a copy of the record. Students have the right to inspect and review their Education Records within 45 days of the submission of the request.
- (2) OHSU is not required by FERPA to provide an eligible student with access to information that is not maintained by OHSU, that is not directly related to the individual student and, therefore, does not meet the definition of an Education Record, or to create Education Records in response to a student's request.
- (3) The following Education Records are not available to students to review and inspect:

- i. Confidential information relating to persons other than the student, including but not limited to financial records and statements of the parents of students, or any information contained therein;
- ii. Confidential letters and confidential statements of recommendation that were placed in the educational records of a student prior to January 1, 1975, as long as the statements are used only for the purposes for which they were specifically intended.
- iii. Confidential letters of recommendation and confidential statements of recommendation that were placed in the educational records of the student after January 1, 1975, if:
 1. The student waived their right to inspect and review those letters and statements; and
 2. Those letters and statements are related to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition.

D. Right to Request Amendment to Education Records

If a student believes the information contained in the Education Records is inaccurate, misleading, or in violation of the student's right to privacy, the student may petition appropriate institutional officials to amend the Education Records. Such petition shall be submitted to the appropriate record custodian in writing and shall include at a minimum the following:

- (1) If available, a copy of the record the student is seeking to amend;
- (2) The specific amendment sought;
- (3) The reasons why the student is seeking the amendment;
- (4) All evidence the student wishes OHSU to consider.

Should OHSU decide not to amend the record in accordance with the request, OHSU will notify the student in writing of the decision and their right to a hearing regarding the request for amendment in accordance with OHSU procedures.

8. Location and Custody of Education Records

Education Records shall be maintained in locations central to OHSU, division or department by which they are maintained, with the custody thereof assigned to designated personnel

specifically charged with preserving the confidentiality of Education Records. The following officials charged with preserving the confidentiality of Education Records include but are not limited to:

- A. Office of the Provost;
- B. Dean for each School or College;
- C. Chief Information Officer;
- D. Comptroller; and
- E. Office of the Registrar.

9. **Filing a Complaint about Alleged FERPA Violations**

Complaints concerning alleged failures by OHSU to comply with the requirements of FERPA may be filed by mail or email with the U.S. Department of Education.

10. **Procedures**

The Office of the Provost and Office of the Registrar will develop procedures pursuant to this policy.

Implementation Date: October 25, 1996

Revision History: June 19, 2020; August 12, 2020 (Interim Amendment); October 14, 2020; February 8, 2021; August 9, 2021; June 17, 2024.

Related Regulations: ORS 353.180, [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)

Related Forms: Request to Restrict Directory Information

Related Websites: [U.S. Department of Education Student Privacy Policy Office \(how to file a complaint\)](#)

Supersedes: 02-20-010, 02-20-015, 02-20-020, 02-20-025, 02-20-030, 02-20-035, 02-20-040

Responsible Office: Office of the Registrar; academicpolicy@ohsu.edu



Policy Number: 02-20-050

Policy Title: VERIFICATION OF STUDENT IDENTITY

Effective Date: August 18, 2020

Page 1 of 4

1. **Generally**

This policy provides that all OHSU academic programs and courses reflect the highest standards for quality and academic integrity regardless of the educational delivery system. Students seeking enrollment in OHSU academic programs and courses offered fully or partially through Distance Education will provide appropriate identification to establish their identity. The Student obligation to provide appropriate identification to establish their identity begins with the application for admission and continues through to degree or certificate completion, transfer to a different university, or withdrawal from the academic program or course offered fully or partially through Distance Education.

All academic programs and courses offered fully or partially through Distance Education must verify that the Student who registers for a Distance Education course is the same Student who participates in and completes the course and receives academic credit.

Acceptable methods used for the ongoing verification of Student identity include but are not limited to:

- Issuance of an OHSU approved institutional email account with secure login and password to all Students. OHSU email is used as the primary communication method between the Student and OHSU faculty and staff;
- Use of an individual secure login and password to access academic programs and courses offered through Distance Education, as well as related resources, discussions, assignments and assessments;
- Use of photo ID for face-to-face proctored assessments and examinations with trustworthy photo ID according to Policy 02-70-050, Exam Proctoring;
- Use of pedagogical and related practices by faculty that are effective in verifying Student identity (e.g., question Students, review Student writing samples, state the academic integrity/academic dishonesty policy within the distance learning environment and discuss in courses, identify parameters for team and group work, report violations).

All methods of verifying Student identity in Distance Education must protect the privacy of Student information. Personally identifiable information collected by OHSU may be used as the basis for identity verification. This policy will be continuously monitored by the Office

of the Provost for alignment with the appropriate federal regulations and policies and revised as necessary to reflect changing conditions, such as technology and Student profile.

2. Definitions

- A. **Student.** For the purposes of this policy, a **student** is an individual enrolled in an OHSU academic course (excluding continuing education courses).
- B. **Distance Education.** Education that uses one or more types of technology to deliver instruction to Students, who are separated from faculty and to support regular and substantive interaction between the Students and faculty, either synchronously or asynchronously.

3. Responsibilities

A. School or College

The dean for each school or college is responsible for ensuring that program directors and faculty are aware of this policy and comply with its provisions.

Each school or college is responsible for defining and publishing acceptable professional and ethical behavior, including the definitions of cheating, plagiarism and forgery, and describing consequences for violations of those acceptable behaviors.

B. Faculty

Faculty teaching courses through Distance Education methods have the primary responsibility for ensuring their courses comply with the provisions of this policy. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

C. Office of the Provost

The Office of the Provost is responsible for developing measures to ensure that the Distance Education learning environment is secure, ensuring university-wide compliance with the provisions of this policy, and publishing university-wide information on how identity verification processes protects Student privacy. The Office of the Provost is also responsible for coordinating and promoting efficient use of OHSU resources and services, and for ensuring that university level processes (e.g., admissions or registration) remain in compliance with this policy.

D. Learning Management System Users

All users of the OHSU learning management systems are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. Users are responsible for any and all uses of their account. Users are held

responsible for knowledge of the information contained within the most recent OHSU Code of Conduct, OHSU Information Privacy and Security policies, as well as the appropriate Student handbooks and course catalogues. Failure to read OHSU/school or college/program guidelines, requirements and regulations will not exempt users from responsibility.

Implementation Date: May 15, 2013

Revision History: June 3, 2013, August 18, 2020

Related Policies and Procedures: [OHSU Code of Conduct](#); [Policy 10-01-002, Conflicts of Interest and Commitment](#); [Policy 02-70-050, Exam Proctoring](#); [Policy 11-20-010, Acceptable Use of Computing and Telecommunications Resources](#); [ISP-02, Data Classifications](#); [ISP-05, User Names, Passwords, and Authentication](#); Public Law 110-35, Higher Education Opportunity Act

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Supersedes: CAP Policy 0-03-0513

Key Words: Distance education, online courses, proctoring examinations



OHSU POLICY MANUAL

Policy Number: 02-30-010

Policy Title: CONDUCT RELATING TO STUDENTS – PROSCRIBED CONDUCT

Effective Date: February 9, 2022

Page 1 of 4

1. Proscribed Conduct Generally

No student shall engage in conduct proscribed by an applicable school or program or by OHSU or its Board of Directors, including but not limited to the OHSU Code of Conduct. Engaging in proscribed conduct shall subject a student to sanctions ranging from oral or written reprimand to dismissal, according to written procedures administered by the student's school or program.

2. Suspension or Dismissal

- A. A sanction of suspension or dismissal shall be imposed only after a hearing on the matter conducted in accordance with school policies and procedures and advice from the OHSU Legal Department.
- B. If a school or program has reasonable grounds to believe that a student presents a serious and imminent threat to other persons or themselves, the school or program may immediately suspend the student and provide a hearing as soon as reasonably possible.

3. Specific Proscribed Conduct

Without limiting the generality of the above, the following conduct is proscribed by OHSU:

- A. Conviction of a felony, a class A misdemeanor or of a crime involving moral turpitude (which shall include, but not be limited to, sex or drug related crimes) while attending OHSU or prior thereto if the conviction was not disclosed following an offer of conditional admissions;
- B. Obstruction or disruption of teaching, research, patient care, administration, disciplinary procedures, or other institutional activities, including the institution's public service functions or other authorized activities;
- C. Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally-owned or controlled property;
- D. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on institutionally-owned or controlled property as

provided by Policy 07-90-030 (Weapons and Firearms), unless expressly authorized by law, or Board or OHSU policies (absence of criminal penalties is not considered express authorization);

- E. Detention or physical abuse of any person or conduct that may threaten harm to or endanger any person on any institutionally-owned or controlled property;
- F. Conduct that endangers the mental health, physical health, or safety of any applicant or OHSU member, which includes but is not limited to written, verbal, electronic, or physical conduct. Proscribed conduct also includes hazing, i.e., endangering the health or safety of an applicant or OHSU member as a precondition of admission or affiliation with OHSU or an OHSU-sponsored group, regardless of the person's willingness to participate.
- G. 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 OHSU;
- H. Refusal while on institutionally-owned or controlled property to comply with an order of the President or appropriate authorized official to leave such premises because of conduct proscribed by OHSU policies or procedures or when such conduct constitutes a risk to personal safety, property, or disruption of patient care, educational, research, outreach or other OHSU activities on such premises;
- I. Unauthorized entry to or use of institutional facilities, including buildings, offices and grounds;
- J. 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 is not considered express authorization);
- K. 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 that calls on the person or persons addressed for imminent action and, coupled with a reasonable apprehension of imminent danger to the functions and purposes of OHSU, including the safety of persons, and the protection of its property;
- L. Conduct prior to enrollment at OHSU which was not disclosed and which could have resulted in a decision not to admit the person;
- M. Misrepresentation or false statements made in an application process; or
- N. Failure to comply with approved OHSU or school policies or procedures.

4. **Reporting Proscribed Conduct**

A. In accordance with the Clery Act and/or other state and federal regulations, school or program officials must report to the Department of Public Safety whenever:

- (1) A student commits one or more of the following:
 - (a) Criminal Homicide (murder, non-negligent manslaughter, or negligent manslaughter);
 - (b) Sex Offenses (rape or non-forcible sex offenses);
 - (c) Robbery;
 - (d) Aggravated Assault;
 - (e) Burglary;
 - (f) Motor Vehicle Theft; or
 - (g) Arson.
- (2) A student is either arrested or referred for disciplinary action for:
 - (a) Liquor Law Violations;
 - (b) Drug Law Violations; or
 - (c) Illegal Weapons Possession.
- (3) School officials shall report to the Department of Public Safety any proscribed conduct involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.
- (4) School officials shall report to the Department of Public Safety any proscribed conduct that involves domestic violence, dating violence, or stalking.
- (5) School officials shall report to the Department of Public Safety and the Office of the Provost any proscribed conduct that involves hazing.

B. In making a report, school officials shall provide the following information:

- (1) Nature of proscribed conduct;
- (2) Date;
- (3) Time; and
- (4) General location of each incident.



OHSU POLICY MANUAL

Policy Number: 02-30-050

Policy Title: STUDENT SUSPENSION, DISMISSAL AND APPEAL

Effective Date: December 20, 2024

Page 1 of 3

1. Generally

OHSU schools and colleges have the authority to pursue academic suspension and academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct. Each school or college shall make available to students the OHSU policy on Student Suspension, Dismissal and Appeal.

2. Initiation and Notification of Proceedings

- A. To initiate suspension and/or dismissal proceedings, the student's program director must inform the appropriate associate dean in writing of the reasons for the suspension or dismissal recommendation.
- B. Students recommended for suspension or dismissal will be notified in writing by their school or college of their opportunity to participate in a hearing. The notification letter will include an explanation of student rights and the basis for the suspension or dismissal recommendation.
- C. Students participating in a hearing will be notified in writing of the date, time and place of the proceedings.
- D. Unless placed on interim suspension in accordance with Section 3, the student may continue in the academic program pending the outcome of the hearing.
- E. The student may notify the dean of their intent to withdraw from their academic program prior to the hearing. Once the hearing has commenced the student will not be eligible to withdraw until after a final decision is made. Students who are formally dismissed are not eligible to withdraw.

3. Interim Suspension

A student may be suspended on an interim basis if the Provost determines that the Student has violated the OHSU Code of Conduct and/or their continued presence (physical or virtual) on the OHSU Campus or continued active participation in the program poses a significant risk of serious harm to self or another person or is actively disrupting or interfering with the normal operations of OHSU. Interim suspension may become effective immediately without prior notice and includes suspension of physical and virtual access to

sites and resources at OHSU (including courses) and its academic and clinical [partners](#). A hearing will be scheduled in accordance with the school/college level policies and practices as soon as is practicable. Students will remain on Interim Suspension until at least the conclusion of the disciplinary proceedings.

4. Hearing Committee

- A. The dean of each school or college will appoint a committee to conduct an impartial hearing.
- B. Following the hearing, the committee will submit in writing a recommendation to the dean.
- C. Once a decision is reached the dean will notify the student in writing of the decision and of their right to appeal the decision to the provost.
- D. The decision of the dean is the final action for the school or college. The student has the right to appeal the decision of the dean to the provost.
- E. If the final action for the school does not include the decision to dismiss, the student may voluntarily elect to withdraw from the program.

5. Right to Appeal

- A. A student may appeal a final suspension or dismissal decision in writing to the provost within 10 business days after notification of the decision, however the student may not continue in the academic program while the appeal is pending. Appeals to the provost shall be filed in the OHSU Office of Student Affairs and may only be made upon the following grounds:
 - 1) The school or college failed to follow established procedures with respect to the appealed decision and the error resulted in prejudice to the student;
 - 2) New material information is available that could not have been presented at the time of the proceedings at the school or college;
 - 3) The decision is in conflict with applicable law, rules or OHSU policies.
- B. The decision of the provost is final.

6. Record of the Proceedings

In the event the proceeding is a result of allegations of violent crime or a sexual offense, records of the hearing shall be reported to the Department of Public Safety for compliance with the Information for Crime Victims about Disciplinary Proceedings requirement: HEA Sec. 485 (f)(8)(B)(iv)(II); HEA Sec. 487 (a)(26).

Implementation: October 25, 1996

Revision History: March 7, 2001; February 7, 2002; March 22, 2016; October 14, 2021; December 20, 2024

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Related Documents: [Student Dismissal Procedure](#); [Policy Definitions](#); [OHSU Code of Conduct](#); [Policy 03-30-150, COVID-19 Immunizations and Education](#)



ACADEMIC POLICY PROCEDURE

Related Policy: 02-30-050
Procedure: Student Suspension, Dismissal and Appeal Procedure
Effective Date: December 20, 2024

1. Policy Statement

OHSU schools and colleges have the authority to pursue academic suspension and academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct. Each school or college shall make available to students the OHSU policy on Student Suspension, Dismissal and Appeals.

2. Initiation and Notification of Proceedings

- A. Program informs appropriate dean in writing of reasons for suspension or dismissal recommendation.
- B. Students recommended for suspension or dismissal will be notified in writing by their school or college of their opportunity to participate in a hearing. The notification letter will include the basis for the suspension or dismissal recommendation, and an explanation of the hearing process.
- C. Students will be notified in writing of the hearing, including the date, time and place at least 10 business days before the proceedings.
- D. Unless placed on interim suspension, the student may continue in the academic program pending the outcome of the hearing.
- E. The student may notify the dean of their intent to withdraw from their academic program prior to the hearing.

3. Interim Suspension

- A. If the program believes the student's continued presence on the OHSU campus or active participation in the program may pose a substantial threat of physical or mental harm, the appropriate dean shall notify the Department of Public Safety in order to initiate an assessment of the situation via the Threat Assessment Team.
- B. The Threat Assessment Team, in conjunction with appropriate officials in the Office of Student Affairs, shall determine whether a student should be

placed on Interim Suspension.

- C. Students on Interim Suspension will receive a hearing and/or medical evaluation as soon as is practicable.

4. **Hearing Committee**

- A. The dean of each school or college will appoint a hearing committee. One committee member will be appointed to serve as chair. It is the responsibility of the chair to convene the hearing for the purposes of evaluating the program recommendation for suspension or dismissal. The chair may recess the hearing as appropriate.
- B. The hearing committee is responsible for conducting an impartial hearing. The hearing committee will notify the student of any guidelines related to the submission of documents, requested witnesses, and other supporting materials for the purposes of the hearing.
- C. The chair must maintain an audio record of the hearing. All committee sessions except for committee deliberations will be audio recorded.
- D. The hearing committee may consider additional information or documentation from the student and/or other individuals with information pertinent to the hearing, prior to the hearing committee finalizing its recommendation.
- E. The student has the right to bring an advisor or support person to the hearing. If the advisor or support person is an attorney, the student must notify the dean at least 5 business days prior to the hearing.
- F. All hearing proceedings will be closed to the public.
- G. After the hearing, committee members will deliberate in closed session to review and make a recommendation.
- H. Within 10 business days of the deliberations, the committee will submit the recommendation in writing to the dean for consideration, along with all supporting documentation.
- I. The dean will consider the recommendation of the hearing committee and make a decision regarding the suspension or dismissal proceedings. The appropriate dean will notify the student in writing within 10 business days of the decision. The decision is the final action for the dean.

5. **Right to Appeal**

- A. The student has the right to appeal the decision to the provost on the grounds outlined in Policy 02-30-050 within 10 business days of the date on the dean's written decision. The student may not continue in the academic program pending the outcome of the appeal.
- B. The provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the provost is final.

6. **Record of the Proceedings**

Each school or college is responsible for reporting to the Department of Public Safety records of proceedings that are the result of allegations of criminal violence or sexual offense, for compliance with the Information for Crime Victims about Disciplinary Proceedings requirement: HEA Sec. 485(f)(8)(B)(iv)(II); HEA Sec. 487 (a)(26).

Implementation Date: March 22, 2016; December 2024

Responsible Office: Academic Affairs, academicpolicy@ohsu.edu

Related Documents: Student Suspension, Dismissal and Appeal; [Policy Definitions](#); [OHSU Code of Conduct](#)



OHSU POLICY MANUAL

Policy Number: 02-30-055

Policy Title: STUDENT GRIEVANCE AND APPEAL

Effective Date: December 20, 2024

Page 1 of 2

1. **Generally**

The purpose of this policy is to provide OHSU students an opportunity to resolve issues and conflicts relating to the student's role as student, the student's activities within a school or college, or relating to decisions made on the basis of any policies or procedures thought by the student to be unfair. Students may not grieve assigned grades, their academic status, including but not limited to an academic alert, probation, etc., or disciplinary actions. Student grievances are initiated and submitted in accordance with applicable school or college procedure. Each school or college shall make available to students the OHSU policy on Student Grievance and Appeal.

Student concerns that are within the responsibility of an OHSU department outside of the school, college or academic affairs, such as concerns regarding prohibited discrimination, will be referred to the appropriate OHSU office.

2. **Informal Conflict/Issue Resolution**

While a formal process has been developed to address student grievances, OHSU encourages conflict resolution at the lowest level possible and supports use of informal mechanisms and resources available to students when possible, for example, students may:

- bring the conflict and/or issue to the attention of the other party involved, and attempt to resolve the matter in a respectful and professional manner;
- utilize the university Ombuds to assist in resolution of the matter and identify resources for mediation, student support services, etc.;
- discuss the issue/conflict with the program director, or, if not comfortable discussing the conflict with the program director, with the associate dean.

3. **Formal Grievances**

A. **Initiation of Grievance Process**

If the student is unable to resolve the conflict/issue informally, with or without the assistance of others, the student may file a written grievance with the dean that describes the nature of the grievance, circumstances surrounding the grievance, previous efforts to resolve, and the requested remedial action.

If the student concern is related to a conflict/issue outside of the school, the student may bring the matter to the attention of the leader of the specific department or unit and follow the recognized process for resolution.

