



UNIVERSITY OF LOUISVILLE SCHOOL OF DENTISTRY

D.M.D. STUDENT HANDBOOK 2021-22

Office of Academic Affairs

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Louisville, KY 40202

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COVID-19 Response

University of Louisville School of Dentistry

July 9, 2021

The University of Louisville School of Dentistry (ULSD) is fully committed to the safety of all, including our students, staff, and faculty, during the COVID-19 pandemic. By using enhanced infection control practices, and modifying the research areas and clinics in the School and associated operations to create safe areas for working and managing aerosols, we have continued to meet our vision of providing patient-centered care, innovative teaching of health care professionals, and engaging in impactful research.

COVID-19 Awareness Training is required by the University of Louisville for all students, staff, and faculty. The University is maintaining records of your participation in this training, and it is mandated for all of us.

Workforce members must be fully vaccinated by September 30, 2021. Full vaccination is defined as two weeks after receiving one dose of a one-dose vaccine or two doses of a two-dose vaccine.

Requests for COVID-19 vaccination exemptions can be made by workforce members who have medical conditions or sincerely held religious beliefs that are inconsistent with vaccination with available COVID-19 vaccines. Workforce members who are granted permanent or temporary exemptions must undergo COVID-19 testing if identified as a close contact with a COVID-19 positive individual. ULSD may also ask for periodic testing based on U of L Campus Health policies and procedures. Workforce members with exemptions must also wear masks in all buildings and clinics at all times.

All workforce members must also receive any booster vaccinations that are developed and recommended to maintain their fully vaccinated status.

Proof of vaccination status should be submitted to Ms. Beth Smith at beth.smith@louisville.edu. Please submit images or scans of both sides of the completed *COVID-19 Vaccination Record Card* received upon vaccination.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness, and may manifest with:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Congestion or runny nose
- Diarrhea
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Nausea or vomiting

If you experience any of these symptoms, including a temperature of $\geq 100^{\circ}\text{F}$, **contact Patty Byrd at (502)396-0821** or contact the Office of Clinical Affairs at (502)852-2434. If your symptoms are severe, call 911 or call the nearest hospital emergency department. If you need assistance after regular business hours, Ms. Byrd can help you, or Campus Health's on-call service at (502)852-6446 is available outside of their daily clinical hours.

Message from the Dean – DR. T. GERARD BRADLEY:

As the Dean of the School of Dentistry, I am honored to work with outstanding staff, faculty and students at the University of Louisville School of Dentistry. I am excited about the future of our school and the future of dental education. I will work with all the stakeholders (faculty, students, alumni, friends of the Dental School and the University community) to ensure that the University of Louisville School of Dentistry continues to follow the goals set by the University of Louisville 2020 Strategic Plan.

Dentistry's Challenge:

We are continually embracing change, and are committed to excellence in patient care and research within a contemporary and forward-thinking educational environment. We are striving to deliver an innovative and contemporary education to train tomorrow's dentists today.

Vision, Mission, and Core Values:

Introduction: The University of Louisville School of Dentistry (ULSD) is a national leader in dental education, research, and service. We will support and expand our leadership position with a commitment to serving the mission of the University of Louisville (UofL), serving the dental health needs of our Commonwealth and nation by engaging in sponsored research and by educating and training competent health care professionals. We will enhance instructional practices and educational programs through innovative pedagogy and evidenced-based instructional best practices. We believe our commitment to service, innovation in instructional practices, and research will prepare us to address the current evolving dynamic challenges of dental education. We will proactively prepare our students for the future with the knowledge and skills to be excellent oral health care professionals. We will work with partners at the University and beyond to accomplish these goals.

Vision: We will be national leaders dedicated to the improvement of oral and overall public health of those we serve by providing patient-centered care, innovative teaching of health care professionals, and engaging in impactful research.

Mission: We will improve the oral and overall health of those whom we serve, transforming lives by educating oral health care professionals to provide patient-centered treatment through innovative pedagogical approaches, community engagement, and research.

Core Values: We will respect all who receive and provide oral health care, embrace diversity, and create a zeal for lifelong learning among those whom we teach, provide a commitment to our community, and demonstrate a dedication to science and discovery that values patients, students, faculty, and staff.

ADMINISTRATIVE STAFF:

Dean	T. Gerard Bradley, BDS, MS, Dr.Med.Dent.
Associate Dean for Academic Affairs	Margaret Hill, DMD
Associate Dean for Clinical Affairs	Timothy Daugherty, DMD
Associate Dean for Graduate Education and Faculty Development	Brian Shumway, DDS, MS
Associate Dean for Research & Enterprise	David Scott, PhD
Assistant Dean for Finance	John Tichenor
Assistant Dean for Student Affairs	Alma Ljaljevic, DMD
Interim Assistant Dean for Technology and Innovation	Gerald Grant, DMD, MS

OFFICE HOURS AND SECURITY:**Administrative Offices**

M-F 8:00 a.m. to 5:00 p.m.

Other Access is via I.D. Badge Only**Clinical Offices**

Varies depending on semester

Patient Care Hours

Varies depending on clinics

INSTITUTIONAL AND PROFESSIONAL ACCREDITATION

The University of Louisville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number: 404.679.4500) to award Associate, Baccalaureate, Master's, Doctoral, and First Professional Degrees (D.M.D., J.D., M.D.)