B. Grievance Process

Once a formal grievance is filed, the dean of each school or college will appoint a panel ("grievance panel") for the purposes of reviewing the grievance. The grievance panel is responsible for conducting an impartial review of the grievance. The review may include, but is not limited to, interviewing the parties and witnesses and reviewing relevant documentation.

C. Resolution and Grievance Panel Recommendation

- 1) If at any time during the grievance process a resolution is reached, the grievance panel will prepare a statement of understanding for all parties to sign. If resolution is not reached, the grievance panel completes its review and prepares a recommendation for the dean.
- 2) The dean will consider the recommendation of the grievance panel and make a final decision regarding the student grievance proceeding. A copy of the dean's decision will be sent to all parties and members of the grievance panel.
- 3) The student may appeal the decision of the dean to the provost, under the circumstances described in Section 4.

4. **Right to Appeal**

A. A student may appeal the dean's decision in writing to the Office of the Provost within 10 business days after notification of the decision. Appeals may only be made upon the following grounds:

- 1) The school or college failed to follow established procedures with respect to the appealed decision and the error resulted in prejudice to the student;
- 2) New material information is available that could not have been presented at the time of the proceedings at the school;
- 3) The decision is in conflict with applicable laws, rules or OHSU policies.

B. The decision of the provost is final.

Revision History: October 25, 1996; March 7, 2001; February 7, 2002; March 22, 2016; December 20, 2024.

Responsible Office: Student Affairs, academicpolicy@ohsu.edu

Related Documents: [Student Grievance Procedure](#); [Policy Definitions](#)



ACADEMIC POLICY PROCEDURE

Related Policy: 02-30-055
Procedure: Student Grievance Procedure
Effective Date: December 20, 2024

1. **Generally**

The purposes of this policy is to provide OHSU students an opportunity to resolve issues and conflicts relating to the student's role as student, the student's activities within a school or college, or relating to decisions made on the basis of any policies or procedures thought by the student to be unfair. Students may not grieve assigned grades, their academic status, including but not limited to an academic alert, probation, etc., or disciplinary actions. Student grievances are initiated and submitted in accordance with applicable school or college procedures.

Student concerns that are within the responsibility of an OHSU department outside of their school or college, such as concerns regarding prohibited discrimination, will be referred to the appropriate OHSU office.

2. **Informal Conflict/Issue Resolution**

- A. Students are encouraged to resolve the grievance through an informal process whenever possible. If the student grievant does not feel comfortable discussing the problem with all involved parties directly, they may discuss the grievance with the program director or appropriate associate dean.
- B. The program director or appropriate associate dean will meet with all involved parties and try to reach informal resolution. In some cases, this process may involve an independent third party mediator.

3. **Formal Grievances**

- A. Initiation of Grievance Process
 - 1) If the student is unable to resolve the grievance informally, the student may file a written grievance with the appropriate associate dean within 10 business days after the termination of the informal resolution phase. The written grievance should describe the nature of the grievance, circumstances surrounding the grievance, previous efforts to resolve, and the requested remedial action.
- B. Grievance Process
 - 1) Within 10 business days of being notified of the formal grievance, the dean will appoint a grievance panel. One member of the panel will be

appointed to serve as chair. It is the responsibility of the chair to convene and recess the proceedings as appropriate.

- 2) The grievance panel is responsible for conducting an impartial review of the grievance. The grievance panel will notify the student of any guidelines related to the submission of documents, requested witnesses, and other supporting materials for the purposes of the proceedings. Upon appointment of the grievance panel, it is the responsibility of the chair to notify the student on the composition of the panel. If the student perceives a bias in the appointment of certain grievance panel members, the student may challenge for cause. To challenge the appointment of certain grievance panel members the student has one, five business day opportunity to notify the dean.
- 3) The grievance panel will convene for the purposes of conducting the proceedings within 10 business days of its appointment, at a time and place determined by the chair. The chair is responsible for sending written notification to all involved parties.
- 4) The chair must maintain an audio record of the proceedings. All grievance panel sessions except for deliberations will be audio recorded.
- 5) The grievance panel may consider additional information or documentation from the student and/or other individuals with information pertinent to the proceedings, prior to the grievance panel finalizing its recommendation.
- 6) Each party has the right to bring an advisor or support person to the proceedings. If the advisor or support person is an attorney, the student must notify the dean at least 5 business days prior to the proceedings.
- 7) All grievance panel proceedings will be closed to the public.

C. Resolution and Grievance Panel Recommendation

- 1) If at any time during the grievance process a resolution is reached, the grievance panel will prepare a statement of understanding for all parties to sign and file the statement with the dean. If resolution is not reached, the grievance panel will complete its review and prepare a recommendation for the dean within 10 business days. The grievance panel will prepare a report summarizing the panel's findings and recommend a solution or determination of the grievance. A copy of the report will be forwarded to the dean.

- 2) The dean will consider the recommendation of the grievance panel and make a decision on the grievance within 10 business days of receipt of the report. A copy of the dean's decision will be sent to all parties and members of the hearing panel.
 - 3) The decision is the final action for the dean.
4. **Right to Appeal**
 - A. The student has the right to appeal the decision of the formal grievance process to the Office of the Provost on the ground outlined in Policy 02-30-055 within 10 business days of the date on the dean's written decision.
 - B. The provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the provost is final.

Origination Date: March 22, 2016

Revision History: August 9, 2021; May 15, 2024, December 20, 2024

Responsible Office: Student Affairs, academicpolicy@ohsu.edu

Related Documents: Student Grievance Policy; [Policy Definitions](#)



OHSU POLICY MANUAL

Policy Number: 02-50-050

Policy Title: COURSE SYLLABI

Effective Date: March 16, 2023

Page 1 of 3

1. Policy Statement

All OHSU courses are required to provide course Syllabi to students. The policy ensures that Syllabi for each undergraduate, graduate, and professional course are consistent and systematically reviewed to meet OHSU expectations, and ensures clear communication about courses, Educational Activities, and Course Assessment. Course Syllabi must be distributed on or before the first day of class and reviewed with students. Information contained in the course Syllabus, other than the minimum Syllabi requirements as established in the procedure, may be subject to change as deemed appropriate by the faculty of record, and with the concurrence of the Academic Program.

The development of course content and syllabi are determined by the faculty of record, appropriate curriculum committee, and when applicable informed by the discipline's accreditation standards, to ensure course and program level learning outcomes are met. This OHSU policy relates only to information that must appear in common in all course Syllabi, independent of course level or discipline.

2. Definitions

- A. **Academic Program.** A unique course of study that culminates in the awarding of a specific degree or certificate in combination with a specific major. An Academic Program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.
- B. **Course Assessment.** A section of the Syllabus that describes grading criteria, course expectations, major course assignments/assessments, and how grades for a course are determined.
- C. **Syllabus/Syllabi.** As the primary, commonly available written (i.e., electronic or paper) summary of a course, a Syllabus outlines the subjects of the course and denotes what students may expect from the course. The Syllabus is the best, most concise description of a course as determined by the faculty of record and academic program. The Syllabus is made available to both students and colleagues.

- D. **Educational Activities.** Includes but is not limited to reading assignments, researching papers, studying for quizzes and examinations, developing projects, writing up case studies, journaling, participating in discussion forums, and other course activities outside of scheduled class time.
- E. **OHSU Graduation Core Competencies.** The knowledge, skills, and attitudes that all graduates of OHSU degree programs will be able to demonstrate.
- F. **Student Learning Outcomes.** The identification of measurable characteristics of what a learner should know or do at the end of an education activity (i.e., lecture, simulation, course, interaction, or participation in programming from a Student Services Unit) or degree/certificate completion. Outcomes are usually expressed as knowledge, skills, or attitudes.
3. **Responsibilities**
- A. **Academic Program.** Annually, each academic program is responsible for reviewing and/or confirming their Student Learning Outcomes. In addition, Academic Programs are responsible for annually reviewing each course Syllabus for minimum requirements (i.e. OHSU Graduation Core Competencies, Student Learning Outcomes, OHSU Learning Resources available to students) and providing any needed revisions.
- B. **Faculty.** Every faculty of record (or designee) is required to distribute the course syllabus prior to, or on, the first meeting of the course. Faculty have final responsibility for grading criteria and grading judgment. Faculty also have the right to adjust course content that does not impact the course Student Learning Outcomes during the term with the concurrence of the academic program. Faculty are responsible for determining, and writing into the Syllabus, Course Assessment and major Educational Activities.
- C. **Office of the Provost.** The Office of the Provost is responsible for establishing a process to systematically review Syllabi and revise instructional procedures that include but are not limited to:
- A link to Student Central for easy access to OHSU Learning Resources Available to Students (i.e., Teaching and Learning Center, Student Health and Wellness Center, Library)
 - Grading Policies
 - Information Technology Group and any specific Accessibility and Privacy Statements for commonly used course tools
 - Requesting Accommodations
 - Student Evaluation of Courses
 - Copyright Information
 - Syllabi Changes and Retention

- Expectations of Professional Conduct & Behavior
- Commitment to Diversity & Inclusion
- Modified Operations

The Office of the Provost instructional procedures cannot change after the start of the term.

- D. **Students.** All students have a professional responsibility to review course Syllabi as a key component of the course.

4. **Procedures**

The Office of the Provost is responsible for developing procedures to support Syllabi management (i.e., Concourse Management System) and will be responsible for administrative support.

Origination Date: March 27, 2018

Revision History: March 16, 2023

Related Documents: [OHSU Core Competencies](#)

Related Policies and Procedures: [Policy 01-40-010, Modified Operations](#); [Policy 02-50-005, Academic Program Review](#); [Policy 02-50-010, Proposing New Programs, Program Changes, and Curricular Modifications](#); [Policy 02-50-015, Assignment of Course Credit Hour](#); [Policy 02-50-030, Student Learning Outcomes](#); [Policy 02-50-035, Student Evaluation of Course and Instructional Effectiveness](#); [02-70-020, University Grading](#); [Policy 03-30-001, Academic Freedom](#); [Policy 07-90-010, Records Retention and Destruction](#); OHSU Healthcare Policy HC-SMM-101-POL, Professional Appearance

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Key Words: Student Learning Outcomes, Assessment, Academic Programs, Accreditation



OHSU POLICY MANUAL

Policy Number: 02-70-010

Policy Title: OHSU TECHNICAL STANDARDS

Effective Date: March 5, 2021

Page 1 of 3

1. Policy Statement

Academic Programs in the Health Sciences have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgement, extensive knowledge and well-honed technical skills. This policy is to ensure that all candidates for an OHSU degree or certificate possess the essential skills and abilities necessary to complete the curriculum successfully. To be qualified for and continue enrollment in OHSU Academic Programs, prospective and current students shall meet both OHSU's academic standards and the technical standards. Prospective and current students with disabilities may utilize approved reasonable accommodations to meet academic and technical standards.

A. OHSU Technical Standards

OHSU technical standards include nonacademic criteria that reflect the ability to:

- Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other formats.
- Recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- Manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- Follow universal precautions against contamination and cross contamination with infectious pathogens, toxins and other hazardous chemicals.
- Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment).
- Synthesize information to develop and defend conclusions regarding observations and outcomes.
- Use intellectual ability, exercise proper judgement and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Communicate effectively and maintain, mature sensitive and effective relationships with all persons including but not limited to clients, patients, students, faculty, staff and other professionals.
- Operate in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical and professional practice, healthcare, and biomedical sciences and engineering.

B. Technical Standards for Academic Programs

In addition to OHSU technical standards, Academic Programs may develop program level technical standards. All Academic Program technical standards are developed and vetted by each school or college, and recommended to the Office of the Provost for approval.

Changes in program level technical standards must be submitted to and approved by the Office of the Provost in accordance with the requirements of Policy 02-50-010, Proposing Curriculum Modifications.

2. Definitions

Academic Program. A unique course of study that culminates in the awarding of a specific degree or certificate in combination with a specific major. An academic program is characterized by: (i) a coherent and specialized body of knowledge, methods and skills; (ii) a faculty-designed curricular path; (iii) faculty identification with an organized instructional effort in a subject matter area; (iv) increasing complexity in curricular content during the student's period of study; and (v) specified learning outcomes or competency levels expected of program graduates.

3. Responsibilities

- A. Academic Programs are responsible for making technical standards available on their program website and in their student handbook to ensure socialization of the technical standards to both prospective and current students.
- B. Prior to matriculation, students must attest to their Academic Program that they are able to satisfy technical standards with or without reasonable accommodations.
- C. Students are responsible for notifying their Academic Program if they are no longer able to satisfy technical standards with or without reasonable accommodations.

4. Procedures

Admission and academic progression are conditional on the prospective or current student's ability to satisfy the technical standards, with or without reasonable accommodations.

- A. Prospective and current students who have a disability and would like to request an accommodation should contact the Office for Student Access (OSA). It is the responsibility of an individual with a disability to self-identify and request accommodations from OSA in a timely manner (accommodations are not retroactive). Prospective and current students are also responsible for providing documentation of their disability from a qualified medical professional in accordance with OSA's documentation requirements.

- B. Should a current student have or develop a condition that would place patients, the student or others at risk, or impact their need for accommodation, an evaluation with the Academic Program and OSA may be necessary. As in initial assessments, a complete and careful consideration of all the skills, attitudes and attributes of each individual will be performed. This includes an assessment of their ability to complete the Academic Program degree requirements and will be informed by the knowledge that students with varied types of disabilities have the ability to become successful health science professionals.

Implementation Date: October 30, 2010

Revision History: May 31, 2012; March 5, 2021

Related Policies and Procedures: [02-01-002, Equal Access for Students with Disabilities](#); Section 504 of the Rehabilitation Act, Americans with Disabilities Act and ADA Amendments

Responsible Office: Office for Student Access, academicpolicy@ohsu.edu

Supersedes: CAP Policy 0-04-0612

Key Words: Admissions, access, disability accommodations, technical standards, essential skills and abilities, criteria for admissions.



OHSU POLICY MANUAL

Policy Number: 02-70-020

Policy Title: UNIVERSITY GRADING

Effective Date: May 16, 2025

Page 1 of 5

1. Generally

OHSU employs a letter grading system, applicable to all OHSU courses, as outlined below. All courses and course grades, except those dropped before the OHSU deadline to drop courses, are recorded on the student's permanent academic transcript. Grade Point Averages (GPA) are computed at the end of each academic term using the GPA quality points.

OHSU Course Grading Key					
Course Grade	Grade Description	GPA Quality Points	Course Counts as Attempted Credit	Course Counts as Earned Credit	Course Counts in GPA Calculation
A	Honors or Excellent	4.00	Yes	Yes	Yes
B	Near Honors or Very Good	3.00	Yes	Yes	Yes
C	Satisfactory or Fair	2.00	Yes	Yes	Yes
D	Marginal or Inferior	1.00	Yes	Yes	Yes
F	Failure	0.00	Yes	No	Yes
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 Grade	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

* The final grade of the incomplete will determine the earned credit and the GPA Quality Points.

The use of + may be used in combination with the B, C or D grade and will result in an additional 0.30 GPA Quality Points for the course. The use of - may be used in combination with the A, B, C or D grade and will result in a reduction of 0.30 GPA Quality Points for the course. All +/- grades (including D-) count as attempted and earned credit as well as counting in the GPA calculation. The use of +/- will vary depending on academic program grading policies.

Each academic program stipulates standards for academic progression and graduation that may include a minimum cumulative GPA, a minimum required grade for a specific course, and other academic criteria which are required for continuation in and graduation from that academic program. Criteria for achievement of competence are defined by the faculty

responsible for setting and communicating minimum standards of performance for a passing grade.

2. Definitions

- A. **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 faculty of record. 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 OHSU deadline to drop 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 faculty of record 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.
- B. **Course Withdrawal.** For courses that span the length of the term, after the OHSU deadline to drop courses, a withdrawal from a course will receive a grade of W (Withdrew) on the academic transcript. After the OHSU deadline to drop a course with a W, a withdrawal from a course will be assigned a grade of WP (Withdrew Passing) or WNP (Withdrew Non-Passing) by the faculty of record 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 clinical rotations during a term) will operate on a modified withdrawal schedule depending on academic program policies.
- C. **Grading Type.** OHSU has two grading types: letter grade (A-F) and Pass/No Pass(P/NP). Programs must specify the grading type when creating a new course per the requirements of policy 02-50-010, Proposing New Programs, Program Changes, and Curricular Modification. Generally, courses are approved for only one grading type; however, courses can be approved for both grading types under limited circumstances, such as courses with individualized curriculum (e.g., independent study) or courses that may differ in content and approach from term to term (e.g., topics). In all cases, a single grading type is established by the academic program for the course in a given term. Students may not request an alternate grading type.
- D. **Incomplete.** The grade of I (Incomplete) is assigned when a student has successfully completed most of the course (e.g., 75% or more), the work is of passing quality, and the remainder of the course was not completed before the last day of class due to 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 faculty of record and/or the school or college.

Assignment of an Incomplete grade requires a written document between the faculty of record and the student specifying which course requirements will need to be completed and the time and manner in which the student will complete the course requirements. A final copy of the written document will be provided to the student by the faculty of record or the program director to ensure transparency and accountability in completing course requirements. If a grade of I is assigned, the student will have one term after the assignment of the Incomplete grade to complete all required course work.

The grade of I is also assigned when a student takes a leave of absence because they have been called to a period of service as described in OHSU Policy 02-70-055, Excused Absence for Military Service, Related Medical Treatment, or Firefighting Activities. Upon returning from the period of service under this policy, students have until the last day of the subsequent term to complete all required coursework. Students returning from a period of service under this policy may also choose to request a grade of W (withdrew) instead of completing the I grade.

The final grade earned will be recorded on the academic transcript with the grade of I/Final Grade (for example, I/B). Failure to complete course requirements within one term after the assignment of the Incomplete grade will automatically result in a grade of I/F (Incomplete/Failure) or I/NP (Incomplete/No Pass) depending on the original grading mode for the course.

An appeal for an extension to the one-term time frame must be submitted by the appropriate program director in coordination with the Office of the Dean prior to the final grade being automatically assigned a grade of I/F or I/NP. An appeal for the extension to the one-term time frame or an appeal to remove an Incomplete grade from the academic transcript will be considered by the Office of the Provost on a case-by-case basis, consistent with the requirements of the Office of the Registrar.

- E. **In Progress.** The grade of IP (In Progress) is a placeholder grade assigned if a student has not had the opportunity to complete all the experiences required in a course due to circumstances beyond the student's control (for example, a lack of patients available in the clinical setting during the term). The Office of the Registrar converts In Progress grades to the final grade after submission of the final grade from the faculty of record. If a grade of IP is assigned, the student will have one term after the assignment of the IP grade to complete all required course work. Exceptions to this requirement will be considered by the Office of the Provost on a case-by-case basis.
- F. **Remediated Courses.** A student receiving a final grade of C, D, F, NP or the equivalent I/C, I/D, I/F, or I/NP, may be permitted to remediate portions of the course instead of repeating the course in its entirety when the faculty of record and/or the academic program has determined that a student has not passed certain

required components, but has passed other required components. The specific courses that allow and/or require Remediation and the maximum course letter grades for Remediated Courses will be determined by the academic program offering those courses. Remediated Courses require a written document specifying which course requirements will need to be Remediated, and the time and manner in which the student will complete the Remediation. A final copy of the written document will be provided to the student by the faculty of record or the program director to ensure transparency and accountability in completing course requirements.

All Remediated coursework must be completed within one term following the original course. Exceptions to this requirement will be considered by the Office of the Provost on a case-by-case basis. Students may not request to remediate courses they have passed.

If a course is Remediated, 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, if appropriate. The Remediated Course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation. Only courses assigned a letter grade will be included in the GPA calculation.

- G. **Repeated Courses with Low or Failing Grades.** A student receiving a final grade of C, D, F or NP may be required to repeat the course. Under some conditions, a student may also be required to repeat other previously passed courses. Maximum course letter grades for repeated courses will be determined by the academic program offering those courses. With approval from the faculty of record, and pending available space and resources, a student may voluntarily repeat a previously passed course.