The D.M.D., Dental Hygiene, and Postgraduate programs of the University of Louisville School of Dentistry are also accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association.

CODA 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 individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at the address or phone number listed below.

Commission on Dental Education
211 East Chicago Avenue
Chicago, IL 60611
or you may call
1.800.621.8099, ext 4653

University of Louisville School of Dentistry
Academic Calendar
July 2021 – June 2022

JULY 2021

- 1 Postgraduate Student/Resident Welcome Training Session
- 2 Annual Mandatory Training for Postgraduate Education (Grad Clinics Closed AM)
- 5 *Independence Day* Observed ULSD Closed
- 29-30 D1 Start Up

AUGUST 2021

- 2 DMD Fall Semester Begins for D1
- 2-6 *DMD Student Break (D2/D3/D4)*
- 9 DMD Fall Semester Begins (D2/D3/D4)
- 9 **ONLINE** Fall Annual Mandatory training
- 18-20 DH4 Orientation
- 19 DH3 Orientation
- 23 Dental Hygiene Fall Semester Begins
- 19-22 KDA Annual Meeting, Galt House, Louisville, KY
- 28 ULSD White Coat Ceremony

SEPTEMBER 2021

- 6 *Labor Day* – ULSD Closed
- 18 DH Legacy Alumni Council's Annual Symposium

OCTOBER 2021

- 4-5 *Fall Break*
- 11-15 ADA Annual Meeting, Mandalay Bay Las Vegas, NV
- 25-29 Research! Louisville
- 28-29 2021 ADEA Fall Meeting (virtual)

NOVEMBER 2021

- TBA Culturally Effective Care Symposium (Mandatory for D1 & DH3)
- 24 Early Release Day (1/2 day)
- 25-26 *Thanksgiving Holiday*

DECEMBER 2021

- 6-10 Final Exam Week
- 13 *Holiday Break for Students Begins*
- 20 Faculty/Staff Winter Break begins

JANUARY 2022

- 3 Faculty/Staff/Students return
- 17 *Martin Luther King, Jr. Day*- ULSD Closed
- TBA Basic Sciences Awards Program

FEBRUARY 2022

- 11 Mock Board Exam (all day)
- 16 Mock Board Exam (p.m. only)
- 23 Mock Board Exam (p.m. only)
- TBA Student Vendor Fair 3-5 p.m. - DMD/DH (Classes Cancelled 3-5 p.m.)

MARCH 2022

- 4 Mock Board Exam retake (all day)
- 9 Mock Board Exam retake (p.m. only)
- 17-19 Hinman Meeting, Atlanta, GA
- 19-22 ADEA Annual Meeting, Montreal, Canada
- 21-25 *Spring Break*
- 23-26 AADR Annual Meeting, Atlanta, GA

APRIL 2022

- 22 CDCA/ADEX (DMD) Exam Orientation
- 23 CDCA/ADEX (DMD) Exam day 1
- 23 CDCA/ADEX (DH) Orientation & Exam
- 24 CDCA/ADEX (DMD) Exam day 2

MAY 2022

- 2-6 Final Exam Week
- 9-13 *Student Break*
- 13 Graduation
- 16 DMD/DH3 classes and clinics begin
- 20 CDCA/ADEX (DMD) Exam Orientation-retake
- 21 CDCA/ADEX (DMD) Exam day 1-retake
- 21 CDCA/ADEX (DH) Orientation & Exam-retake
- 22 CDCA/ADEX (DMD) Exam day 2-retake
- 30 *Memorial Day* – ULSD Closed

JUNE 2022

- 20 *Juneteenth* Observed ULSD Closed
- 24 DH3 Summer Term ends

DATES SUBJECT TO CHANGE—For the latest version go to <http://louisville.edu/dentistry/academicaffairs> 7.06.21

ACCOMMODATIONS AND SERVICES

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs of the School of Dentistry coordinates several supportive services for students enrolled in dentistry, dental hygiene, and advanced education programs. Services include coordinating the application process, providing counseling, advising; coordinating tutoring services and serving as a student advocate. The School employs a full time Academic Support Counselor to promote student success.

Tutoring Support

The School of Dentistry has extensive tutoring and student support services. If you wish to participate in this program, please contact Ms. Audra French at (502)852.7094, or aafren04@louisville.edu.

OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs offers academic support to students from matriculation to graduation, and to alumni as they apply for postgraduate programs and jobs. The faculty and staff in Academic Affairs work closely with Student Affairs to monitor all student progress and offer appropriate counseling and assistance depending on the specific needs of the student. Academic Affairs also manages all student records and maintains student files for those enrolled in the School of Dentistry. Staff members work with the U of L Registrar's office on calendars, schedules, grades, transcripts, catalogs, degree applications, and diplomas. The office also provides services to students who need University records to support their applications for licensure, graduate/postgraduate training, or other positions. The Office of Academic Affairs is located in Room 239.

COMMUNICATION

To ensure widespread, timely distribution of information, a UofL e-mail account is the appropriate and preferred method for official communication by the University of Louisville School of Dentistry with students. The School of Dentistry has the right to send official communication to students by UofL e-mail account with the assumption that students will receive, read and, if necessary, act in a timely manner based upon these e-mails. It is the professional responsibility of each student to read e-mails from faculty and staff at ULSD and act upon the information within the specified time. **Students are responsible and accountable for all information conveyed via their UofL e-mail account.**

HOUSING

For housing information on the Health Sciences Campus go to: <http://louisville.edu/housing/options/communities/meddent>

MANDATORY HEALTH INSURANCE REQUIREMENT

All students are required to have major medical insurance. The University of Louisville Student Health Insurance Plan uses Academic Health Plans for major medical insurance with claims paid by United Healthcare Student Resources. This insurance may be waived with proof of similar coverage. Waiver information will be sent to your **UofL e-mail account** from Academic Health Plans (AHP) giving you details on how to enroll or waive the medical insurance. The e-mail will be sent out starting mid-July for the Fall semester. A waiver cannot be submitted prior to receiving this e-mail.

If you need to make a change to your Fall semester choice of accepting or waiving the insurance, contact the Insurance Advocate at support@ahpcare.com or (855)850-4191.

Health Professional Health Fee

All students are required to pay a Professional Health Fee. The Professional Health Fee is \$52.50 per semester. It is designed to meet the special needs of students in the healthcare professions.

The Mandatory Health Fee **IS NOT** insurance.

It is a discount program to lower "out of pocket" expenses associated with care for certain services at Campus Health.

Your Major medical insurance will be billed for services. After your insurance carrier responds with payment, the mandatory health fee discount will be applied for specific charges. All remaining balances are the student's responsibility.

Coverage includes:

- Unlimited medical office visits
- Gynecological exams (lab or x-rays are paid by patient or patient insurance)
- Flu shots
- Annual surveillance TB skin testing
- Post-exposure evaluation and testing for Tuberculosis
- Post-exposure evaluation, and testing for exposures to blood-borne pathogens such as HIV, Hepatitis B and Hepatitis C including prophylactic medications prescribed by the health service
- Confidential access to a counselor based on the HSC Campus
- Confidential psychiatric consultation

This fee does not provide hospitalization or coverage for tests and services other than those listed above. Students without major medical coverage should purchase the university sponsored medical insurance plan to be fully covered for any illness beyond the scope of this fee.

Information about these programs can be obtained from:

Health Sciences Center Office

This location is the most convenient for dental students:

UofL Health Care Outpatient Center
401 E. Chestnut Street, Suite 110
Louisville, KY 40202

Appointments & General Info: (502)852.6446
HSC Immunization Program: (502)852.2708
Student Health Insurance: (502)852.6519
Fax: (502)852.6649

Another location for student health needs is near the Belknap campus at:

Cardinal Station
215 Central Ave, Suite 110
Louisville, KY 40208

Appointments/General Info: (502)852.6479
Student Health Insurance: (502)852.6519
Fax: (502)852.0660

Health Promotion and PEACC Program

The Health Promotion program strengthens UofL student wellbeing, resilience, and academic success. The Prevention, Education, and Advocacy on Campus and in the Community (PEACC) Program offers assistance to address, prevent, and respond to violence against women.

They provide advocacy and assistance to university students, staff and faculty who are affected by sexual assault/rape, domestic violence and stalking.

PEACC Center
2100 South Floyd, W309-H
Student Activities Ctr.
Louisville, KY 40292

Health Promotion: (502)852.5429
PEACC Program: (502)852.2663

Immediate help for a crisis situation related to Partner Violence, Sexual Assault, Stalking or Harassment is available. Call ULPD at (502)852.6111 to ask for immediate assistance or a 24 crisis line at (502)581.7222 to speak with a trained crisis counselor.

CAMPUS SAFETY

Key safety tips and precautions to keep in mind as a college student on campus:

- Walk with a group of people, and if walking to a parking lot, do not leave the area until everyone is safely in their vehicle.
- Remain alert and watchful for suspicious activity, especially two or more people just hanging around.
- If you sense something wrong, leave the area immediately.
- Finally, for any who are concerned about traveling at night, use our escort service that is available from our on-campus facilities to residences within four blocks of campus. Simply call (502)852.6111 for an escort.

For more information, visit www.louisville.edu/police

DISABILITY SUPPORT SERVICES

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (Stevenson Hall, (502)852.6938) for verification of eligibility and determination of specific accommodations.

For more information, visit www.louisville.edu/disability

FINANCIAL AID

The Financial Aid Office administers financial aid programs including loans, scholarships, and grants, in accordance with University standards. Funds are limited and are awarded to students who demonstrate need. Financial aid is based on the principle that the primary responsibility for meeting education cost rests with the student. The purpose of financial aid is to help provide a professional education for students who could not attend school without such support. Therefore, parent's income may be analyzed to determine eligibility for some federal financial aid programs.

Various sources of financial aid are available to help the student finance his/her dental education. Available sources include but are not limited to:

Federal loans administered by the U.S. Dept. of Education:

- Direct Unsubsidized Loan
- Direct Plus Loan

Federal programs administered by the U.S. Dept. of Health and Human Services:

- Health Professions Student Loans (HPSL)

American Dental Association Scholarships:

- Dental Student Scholarships
- Inclusion Student Scholarships

UofL Sources:

- Alumni and Merit Scholarships
- Summer Research Stipends

Numerous private sources:

Students applying to dental school receive information on the types of available financial aid, application procedures, and other useful materials from the Office of Financial Aid, School of Dentistry. Accepted students received additional information.