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 original course will continue to be listed on the academic transcript. A request to waive tuition to repeat a required course may be submitted to the Office of the Provost for consideration by, and at the discretion of, the academic program. The decision to waive tuition for a repeated course will be made by the Office of the Provost. If a course is repeated, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation. The Repeated Course will be included in the number of credits attempted, the number of credits earned (if passed) and the

GPA calculation. Only courses assigned a letter grade will be included in the GPA calculation.

3. Liability Insurance, Completion of Incomplete Grades, and Remediated Courses.

- A. Students engaged in courses that have a patient care or clinical component must be covered with OHSU liability insurance. All students are covered by OHSU liability insurance while they are registered and enrolled in courses during the established dates of the OHSU academic terms. Students working on completing an Incomplete grade or remediating a course in a subsequent academic term are covered during the established dates of that subsequent academic term as long as they are registered and enrolled for other courses in that subsequent academic term (in addition to working on the Incomplete grade or course Remediation). Students working on completing an Incomplete grade or remediating a course during the breaks between academic terms continue to have liability insurance coverage during the breaks between academic terms as long as they are registered for the subsequent academic term. If a student is not registered for the subsequent academic term (e.g., because they are going on Leave of Absence or have completed all other coursework), the program must contact Risk Management before allowing the student to engage in any clinical work during the breaks between academic terms or during the subsequent academic term. Like with all courses that have a patient care or clinical component, if the clinical work will be performed at a non-owned or leased OHSU location, the work must be performed at an approved site in which an Off-Campus Authorization is in place.
- B. Students with an Incomplete grade, or students who need to Remediate a Course may complete non-patient care or non-clinical course work while on an approved leave of absence.

4. Responsibilities

Faculty of record are responsible for ensuring that course grades assigned comply with the OHSU Grading Policy as defined above. Faculty of record are also responsible for submitting course grades by the appropriate deadlines established under OHSU Policy 02-70-015, Timely Release of Grades. The Office of the Registrar is responsible for making official course grades available to students within the student information system by the appropriate deadlines established under OHSU Policy 02-70-015, Timely Release of Grades and for maintaining the permanent academic transcript.

Origination Date: June 13, 2013

Revision History: November 5, 2018; October 9, 2019; January 2, 2020; August 9, 2021, November 3, 2022; June 23, 2023; October 16, 2023; June 17, 2024; May 16, 2025

Related Requirements: Change of Grade Requests

Related Policies and Procedures: [02-70-015, Timely Release of Grades](#); [02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#); [02-70-055, Excused Absence for Military Service, Related Medical Treatment, or Firefighting Activities](#); [Academic Calendar](#).

Responsible Office: Office of the Registrar, 503-494-7800, academicpolicy@ohsu.edu

Supersedes: CAP Policy 0-01-0613

Key Words: Grading key, withdrawal, incomplete, audit, grading policy, timely release of grades



Policy Number: 02-70-030

Policy Title: VOLUNTARY LEAVE OF ABSENCE, EXCUSED ABSENCE, AND WITHDRAWAL

Effective Date: March 20, 2025

Page 1 of 4

1. **Generally**

OHSU may grant permission for a Leave of Absence (LOA) and Excused Absences from the university. Students may also Withdraw from Term Enrollment or Permanently Withdraw from the University. This policy covers voluntary interruptions of study to reflect educational goals or extenuating circumstances. Acceptable reasons for requesting an LOA may include but are not limited to:

- Medical Leave;
- birth or adoption of a child;
- family obligations;
- research;
- additional graduate degree;
- financial hardship;
- time to study for board exams;
- Excused Military Absence; or
- Excused Absence for Firefighting Activities.

Students ordered to federal or state active duty service or firefighting activities will be granted an Excused Absence or an LOA upon request, dependent on the terms and duration of the order and/or related medical treatment. A student permitted to take an LOA while on academic and/or disciplinary status will return on the same status.

2. **Definitions**

For the purposes of this policy, the following definitions shall apply:

- A. **Administrative Withdrawal.** A type of withdrawal that is initiated by the school, college, or university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from an LOA, or fails to meet the requirements for continuous enrollment. Students subject to Administrative Withdrawal must re-apply for admissions and be re-admitted in order to resume studies.
- B. **Excused Absence.** For the purposes of this policy, an Excused Absence is a type of LOA that temporarily interrupts study when a student meets the definition of Excused Military Absence in Section 2C and Excused Absence for Firefighting Activities in Section 2.D.

- C. **Excused Absence for Firefighting Activities.** A type of LOA leave initiated by the student that occurs at the direction of the governor or their designee, and when they are called on to assist with firefighting activities.
- D. **Excused Military Absence.** A type of LOA initiated by the student and occurs when they have been ordered to federal or state active duty service as a Member of the Military, a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the United States Department of Health and Human Services. An Excused Military Absence of 30 consecutive days or fewer shall be granted for short term active duty service or receiving medical treatment for an injury sustained on active duty.
- E. **Leave of Absence.** A type of withdrawal that interrupts study temporarily in order to accommodate extenuating circumstances. A student on an LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take an LOA in excess of one year without reapplying for admissions.
- F. **Medical Leave of Absence.** A Medical LOA temporarily interrupts enrollment and provides students the opportunity to seek care for physical or psychological health conditions. A Medical LOA requires the attestation of the student's healthcare provider.
- G. **Member of the Military.** A person who is a member of the Oregon National Guard or the National Guard of any other state or territory; or the Active Duty reserves of the Army, Navy, Air Force, Marine Corps, Coast Guard or Space Force of the United States.
- H. **Permanent Withdrawal from the University.** A type of withdrawal that is initiated by the student and occurs when a student determines they no longer wish to be a student in the academic program, and sever their connection with the school or college and university. Students choosing to Permanently Withdraw from the University must re-apply for admission and be re-admitted in order to resume studies. If the student is re-admitted, OHSU courses taken during the period of enrollment prior to the Permanent Withdrawal may be used in fulfillment of degree completion requirements with the approval of the appropriate associate dean as long as those courses do not exceed the time frame requirements established in policy [02-70-035, Degree/Certificate Standards](#), starting from the time of matriculation into the re-admitted program.
- I. **Withdrawal from Term Enrollment.** A type of withdrawal that is initiated by the student and occurs when a student fails to register for a term, or drops or withdraws from all courses in a term.

3. Responsibilities

A. Registration for Courses

If a student is in an academic program that requires students to register themselves for courses, it is the student's responsibility to complete the registration process. Students are responsible for registering for all courses before the close of the 4th calendar day after the beginning of the term. Students will be required to register for all courses that occur within a term by this deadline, even courses that start after the first week of the term. If a program requires enrollment in a given term, not registering for any courses for that term by this deadline will be considered a request for an LOA by the student, and the student will be placed on an LOA for the entirety of that term.

B. Planning for an LOA, Excused Absence or Withdrawal

Students are responsible for understanding the implications of an LOA, Excused Absence, Withdrawal from Term Enrollment or the Permanent Withdrawal from the University on financial aid, health insurance, and progress toward the degree. International students are responsible for consulting with the Office of International Students to understand visa implications of interrupting their studies.

C. Requesting an LOA, Excused Absence or Withdrawal

Students requesting an LOA, Excused Absence, Withdrawing from Term Enrollment or Permanent Withdrawal from the University should discuss their plans in advance with their academic dean or program director. In addition, students must complete a Withdrawal, Excused Absence or Leave of Absence Form, available on the Office of the Registrar website. An LOA is noted in the student's educational record maintained by the Office of the Registrar.

- (1) In the event a student needs to take a Medical LOA and is unable to submit the required paperwork due to circumstances outside of their control, in consultation with the Student CARE Team, the academic dean or program director may submit a Medical LOA form on behalf of the student.

D. Changes in an LOA or Excused Absence

A student is responsible for notifying OHSU if their plans change. A school or college may Administratively Withdraw a student from an academic program if a student does not return by the date provided on the Withdrawal, Excused Military Absence or Leave of Absence Form.

E. Returning from an LOA or Excused Absence

The student and the academic dean or program director shall discuss a mutually agreeable time of return to support reentry into the academic program. Time of

return is dependent on space available for clinical placements and/or on course availability in the student's academic program, and is not guaranteed.

4. Procedures

The Office of the Provost and Office of the Registrar are responsible for developing and maintaining procedures pursuant to this policy.

Related Policies and Procedures: [Policy 02-20-005, Education Records](#); [Policy 02-70-010, Technical Standards](#); [Policy 02-70-020, University Grading](#); [Policy 02-70-035, Degree/Certificate Standards](#); [Policy 02-70-055, Excused Absence for Active Duty Service, Related Medical Treatment, or Firefighting Activities](#); [Voluntary Leave of Absence, Excused Absence, and Withdrawal Procedure](#); School policies related to LOA and Reinstatement; Tuition and Fees, Section II E. [Tuition Refund](#) (Registrar Forms)

Related Regulations: ORS 353.202 Credit for room, board, tuition and fees for student ordered to active duty; standards.

Supersedes: CAP Policy 2-01-1112

Implementation Date: May 31, 2012

Revision History: November 14, 2012; May 25, 2013; January 30, 2014; September 19, 2016; August 16, 2019; August 18, 2020 (Interim Amendment); October 14, 2020; April 13, 2021; November 27, 2023 (Editorial Revision); March 20, 2025.

Keywords: Voluntary Leave of Absence, Excused Absence, Excused Military Absence, Active Duty, Member of the Military, Firefighting Activities.

Responsible Office: Office of the Registrar, 503-494-7800; academicpolicy@ohsu.edu



ACADEMIC POLICY PROCEDURE

Related Policy: 02-70-030
Procedure: Voluntary Leave of Absence, Excused Absence & Withdrawal
Effective Date: April 13, 2021

1. **Generally.**

OHSU may grant permission for a Leave of Absence (LOA) and Excused Absences from the university. Students may also Withdraw from Term Enrollment or Permanently Withdraw from the University. This policy covers voluntary interruptions of study to reflect educational goals or extenuating circumstances. Acceptable reasons for requesting an LOA may include but are not limited to:

- medical leave for a physical or psychological condition;
- birth or adoption of a child;
- family obligations;
- research;
- additional graduate degree;
- financial hardship;
- time to study for board exams;
- Excused Military Absence; or
- Excused Absence for Firefighting Activities.

Students ordered to federal or state active duty service or firefighting activities will be granted an Excused Absence or an LOA upon request, dependent on the terms and duration of the order and/or related medical treatment. A student permitted to take an LOA while on academic and/or disciplinary status will return on the same status.

2. **Definitions.** For definitions pursuant to this procedure see Policy 02-70-030.

3. **Leave of Absence (LOA), Excused Absence or Withdrawal Request Documentation.**

Students requesting a LOA, Excused Absence or Withdrawal should complete the Withdrawal, Excused Absence or Leave of Absence form available on the [Registrar's website](#). The student may fax or bring the completed form to the appropriate school or program administrator for approval. A LOA or Excused Absence is not effective until the student has submitted all forms and/or documentation specific to the type of LOA/Excused Absence requested, and the leave/absence is approved by the school or college. Two LOA/Excused Absence situations require additional documentation.

- A. **Medical Condition.** If the LOA request is due to a physical or psychological condition, the health professional treating the student will, with the student's written consent, confirm in writing that a LOA is warranted due to the student's health condition. The treating health care provider will sign and date the LOA

Health Care Provider Attestation form within 20 business days of the request for a medical LOA to be considered valid, unless an extension is granted. This attestation form is available on OHSU's Student Health and Wellness Center (SHW) website. The form will be submitted to SHW, who will notify the Registrar's Office and the student's academic program that a completed form has been received. Students on the Student Health Insurance Plan (SHIP) who are approved for a medical LOA may have the ability to maintain coverage per the requirements outlined in section 8 of this procedure.

- B. **Military Service.** For students called to active duty as a Member of the Military, a copy of the dated notice should accompany the LOA/Excused Absence request. Per the [OHSU fee book](#), any student with orders to report for active military duty may withdraw at any time during the term.
4. **University Services.** To the extent allowed by applicable law, access to University services during a LOA/Excused Absence will be determined on a case by case basis, dependent upon the purpose and length of the LOA/Excused Military Absence. Upon approval of the LOA/Excused Absence by the school or college, students with exceptional circumstances may submit a written request to the Office of the Provost for access to specific university services. The Office of the Provost will notify the student, academic program and school of the university services decision.
5. **Maximum LOA Limit.** A student can request a LOA/Excused Absence for a maximum of one year (four terms in total). Extensions beyond four terms require a student to complete a new LOA/Excused Military Absence request, and approval is not guaranteed.
6. **Continuous Registration Exception.** When granted a LOA/Excused Absence, a student is permitted an exception from the continuous registration requirement of the University. Students should carefully consider the timing of the LOA/Excused Absence, so their exit and reentry into the program are appropriate to the curriculum. The period of the LOA is counted toward the time allowed for completion of degree requirements, unless a waiver of those requirements is granted by the individual's school/college or program.
7. **Financial Aid.** Students granted a LOA/Excused Absence will be treated as withdrawn for purposes of the federal Return of Title IV Funds processing, enrollment reporting and tuition refund processing. Students withdrawing or on a LOA may no longer be eligible for the grants, fellowships, scholarships and/or loans awarded to them. In such cases, students eligible for financial aid should consult the Financial Aid Office prior to withdrawal or requesting a LOA to determine the implications of the withdrawal or LOA/Excused Absence. Students eligible for the OHSU Tuition Promise should contact the Registrar's Office to determine the implications of a LOA/Excused Absence on the student's continued eligibility for the OHSU Tuition Promise.
8. **Student Health Insurance Plan (SHIP) During a Medical LOA/Excused Absence for Medical Treatment.** Students enrolled in the SHIP who go on an approved medical LOA/Excused Absence will have the following coverage:

- A. Leave declared after the 100% refund deadline: Coverage in the SHIP will continue through the end of the term period. Those on an approved medical LOA/Excused Absence will have the option to purchase a subsequent term of student health coverage which is available to them once during their academic career.
 - B. Leave declared prior to the 100% refund deadline: A student who takes a leave prior to this deadline will be ineligible for the current term's coverage and will be refunded any monies. A student on approved medical LOA/Excused Absence will have the option to purchase this term as their one term of student health coverage per academic career. Previous enrollment in the prior term is required in order to qualify for a term of coverage for medical leave.
9. **Returning from Medical LOA/Excused Absence for Medical Treatment.** A student intending to return from a medical leave will have their treating health care provider sign and date the LOA Health Care Provider Attestation Form indicating that the student's health permits the successful completion of studies consistent with Technical Standards, a minimum of 20 business days before the start of the term they intend to enroll, unless an exception is granted by the school or college. Providers at the student health center may not complete the LOA Health Care Provider Attestation Form for return from medical leave of absence. The completed attestation to return shall be submitted to SHW who will notify the University Registrar and associate dean or program director of the completed LOA attestations and reinstatement forms. Students will not be allowed to register for classes until this return attestation form is received by SHW.
10. **Returning from All Other Leave.** A student requesting to return from a LOA/Excused Absence will submit a letter of intent to return to the associate dean or program director no less than 20 business days before the start of the term they intend to enroll. Students returning from a LOA/Excused Absence should review the school-level policies on the reentry procedure.

Implementation Date: September 19, 2016

Revision History: September 19, 2016; August 16, 2019; April 13, 2021; August 9, 2021.

Related Policies and Procedures: [Policy 02-20-005, Student Records](#); [Policy 02-70-010, Technical Standards](#); [Policy 02-70-020, University Grading](#); [Policy 02-70-030, Voluntary Leave of Absence, Excused Absence and Withdrawal](#); School policies related to LOA and Reinstatement; Tuition and Fees, Section II E. [Tuition Refund](#) (Registrar Forms)

Related Regulations: ORS 352.296 Credit for room, board, tuition and fees for student ordered to active duty; standards

Responsible Office: Office of the Registrar, 503-494-7800; academicpolicy@ohsu.edu



Policy Number: 02-70-035

Policy Title: Degree/Certificate Standards

Effective Date: June 16, 2025

Page 1 of 7

1. **Generally**

This policy provides the criteria that benchmark the baccalaureate, masters, professional and doctoral degrees as well as graduate certificates awarded by OHSU. These expectations include but are not limited to identifying credit hour requirements, cumulative OHSU Grade Point Average (GPA) requirements for graduation, achieving competence or learning outcomes, and requiring academic activities by degree level to reflect appropriate progression in learning. The Degree/Certificate Standards policy also provides faculty with reference points for the development of programs, courses, assignments and learning assessments. Degrees and certificates are awarded by OHSU, not the school or program in which the candidate is enrolled. Unless otherwise stated, limited transfer credit earned at a regionally accredited postsecondary institution may be counted as credit toward the degree or certificate based on school policies.

2. **Definitions**

- A. **Administrative Withdrawal.** A type of withdrawal that is initiated by the school, college, or university and can occur as a result of disciplinary action, or when a previously enrolled student does not return from an LOA, or fails to meet the requirements for continuous enrollment. Students subject to Administrative Withdrawal must re-apply for admissions and be re-admitted in order to resume studies.
- B. **Certificate** is an academic award, distinct from a degree, certifying the satisfactory completion of an academic instructional program or course of study. OHSU awards graduate certificates that are, depending on the program, designed either for individuals who have completed a baccalaureate degree or designed for individuals who have completed a doctoral degree. Certificates at OHSU must be composed of graduate-level courses only.
- C. **Credit Hour** is defined per Section 2.B of the Assignment of Course Credit Hours Policy, 02-50-015.
- D. **Credit in Residence** refers to OHSU-offered courses or through a joint degree program as part of an instructional program of study.

- E. **Degree** is an academic title conferred by a university to a student who has successfully completed a specified instructional program of study. OHSU awards associate degrees, bachelor degrees, master's degrees and doctoral degrees.
- F. **Dismissed.** Dismissal occurs when a student is permanently removed from the program as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for dismissal are program and/or school specific. Students facing dismissal are entitled to due process.
- G. **Dual Degree/Certificate.** The simultaneous pursuit of two separate Degrees/Certificates through completion of a NWCCU approved specified curriculum that results in the awarding of two Degrees/Certificates. A Dual Degree/Certificate integrates two academic fields through a coordinated program of study and which may allow for some credits to be applied to completion requirements for both Degrees/Certificates. Each Degree/Certificate is conferred separately upon completion of the requirements for that Degree/Certificate. A dual Degree/Certificate is not a double major, track or concentration within a given Degree/Certificate.
- H. **General Education Requirements** are intended to provide baccalaureate degree seeking students with exposure to a wide range of disciplines and areas of knowledge and to ensure they develop a set of general critical competencies. All baccalaureate degree seeking students at OHSU are required to complete the same general education requirements. OHSU does not offer general education coursework, therefore courses must be taken at other institutions and transferred to OHSU. Acceptance of transfer credit is governed by the Transfer of Course Credit Policy 02-70-005.
- I. **Grade Point Average (GPA)** is the average grade based on a pre-defined scale (for example 0.0 to 4.0 points, where A=4.0, B=3.0, C=2.0, D=1.0, F=0.0). Transfer credits are not included in the OHSU GPA calculation.
- J. **Permanent Withdrawal from the University.** A type of withdrawal that is initiated by the student and occurs when a student determines they no longer wish to be a student in the academic program, and sever their connection with the school or college and university. Students choosing to Permanently Withdraw from the University must re-apply for admission and be re-admitted in order to resume studies. If the student is readmitted, OHSU courses taken during the period of enrollment prior to the Permanent Withdrawal may be used in fulfillment of degree completion requirements with the approval of the appropriate associate dean as long as those courses do not exceed the time frame requirements

established in this policy starting from the time of matriculation into the re-admitted program.