Applications

The Office of Financial Aid assists students in meeting their education expenses through scholarships and educational loans. Any or all of these may be used in varying proportions to help meet financial needs.

Information and application forms for financial aid and information on available scholarships may be obtained from:

Office of Student Financial Aid
 School of Dentistry, Room 231
 University of Louisville
 Louisville, KY 40292
 (502)852.5076
www.louisville.edu/dentistry/financialaid

STATEMENT OF HUMAN RIGHTS

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias. We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, gender identity/expression,

sexual orientation, age, socioeconomic status, disability, religion, national origin or military status—that enrich a vibrant metropolitan research university.

We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining and supporting students, faculty and staff who reflect the diversity of our larger society. www.louisville.edu/diversity/

TITLE IX/CLERY ACT NOTIFICATION

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain **confidential** support from the PEACC Program (502)852.2663), Counseling Center (502)852.6585), and Campus Health Services (502)852.6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (502)852.5787) or University of Louisville Police (502)852.6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is **not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer. www.louisville.edu/hr/employeerelations/title-ix

ACADEMIC POLICIES

The Academic D.M.D. Program Policies are defined to provide uniform coordination and consistency for the management of the D.M.D. educational program. Department and University policies exist for the following items discussed. The policies are developed within the context of the University of Louisville Student Handbook which sets forth University Policies and Guidelines for students. Any individual who enrolls in ULSD voluntarily accepts the rules of UofL, ULSD, and affiliated hospitals and clinics. Students are instructed to familiarize themselves with UofL and ULSD regulations concerning, but not limited to, plagiarism, academic integrity, and definition of cheating.

UNIVERSITY OF LOUISVILLE ACADEMIC POLICY

The University of Louisville has adopted policy regarding student and faculty rights and responsibilities in academic matters. The Code of Student Rights and Responsibilities (UofL Student Handbook) states in part:

Section 4. Classroom Rights and Responsibilities

- A. *A student shall be evaluated on demonstrated knowledge and academic performance, and not on the basis of personal or political beliefs or on the basis of race, color, national origin, religion, sex, age, or handicap not affecting academic performance.*
- B. *A student has freedom of inquiry, of legitimate classroom discussion, and of free expression of his or her opinion, subject to the teacher's responsibilities to maintain order and to complete the course requirements.*
- C. *A student is responsible for fulfilling the stated requirements of all courses in which he or she is enrolled.*
- D. *A student has the right:*

1. *to be informed in reasonable detail at the first or second class meeting about the nature of the course and to expect the course to correspond generally to its description in the appropriate University catalog or bulletin;*
 2. *to be informed in writing and in reasonable detail at the first or second class meeting of course requirements and assignments;*
 3. *to be informed in writing and in reasonable detail at the first or second class meeting of standards and methods used in evaluating the student's academic performance;*
 4. *to be informed in writing of any necessary changes in assignments, requirements, or methods of grading during the semester with the reasons for such changes.*
- E. *A student has the right to confidentiality in the student/teacher relationship regarding the student's personal or political beliefs. Disclosures of a student's personal or political beliefs, expressed in writing or in private conversation, shall not be made public without explicit permission of the student.*

Charges of violations of these classroom rights and responsibilities shall be handled through the appropriate academic unit level procedures.

D.M.D. ACADEMIC POLICIES STUDENT RESPONSIBILITIES

1. It is the responsibility of the student to know and comply with all university, school, department and course policies, guidelines, and requirements.
2. It is the responsibility of students to know their academic status.
3. It is the responsibility of the student to immediately inform the Associate Dean for Academic Affairs of personal circumstances (e.g., medical/family leave, serious illness, financial difficulties) likely to affect the student's academic performance.
4. It is the responsibility of the student to attend all scheduled classes, laboratory sessions, clinical sessions and rotations, quizzes and examinations. Student absence does not eliminate student accountability for instruction presented. Each course director shall determine and publish in the course syllabus the method of attendance monitoring and the consequence of non-attendance.
5. It is the responsibility of the student to **immediately** inform the Office of Student Affairs of a change of name, address and/or telephone number.
6. It is the responsibility of students to conduct themselves ethically in all academic and non-academic activities.

FACULTY RESPONSIBILITIES -- COURSE REQUIREMENTS/SYLLABI

Each semester, an electronic copy of the current course syllabus shall be posted to the course shell in Blackboard and forwarded to the Office of Academic Affairs. During the first or second class session, the course director shall assure that students receive information concerning the course. This information shall be outlined in a standardized course syllabus which, at a minimum, shall consist of the following:

- | | |
|-----------------------------------|--|
| 1. Course Title | 8. Policy for reviewing exams and quizzes |
| 2. Instructor Information | 9. Professionalism regarding all assessments |
| 3. Course Information | 10. Remediation policy |
| a. Course Description | |
| b. Required/recommended textbooks | |

- or materials
- c. Instructional methodology
- 4. Course Objectives and Goals
- 5. ULSD Competency Statements (Student Learning Outcomes) for lecture course
- 6. Commission on Dental Accreditation (CODA) for lecture courses.
- 7. Evaluation and grading criteria
- 11. Schedule of course topics covered assignments, requirements, and deadlines
- 12. Professional responsibility and decorum
- 13. Attendance policy
- 14. Resources and policy statements