3. Degree/Certificate Standards Requirements

- A. **Bachelor of Science (BS).** To receive a Bachelor of Science degree, a student must complete a minimum of 180 degree specific credit hours of which: a minimum of 45 credits must fulfill university general education requirements; and, a minimum of 45 credits must be earned in residence at OHSU (up to 12 credits of nursing courses completed at an appropriately accredited community college partner institution can be counted toward the 45 credits in residence for the BS in nursing); and, a minimum of 48 credits must be at the upper-division level (300-400 level courses). Coursework not taken at OHSU is accepted according to Policy 02-70-005, Transfer of Course Credit. All Bachelor of Science degree requirements must be completed within the time frame established by the program unless an extension is granted. The time frame established by the program shall not exceed 5 years from the date of matriculation at OHSU. In order to be awarded a Bachelor of Science degree, a student must complete the program with a minimum cumulative OHSU GPA of 2.0 on a 4.0 scale.
- B. **Master of Science (MS).** To receive a Master of Science degree, a student must complete a minimum of 45 and no more than 55 program specific credit hours of study. Competence must be demonstrated by completing **at least one** of the following: master's thesis; comprehensive and/or oral examination with a passing score; a culminating experience as a final project, paper or capstone. All Master of Science degree requirements must be completed within 6 years of matriculation unless an extension is granted. In order to be awarded a Master of Science degree, a student must complete the program with a minimum cumulative OHSU GPA of 3.0 on a 4.0 scale.
- C. **Master's Degree in a Designated Professional Field.** To receive a Master's degree in a designated professional field, a student must meet the learning standards and competence designated by specialized accreditation agencies for that field. A student must complete a minimum 45 program specific credit hours of study. Program faculty will determine how students demonstrate competence in the application of knowledge and research to the understanding of practical problems within the field. Demonstration of competence could include but is not limited to a comprehensive examination; oral presentation; and/or a culminating experience in the form of a final project, paper or capstone. All Master's degree requirements must be completed within 6 years of matriculation unless an extension is granted. Master's degrees in a designated professional field that do not have external specialized accreditation requirements must receive approval from the Provost to exceed

55 credit hours. In order to be awarded a Master's degree in a designated professional field, a student must complete the program with a minimum cumulative OHSU GPA of 3.0 on a 4.0 scale.

- D. **Professional Practice Doctorate (MD, PharmD, DNP, DMD, DPT).** To receive a doctorate in professional practice, a student must complete sufficient credit hours of study to achieve program goals and learning competencies identified by the appropriate specialized accrediting agency and school.
- (1) All MD degree requirements must be completed within 6 years of matriculation unless an extension is granted. In order to be awarded an MD, a student must complete the program as documented by receiving a Passing grade in all required courses and be endorsed for the MD by the Faculty of the School of Medicine.
 - (2) All PharmD degree requirements must be completed within 5 years of matriculation unless an extension is granted. In order to be awarded a PharmD, a student must complete the program with a minimum cumulative OSU GPA of 2.0 on a 4.0 scale.
 - (3) All DNP with an advanced practice specialty major (e.g. DNP in FNP, etc.) degree requirements must be completed within 5 years of matriculation unless an extension is granted. In order to be awarded a DNP with an advanced practice major, a student must complete a minimum of 106 credit hours with a minimum cumulative GPA of 3.0 on a 4.0 scale. DNP with a major in Nursing degree requirements must be completed within 4 years of matriculation unless an extension is granted. In order to be awarded a DNP with a major in Nursing, a student must complete 46 credit hours with a minimum cumulative OHSU GPA of 3.0 on a 4.0 scale.
 - (4) All DMD degree requirements must be completed within 5 years of matriculation unless an extension is granted. In order to be awarded a DMD, a student must complete the program as documented by receiving a Passing grade in all required courses and be endorsed for the DMD by the Faculty of the School of Dentistry.
 - (5) All DPT degree requirements must be completed within 5 years of matriculation unless an extension is granted. In order to be awarded a DPT, a student must complete the program with a minimum cumulative GPA of a 3.0 on a 4.0 scale
- E. **Research Doctorate (Ph.D.).** To receive a research doctorate or Ph.D., a student must complete an instructional program of study and research as planned by the graduate program faculty to achieve program goals and student learning

outcomes identified by the appropriate specialized accrediting agency and/or school. In order to be awarded a Ph.D. a student must complete the minimum number of credits established under this policy, of which no more than 25% of credits may be taken at the 500 level; no more than 1/3 of credit hours toward the minimum required Ph.D. degree requirements may consist of a combination of credits in fulfillment of an earned master's degree or certificate at OHSU and graduate credits transferred from another university, per the requirements of OHSU Policy 02-70-005, Transfer of Course Credit; earn a passing grade in a minimum of 27 credits of research over a period of at least 3 terms; complete all doctoral degree requirements within 7 years of the date of matriculation unless an extension is granted; and complete the program with a minimum cumulative OHSU GPA of 3.0 on a 4.0 scale.

- (1) **School of Medicine.** To receive a Research Doctorate or Ph.D. in the School of Medicine, a student must complete a minimum of 135 credit hours of study.
- (2) **School of Public Health.** To receive a Research Doctorate or Ph.D. in the School of Public Health, a student must complete a minimum of 103 credit hours of study.
- (3) **School of Nursing.** To receive a Research Doctorate or Ph.D. in the School of Nursing, a student must complete a minimum of 91 credit hours of study beyond a Master's degree; or a minimum of 103 credit hours of study beyond a Bachelor's degree.

F. **Graduate Certificate (non-clinical programs).** A certificate constitutes a coherent body of study more limited in scope than a degree. To receive a graduate certificate, a student must generally complete between 18 and 28 credits of graduate courses earned in residence at OHSU, or as required to achieve program goals and learning competencies identified by the school. The certificate program usually does not culminate in a capstone or equivalent unifying experience. All Graduate Certificate requirements must be completed within the time frame established by the program unless an extension is granted. The time frame established by the program shall not exceed 4 years from the date of matriculation at OHSU. In order to be awarded a Graduate Certificate, a student must complete the program with a minimum cumulative OHSU GPA of 3.0 on a 4.0 scale.

G. **Graduate Certificate: Advanced Practice Specialty (clinical programs).** An Advanced Practice Specialty Certificate is a credential designed to qualify candidates for professional licensure and/or further certify professional practice. To receive a graduate certificate in an advanced practice specialty, the candidate must complete a minimum of 15 credit hours to achieve

program goals and learning competencies identified by the appropriate specialized accrediting agency and school as required by the appropriate specialized accrediting agency. All advanced practice specialty certificate requirements must be completed within the time frame established by the program unless an extension is granted. The time frame established by the program shall not exceed 4 years from the date of matriculation at OHSU. In order to be awarded an Advanced Practice Specialty Certificate, a student must complete their program with a minimum cumulative OHSU GPA of 3.0 on a 4.0 scale.

- H. **Dual Degrees.** Students admitted into Dual Degrees/Certificates must meet the standards established under this policy for the all degrees/certificates they are seeking (e.g. MD, MPH, etc.). All dual degree/certificate requirements must be completed within the time to degree requirements established for both of the degrees/certificates awarded as part of the Dual Degree/Certificate program unless an extension is granted. For example, students enrolled in the MD/PhD must complete degree requirements within 13 years (6 years for the MD and 7 years for the PhD).

4. **Outdated Coursework**

OHSU courses completed more than seven years prior to the date of enrollment for the degree/certificate the student is currently seeking may not be used to fulfill degree/certificate requirements.

5. **Time to Complete the Academic Program for Students Who Are Admitted Again**

Students who have elected to Permanently Withdraw from the University, students who have been Administratively Withdrawn, or students who have been Dismissed must apply again for admissions into the academic program and be re-admitted following the normal admission process for new applicants. The start date for determining the maximum time allowed to complete the academic program will commence on the term for which the student is re-admitted.

6. **Awarding Date for Degrees and Certificates**

For a degree or certificate to be awarded with the graduation date of a given term, the student must complete all coursework required for the degree by the end of that term. Students with outstanding requirements must complete all work by the second Friday after the end of the term, including but not limited to: finalizing incomplete or in progress grades at OHSU; remediating a course at OHSU; completing the final steps for submitting a dissertation, thesis, or other capstone; taking an exam required for the degree; or completing a course at another institution. Proof of completion of those requirements (e.g., transcripts, test score reports, dissertation documentation) must be received by the fourth Friday after the end of the term.

7. Responsibilities

The Office of the Provost is responsible for monitoring minimum degree requirements for each instructional program of study.

The Faculty Senate is responsible for ensuring that new program proposals comply with minimum credit requirements.

Origination Date: November 1, 2013

Revision History: July 15, 2015; June 19, 2017; October 19, 2017; June 13, 2019; February 12, 2020; June 21, 2021; August 9, 2021; December 8, 2021; May 9, 2022; August 29, 2022; November 27, 2023; June 16, 2025.

Responsible Office: Office of the Registrar, 503-494-7800; academicpolicy@ohsu.edu

Related Policies and Procedures: [02-30-050, Student Suspension, Dismissal & Appeal](#); [02-50-015, Assignment of Course Credit Hour](#); [02-50-055, Enrollment of Students in Multiple Degree/Certificate Offerings](#); [02-50-060, Course Identification](#); [02-70-005, Transfer of Course Credit](#); [02-70-020, University Grading](#); [02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#).

Related Document: [Program Requirements Guide and the Bachelor of Science \(B.S.\) Guide](#)

Supersedes: CAP Policy 0-01-0614

Key Words: Graduation requirements, minimum degree qualifications



OHSU POLICY MANUAL

Policy Number: 02-70-040

Policy Title: Degrees Awarded with Honors

Effective Date: October 16, 2023

Page 1 of 1

1. Generally

This policy defines the terms and conditions under which a graduating degree candidate who has demonstrated outstanding achievement in Nursing (B.S.) or Radiation Therapy (B.S.) may be considered for a degree with honors. Degree honors are awarded upon graduation based on earned grade point average (GPA) while enrolled in an eligible academic program. Academic programs that do not utilize a GPA may acknowledge individual student accomplishments through school or program specific awards (e.g. letters of commendation). Graduates earning honors may be given a gold honor cord to wear in the commencement ceremony. The distinction of honors is recorded on the academic transcript.

- A. "Baccalaureate Degree with Honors" refers to honors awarded with the Latin terms: Cum Laude, Magna Cum Laude, and Summa Cum Laude. Cum Laude means "with praise," Magna Cum Laude means "with great praise," and Summa Cum Laude means "with highest praise."

To earn the baccalaureate with honors, a student must complete the minimum credits required by the program to earn an OHSU degree and maintain a grade point average above 3.8 out of a 4.0 scale in all courses taken at OHSU.

Cum Laude – 3.80 - 3.89

Magna Cum Laude – 3.90 - 3.99

Summa Cum Laude – 4.0

2. Procedures

In coordination with the Office of the Registrar, the school or college will develop procedures pursuant to this policy.

Origination Date: May 31, 2012

Revision History: October 16, 2023

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Supersedes: CAP Policy 2-01-0612

Key Words: Degrees awarded with honors, graduate, academic record, achievement



Policy Number: 02-70-045

Policy Title: CHANGE IN SCHEDULED EXAM AND OTHER ASSESSMENTS

Effective Date: August 16, 2019

Page 1 of 2

1. **Generally**

This policy defines the terms and conditions under which a student may request a change in the schedule for an exam or other assessment. **All requests are subject to the approval of the faculty of record or program director and appropriate school dean.**

Reasonably excused absences include but are not limited to the following:

- Serious illness
- Hospitalization
- Death in the immediate family, generally defined as spouse, children, siblings, parents and parents in-law
- Approved religious observance
- Approved accommodations
- Jury duty

Students who have missed or seek to delay an exam or other assessment, due to unforeseeable medical reasons may be required to provide appropriate documentation. Each school or college may decide if make-up arrangements are required for quizzes or assessments that utilize laboratories, on-line classes, and simulation activities.

2. **Responsibilities**

- A) Students are responsible for requesting changes in the schedule for exams or other assessments consistent with the requirements established by the school or college.
- B) It is the responsibility of the faculty of record to approve or deny all requests for changes to the exam schedule or other assessments.
- C) The faculty of record is responsible for ensuring that makeup exams are proctored per the requirements of Policy 02-70-050, Exam Proctoring.
- D) Students deferring exams must take the exam within one week of the original exam date, absent extenuating circumstances. Failure to do so may be cause for assigning a grade of "incomplete," "F" or "no pass." Students who are approved for an exam deferral must reschedule the exam through the faculty of record.
- E) Students who defer exams shall sign the following affirmation prior to taking a deferred exam: "I affirm that I have not received any knowledge of the content of

the exam that is to be made-up or discussed its contents with my classmates or others who may have knowledge of its contents.”

- F) Students who receive permission to take an exam early shall sign the following affirmation prior to taking the exam: “I affirm that I will not disclose any knowledge of the content of the exam or discuss its contents with my classmates or others who may take this exam later.”

Implementation Date: May 1, 2013

Revision History: August 16, 2019

Related Requirements: ORS353.200, Rights of Students Ordered to Active Duty

Related Policies and Procedures: [Policy 02-01-002](#); [Policy 02-70-050, Exam Proctoring](#); [Policy 02-01-002, Equal Access for Students with Disabilities](#); [Policy 03-05-037, Religious Exercise and Religious Expression](#); [ORS 353.190](#).

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Supersedes: CAP Policy 0-01-0513

Key Words: Exam schedule, course requirements, student assessments, accommodations, proctoring

Policy Number: 02-70-050

Policy Title: EXAM PROCTORING

Effective Date: September 8, 2017

Page 1 of 2

1. **Policy Statement**

The purpose of this policy is to ensure that academic integrity in the completion of exams is maintained through the use of proctoring. Exams that require proctoring include but are not limited to written and multiple choice exams, skills tests and/or oral exams. This policy does not apply to non-proctored assessments. The program director shall approve the choice of proctor in advance of the exam.

2. **Definitions**

- A. **Proctored Exam:** An exam that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while they are taking an exam. The proctor ensures the security and integrity of the exam process.
- B. **Proctor:** An individual charged with monitoring the examination of a student and possesses no conflict of interest in upholding OHSU's Code of Conduct.
- C. **Non-Proctored Assessments:** Not all assessments of student work require proctors. Graded assignments, take home exams, open book exams, or term papers may be completed by students without a proctor.

3. **Responsibilities**

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. It is the responsibility of the academic program at the request of the student to ensure that approved accommodations are provided for exams.

4. **Procedures**

The Office of the Provost and the Teaching and Learning Center will establish procedures pursuant to this policy.

Related Policies and Procedures:

[OHSU Code of Conduct](#)

[Policy 02-20-050, Equal Access for Students with Disabilities](#)

[Verification of Student Identity](#)

Implementation Date: May 1, 2013

Revision History: October 28, 2014; September 8 2017

Responsible Office: Director, Teaching and Learning Center, 503-494-7074

Supersedes: CAP Policy 0-02-0513

Key Words: Online examinations, proctoring, TLC



ACADEMIC POLICY PROCEDURE

Related Policy: 02-70-050
Procedure: Exam Proctoring Procedure
Effective Date: September 8, 2017

1. **Generally.**

The purpose of this policy is to ensure that academic integrity in the completion of exams is maintained through the use of proctoring. Exams that require proctoring include but are not limited to written and multiple choice exams, skills tests, and/or oral exams. This policy does not apply to non-proctored assessments. The program director(s) shall approve the choice of proctor in advance of the exam.

2. **Types of Proctoring.**

- A. Remote Proctoring: Utilize the OHSU approved remote proctoring systems specifically designed for online and electronic testing.
- B. In-Person Proctoring: Select an approved proctor who monitors the student and integrity of the exam. The location of the exam can be on or off campus, as approved by the program director(s). Make-up exams are classified as In-Person proctoring.
- C. Off Campus Testing Center: Arrange to take the exam at an accredited college or university that offers proctoring services through its testing center or a private testing center.
- D. Other Service: Select another approved proctoring service or alternative that is pre-approved by the program director(s). The program director(s) may need to consult the Teaching and Learning Center (TLC) in identifying alternative proctoring services.

3. **Proctors.** An acceptable proctor is an individual with no conflict of interest in upholding the OHSU Code of Conduct.

- A. Acceptable proctors internal to OHSU include employees or volunteers approved by the program director(s), or offsite coordinators.
- B. Acceptable proctors external to OHSU include: academic administrator, faculty or staff of an accredited college or university; high school administrator or librarian; librarian at academic or public library; off-site coordinator; a military

officer of higher rank; licensed professional in the student's field of study; private testing center; or remote proctoring tools.

- C. Examples of unacceptable proctors include but are not limited to: friends, neighbors, OHSU employees with conflict of interest, relatives, spouse/significant others, and students not employed by a sanctioned testing center.

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

- A. The Office for Student Access (OSA) works with students with disabilities across all OHSU educational programs and campuses.
- B. It is the responsibility of the student with a disability to register with the OSA, provide appropriate disability documentation, and work with the OSA to determine reasonable accommodations. It is also the responsibility of the student approved for testing accommodations by the OSA to notify faculty/testing staff of accommodation needs at least 10 business days prior to the date of scheduled/proctored exams. Requests for accommodated exams made after the deadline shall be considered on a case by case basis, and cannot be guaranteed.
- C. Each program 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; PALs are notified by the OSA of students with disability accommodations and are responsible for the implementation of testing accommodations. The PAL must ensure requirements for reasonable accommodations are implemented when requested by the student. 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.

5. **Responsibilities**

- A. **Program Director(s).** The Program Director(s) is responsible for reviewing the qualifications of, and approving or denying all proctors.
- B. **Teaching and Learning Center (TLC).** The TLC will establish and maintain the mechanism for vetting and approving a remote proctoring service.
- C. **School or College.** Retain all Outside Proctor forms consistent with course material retention practices.
- D. **Faculty of Record.** The faculty of record has the responsibility to:

- 1) Notify the program director(s) when an exam will be proctored and adhere to the requirements outlined in section 6A for use of Remote Proctoring.
- 2) Include instructions regarding the selection of acceptable proctoring methods in the student handbooks or course syllabus.
- 3) Account for all proctoring methods and/or proctor selections approved by the program director(s) prior to the exam. Provide exam instructions to the proctor as applicable.
- 4) Issue a grade upon completion of the proctored exam.

E. **Students.** For proctored exams, the student has the responsibility to:

- 1) Seek guidance and approval of the faculty of record to determine the appropriate proctoring option.
- 2) Locate a proctor or testing center and upon approval by the program director, set up an appointment for the exam(s), according to published dates.
- 3) If the selected proctor is external to OHSU, provide the proctor with the Outside Proctor Form.
- 4) Notify faculty/testing staff of accommodation needs at least 10 business days prior to the date of scheduled exams. Requests for accommodated exams made after the deadline shall be considered on a case by case basis, and cannot be guaranteed per the requirements of section 4B.
- 5) Notify the faculty of record if the student's approved proctor is unable to proctor an exam and requests someone to substitute for them.
- 6) Adhere to requirements outlined in section 6B for use of Remote Proctoring.
- 7) Take the exam as scheduled.
- 8) Adhere to the OHSU Code of Conduct.

Students seeking makeup exams shall follow the school/program level process as outlined in the student handbooks or course syllabus.

F. **Proctor.** The proctor, once approved, has the responsibility to:

- 1) Uphold the OHSU Code of Conduct.
- 2) Verify the identity of the test taker.
- 3) Ensure appropriate testing conditions are met.
- 4) Administer the examination(s) as per the instructions provided by the faculty of record.
- 5) Monitor the student during the examination and report any misconduct to the faculty of record.
- 6) Maintain the security of all exam materials prior to and after the exam.
- 7) Return the completed exam to the faculty of record.

Proctors external to OHSU must sign and complete the Outside Proctor Form and return it to the faculty of record in order to certify their understanding and compliance with all OHSU Proctoring and Integrity policies.