EVALUATION AND GRADING

1. The student shall be informed in reasonable detail regarding standards and methods used in evaluating student academic performance. Each course director shall develop course objectives, state evaluation methods and publish and distribute this information in a course syllabus. For clinical courses, clinical requirements and evaluation criteria shall be provided in writing to each student at or before the time of initial clinic entry.
2. Evaluation criteria shall be standardized within a discipline. It is the department chairperson's responsibility to ensure the application of standardized criteria by all faculty who participate in a particular course.
3. Evaluation criteria and dates of scheduled quizzes, examinations, projects and papers shall be communicated to each student in writing in the course syllabus.
4. Evaluation of student performance shall be conducted at appropriate intervals throughout the period of instruction. Midterm evaluation reports shall be provided to the student and the Associate Dean for Academic Affairs by course directors through their department chairpersons in advance of the Student Progress and Promotion Committee (SPPC) midterm review (SPPC Policy Statement).
5. Each course director shall issue a final course grade based upon student performance in relation to published course objectives. Final course grades are due in ULink/PeopleSoft not later than 48 hours after the final exam. Grading format (e.g., letter grade, P/F) is approved by the D.M.D. Curriculum Committee. Basic Sciences courses are the only classes approved to use +/- grading; all other D.M.D. courses are letter grades or P/F. Letter grades are awarded quality points used in the determination of the numerical grade point average (GPA) based upon a 4.0 scale.
6. A student may challenge a didactic or clinical evaluation or final course grade. Academic Grievance Procedure:
<http://louisville.edu/dos/students/studentpoliciesandprocedures/student-grievance>

DETERMINATION OF STUDENT STATUS

Formal review of student progress is made by the Student Progress and Promotion Committee on a periodic basis. *The Student Progress and Promotion Guidelines* are used to determine the status of each student at the end of each term. SPPC Guidelines are the principal standards for determination of student academic status. Motions made by the SPPC constitute recommendations to the Associate Dean for Academic Affairs through the chair of the committee. Students may appeal the

Associate Dean's decision to the Dean. The Dean's decision is final. A copy of the SPPC Guidelines is available in the Office of Academic Affairs for review.

CRITERIA FOR GRADUATION

1. The student must have completed all required courses and selective courses in which he/she enrolled and have no outstanding "I", "X", or "F" grades.
2. "D" grades indicate poor performance and are not acceptable for clinical disciplines.
3. The student must have a cumulative GPA of at least 2.000.
4. The student must pass the NBDE and/or INBDE prior to graduation.
5. The student must be formally recommended for the degree by the ULSD Faculty Assembly and by the Dean, and must be approved for the degree by the Board of Trustees.

Successful and timely completion of all courses and the requirements therein must be accomplished before a student will be approved for graduation from the School of Dentistry. Students must complete the curriculum within 6 years (including summer sessions) in residence or be subject to dismissal. Students in a dual degree program may request from the Dean a waiver of the 6 year requirement. Policy for grade changes will be stated in each course syllabus and is at the discretion of the course director. No grade changes are permitted after the degree is posted on a student's transcript.

PROMOTION AND CLINIC PRIVILEGES

Promotion through curriculum is at the discretion of the Student Progress and Promotion Committee (SPPC) as based on successful completion of appropriate courses and timely progress in clinical patient care.

DETERMINATION OF GRADE POINT AVERAGE (GPA)

A cumulative grade point average is calculated as an indicator of overall academic performance in the D.M.D. program and is used as a criterion for graduation requirements, graduation honors or other academic distinctions, and for determining academic class rank in the program. Only course grades required in the D.M.D. program of study are used in the calculation of the grade point average. **Basic Science courses are permitted to use the plus or minus; all other courses in the DMD curriculum use letter grades only with no plus or minus.**

(see note below regarding Oral Biology or other non D.M.D. courses taken while enrolled as a D.M.D. candidate)

The following grade point scale is utilized for all courses in the DMD curriculum:

Grade	Quality Points	Grade	Quality Points
A+	4.0	C	2.0
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0.0
C+	2.3		

"P/F", "X", and "I" grades shall not be used in calculating a GPA.

All courses are assigned credit hours by the Curriculum Committee. By multiplying the credit hours for each course by the quality points earned in the course, the total number of academic points for the semester's course work is determined.

The cumulative GPA is calculated by adding all academic points earned in the dental curriculum and dividing by the total number of credit hours taken **including failures**. (The School of Dentistry will use the University's repeat option of averaging all grade attempts in the GPA.)

Note: Oral Biology or Other non-D.M.D. courses

Any courses taken during the student's enrollment in the Oral Biology Masters program or other non-D.M.D. required course for which credit has been granted will be included in a separate GPA. Grades earned in any Masters/PhD program will not be included in the calculation of the grade point averages of the D.M.D. program. Credit hours earned in non-D.M.D. required courses will not be included in the total hours needed for graduation in the D.M.D. program.

CALCULATION OF CLASS RANK

Class rank based on grade point averages is calculated after all Fall and Spring semester grades are posted. Grade point averages are calculated to three decimal places. The ranking system used is a standard competition type. In the case of a tie, all students with the same GPA are ranked at the same numerical position in the class. For example, if three students are tied with a 4.000, they all receive the class rank of 1, and the next student in sequence will receive the class rank of 4. Internationally trained dentists who join the class as advanced standing students in the Spring semester of the D2 year are not included in the class ranking of the students who are in the four year cohort.

CRITERIA FOR HONORS

Dean's List and Dean's Scholar

The SPPC shall identify students who are worthy of recognition for academic excellence at the end of the students' D1 and D2 years.

1. The SPPC shall recommend that each student who has a cumulative GPA of at least 3.50 and earns a current term GPA of 3.70 or above, be placed on the DEAN'S LIST for that term.
2. The SPPC shall recommend that each student who has a cumulative GPA of at least 3.70 and earns a current term GPA of 3.90 or above be designated as a DEAN'S SCHOLAR for that term.
3. In order to be eligible for recommendation for DEAN'S LIST or DEAN'S SCHOLAR recognition, a student may not have an "F" grade, a "D" grade or a "W" (administrative withdrawal) in a required course during the term just completed. Also, the student may not have an "I" or "X" grade unresolved from any of the previous semesters.

Graduation Honors

Candidates for graduation who have achieved the appropriate GPA prior to the date of graduation will have the honor designated on their diploma and receive an appropriate University recognition to be worn at the commencement ceremony.

Grades earned during the final semester (i.e. second semester of the D4 year) ***are not included*** in the determination of the candidate's GPA for graduation honors at commencement. Therefore, candidates who earn honors in that last term are not recoded for the commencement ceremony, but the recognition is recorded on their diploma, permanent record and final transcripts.

Students who graduate with grade point averages of at least 3.70 will be designated as follows:

*	3.700 or higher	cum laude
*	3.800 or higher	magna cum laude
*	3.900 or higher	summa cum laude

EARLY INTERVENTION

It is the student's responsibility to inquire about his/her academic progress, seek help and request remedial work when necessary. Early intervention is often effective in permitting successful resolution of academic difficulties. While student academic progress is generally monitored by the Office of Academic Affairs and the SPPC, students should seek assistance early. Support is available through the *Office of Student Affairs* and the *Office of Academic Affairs*, who work together to provide student assistance with counseling, revising a student's schedule, tutor assignment, or course director discussion.

"I" (INCOMPLETE) GRADES AND "X" GRADES

The "I" grade represents insufficient information to permit proper evaluation of the student's performance. The "X" grade means that the course work has not been completed due to the nature of the course (availability of patients, etc.) A student cannot graduate with an "I" or an "X" grade. The following shall determine the disposition of the "I" and "X" grade:

1. An unresolved "I" grade automatically shall be changed to an "F" grade if the incomplete is not made up prior to the end of the next semester.
2. An "X" grade shall be changed to a final grade upon completion of the requirements of the course.

PASS-FAIL GRADES

Certain courses may use the Pass/Fail system of identifying academic success, subject to approval by the Curriculum Committee. If used, the course grade will not affect the computation of the GPA.

"F" GRADES

1. The "F" grade indicates failure to achieve at an acceptable level.
2. A student may not graduate without passing all required courses and selectives in which they are enrolled.
3. A student cannot receive "DEAN'S LIST" or "DEAN'S SCHOLAR" recognition for a term in which an "F" grade is received.
4. The mechanism (procedures, schedule, completion deadlines, etc.) permitted for the remediation of an "F" grade shall be determined by the course director and department chair, subject to the approval of the Associate Dean for Academic Affairs.

5. A course taken at another institution to remediate an "F" grade must be approved in advance by the director of the course in which the failure occurred in conjunction with the Associate Dean for Academic Affairs.
6. A grade earned in a remediation effort replaces the original "F" grade on the academic transcript. A grade earned in a repeated course does not replace the original "F" grade on the academic transcript. All non-Pass/Fail grades earned in all courses are used in the calculation of a student's cumulative GPA.

FAILURE OF A COURSE(S)

If a student fails a course(s), the SPPC is notified. Multiple failures in one semester or in consecutive semesters will usually result in a Performance Evaluation Hearing. A single failure during a semester may result in a Performance Evaluation Hearing. During the SPPC meeting, the committee will determine, based on course syllabi and input from the course director, if the student is:

1. eligible to attempt remediation of the course;
2. eligible to repeat the course and continue with class;
3. called for a Performance Evaluation Hearing.

PERFORMANCE EVALUATION HEARING

The purpose of a Performance Evaluation Hearing is to provide the members of the SPPC with an appropriate forum in which to discuss the student's academic or clinical problems and provide an opportunity for direct discussions with the involved student. After reviewing a student's academic circumstance under the provision of a performance evaluation hearing, the SPPC may make the following recommendations to the Associate Dean for Academic Affairs that the student:

1. is eligible to attempt remediation of the course;
2. is eligible to repeat the course and continue with class;
3. will repeat the academic year; or
4. will be dismissed/expelled from the D.M.D. Program.