6. Remote Proctoring

A. When remote proctoring is selected as the acceptable proctoring method the faculty of record must:

- 1) Notify the director of the TLC and the program director at least seven working days in advance of course start date when a virtual proctoring service is needed.
- 2) Ensure that students are apprised of all necessary hardware requirements to use remote proctor.
- 3) Inform students of identity confirmation documents required.
- 4) Coordinate other relevant communications provided by the TLC.
- 5) Review virtual proctoring reports of exam activities.

B. Students taking remote proctored exams must:

- 1) Follow all directions for registration and authentication required by proctoring service.
- 2) Resolve any issues of exam integrity or authentication with proctor and faculty of record.

Implementation Date: May 1, 2013

Revision History: October 28, 2014; September 8, 2017

Related Policies and Procedures: [OHSU Code of Conduct; Equal Access for Students with Disabilities; Policy 02-20-050, Verification of Student Identity](#)

Responsible Office: Director, Teaching and Learning Center, 503-494-7074

Supersedes: CAP Policy 0-02-0513

Key Words: Online examinations, proctoring, TLC



OHSU POLICY MANUAL

Policy Number: 02-90-001

Policy Title: STUDENT INTEREST GROUP RECOGNITION

Effective Date: June 16, 2025

Page 1 of 2

1. Generally

OHSU is committed to ensuring student interests are developed by supporting and recognizing Student Interest Groups. This policy establishes rights and responsibilities of officially recognized Student Interest Groups.

2. Definition

- A. **Student Interest Group.** A Student Interest Group is an organization whose membership is predominately comprised of currently enrolled students, faculty and/or staff, and whose mission statement guides the activities, interests and efforts of the group.

3. Recognition and Composition of a Student Interest Group

- A. Any group of currently enrolled 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 officially recognized Student Interest Group.
- B. Registration is completed annually through the Office of Student Life and requires Student Interest Groups to obtain a faculty advisor and to adopt a mission statement. The advisor to a recognized Student Interest Group shall be a member of the OHSU faculty.
- C. 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.

4. Rights

OHSU recognition of a Student Interest Group entitles groups to:

- A. The use of some institution owned or controlled facilities for meetings without charge;
- B. Request the use of OHSU funds from schools, the Office of the Provost or the All-Hill Council;

- C. Request approval under OHSU Policy 07-90-025, Serving of Alcohol, where applicable, from the Office of the Provost to host functions;
- D. Request Student Interest Group representation on the webpage hosted by the Office of Student Life.
- E. Post activity/event notices to the OHSU Student Central.

5. Responsibilities

- A. A recognized Student Interest Group shall not use the OHSU's 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".
- B. 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.
- C. Any Student Interest Group not complying with the [Recognition and Activity procedures](#) for obtaining and maintaining recognition or any of these policies may have one or more of the privileges of recognition withdrawn or its entire recognition withdrawn. Reinstatement of privileges or Student Interest Group recognition will be determined on a case by case basis.
- D. A Student Interest Group shall not deny consideration for membership to any student because of race, religion, national origin, color, disability, age, marital status, sex, sexual orientation, gender identity or expression, military service, or any other status protected by law.

Implementation Date: January 6, 2016

Revision History: August 23, 1999; October 19, 2005; February 3, 2010; January 6, 2016; June 13, 2019; June 16, 2025.

Related Policies and Procedures: [Policy 07-90-025, Serving of Alcohol](#); [Student Interest Group Recognition & Activity Procedures](#); [Policy 02-90-035, Student-Led Outreach & Activities Initiatives](#).

Responsible Office: Academic and Student Affairs, academicpolicy@ohsu.edu

Key Words: Student Interest Group; responsibilities, recognition.



OHSU POLICY MANUAL

Policy Number: 02-90-010

Policy Title: STUDENT HEALTH

Effective Date: February 23, 2024

Page 1 of 4

1. **Generally**

It is the policy of OHSU that eligible students have access to comprehensive health services. These services include a variety of primary care, counseling and psychological services and programs to promote well-being and facilitate adjustment to the physical and emotional demands of the health professions and science education.

2. **Definitions of Eligibility**

A. **Students Eligible to Receive Health Services.**

1. Individuals enrolled in an OHSU academic course who are charged the OHSU University Fee are eligible to receive health services through the Student Health & Wellness Center (SHW).
2. Individuals enrolled in an OHSU academic course who are charged the OHSU regional campus health service fees are eligible to receive health services through their regional campus student health center.
3. Individuals enrolled in a joint OHSU/partner institution academic degree or certificate program are eligible for health services as dictated in the partnership agreement.

B. **Students Eligible for the OHSU Sponsored Health Insurance Plan.** Individuals enrolled in an OHSU academic course who are charged an OHSU sponsored student health insurance fees in accordance with the OHSU Academic Year Tuition & Fee Book; or individuals who are enrolled in a joint OHSU/partner institution academic degree or certificate program who are charged an OHSU sponsored health insurance plan as dictated in the partnership agreement.

3. **Student Health Services and Confidentiality**

Students eligible to receive health services who are enrolled in courses offered online, on the Portland campus have access to health services provided by the SHW. Graduate students in joint degree programs offered by the OHSU-PSU School of Public Health that indicate they will use OHSU health services have access to health services provided by the SHW.

Students eligible to receive health services who are enrolled in an OHSU program hosted

on an OHSU regional campus, have access to health services at that regional campus. Services offered by SHW may be limited due to the person's clinical needs and/or their location, such as state or country of residence. Depending on location, students may not always be able to access SHW due to state licensure requirements for SHW providers. Students that cannot access health services provided by the SHW or provided by an OHSU regional campus may access healthcare facilities in their community through the use of their health insurance. Upon request and when possible, SHW will work with students to identify local resources to meet their needs.

SHW is governed by the Health Insurance Portability and Accountability Act (when patients are not OHSU students) and the Family Educational Rights and Privacy Acts (when patients are OHSU students) and is required by federal and state law to maintain the privacy of health information. Patients shall be provided appropriate privacy regarding confidential information about health evaluations or treatments, including protection from access by faculty and staff who are not providing direct care, unless consent is obtained or applicable law allows the sharing of such information. ORS 192.551 allows the SHW to disclose a student's records of health care, mental health care or counseling services to a person within OHSU, affiliated with OHSU or acting on behalf of OHSU to the extent that a person unaffiliated with OHSU would be lawfully authorized to disclose the records when providing health care, mental health care or counseling services. OHSU maintains student records, including health, academic, educational and job placement records in accordance with legal requirements for security, privacy, confidentiality, and accessibility.

4. Requirements

A. Immunizations

1. OHSU delineates required immunizations for its students in accordance to recommendations set forth by the Centers for Disease Control and Prevention (CDC) and by the State of Oregon as set forth in ORS 433.235-433.284 and OAR 333-050-0010 to 333-050-0140, School Immunization Rules. Students must comply with [pre-entrance immunization requirements, including the requirements set forth in Policy 03-30-150, COVID-19 Immunization and Education](#), and remain in compliance for the duration of their enrollment at OHSU, as specified by the SHW. Students matriculating into academic programs that are 100% online, as determined by the Office of the Provost, are not required to provide pre-entrance immunization records to SHW. Students matriculating into distance education programs that are not 100% online and have in-person activities (e.g. practicums, field placements, etc.) must submit pre-entrance immunization requirements to SHW.
2. Failure to provide proof of pre-entrance immunization requirements within a maximum of 30 days of matriculation will result in a student being restricted from attending courses in the current term and prevent the

student from registering for courses in subsequent terms. Schools and programs may implement more stringent compliance timelines.

3. OHSU students in clinical training settings within the state of Oregon, including OHSU clinical training settings, must be compliant with the standardized administrative requirements outlined in [OAR 409-030-0100 to 409-030-0250](#). Similarly, non-OHSU students in an OHSU clinical training setting must meet the same requirements.

B. Health Insurance

As a condition of participation, all enrolled students are required to have health insurance coverage in effect at all times.

1. Students eligible for the OHSU sponsored health insurance plan who have a comparable health insurance plan that meets all of the OHSU waiver requirements may apply for a waiver from the OHSU sponsored student health insurance plan.
2. Students that have requested a waiver for the OHSU sponsored health insurance plan and subsequently experience a lapse in health insurance coverage will be automatically enrolled in the OHSU sponsored health insurance plan, consistent with the practices outlined in the Uninsured Student Procedure.

C. Non-Immigrant J-1 Foreign Student Health, Medical Evacuation and Repatriation Insurance

As a condition of admissions, all enrolled non-immigrant foreign students are required to carry health insurance. Non-immigrant foreign students who have comparable health insurance coverage may apply for a waiver consistent with the requirements of Section 4B of this policy.

In addition to health insurance, all non-immigrant J-1 foreign students and J-2 dependents are required to carry medical evacuation and repatriation insurance in effect at all times and meet the requirements of federally regulated J-1 student visas as determined by the U.S. Department of State and the OHSU Office of International Affairs.

5. Responsibilities

The Director of SHW holds primary responsibility for supplying information about where and how to access health services; ensuring compliance with the policy provisions; and executing this policy.

6. **Procedures**

- A. SHW will establish procedures pursuant to this policy. Additional information about Student Health & Wellness Center services, benefits of the OHSU-sponsored health insurance plan and how to apply for an insurance waiver are available on the [SHW website](#).
- B. The Office of International Affairs will establish additional procedures pursuant to section 4C for policy for non-immigrant foreign students.

Origination Date: October 25, 1996

Revision History: October 25, 1996; July 8, 1999; May 25, 2000; April 14, 2014; January 6, 2016; September 19, 2016; October 19, 2017; January 2, 2020; August 18, 2020; October 18, 2021; December 8, 2021; May 9, 2022; October 16, 2023; February 23, 2024.

Related Policies and Procedures:

[Policy 02-20-005, Education Records](#); [Policy 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#); [Procedure, Uninsured Student](#); [Policy 03-30-150, COVID-19 Immunizations and Education](#).

Related Regulations:

OAR 409-030-0100 to 409-030-0250, Administrative Requirements for Health Profession Student Clinical Training; ORS 192.551; ORS 413.435; ORS 433.235-433.284; OAR 333-050-0010 to 333-050-0140, School Immunization Rules

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Keywords: Student health, confidentiality, immunizations, insurance, student health and wellness center.



Oregon Health & Science University
School of Dentistry

OHSU Policies Human Resources



OHSU POLICY MANUAL

Policy Number: 03-05-048

Policy Title: DISCRIMINATION, HARASSMENT AND RETALIATION

Effective Date: May 25, 2023

Page 1 of 13

1. Policy

This policy defines prohibited discrimination, harassment (including sexual harassment), and retaliation; outlines reporting options and obligations; and describes the investigation process for complaints or reports of Discriminatory Misconduct. OHSU recognizes the strength that comes with being diverse in people and ideas and is committed to upholding respect and inclusion for all OHSU Members, who include both employees and learners. OHSU is committed to equal access to employment, programs and activities, admission, course offerings, and facilities, for all OHSU Members. Any form of prohibited discrimination, harassment, including sexual harassment and sexual misconduct, and retaliation have no place at OHSU.

It is the policy of OHSU to maintain an environment free of discrimination against any person because of their real or perceived “protected characteristic,” defined below. If the university finds that an OHSU Member has engaged in Discriminatory Misconduct under this Policy, it will take immediate and appropriate corrective action. Students who have engaged in Discriminatory Misconduct may face sanctions up to and including suspension or dismissal. Employees who have engaged in Discriminatory Misconduct may face discipline up to and including termination.

2. Policy Scope and Jurisdiction

This Policy applies to conduct that: (1) occurs on campus or property owned or controlled by OHSU; (2) occurs in the context of an OHSU employment or educational program or activity; (3) uses OHSU resources, such as telephones, computers, video conferencing technology, e-mail, or other means of electronic communication; or (4) creates a hostile environment for or causes substantial disruption to the OHSU community or any of its Members, as defined in Policy 01-01-000¹.

For reports involving OHSU Members or individuals who are not employed by or enrolled as students at OHSU, such as patients, contractors, visitors, volunteers, alumni, and guests, OHSU will determine the appropriate manner of investigation and resolution, which may

¹ OHSU Member is defined in OHSU Policy 01-01-000 to include: Members of the OHSU Board of Directors; Employees; Students and trainees; Volunteers; Visiting faculty, researchers, and healthcare practitioners; Contractors and vendor, while doing business with OHSU; or Others who work for or act on behalf of OHSU.

include, without limitation, referral to local law enforcement or to the school or employer of the third-party, and/or restriction from access to campus or OHSU programs, services or activities in accordance with the Restriction or Exclusion from Access to OHSU Resources and Property policy. OHSU's ability to investigate or take remedial action against a third-party is limited and will be determined by the nature of any substantiated misconduct and OHSU's relationship to the third-party.

This policy does not apply to misconduct or disrespectful treatment which is not based on a protected characteristic. Other OHSU policies, including the OHSU Code of Conduct, the Workplace Violence policy, or the Investigation of Potentially Criminal Conduct policy may apply to these forms of misconduct.

3. **Definitions** *[This section references acts of violence – including sexual and domestic violence – that may represent triggers for survivors and/or family members.]*

- A. **Protected Characteristic:** A protected characteristic for purposes of this policy includes race, color, religion, national origin, sex, sexual orientation, gender identity or expression, pregnancy (including pregnancy-related conditions), age, disability (including physical or mental disability), genetic information (including family medical history), ancestry, marital or familial status, citizenship, service in the uniformed services (all as defined in federal or state law), protected veteran status, expunged juvenile record, use of leave protected by state or federal law, use of the Worker's compensation system, and/or any other status protected by Oregon or Federal law.
- B. **Discriminatory Misconduct:** Conduct prohibited by this Policy, including Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation, and Retaliation.
- C. **Discrimination:** Generally, an adverse action taken against an individual or group on the basis of the individual's or group's protected characteristic(s). Discrimination takes two forms: disparate treatment and disparate impact. Disparate treatment occurs when the adverse action is motivated in whole or in part by the protected characteristic. Disparate impact occurs when a policy, requirement, or regularized practice, although neutral on its face, adversely impacts persons in a protected class without a legitimate university purpose. An adverse action includes an action that significantly changes the terms and conditions of employment or actions that have a significant detrimental impact on a student's education.
- D. **Harassment:** Harassment is a form of discrimination, and is unwelcome verbal or physical conduct based on a protected characteristic that is sufficiently severe or pervasive that it substantially interferes, or is likely to substantially interfere, with an individual's employment, education or access to university programs, activities, or opportunities, and would have such an effect on a reasonable person who is

similarly situated. Harassment may include, but is not limited to, severe or pervasive verbal statements or nonverbal or physical conduct, graphic or written statements, threats, slurs, symbols (including symbols of racist violence such as burning crosses and nooses), microaggressions (negative prejudicial slights and insults toward any individual or group), and misgendering (when a person is referred to using a pronoun, form of address or other language that is inconsistent with the gender in which they identify). Whether the alleged conduct unreasonably interferes depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved. Although the impacted party's perception of the offensiveness of the alleged conduct, standing alone, may not be sufficient by itself to constitute harassment in violation of this policy, consistent with trauma-informed practices, the impacted party's subjective experience is considered in all aspects of this analysis.

E. ***Sexual Harassment:*** Unwelcome conduct of a sexual nature (such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature) when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, academic experience or participation in any OHSU program or activity (quid pro quo); or
- (2) Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person. Although the impacted party's perception of the offensiveness of the alleged conduct, standing alone, is not sufficient by itself to constitute harassment in violation of this policy, consistent with trauma-informed practices, the impacted party's subjective experience is considered in all aspects of this analysis.

Examples of sexual harassment may include but are not limited to: (i) unwelcome, unwanted or offensive touching or physical contact of a sexual nature, such as closeness, impeding or blocking movement, assaulting or pinching; (ii) gestures; innuendoes; teasing, jokes, and other sexual talk; intimate inquiries; and (iii) persistent unwanted courting; sexist put-downs or insults; epithets; slurs; or derogatory comments.

F. ***Sexual Misconduct:*** Having or attempting to have sexual activity or contact with another individual without affirmative consent.

"Sexual activity or contact" means any intentional activity involving, or contact with, intimate body parts, either directly or through clothing, for the purpose of sexual

gratification or arousal. The term “intimate body parts” includes, but is not limited to, breasts, buttocks, groin, genitals, or other body parts that under the circumstances a reasonable person would know that the other person regards to be an intimate body part.

“Affirmative consent” is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity or contact. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity or contact. Silence or lack of resistance, in and of itself, does not demonstrate consent. An individual cannot provide affirmative consent if they are incapacitated. Consent can be withdrawn at any time. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Previous consent does not imply consent to sexual contact or activity in the future. It is the responsibility of each person involved to ensure they have the affirmative consent of the other(s) to engage in each sexual activity or contact.

- G. ***Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation:*** The crimes of Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation can also constitute sexual harassment when motivated or on the basis of a person's sex.

- (1) “Sexual Assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which includes any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- (2) “Domestic Violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse of the victim under the domestic or family violence laws of Oregon, or by any other person against an adult or youth victim who is protected from that person's acts under Oregon domestic or family violence laws.
- (3) “Dating Violence” means violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship.
- (4) “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the

safety of others, or to suffer substantial emotional distress.

- (5) “Sexual Exploitation” means taking sexual advantage of another for one’s benefit, or to benefit or advantage anyone other than the one being exploited, by: (a) viewing, possessing, producing, or distributing child pornography; (b) non-consensual recording, disseminating, or copying of images, photography, video, or audio recording of sexual activity or nudity conducted in a private space; or (c) purposefully exposing another person to a sexually transmitted infection, or sexually transmitted disease, without their knowledge.

- H. **Retaliation:** Retaliation means a materially adverse action taken against an OHSU Member because the individual engaged in a protected activity. Adverse action means any action that is reasonably likely to deter a reasonable person from engaging in a protected activity. Examples of retaliation include a reprimand, discipline, or demotion. Adverse action does not include petty slights or trivial annoyances. Protected activity means (1) opposing a practice that is unlawful or that the individual reasonably believes is unlawful; (2) filing a report, serving as a witness, assisting someone with a report of unlawful activity or discriminatory misconduct, or participating in an investigation, proceeding or hearing pertaining to discriminatory misconduct; or (3) participating in the university’s reasonable accommodation processes.

4. Reporting Avenues at OHSU

A. Filing a Report with OHSU

OHSU encourages all OHSU Members who believe they have experienced any type of Discriminatory Misconduct defined in Section 3 under this Policy to report the incident immediately to the Office of Civil Rights Investigations and Compliance (OCIC) or by phone at 503-494-5148. Reports may be submitted anonymously, however OHSU may be limited in its ability to respond to anonymously submitted complaints. Identifying witnesses and providing as many details as possible in a report increases the university’s ability to respond and/or take corrective action.

Individuals are encouraged to report Discriminatory Misconduct as soon as possible in order to maximize OHSU’s ability to respond promptly and effectively. Although OHSU does not limit the timeframe for reporting, the passage of time may impact or limit the OHSU’s jurisdiction, the ability to impose discipline, and/or the ability to gather relevant evidence.

B. Reporting to Law Enforcement

A reporting party has the right to report, or decline to report, potential criminal conduct to law enforcement, in addition to other reporting obligations. Upon request, OHSU will assist a reporting party in contacting law enforcement at any

time. Where there is a threat to the health or safety of any OHSU member or to the extent a report involves potential criminal activity on OHSU's campus, OHSU may independently conduct a criminal investigation through the Department of Public Safety. An individual may make a report to OHSU, to law enforcement, to neither, or to both.

OHSU's resolution process and law enforcement investigations may be pursued simultaneously but will typically operate independently of one another. OHSU will, when appropriate, coordinate information with law enforcement if law enforcement is notified. OHSU may also pause its investigation to allow initial fact-gathering by law enforcement.

C. Confidential Resources

OHSU also offers a number of confidential resources for individuals who are unsure whether to report misconduct or who seek counseling or other emotional support in addition to, or without, making a report of Discriminatory Misconduct to OHSU. Confidential resources are (1) All health care and mental health professionals providing care as a treating professional at OHSU, including employees at the Student Health and Wellness Center, Resident and Faculty Wellness, Employee Assistance Program, and Confidential Advocacy Program (to the extent that they are providing care for sex-based harm); (2) the University's Ombuds and program staff (*Note: Ombuds do not have a legal privilege of confidentiality, and their information could be subpoenaed in a court of law, but under their professional code of ethics the Ombuds must take steps to avoid, whenever possible, disclosure of confidential records and information*).

Confidential resources will not make a report for an individual. This means that a report made only to a confidential resource will not be investigated and may not result in any discipline or sanctions against the person complained of.

D. External Complaints

OHSU encourages all OHSU Members with a complaint about Discriminatory Misconduct to follow the process in this Policy. However, individuals may always choose to make a discrimination complaint directly to outside agencies or law enforcement, including, but not limited to, the Bureau of Labor and Industries' Civil Rights Division, the Office for Civil Rights of the U.S. Department of Education, the U.S. Equal Employment Opportunity Commission, the Educational Opportunities Section of the Civil Rights Division of the U.S. Department of Justice, or the Accreditation Council for Graduate Medical Education.

5. Expectations of OHSU Members When Notified of Discriminatory Misconduct

A. All OHSU Members

OHSU asks all OHSU Members to do the following when responding to disclosures of Discriminatory Misconduct under this Policy:

- (1) Unless you are a designated Confidential Employee (defined below), inform the person if you have an obligation to report all Prohibited Discriminatory Misconduct to OCIC.
- (2) To the extent you are comfortable, listen to what the person wants to tell you before providing supportive resources, referrals, and information, including [these resources](#). Don't feel the need to ask a lot of questions or gather information.
- (3) Be sensitive to the needs of the person who shares about the conduct, without judgment. Do not dismiss or minimize the concern.
- (4) Inform the person of reporting options, including the option to report to the OCIC or the Integrity Helpline.

In addition to these general expectations, all OHSU employees, with the exception of Confidential Employees, have the additional reporting obligations set forth below. All OHSU Members who are not employees or on the Board of Directors (*e.g.*, students, including graduate students; volunteers; visiting faculty, visiting researchers, and visiting healthcare practitioners; contractors and vendors) are encouraged, but not required, to report discriminatory misconduct. Anyone may meet with the Title IX Coordinator or a designee to learn more about the process before making a report.

B. Confidential Employees

OHSU has identified certain employee positions as Confidential Employees. Confidential Employees will not share information disclosed to them with others without the express written permission of the person making the disclosure or as required or permitted by applicable law or professional codes of ethics (such as cases involving imminent risk of serious harm).

The following employees are Confidential Employees under this Policy, when acting in their confidential role: (1) All health care and mental health professionals providing care as a treating professional at OHSU, including employees at the Student Health and Wellness Center, Resident and Faculty Wellness, Employee Assistance Program, and Confidential Advocacy Program; (2) The University's Ombuds and program staff (*Note*: Ombuds do not have a legal privilege of

confidentiality, but under their professional code of ethics the Ombuds must take steps to avoid, whenever possible, disclosure of confidential information).

C. All Other OHSU Members

Employees, including faculty, who are not Confidential Employees, have reporting obligations under this Policy. When an employee becomes aware of, or reasonably suspects, an alleged incident of Discriminatory Misconduct under this Policy that involves a student or employee, they are always obligated to report information they have to the OHSU's OCIC/Title IX Office. OHSU employees should be prepared to report the name, date, time, location, and description of the incident and involved parties to the extent such information is readily apparent, or freely shared, and to provide the notes of any conversations they had with the individuals. They otherwise will maintain privacy to the greatest extent possible. Anyone may meet with the Title IX Coordinator or a designee to learn more about the process before making a report. Employees who fail to report as required by this Policy may be subject to discipline or other appropriate corrective measures.

OHSU Members should not investigate any matter themselves. If an OHSU Member knows that a matter has already been brought to the attention of OCIC, or the Integrity Helpline, which refers directly to OCIC, the OHSU Member does not need to report it but is encouraged to bring any new or additional information to the attention of the OCIC/Title IX Office. OHSU Members are not required to share information disclosed during public awareness events (e.g. "student forums" and town halls) or as part of an Institutional Review Board-approved human subjects' research protocol.

OHSU employees receiving reports of Discriminatory Misconduct should:

- (1) Comply with the expectations for all OHSU Members set forth above.
- (2) Direct the person making the disclosure to this Policy and [these confidential resources](#).
- (3) As soon as possible in the conversation, inform the person making the disclosure that the individual needs to make a report to OCIC, so that steps can be taken to stop the discrimination or harassment, remedy its effects, or prevent future instances of discrimination and harassment.
- (4) Report the incident to OCIC via the web form or the Integrity Helpline. In general, reports to the OCIC and/or referrals to other resources should be made while the person is with you, if possible, but in no event later than 24 hours after the person made the request.

- (5) For situations involving an immediate threat to someone's health or safety, the employee should call the Department of Public Safety. In all instances where there is a state law requirement to make a mandatory report to law enforcement or other agency, the person should follow state law.

6. **OHSU Response to Reports of Discriminatory Misconduct**

OHSU will respond promptly and effectively to reports of Discriminatory Misconduct. This may include action to stop, prevent, correct, and when necessary, discipline, behavior that violates this Policy. Depending upon the information available, OHSU will conduct an initial inquiry, or contact named parties whenever this is sufficient information that Discriminatory Misconduct, including sexual harassment, sexual assault, domestic violence, dating violence or stalking has occurred. In responding to incidents of Discriminatory Misconduct, OHSU will follow state and federal law, OHSU policies, and any applicable collective bargaining agreements. A responding party's options, and an anticipated timeline, will be explained to that person by OCIC, Human Resources, or the applicable student office, as appropriate.

A. **Supportive Measures**

Regardless of whether an investigation or other process is initiated, OHSU and/or the Title IX Coordinator may provide supportive measures as appropriate and reasonably available. In deciding which supportive measures to implement, OHSU will attempt to mitigate the impact on impacted persons, while also balancing the rights of the responding party.

Supportive measures for students may include academic arrangements, campus escort services, ombuds services, referrals to community agencies, and/or other reasonable measures. Students may also seek confidential resources such as health and counseling services, as well as financial assistance, and safety planning. All students who are impacted by (including Responding Parties) Discriminatory Misconduct may be entitled to supportive measures.

For employees, supportive measures may include change of employment conditions, leaves of absence, modifications to work schedules, safety planning, information and assistance regarding employee resources, and/or other reasonable measures. Employees may also seek confidential resources such as counseling services through the Employee Assistance Program or Resident and Faculty Wellness Program.

B. **Interim Actions**

After receiving a report of Discriminatory Misconduct, OHSU may implement interim action(s) during the pendency of the investigation. Interim actions will remain in place until lifted or modified by a university official with authority to do so. Interim actions aim to prevent the repetition of prohibited conduct, if

occurring, and eliminate opportunities for retaliation against a reporting or impacted party, other specified persons, or ongoing disruption to OHSU. The specific interim action(s) implemented will vary depending on the circumstances of each report. In some instances, the university may share information regarding such interim measures with an impacted party, or other appropriate individuals, on a need-to-know basis, such as safety planning. Interim actions for employee responding parties may include, but are not limited to, administrative leave or changing reporting lines. For students, interim actions may also include removal from campus and/or from some or all programs or activities.

C. Investigation of Reports

The OCIC is responsible for responding to reports of Discriminatory Misconduct under this Policy. Upon receipt of a report, impacted persons are offered support resources and the opportunity to meet with an OCIC Officer to share more about the experience and discuss options that may be available. If the report is made by a third-party, OCIC will consider any information from the third-party about how to reach out to the impacted person(s) thoughtfully. The impacted person is not obligated to meet with OCIC and retains agency over whether or not they choose to participate in an investigative or other process. Even if an impacted person chooses not to report formally and/or chooses not to participate in an investigation or resolution process, the impacted person can contact OCIC for information and assistance accessing on or off campus support resources and for information on available assistance.

Following that interview, the Officer determines whether the allegations, if proven true, would constitute a violation of this Policy and whether an investigation is warranted and appropriate. If so, and if the impacted person desires to move forward with an investigation, a formal notice is drafted and both the impacted person and responding party are provided notice that an investigation has been initiated, offered support resources, and offered an interview. If the allegations, even if proven true, would not constitute Discriminatory Misconduct, but would likely violate OHSU's Code of Conduct, OCIC will refer the report to Human Resources, the school, Patient Relations, the Office of Visitors and Volunteers, or other OHSU office with a direct relationship to the reporting or responding parties, as appropriate.

During the investigation, relevant witnesses for both parties are interviewed, and documents such as emails, text messages, photographs, and other documentary evidence are also considered. Determinations whether or not a violation of this Policy has occurred are based on a preponderance of the evidence standard, and responding parties are presumed not responsible unless and until a determination has been made that the policy has been violated. Operative procedures, including procedures for reports alleging a violation of Title IX and the documentation of reports and investigations are set forth in the OCIC Protocol.

D. Corrective Action

If the university finds that an OHSU Member has engaged in Discriminatory Misconduct under this Policy, it will take immediate and appropriate corrective action. Students who have engaged in Discriminatory Misconduct may face sanctions up to and including suspension or dismissal. Employees who have engaged in Discriminatory Misconduct may face discipline up to and including termination. OHSU community members who violate this Policy may be excluded from campus and may otherwise lose the right to use university property and/or to participate in OHSU-sponsored programs and activities. Consistent with trauma-informed practices and OHSU's Discipline Guide, the impact on individual OHSU Members and the community will be considered in determining appropriate corrective action.

E. Bad Faith Reports

A report is made in bad faith when it is intentionally dishonest. Individuals who make bad-faith reports may be subject to employment or student disciplinary action, employee code of conduct violations, student conduct code violations, or other appropriate corrective action.

F. Remedial Action

At any time following a report of Discriminatory Misconduct, the OCIC Director, Title IX Coordinator, the Provost or designee, and/or the Executive Vice President of Human Resources may review the report, investigative report, and/or any sanction to determine whether additional remedies for the parties or OHSU community are necessary to restore and preserve equal access to OHSU's education programs and activities or to maintain a respectful workplace. Examples of such remedies may include the initiation or continuation of supportive measures, facilitated dialogue, and/or training for OHSU Members, as well as modifications to academic, employment, or patient care conditions or assignments. Remedial, non-disciplinary action may also be taken where the alleged conduct does not constitute a policy violation, but additional incidents or escalation of conduct could give rise to a policy violation.

G. Confidentiality and Privacy

Information received in connection with the reporting, investigation, and resolution of allegations of Discriminatory Misconduct will be treated as private and will not be disclosed except to those individuals whom the university determines are necessary to conduct an appropriate investigation, to provide assistance and

resources to parties, to perform other appropriate university functions, or in accordance with applicable law.²

7. **Workplace Fairness**

In compliance with the Oregon Workplace Fairness Act, the university is required to notify employees of the following:

- A. Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Claims against the university are also subject to the notice provisions set forth in ORS 30.275, which typically requires notice to OHSU within 180 days of the incident.
- B. OHSU will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault. An employee claiming to be aggrieved by discrimination, harassment, or sexual assault, and who has received a copy of OHSU policies, may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, non-disparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.
- C. Employees are encouraged to document any incidents involving conduct that constitutes prohibited discrimination under state or federal law.

8. **Differential Treatment Required or Allowed by Law**

Neither this Policy nor any OHSU Policy shall be interpreted as preventing OHSU from complying with laws that require or allow preferential treatment or from engaging in constitutional admissions, financial aid or other programs designed to promote diversity goals.

9. **Policy Notifications and Responsibilities to Review**

- A. Human Resources or the Applicable School or Program shall:
 - (1) Make this policy available to OHSU Members; and
 - (2) Provide a copy of the policy to each OHSU Member at the time of hire or enrollment and in any orientation materials provided to the OHSU Member and annually thereafter.

² OHSU will collect and maintain crime statistics, including de-identified data related to sexual violence for inclusion in OHSU Annual Security Reports, and for purposes of providing timely campus safety warnings, consistent with the Clery Act.

- B. The OCIC shall provide a copy of the policy to any person at the time that the person discloses information regarding Discriminatory Misconduct.
- C. All OHSU Members shall:
 - (1) Review this policy upon their initial hire, enrollment or appointment, and annually thereafter; and
 - (2) Sign an acknowledgement indicating the OHSU Member has read the policy and had the opportunity to ask questions.

Related Regulations:

**Title IX of the Education Amendments of 1972, 34 CFR Part 106 and 41 CFR Part 60
Oregon Revised Statute 659A**

Related Policies and Procedures:

OHSU Code of Conduct

Policy 01-01-000, Definitions and Interpretations

Policy 07-30-020, Workplace Violence

Policy 07-30-025, Investigation of Potentially Criminal Conduct

[OCIC website on Responding to Concerns](#)

[OCIC website on Sexual Misconduct and Title IX](#)

[OHSU Annual Security Report](#)

Origination Date: January 1, 2020

Revision History: June 9, 2021; February 27, 2023; May 25, 2023

Responsible Office: Office of Civil Rights Investigations and Compliance (OCIC)

- C. Crimes reported to mental health professionals or religious counselors are exempt from reporting obligations.

Related Regulations: Clery Act 20 U.S.C. §1092(f), and applicable regulations; ORS 350.259

Related Policies and Procedures: [OHSU Code of Conduct](#); [Policy 02-01-003, Student Drug and Alcohol Testing](#); [Policy 03-10-011, Background Checks](#); [Policy 07-30-010, Weapons and Firearms](#); [Policy 07-30-020, Workplace Violence](#); [OHSU Alcohol and Drug Guide](#)

Revision History: October 25, 1996; March 9, 2005; May 21, 2008; March 27, 2015; October 14, 2020; February 9, 2022.

Responsible Office: Office of the Provost academicpolicy@ohsu.edu



OHSU POLICY MANUAL

Policy Number: 03-10-011

Policy Title: BACKGROUND CHECKS

Effective Date:

Page 1 of 9

1. Generally

OHSU seeks to provide a safe environment for its community. To help ensure the protection of the people, property and information of the organization, background checks shall be conducted on all Designated OHSU Members (as defined below) seeking access to OHSU resources. Background checks may be conducted on other individuals if they are required to have an OHSU ID badge and are requesting unescorted or escorted access as defined by OHSU policy and/or as determined by the Department of Public Safety. No access shall be granted prior to approval of the individual's background.

2. Definitions

For purposes of this policy and any related procedures, protocols and forms, the following terms mean:

- A. **OHSU Resources:** Includes, but is not limited to, facilities, information (in any form), patients and research subjects of OHSU.
- B. **Designated OHSU Member:** Any prospective OHSU Member who:
 - (1) Is seeking access to OHSU resources, including but not limited to job applicants, medical staff applicants, employees, temporary employees, volunteers, students, affiliates, and others having access to OHSU resources; and
 - (2) Will be present at OHSU or have access to OHSU Resources longer than 30 days; or
 - (3) Will have unescorted access at OHSU or to OHSU Resources for any length of time; or
 - (4) Will be providing patient care or has access to protected health information (PHI) or other high-risk/security areas, as outlined in the OHSU Compliance Matrix.

Designated OHSU Members also includes employees applying for a job transfer ("Transferring Employee") as defined below. Members of the OHSU Board of Directors are excluded from the requirements of this policy as they are appointed by the Office of the Oregon Governor.

- C. **Transferring Member:** Any current OHSU employee, volunteer, affiliate, or other Designated OHSU Member who is applying for a job transfer and who meets any of the conditions below:
- (1) Member's original date of hire and date of most recent job transfer within OHSU (if applicable), are older than 5 years based on a rolling calendar. This includes a Member accepting a secondary role within OHSU in addition to their primary role and the background check for the primary role is older than 5 years based on a rolling calendar.
 - (2) Member is transferring to a position requiring one or more of the following (and the position Member is transferring from does not require the same):
 - (a) Direct patient contact and/or job-related access to patient care areas;
 - (b) Access to patient medications;
 - (c) Physical access to secure areas/high-risk areas;
 - (d) Working with or around minor children;
 - (e) Access to sensitive and/or confidential information including financial, protected health information, personal data of employees;
 - (f) Access to restricted electronic information;
 - (g) Access to cash, credit card information or valuable merchandise;
 - (h) Fiscal authority or access to OHSU funds;
 - (i) Driving and/or operating an OHSU vehicle or personal owned vehicle while conducting business on behalf of OHSU.
 - (3) Member is transferring to any position at the director level or above.
 - (4) Member is transferring to any position requiring a background check as determined by the hiring manager and Human Resources.
- D. **Background Check:** A review of information about a Designated OHSU Member relevant to the Designated OHSU Member's requested or current access to OHSU Resources. Background checks may include, but are not limited to, verifying and/or reviewing:
- (1) Criminal History, including national sex offender registry;
 - (2) Social Security Number location and verification as appropriate.
 - (3) All alias or "also known as" information
 - (4) Address record, including but not limited to addresses provided and identified by social security number verification;

- (5) Credit history, if applicable for the position;
 - (6) References (personal and professional);
 - (7) Employment record;
 - (8) Academic/Educational credentials;
 - (9) Licensure, certification and registration (if applicable);
 - (10) Driving record;
 - (11) Exclusion from participation in federal health care programs or debarment from other federal programs;
 - (12) Export control compliance;
 - (13) Other relevant information, including but not limited to information requested by Public Safety, Human Resources or OHSU School as appropriate.
- E. ***Criminal History Check:*** Refers to the specific element of the background check process related to the search for any history of criminal convictions. Any convictions will be reviewed for disqualification using the “Criminal History Review Matrix.”
- F. ***Background Check Expiration:*** OHSU background checks performed for first-time Designated OHSU Members and Transferring Employees are valid for 180 days from the date of the check. Designated OHSU Members who have not been hired, matriculated, or otherwise assumed their position at OHSU within 180 days will require a new background check prior to being allowed access to OHSU Resources. Additionally, members who have taken continuous leave from OHSU longer than 180 days will also require a new background check prior to being allowed access to OHSU Resources.
- G. ***Vehicle:*** Includes but is not limited to all motorized vehicles including Class I – Class IV all-terrain vehicles, electric-assisted bicycles, electric personal assistive mobility devices, electric vehicles (ex. Cushman, golf carts, or other electric propelled vehicles or devices) as well as those vehicles defined as Low-speed vehicles, Medium-speed electric vehicles, mopeds, motor-assisted scooters, and motorcycles. This includes any mode of transport used on public streets while performing a job function for OHSU but does not include personally owned mobility scooters or electric wheelchairs that are not operated on roadways and/or highways. (See Oregon Vehicle Code Chapter 801 for definitions).
- H. ***Secondary Role:*** Refers to any additional role a current OHSU member has accepted in addition to their primary role (i.e., an OHSU employee enrolls to take a course through an OHSU academic program or current student accepts an employment position).

- I. **Primary Role:** Refers to the current role an OHSU member is currently occupying at OHSU.

Note: All OHSU Members will be included in ongoing screening for participation in federal programs, export control compliance, and major crimes.

3. Implementation Responsibility

- A. The Director of Public Safety, Information Security Officer, Human Resources Directors, and the Deans of each OHSU school (for Students only) shall establish procedures, protocols, components, and forms necessary to implement this policy, including but not limited to:
- (1) Contracting with third-party vendors to conduct all or part of a background check.
 - (2) Ensuring appropriate disclosures and authorizations are obtained and an adverse action process is followed in accordance with the Fair Credit Reporting Act and applicable state laws.
 - (3) Determining categories of Designated OHSU Members required to have background checks;
 - (4) Determining the type of background check required for each Designated OHSU Member and how that background check must be obtained.
 - (5) Defining “others having access to OHSU Resources”;
 - (6) Detailing what is included in the definition of “OHSU Resources”;
 - (7) Identifying what “other relevant information” may be necessary to be reviewed in a Background Check.
 - (8) Determining access levels and the corresponding types of background checks required;
 - (9) Determining guidelines for use by departments and managers to assist in determining the appropriate access levels and background checks for all categories of Designated OHSU Members; and
 - (10) Determining violations and additional criteria that may disqualify a Designated OHSU Member from being granted access.