A student who fails to meet the professional expectations of the faculty of the School of Dentistry may also be considered for a Performance Evaluation Hearing. The School has implemented the *Code of Professional Responsibility* which defines certain expectations for students to demonstrate their fitness for continuation in an academic program. Along with the *Code of Professional Responsibility*, the SPPC has specified the faculty's professional expectations on the part of students. These consist of but are not limited to the following:

1. Self-responsibility
2. Treating self and others with dignity and respect
3. Placing patients' interest above self interest
4. Achieving professional standards
5. Effort
6. Non-disruptive behavior
7. Motivation
8. Timeliness
9. Integration and application of knowledge.

CRITERIA FOR ACADEMIC PROBATION

1. A student shall be placed on probation if he\she: (a) receives an "F" grade, or (b) earns a semester GPA below 2.000, or (c) has a cumulative GPA below 2.000.
2. A student on probation shall be:
 - a. required to attend all classes/clinics;
 - b. required to attend regular tutorial sessions if appropriate;
 - c. **expected to remove himself/herself from probation status within one (1) year or be subject to a performance evaluation hearing; and**
 - d. restricted from serving as a class officer or representative on school, state, national, or international committees.

REMEDIATION

Remediation of an "F" grade is approved by the Student Progress and Promotion Committee (SPPC), who makes a recommendation to the Associate Dean for Academic Affairs. If the student is approved for a remediation plan by the Associate Dean for Academic Affairs, the mechanism (procedures, schedule, completion deadlines, etc.) permitted for the remediation shall be determined by the course director and department chair, subject to the approval of the Associate Dean for Academic Affairs. Each course director will state the remediation policy for the course in the syllabus.

REMEDIATION OF BASIC SCIENCE COURSES

In conformity with the Memorandum of Agreement for Basic Science Instruction at the Health Sciences Center, the following formalizes the provision of remediation of dental students failing the following basic science course: Integrated Biomedical Sciences by Body System (Dental Gross and Neuroanatomy, Biochemistry, Histology, Physiology) and Microbiology/Immunology. These courses are offered through a department within the School of Medicine. General Pathology is offered through a department within ULSD, and has a provision for remediating an earned "F" grade.

Stipulations:

1. The student will have failed only one basic science course in the current academic year.
2. The student has been designated as able to participate in a remediation plan by the director of the failed course.
3. The student will have been approved for remediation by the School of Dentistry's Student Progress and Promotion Committee.
4. The student may be assessed a Continuing Professional Education fee payable to the department providing the remediation.
5. Determination of successful completion of remediation rests with the course director.

It is understood that the consequence of failing two or more basic science courses in any academic year will be either:

1. Repeat of the academic year or
2. Dismissal/Expulsion from the D.M.D. Program

Following a Performance Evaluation Hearing, a recommendation will be transmitted from the Student Progress and Promotion Committee to the Associate Dean for Academic Affairs.

REPETITION OF A COURSE

If a student is not eligible or does not successfully complete the remediation of a failing grade, the Associate Dean for Academic Affairs, the Associate Dean for Clinical Affairs, and the course director, in consultation with the SPPC, will determine the student's eligibility to repeat the course the next time it is offered. If granted, the repeat of a course will/may result in a delayed graduation. The repetition of a course may be a part of repetition of the year.

REPETITION OF A YEAR

Repetition of an entire year for the purpose of overcoming academic difficulties shall be considered an appropriate option to recommend to the Associate Dean for Academic Affairs when:

1. the degree of academic or clinical deficiency of the student's performance of the entire curriculum is judged by SPPC to be of sufficient magnitude to render less extensive forms of remediation inappropriate.
2. a non-academic problem arises which clearly contributes to the student's academic difficulties. In this situation, the SPPC has the responsibility to evaluate the probable validity and impact of non-academic circumstances on student academic performance.

When a student is required to repeat a year, the Associate Dean for Academic Affairs, the Associate Dean for Clinical Affairs, in concert with the SPPC and appropriate course directors will define the curriculum content for the repeated year prior to the beginning of the next academic year. The most common recommendation is for repetition of the academic year in its entirety.

A student who is repeating a year is on probation and subject to all criteria associated with that status.

Note: The SPPC may recommend that the repeat of the D1 year be delayed by one year in consultation with the Office of Student Affairs and the Office of Academic Affairs.

EXEMPTION FROM COURSES

Course exemptions will not be considered for any DMD course taken prior to beginning at the University of Louisville School of Dentistry (ULSD). The curriculum is designed so that students receive the course information with attention to sequencing and timing of the curriculum.

MODIFIED D.M.D. PROGRAM OF STUDY

The **DMD Program** consists of all the required courses for a four-year DMD Curriculum taken in sequence as approved by the Curriculum Committee. After reviewing the SPPC recommendation for a modified program, the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs, in concert with the appropriate course directors and the department chairs, will prepare the modified curriculum for the student.

A **Modified D.M.D. Program of Study** may be designed specifically to allow the student to continue along with his/her class from a previous semester or year, but may result in a delayed graduation.

ACADEMIC DISMISSAL

Authority to dismiss students from the School of Dentistry rests with the Associate Dean for Academic Affairs. Any student who fails to meet the standards of academic progress may be dismissed from the program. The SPPC has the responsibility for monitoring student academic progress and making recommendations to the Associate Dean for Academic Affairs for the dismissal of any student who does not make satisfactory academic progress, or will not be able to correct past academic deficiencies within a reasonable period of time without undue hardship. Conditions which justify such a recommendation from the Committee include, but are not limited to, one or more of the following:

1. Two or more failing grades in one academic year,
2. Eight (8) hours of failing grades during a single term;
3. Receiving a failing grade while on probation or otherwise failing to meet the requirements during a probationary period;
4. Minimum cumulative GPA of 2.000.