4. Requirements

- A. Background checks shall be conducted on all Designated OHSU Members. A background check is not required for an OHSU employee who is rehired within 15 calendar days following termination (including retirement) providing the employee is rehired into the same position held prior to termination with no additional access to resources, responsibilities, or job duties.

- B. To ensure consistency in the quality of all criminal history checks conducted, all Designated OHSU Members shall receive a criminal history check through an OHSU-approved process or vendor as determined by the Director of Public Safety.
 - (1) Suppliers, vendors, contractor and/or non-OHSU visiting students who are able to provide proof of an OHSU Equivalent background check may provide a letter of attestation, including email from your company or institution rather than completing to a new background check.
 - (2) Letters must indicate when the background check was completed, must be on appropriate letterhead of the company or institution attesting to the results of the background check including required individual searches. Public Safety may require an updated background check and decline to accept the equivalency letter for any reason, including the background check was performed more than 5 years ago.
- C. Each Designated OHSU Member shall provide accurate and sufficient information necessary to conduct a background check including, when necessary, authorization to conduct the background check. Failure to provide this information or knowingly providing false or misleading information is grounds for denying the position or access.
- D. No access to OHSU resources shall be granted to a Designated OHSU Member prior to approval of the individual's background unless the Chief People Officer or other responsible person listed in section 8.A. of this policy has consulted with the Director of Public Safety and both approve conditional access.
- E. Responsible persons shall not allow Designated OHSU Members to have access prior to receiving confirmation from the Director of Public Safety that the background checks of criminal history have been completed and that the Designated OHSU Member has been cleared.
- F. If access to OHSU resources is erroneously granted to an OHSU member prior to the approval of the background check without prior approval from the Director of Public Safety and Chief People Officer, access to OHSU resources may be removed by Public Safety and the designated member not allowed access to OHSU resources until completion of the background check.

5. **Disclosure to Designated OHSU Members**

When a background check is required, a Designated OHSU Member will be provided with a notice of OHSU's intent and right to conduct a background check both before and during the Designated OHSU Member's relationship with OHSU. The Designated OHSU Member must give the authorization to conduct the background check as a condition of employment.

6. **Disqualification Based on Background Checks**

Designated OHSU Members whose background checks reveal potentially disqualifying information will be reviewed individually. The guiding principle used in review of such information will be the safety and security of the OHSU community and the protection of OHSU property and information.

Decisions disqualifying a Designated OHSU Member from a position or access, including decisions affecting an OHSU employee's current employment or eligibility to transfer, will be managed in accordance with state and/or federal law, applicable collective bargaining agreements and OHSU policy. Potentially disqualifying information includes:

A. **Criminal Convictions**

The conviction of a crime will not necessarily disqualify a Designated OHSU Member from a position or access. Knowingly providing false or misleading information is grounds for denying the position or access. Factors used to assist decision makers in determining whether or not a specific Designated OHSU Member should be disqualified will include, but not be limited, to:

- (1) The seriousness of the crime (e.g., felony or misdemeanor, violent crime or sex crime);
- (2) The applicability of the crime to the position/access applied for (e.g., theft conviction and position with fiscal authority);
- (3) The elapsed time since the date of conviction (e.g., the more recent a conviction the more likely it will disqualify a Designated OHSU Member) and any mitigating circumstances.

B. **Arrests**

Arrest records that have not resulted in a conviction will not be used to automatically deny a Designated OHSU Member from a position or access but may be considered in limited circumstances when the Designated OHSU Member's alleged behavior is job-related and can be confirmed, and/or when the criminal matter is pending adjudication. In these situations, OHSU Legal Counsel will be consulted prior to any disqualification or other adverse action being taken based on arrest record.

A current OHSU Member may, consistent with relevant OHSU policy, applicable labor agreement and or law, be placed on administrative leave if information is received that the member has been arrested or is being prosecuted for a crime that may disqualify the OHSU Member from access to OHSU resources if the member was convicted or the conduct would violate the Code of Conduct if substantiated.

The Investigation Advisory Team, as part of their review, will determine the appropriate investigative lead and whether an internal investigation can proceed prior to resolution of pending external criminal investigations or proceedings, or whether an internal investigation should wait for those processes to conclude. Factors that will be considered include but are not limited to: the seriousness of the alleged offense; potential interference with external investigations or proceedings; availability of sufficient information to make a determination regarding whether the conduct occurred; ability of the internal investigation to come to a reliable conclusion considering the completeness of available information; and potential risk to OHSU or affected parties should the internal investigation be initiated or delayed.

C. Exclusion or Debarment

Exclusion from participation in federal health care programs or debarment from other federal programs disqualifies a Designated OHSU Member from being an employee.

D. Other Potentially Disqualifying Background Information

Other background information that may disqualify a Designated OHSU Member includes, but is not limited to, the following:

- (1) Unsatisfactory results of information reviewed as listed in 2.D. of this policy;
- (2) Intentional failure to disclose requested or relevant background information;
- (3) History of conduct contradictory to the mission and goals of OHSU;
- (4) History of conduct contrary to generally accepted codes of conduct and behavior pertinent to the position or access sought;
- (5) Lack of cooperation during the background check process; or
- (6) Other disqualifying factors or criteria as required by the OHSU School or program, Department and/or position description.

7. Applicant's Right to Know and Respond

If potentially disqualifying information is discovered during a criminal history or credit history background check, the Designated OHSU Member will be given the opportunity to view this information and respond to it or dispute it before a final decision is made.

8. Decision Responsibility

A. Criminal History

- (1) The Director of Public Safety and Chief People Officer shall jointly review and determine whether prospective employees, visiting students and volunteers should be granted a position or access to OHSU Resources.

- (2) The Director of Public Safety and Chief People Officer may assign responsibility for review and/or decision making to contractors and vendors who assign workers to OHSU. When such review and/or decision making responsibility is assigned, contractors and vendors shall be provided with, and shall exercise their responsibility consistent with OHSU policies, standards and decision criteria related to background checks.
- (3) All other Designated OHSU Members will be reviewed and a determination made jointly by the Director of Public Safety and the Chief People Officer for employment applicants, or by the Director of Public Safety and the Unit Leader, Dean or Director primarily responsible for the Designated OHSU Member's position or access for prospective students.
- (4) The OHSU Legal Department, Integrity Office, Provost's Office (with respect to students), and others may be consulted as necessary.
- (5) OHSU's General Counsel will resolve any conflicting opinions regarding a particular Designated OHSU Member.
- (6) If after review as appropriate by Public Safety, Human Resources, OHSU General Counsel and/or the Unit Leader, Dean or Director primarily responsible for the Designated OHSU Member's position or access, the designated OHSU member will be denied admission or employment, the decision will be reviewed per the Procedure for Reviewing Background Checks that Result in a Denial of Admission or Employment.
- (7) When it becomes known that a current OHSU member may have been convicted of a crime (regardless of whether appropriate notification was made by the OHSU member) or has been arrested for a crime that may disqualify the OHSU member from access to OHSU resources or violate the code of conduct, the matter will be referred to the Investigation Advisory Team.

B. Exclusion from Federal Programs, Export Controls and Immigration Compliance

The OHSU Legal Department, Integrity and Human Resources shall jointly review and determine whether prospective employees, visiting students and volunteers should be granted a position or access to OHSU Resources.

C. Other Background Check Components

Decisions related to results of other background check components will be the responsibility of Human Resources or the hiring department in consultation with Human Resources.

9. **Disclosure Requirements**

After being granted access to OHSU resources, Designated OHSU Members shall:

- A. Disclose to the Director of Public Safety any criminal conviction (except a traffic offense) within 15 days of the conviction. A review process will be conducted as outlined in section 6.A. of this policy.
- B. Disclose to the OHSU Integrity Office any exclusion or debarment from a federal health care program occurring during the course of his/her relationship with OHSU within fifteen (15) days of the exclusion or debarment. Any Designated OHSU Member found to be excluded or debarred will be reviewed individually with the OHSU Legal Department.

10. **Confidentiality**

Except as otherwise required by law, information related to a Designated OHSU Member's background check or a conviction disclosed under section 9 above will not be disclosed or shared with others except persons who need to know in order to carry out their responsibilities for OHSU.

Related Policies and Procedures:

Background Check Components
Background Check Process Checklist
Criminal History Review Matrix
Frequently Asked Questions (FAQs)
OHSU Compliance Matrix
Procedure for Reviewing Background Checks that Result in a Denial of Admission or Employment

Related Forms: Background Disclosure and Fair Credit Reporting Form

Implementation Date: June 2, 2004

**Revision History: July 9, 2008; November 15, 2013; December 21, 2015; January 5, 2022;
February 4, 2025**

Responsible Office: Public Safety



Oregon Health & Science University
School of Dentistry

OHSU Policies Campus Operations & Facilities

[Home](#) / [OHSU Policies](#) / Identification Cards

Identification Cards

Policy number 07-15-001

Effective date July 24, 2025

1. ID Required

Except as otherwise provided in this policy, all employees, students, contractors, volunteers, and others doing business at OHSU must have an OHSU photo identification card (ID) issued by Public Safety. ID's must be worn conspicuously at all times while on OHSU owned or controlled property.

2. ID Format

There are variations of the approved formats based upon the ID holder's role at OHSU. The approved formats can be viewed at the Customer Service Center at the time of ID badge issuance.

The following formatting criteria apply to all ID holders regardless of role:

- No more than three credentials are permitted.
- Titles, department name, and credentials must be approved by the employee's supervisor.
- Exceptions to the approved formats, including issuance

of more than one ID for one role, must be approved by the Director of Public Safety.

All persons receiving an ID will be offered the option of requesting affirmed pronouns be displayed on their ID. The requested affirmed pronouns will be printed per the Affirmed Pronouns Procedure, including potential review for the sole purpose of insuring respect for the process of displaying affirmed pronouns and consistency with OHSU missions and values.

All IDs will have an expiration date based on ID type that is visible on the badge.

3. Card Replacement and Return

A person issued an ID shall notify Public Safety immediately if their ID is lost or stolen. The lost or stolen ID will have all access control removed immediately. Regardless of whether the ID is subsequently found, it shall not be reactivated.

A person issued an ID shall return it to one of the Customer Service Centers, to the Department of Public Safety, or the supervising unit upon the person's termination of a relationship with OHSU. If the supervising unit receives the badge, they must return the badge to the Department of Public Safety.

IDs must be surrendered upon request by a Public Safety Officer, Human Resources Business Partner, a Customer Service Center employee, or an OHSU Manager with supervisory responsibilities over the person with the ID. The surrendered ID will be turned over to Public Safety by the receiving person as soon as possible.

4. ID Use Restrictions

A. IDs may not be used by anyone other than the person to whom the ID was issued, even on a temporary basis. IDs will not be copied or reproduced in any manner except as authorized by Public Safety.

B. IDs may not be altered or used to display emblems or stickers in any way that obscures the person's photograph or printed information on the ID.

C. If you have a dual affiliation with OHSU (i.e. employee/student), you must wear the badge applicable to the role in which you are acting.

D. Any copying, altering, or programming of Radio Frequency Identification (RFID) data or technology to or from an ID is prohibited, including by the person to whom the ID is issued or other authorized users. Use of any other device other than an issued ID to gain access through the OHSU access control system is prohibited.

5. Delegation

- A. The Director of Public Safety is responsible for the operation and maintenance of the ID card system.
- B. The Director of Public Safety may establish procedures, protocols and forms necessary to implement this policy including determining categories of persons who are "others doing business at OHSU."
- C. When authorized by the Director of Public Safety, OHSU Public Safety officers may not wear an ID when doing so is consistent with department policies.
- D. The Director of Public Safety may determine when different classes of affected persons need not be issued an ID card and may require alternative security procedures. For example, a visitor badge or registration sheet "sign-in" procedure may be required for visitors or persons taking a single course or seminar.
- E. The Director of Public Safety may authorize Special Purpose ID cards with distinctive markings for use in specific situations. Such situations may include, but are not limited to, providing photo ID to persons who require ID but do not have unescorted access.

Related policies and procedures

[Policy 07-15-010, OHSU Visitors \(/node/11621\)](#)

Affirmed Pronouns Procedure

Related websites

[Campus Access and Commute Services - ID Badges](#)

([/node/10191](#))

Origination date

January 26, 1998

Responsible office

Public Safety

Policy revision history

January 31, 2000

May 15, 2002

August 23, 2004

May 20, 2016

January 05, 2022

July 24, 2025

[Home](#) / [OHSU Policies](#) / OHSU Visitors

OHSU Visitors

Policy number 07-15-010

Effective date April 20, 2023

1. Applicability

All visiting individuals, except casual visitors, shall be registered through the host site (department, school, center or institute) as an Escorted or Unescorted Visitor (See OHSU Visitors Policy Processes and Procedures). Examples include: visiting scientists, visiting clinicians, visiting consultants, invited students and guests, and others acting on behalf of OHSU in any capacity. If the non-casual visitor is not registered as either an Escorted or Unescorted Visitor, the individual does not have authorization to be at OHSU.

2. Definitions

A. Casual Visitor

A casual visitor is someone who is a patient, visiting a patient, or visiting OHSU or a person at OHSU for personal reasons, and does not otherwise qualify as an employee, student, Escorted or Unescorted Visitor, volunteer, vendor

or contractor. Examples include visiting OHSU retail establishments, visiting campus to visit an employee or student, visiting to apply for employment or consider academic opportunities, etc.

B. Escorted Visitor

1) Visitors meeting all the following criteria may be registered as an Escorted Visitor:

- a) Length of assignment spans less than 30 days (Note: this is not based on the number of days on OHSU property, but based on the length of assignment);
- b) One primary OHSU employee assigned to act as the escort –this escort must accompany the visitor at all times, except when the visitor is conducting work in an office or conference room and does not leave the area without escort;
- c) Visitor will have ability to enter and be present in non-public, access controlled areas with an escort;
- d) Does not provide patient care, or have an active role in research activities;
- e) Presence or activities that do not require an OHSU ID badge;
- f) May only have observed or limited direct access to OHSU electronic systems or restricted OHSU information necessary for compliance; and

g) Does not require any of the criteria applicable to an "Unescorted Visitor.

2) Examples of potential activities of an Escorted Visitor include (not limited to):

a) Activities limited to observation (this could include observation of patient or human subject interactions);

b) Media presence for a Strategic Communications approved purpose;

c) Vendors who do not meet any Unescorted Access characteristics (Note: those who are here for brief delivery, service, maintenance, or similar routine functions are addressed under the Casual Visitor category –See OHSU Compliance Matrix); or

d) Auditors, inspectors, surveyors, or study monitors reviewing OHSU operations or research activities for the purposes of assuring compliance with legal, regulators, certification or accreditation requirements.

C. Unescorted Visitor

1) Visitors requiring any of the following criteria must be registered as an Unescorted Visitor:

a) Length of assignment spans more than 30 days (Note: this is not based on the number of days on OHSU property, but based on the length of assignment);

b) Visitor must have ability to enter and be present in non-public, access controlled areas without an escort, generally with one OHSU employee assigned to act as primary supervisor;

c) Presence or activities require an OHSU ID badge; or

d) For any reason all criteria of an Escorted Visitors are not applicable (see section B.1 above).

2) Examples of activities of an Unescorted Visitor may include (not limited to):

a) Performing compensated or uncompensated work for OHSU without an escort while not defined as any other OHSU Member (see OHSU Compliance Matrix);

b) Access to protected health information (PHI - not incidentally or accidentally); or OHSU restricted information subject to a legal obligation to maintain confidentiality;

c) Presence in or access to non-public, access controlled areas including those considered high-risk/security areas/information or areas that otherwise require an OHSU ID Badge to access;

d) Access to the OHSU computer network;

e) Any performance of human subjects research activities;

f) Any performance of animal subjects research activities;

- g) Any direct intervention with or treatment of patients (OHSU clinical privileges are required for any direct intervention with or treatment of patients); or
- h) Additional characteristics, as determined by the Director of Public Safety, a Director of Human Resources, and/or the OHSU Information Privacy or Security Officer.

3. Registration

- A. The host site must register Unescorted Visitors by completing the necessary steps for obtaining an OHSU ID Badge.
- B. The host site must register Escorted Visitors by completing the online Campus Access and Commute Services Visitor Registration Form.
- C. All visitors must also comply with any site-specific visitor registration requirements, including those for remote OHSU locations and/or security sensitive areas.
- D. Registration for Unescorted Visitors will be visually indicated by the visitor wearing their OHSU ID badge conspicuously at all times while on OHSU owned or controlled property.
- E. If the host would like a visual indication of registration for Escorted Visitors, they may request a temporary badge during the registration process.

F. Visual indicators also may be provided by the host and/or site-specific registration processes. If a registered visitor is not wearing a visual indicator of registration, their assigned escort is responsible for verifying that the visitor has been registered.

G. Alternative site or event specific registration processes may be used with the approval of Public Safety and/or Campus Access.

Related policies and procedures

[Policy 07-15-001, Identification Cards \(/node/11611\)](/node/11611)

[OHSU Compliance Matrix \(/system/files?file=2023-08/ohsu-compliance-matrix.pdf\)](/system/files?file=2023-08/ohsu-compliance-matrix.pdf)

[OHSU Visitors and Volunteers Registration Procedures \(/node/12261\)](/node/12261)

[OHSU Escorted Visitors Registration Guidance \(/node/15941\)](/node/15941)

WC-01-VIS, West Campus Visitation Policy

Related forms

Healthcare Observer and/or Shadow Guidelines and Agreement Form

[Online ID Badge Request Form \(/node/10191\)](/node/10191)

Origination date

March 27, 2015

Responsible office

Public Safety

Policy revision history

March 21, 2016

April 20, 2023

[Home](#) / [OHSU Policies](#) / Serving of Alcohol

Serving of Alcohol

Policy number 07-90-025

Effective date April 14, 2014

1. No Use Without Approval

A. General Rule

No alcohol shall be served or consumed (1) on OHSU owned or controlled property, whether at an OHSU sponsored event or not, or (2) at an OHSU sponsored event, held on premises not owned or controlled by OHSU, unless approved by the division or department head (or equivalent) and responsible Unit Leader of the sponsoring group. An event held on premises not owned or controlled by OHSU shall not be considered an OHSU sponsored event if no institutional funds or resources are used and attendance is not required by OHSU management.

B. Requirements

Except for events at the President's residence or events approved by the Provost, no event shall be approved under section 1(A) for use of alcohol, unless:

- (1) It is sponsored by a unit or division of OHSU or by an organization or group which is recognized and associated with OHSU through its programs of education, research, patient care or community service; and
- (2) The sponsoring group abides by and observes the OHSU Alcohol Use Risk Control Plan described below, which Plan shall automatically apply to any event approved under Section 1(A) ; and
- (3) Applicable Oregon Liquor Control Commission permits or licenses have been procured or will be procured prior to the final approval of the event.
 - (a) Events at which attendees are required to pay for alcohol, either directly or indirectly (e.g., there is a charge for the event which helps cover beverage costs) will require the sponsoring organization to obtain a license from the Oregon Liquor Control Commission. One day or special event licenses are available.
 - (b) Events for which there is no charge, either directly or indirectly, for beverages will not require the sponsoring organization to obtain a license from the Oregon Liquor Control Commission.

2. Alcohol Use Risk Control Plan

Where alcohol is to be served, the following rules and guidelines must be observed:

- A. No alcohol may be served to or by anyone not of legal drinking age.
- B. No alcohol may be served to anyone who is visibly intoxicated or any OHSU employee who the server knows, or has reason to believe, has not completed their normal work schedule.
- C. Non-alcoholic beverages and food must be available throughout the event.
- D. All servers (vendors or others) who will be serving alcohol at the approved event must, prior to serving, be aware of and agree to abide by all requirements of the alcohol use risk control plan and other applicable OHSU policies.
- E. Alternative transportation options must be available for anyone who has been served alcohol. Sponsors shall see that information about such options is made available to attendees at the event.
- F. The amount of time at which alcohol will be available should be limited to a reasonable time frame and should cease at least 30 minutes prior to the conclusion of the event. Unless a meal, or the equivalent of a meal, is provided, serving should be restricted to ninety (90) minutes.
- G. OHSU employees attending OHSU sponsored functions shall not consume alcohol unless they have fully completed their normal work schedule (see Policy No. 03-30-095,

prohibition on being under the influence).

H. OHSU employees shall not act as servers at an event.

I. Alcohol shall be served by an approved vendor chosen from a list of approved vendors maintained by Protocol and Events or by a commercial hosting facility licensed to serve alcohol when the event is held at such facility.

J. Sponsors must ensure that all applicable rules, laws, and other requirements, such as liquor licensing requirements, are met.

3. Public Safety Personnel

For events on OHSU-owned or controlled property, the sponsoring group shall complete an e-Notification on the Protocol & Events intranet page at least five (5) business days prior to the event.

If the Director of Public Safety determines that Public Safety personnel need to be on site or available, the sponsoring group shall be responsible to pay the cost of providing Public Safety personnel for the event.

4. Payment for Alcohol

Except as the Provost or OHSU policy provides otherwise (see Policy No. 06-60-010), institutional funds may not be expended to purchase alcoholic beverages.

5. Sanctions

As is true for violations of OHSU policies generally, failure to follow these policies may result in disciplinary action up to and including dismissal. Further, failure to abide by these requirements may result in confiscation of the misused substance or other penalties, including personal liability for the employee involved for any fines, litigation or other costs involved as a result of such failure.

Related regulations

Oregon Revised Statute 278.405

Related policies and procedures

[Policy 03-30-095, Drug and Alcohol Use \(/node/10441\)](#)

[Policy 06-60-010, Reimbursement of Hosting Events \(/node/10966\)](#)

[OHSU Alcohol and Drug Guide \(https://o2.ohsu.edu/integrity-department/drug-and-alcohol-use\)](https://o2.ohsu.edu/integrity-department/drug-and-alcohol-use)

Origination date

February 10, 1998

Responsible office

Risk Management; Protocol and Events

Policy revision history

February 11, 2000

March 01, 2001

October 16, 2002

January 01, 2009

April 14, 2014



Oregon Health & Science University
School of Dentistry

OHSU Policies Communications



OHSU POLICY MANUAL

Policy Number: 08-10-005

Policy Title: INTERNAL COMMUNICATIONS

Effective Date: August 1, 2012

Page 1 of 3

1. **Generally**

Internal communications activities shall be approved and coordinated under the direction of the Chief Communications Officer or designee. This policy applies to all individuals and departments within all mission areas of OHSU.

2. **Definition**

Internal Communication includes any official print, display, electronic and verbal communications activities that take place on behalf of the University and that specifically target employees and/or faculty at a greater than departmental reach.

3. **Responsibilities**

Plans and activities associated with internal communications must be approved and coordinated in advance by the Chief Communications Officer or designee. The Chief Communications Officer shall ensure that all such plans and activities are consistent with OHSU brand and identity standards, messages and campaigns, as indicated.

A. **Print and Electronic Publications**

Internal publications shall be approved and coordinated by the Chief Communications Officer or designee. Any such publication shall be consistent with OHSU brand and identity standards and shall comply with OHSU policy.

B. **E-mail Communications**

All internal broadcast e-mail (unsolicited messages sent to more than 50 OHSU addresses across departments) must be submitted to, and approved in advance by, the Chief Communications Officer or designee, except:

- 1) As otherwise authorized by collective bargaining agreements;
- 2) As otherwise authorized by the Chief Communications Officer or designee;
- 3) As deemed necessary by the leader or executive sponsor of individual OHSU units or OHSU-chartered groups for the purpose of communicating with their constituencies.

C. Strategic Communications

In all cases, messages of a strategic nature should be developed in collaboration with, and approved by, the Chief Communications Officer or designee.

D. Bulletin Boards and Easels

Use of non-electronic bulletin boards falls under the direction and approval of the Chief Communications Officer or designee. Such use is reserved for notices of institutional activities or topics of special interest to faculty, staff and students, as designated by the Chief Communications Officer or designee.

- 1) Notices, announcements, posters and other material posted in other places, such as on windows, doors, walls or elevators, are not permitted and will be removed.
- 2) Departmental notices may be placed only in areas under departmental control or oversight.
- 3) The Chief Communications Officer or designee shall oversee the maintenance of information placed on OHSU's bulletin boards, shall determine the location and style of the boards, and shall ensure that each bulletin board has a designated department that is responsible for maintaining any information posted to that board.
- 4) Each bulletin board shall be clearly labeled and designated for use by a specific department or unit, or for a specific activity. Notices on bulletin boards shall reflect information pertinent to the designated function of each board.
- 5) Items or services for sale or rent may be posted only on bulletin boards designated for general use. Notices must be dated when posted and shall be removed after thirty (30) days.
- 6) Event notices are to be removed the day after the function.
- 7) Use of easels is prohibited except by special permission of the Chief Communications Officer or designee.

E. Payroll Inserts and Intranet Banner Ads

The Chief Communications Officer or designee shall approve, in advance, any inserts into employee pay envelopes or banner ads on the intranet. Only entities wholly owned and operated by OHSU may request insertions. Opportunities are limited, and to be considered for approval, insertions must:

- 1) Provide content aligned with OHSU's mission and goals;
- 2) Conform to OHSU's branding guidelines;

- 3) Be pertinent for all employees;
- 4) Not promote external sponsors;
- 5) Not conflict with OHSU policies;
- 6) Be paid for by the requesting entity; and
- 7) Meet digital and/or mechanical requirements as specified by the Chief Communications Officer or designee.

4. Exception

Communications to employees who are also OHSU or Doernbecher donors or have expressed an interest in private giving to OHSU shall be excluded from this policy. Activities or messages designed for fund-raising purposes shall be approved in advance and coordinated by the Vice President for Institutional Advancement.

Related Policies and Procedures:

Policy 11-20-010, Acceptable Use of Computing and Telecommunications Resources

Implementation Date: August 1, 2012

Responsible Office: Strategic Communications

[Home](#) / [OHSU Policies](#) / OHSU Social Media

OHSU Social Media

Policy number 08-10-015

Effective date July 24, 2025

1. Generally

This policy is intended to ensure high value and appropriate use of approved OHSU Social Media channels. OHSU recognizes that social media is an important communications channel. The use of social media channels on behalf of OHSU is to support OHSU's mission, goals, programs and approved efforts and initiatives. When using approved OHSU Social Media channels, it is important that OHSU Members recognize that they are representing OHSU.

This policy applies to all OHSU Members using approved OHSU Social Media channels. This policy is not intended to govern or restrict personal presence on other social media channels, nor are these guidelines intended to restrict employee rights related to the terms and conditions of their employment.

2. Definitions

For purposes of this policy, OHSU Social Media is defined as online media designed to be disseminated through social interaction, using highly accessible platforms and scalable publishing techniques. Social media are characterized by open two-way communications between the host and the audience. Examples include, but are not limited to: Facebook, Instagram, LinkedIn, YouTube, X (formerly Twitter), BlueSky, and TikTok.

3. Requesting Approval of an OHSU Social Media Account

OHSU Members who would like to manage an official OHSU Social Media account shall obtain approval from the social media team by submitting a request form available on the OHSU Social Media page on O2.

4. Account Maintenance

A. Approved OHSU Social Media accounts shall adhere to Brand Strategy, Strategic Communications and Social Media Guidelines.

B. Any changes to account administrators shall be shared with the social media team.

C. Content and activities shall be compliant with all OHSU policies and applicable laws, including the Americans with Disabilities Act and copyright laws.

D. Videos shall include an option for either open or closed captions and images should have descriptions ("alt text").

E. OHSU Social Media accounts shall not be used to express personal views. Statements on an OHSU Social Media account that could be viewed as political, controversial, divisive, or speak on behalf of the institution which may be viewed as an institutional stance, shall be approved by Strategic Communications prior to posting. Additional guidance on political statements is provided in OHSU Policy 03-30-003, Political and Public Activities and Candidates for Public Office.

F. Any contact by the news media shall be referred to Strategic Communications, as directed by OHSU Policy 08-10-003, Media Relations.

G. OHSU Members shall notify the social media team if the OHSU Social Media account receives a complaint or threat from a member of the public. OHSU reserves the right to remove any activity or posting on an OHSU Social Media site that is unlawful or not protected by free speech rights or violates OHSU posting guidelines.

H. OHSU Social Media sites shall not contain confidential information, including protected health information or student information, except as otherwise permitted by OHSU policy and applicable law.

I. OHSU Members shall contact the social media team for assistance if the OHSU Social Media account will be retired or deleted.

J. OHSU Social Media accounts are subject to bi-yearly audits by the social media team for compliance with this policy. If the account has not posted any new content in two weeks or the account is determined to be not in compliance with this policy, a request may be made by the social media team to develop a content plan or steps to reach compliance with this policy. If a content plan is not developed or the account remains non-compliant with this policy then the account may be deleted. If the account is found to not be in compliance with this policy more than once over the course of a year, then the account may be deleted.

Related policies and procedures

[Policy 03-30-003, Political and Public Activities and Candidates for Public Office \(/node/10391\)](#)

[Policy 08-10-003, Media Relations \(/node/10661\)](#)

[Social Media Guidelines \(/node/5306\)](#)

Related forms

[New Social Media Channel Request Form](#)

(<https://app.smartsheet.com/b/form/9c98f08c86e2492880689032b51f7b3f>)

Origination date

March 04, 2022

Responsible office

Strategic Communications

Policy revision history

July 24, 2025



Oregon Health & Science University
School of Dentistry

OHSU Policies Information Technology



OHSU POLICY MANUAL

Policy Number: 11-20-010

Policy Title: ACCEPTABLE USE OF COMPUTING AND TELECOMMUNICATIONS RESOURCES

Effective Date: August 18, 2021

Page 1 of 7

1. **Applicability**

This policy applies to all OHSU Members and other users of OHSU computing, telecommunications and wireless resources, including but not limited to computers, computer systems, removable storage media, networks, telephones, pagers, cellular phones, smart phones, electronic tablets, wireless cards, and two-way radios, whether affiliated with OHSU or not, and to all uses of those resources, whether on campus or from remote locations. These resources are hereinafter referred to as “Computing and Telecommunications Resources.” Additional policies, guidelines or directives may be established by OHSU to protect specific computers, computer systems, networks, or applications.

2. **Requirements**

A. **Legal**

A user of Computing and Telecommunications Resources shall comply with all federal, Oregon, and other applicable laws; all applicable OHSU rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking”, “cracking”, and similar activities; Federal Communication Commission regulations; applicable Internal Revenue Service Regulations; the OHSU Code of Conduct; the OHSU Discrimination, Harassment and Retaliation policy; and all applicable software licenses. Users who engage in communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

B. **Authorized**

A user of Computing and Telecommunications Resources shall use only those resources that they are authorized to use and use them only in the manner and

to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so.

Users are responsible for ascertaining what authorizations are necessary and for obtaining them before accessing any computing resource. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by OHSU.

A user of Computing and Telecommunications Resources shall respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. The ability to access other persons' accounts does not, by itself, imply authorization to do so.

C. Reasonable

A user of Computing and Telecommunications Resources shall respect the finite capacity of those resources (including, for example, bandwidth, disk space and CPU time) and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.

D. Personal

A user of Computing and Telecommunications Resources shall not use those resources for personal commercial purposes or for personal financial or other gain, except as may be authorized under the OHSU Integrity Office policy for Management of Outside Activities or institution established news groups.

Incidental personal use of Computing and Telecommunications Resources for other purposes is permitted when the use:

- (1) does not unreasonably consume those resources;
- (2) does not interfere with the performance of the user's job or other OHSU responsibilities;
- (3) does not consume an unreasonable amount of the user's time;
- (4) does not concern subjects inappropriate in a work or study environment (e.g.: accessing pornographic web sites, graphic cruelty, violence, or material to align with OHSU's Discrimination, Harassment, and Retaliation policy, 03-05-048);
- (5) does not result in unauthorized use or disclosure of OHSU Restricted Information, including protected health information, through use of applications or other electronic media such as blogs, podcasts, discussion forums and social media;
- (6) is consistent with OHSU's mission of healthcare, education, research and community service; and

- (7) is otherwise in compliance with this and other OHSU policies including requirements to reimburse OHSU where required under Policy 03-25-080.

Further limits may be imposed upon personal use in accordance with normal supervisory responsibilities.

E. E-Mail and OHSU Communications

All email communication containing OHSU “restricted” information (as defined in Data Classifications ISP-02) must be generated and stored using OHSU.EDU or other OHSU approved email systems.

Communications over the e-mail system shall be professional and appropriate for the workplace or group setting. E-mail may not be used for personal solicitations or advertising or other activities except through OHSU provided electronic news group systems for those types of activities. Propagation of chain letters is specifically prohibited.

Falsifying e-mail headers (e.g. providing a false sender’s address) or routing information so as to obscure the origins of mail or mail routes is forbidden. Altering the content of a message attributed to another is not permitted unless the changes are explicitly noted.

Announcements, bulletins, and documents deemed by management to be of value and interest to the well-being of employees and students are an integral part of the system. All broadcast e-mail (unsolicited messages sent to more than 50 OHSU addresses across departments) must be submitted and approved by Strategic Communications, except:

- (1) as otherwise authorized by collective bargaining agreements;
- (2) as otherwise authorized by Strategic Communications;
- (3) as deemed necessary by the leader or executive sponsor of individual OHSU units or OHSU-chartered groups for the purpose of communicating with their constituencies; or
- (4) as otherwise provided for in the Emergency Preparedness policy, 01-40-001.

In all cases, messages of a strategic nature should be developed in collaboration with Strategic Communications.

F. Representing OHSU

A user of Computing and Telecommunications Resources shall not state or imply that they speak on behalf of OHSU or use OHSU trademarks and logos without

authorization to do so. Affiliation with OHSU does not, by itself, imply authorization to speak on behalf of OHSU. Authorization to use OHSU trademarks and logos on Computing and Telecommunications Resources may be granted only by the Strategic Communications Department. The use of appropriate disclaimers is encouraged.

3. **Security**

OHSU employs various measures to protect the security of its Computing and Telecommunications Resources and of their users' accounts. Users must comply with OHSU Information Privacy and Security Policies and their supporting procedures and appendices. Users must engage in applicable "safe" practices, for example, by establishing appropriate access restrictions for their accounts, keeping the network virus-free, safeguarding passwords, ensuring proper physical safeguards, and protecting the confidentiality of electronic protected health information. In addition to the policies referenced in this policy, users of computing, telecommunications and wireless resources must comply with all applicable Information Privacy and Security Policies. All users must follow the Confidentiality of Health Information policy, 01-05-012, and only use encrypted devices (OHSU owned or personally owned) to access electronic protected health information, unless an OHSU approved Information Security Policy Exception is in place.

4. **Expectation of Privacy**

A. **Generally**

Computing and Telecommunications Resources are not private. For example, communications made by means of these resources are subject to Oregon's Public Records Law to the same extent as they would be if made on paper. The normal operation and maintenance of Computing and Telecommunications Resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

B. **Reason to Access Activity**

In addition, OHSU may access or monitor the activity and accounts of individual users of Computing and Telecommunications Resources, including individual log in sessions and communications, without notice, when:

- (1) The user has voluntarily made them accessible to the public, as by posting to social media or other public web page;
- (2) It is necessary for OHSU work and business-related reasons (e.g. a person is on vacation or sick leave and access to some files is needed to further institution business);

- (3) It reasonably appears necessary to do so to protect the integrity, confidentiality, availability, or functioning of OHSU generally or Computing and Telecommunications Resources in particular, or to protect OHSU from liability;
- (4) There is reasonable cause to believe that the user has violated, or is violating, an OHSU policy;
- (5) There is reasonable cause to believe that the user is engaging in unlawful activity;
- (6) An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or
- (7) It is otherwise required by law.

Any such access or individual monitoring, other than that specified in 4.A. and B.(1) above, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by three of the following individuals: Vice President of Human Resources (or designee), Legal Counsel, the Chief Information Officer, and the Chief Information Privacy and Security Officer. The head of the unit which employs the individual will be notified of such access when appropriate. OHSU, at its discretion but subject to any applicable laws, may disclose the results of any access or monitoring, including the contents and records of individual communications, to appropriate OHSU personnel or law enforcement agencies and may use those results in OHSU disciplinary proceedings and/or legal proceedings.

C. Monitoring as a Job or Service Requirement

OHSU may also authorize access and monitoring of an employee's or agent's actual communications over its Computing and Telecommunications Resources where customer service is a primary responsibility of an employee's job duties. Such monitoring must be authorized by the Human Resources Director and employees in positions subject to monitoring shall be notified of such activity.

5. Remote Access to OHSU Computing Resources

- A. OHSU employees and students may be authorized secure remote access to information assets owned by or in custody of OHSU. Remote access may be granted by a user's direct supervisor, manager or other appropriate authorizing authority to fulfill a person's work or other responsibilities.
- B. Remote access for contractors, business partners, referring physicians, other health care providers or other approved users with significant business justification may be approved on a case-by-case basis by an appropriate authorizing authority.

- C. Users may follow ITG-defined processes to request and/or authorize remote access. Information technology support vendors may also be granted remote access for system and application maintenance as negotiated in the support contracts. If the vendor will receive access to protected health information, the user must ensure that a Business Associate Agreement is in place before granting the vendor access to the system and/or application. If the vendor will receive access to other OHSU Restricted Information, the user must ensure that approved confidentiality language applicable to such OHSU Restricted Information is included in the vendor agreement before granting the vendor access to the system and/or application.
- D. Noncompliance with the requirements of a remote access authorization or with other provisions of this policy, as determined by the authorizing authority, may result in immediate loss of access privileges and possible corrective or legal action against the violator without notification.

6. Enforcement

Users who violate this policy may be denied access to Computing and Telecommunications resources and may be subject to other penalties and disciplinary action, both within and outside of OHSU, including any actions authorized by Information Privacy and Security policies or any policies applicable to personal devices. Violations will normally be handled through the OHSU procedures applicable to the relevant user. However, OHSU may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so to protect the integrity, confidentiality, or availability of OHSU information, other computing resources or to protect OHSU from liability.

Related Policies and Procedures:

- OHSU Code of Conduct**
- Policy 01-05-010, Confidentiality**
- Policy 01-05-012, Confidentiality of Health Information**
- Policy 01-40-001, Emergency Preparedness**
- Policy 03-05-048, Discrimination, Harassment and Retaliation**
- Policy 03-25-080, Employee Discounts and Personal Use of Institutional Resources**
- OHSU Integrity Office Policy, Management of Outside Activities**
- ISP-02, Data Classifications**
- ISP-08, Encryption Requirements**
- ISP-19, Disposal and Reuse of Devices Containing OHSU Information**
- ISP-12, Physical Safeguards for OHSU Information**
- ISP-17, Access to and Modification of User Accounts**
- ISP-07, Security Software Requirements**

Related Forms: Service Observation (Quality Monitoring) Form

Implementation Date: June 23, 1998

**Revision History: March 1, 2001; August 8, 2001; January 10, 2006; January 13, 2009;
October 22, 2010; August 1, 2011; June 13, 2013; July 18, 2014;
October 9, 2020; August 18, 2021**

Responsible Office: Information Privacy and Security Office