The SPPC shall not recommend the dismissal of any student unless the student has been provided an opportunity for a performance evaluation hearing conducted by the SPPC. Once a student has been dismissed for poor academic performance reasons or ethics violations, future readmission to the School of Dentistry will not be considered.

The student may appeal the Associate Dean for Academic Affairs' decision to the Dean within five (5) school days after receiving notification of the adverse academic action. The request to appeal should take the form of a letter and must include the basis for the appeal. The Dean shall review the appeal and render a decision within five (5) school days of receipt. In case of the Dean's absence, the time frame will begin upon the Dean's return. The Dean's decision is final and not subject to further appeal. (This is based on Redbook Section 6.6.1:

<http://louisville.edu/provost/redbook/contents.html/chap6.html#SEC6.6.1> which states, *The academic authority of the University in all matters involving academic status of each student shall be vested in the academic unit in which the student is enrolled.*)

Successful and timely completion of all courses and the requirements therein must be accomplished before a student will be approved for graduation from the School of Dentistry. **Students must complete the curriculum within six (6) calendar years in residence or be subject to dismissal. Students in a dual degree program may request from the Dean a waiver of the six (6)-year requirement. Students who have taken leave may request from the Dean a waiver of the six (6)-year requirement.**

NOTIFYING STUDENTS OF ACADEMIC DECISIONS

Should the SPPC Committee recommend an academic action, the Associate Dean of Academic Affairs and/or Dean will transmit that decision to the student in writing (hand-delivered or via official University e-mail). This represents official notification regarding the decision. The DMD Program at the University of Louisville School of Dentistry is not responsible for the failure of a student to receive this notification. A student who refuses to accept an official notification of dismissal or denial of graduation waives the right to appeal the decision.

READMISSION FOLLOWING WITHDRAW/DISMISSAL

(This policy does not apply to a student who has been granted a Leave of Absence)

If a student withdraws from the School of Dentistry, he/she must apply for readmission. Any student who was expelled, withdrew not in good standing, or displayed any lack of professionalism with respect to the management of patients or in interactions with other students, staff, or faculty is not eligible for readmission.

The applicant will be considered within the total pool of applicants to be considered for admission. When applying for readmission, the former student must meet all deadlines and supply all documentation required of other applicants.

In applying for readmission, the former student must provide new and objective evidence which demonstrates the likelihood of success in the DMD program. The applicant must also submit a letter indicating the reasons why he/she should be reconsidered.

Readmission, if approved, may be conditional, requiring performance of specific tasks at specific standards, either prior to or following readmission. Readmitted students are placed on probation and may be subject to immediate dismissal if progress is unsatisfactory regardless of the student's grades. A student may be judged unacceptable for promotion or be dismissed if the student has displayed repeated lack of professionalism with respect to the management of patients or in interactions with other students, staff, or the faculty. These factors, among others, may be treated equally in importance with other academic standards in that they reflect the developing capacity to deliver the expected standard of care.

Students expelled for violations of the Code of Professional Responsibility are ineligible for readmission.

SCHOOL OF DENTISTRY STUDENT APPEAL PROCEDURES

Several appeal procedures are available to students in the School of Dentistry, either through channels within the School or through those established by the University. The student is referred to the University Campus Life Student Handbook for detailed information on the following subjects:

Academic Grievance Procedure – Section 6.8.3

<http://louisville.edu/dos/students/studentpoliciesandprocedures/student-grievance>

- A. Any dental, dental hygiene, or graduate student with a concern about an academic or discriminatory matter may seek to resolve the problem through the following appeals procedure:
 1. The student should first discuss the problem or concern with the involved faculty member.
 2. If the problem or concern is not settled satisfactorily through informal discussion, the dental student should present his or her concern to the appropriate Department Chairperson, who should attempt to mediate a resolution.
 3. If the student has not been able to obtain a resolution, he or she may request the ULSD Academic Official to attempt informal mediation of the matter.
 4. If the matter is not solved satisfactorily through the informal process, the student shall submit a written statement setting forth their position to the Dean of the School of Dentistry. The matter will then be referred to the Student Grievance Committee of

the School of Dentistry which has the power to hear all grievances involving academic matters.

The statement shall include:

- a. A brief narrative of the condition giving rise to the grievance;
- b. designation of the parties involved; and
- c. statement of the requested remedy.

B. Non-Academic Grievance Procedure

The student should follow the procedures as outlined in the University Student Handbook: Section 6.8.4, Non-Academic Grievance Procedures.

<http://louisville.edu/dos/students/studentpoliciesandprocedures/student-grievance>

C. Accreditation: **Commission on Dental Accreditation Policy on Third Party Comments**

1. The United States Department of Education (USDE) procedures now require accrediting agencies to provide an opportunity for third-party comment, either in writing or at a public hearing (at the accrediting agencies' discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies.
2. **Types of Comments Considered:** All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitting comments, requests can be made to the Commission office for receiving standards and/or the Commission's Evaluation Policies and Procedures (EPP).
3. All comments are should be submitted to: Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1.800.621.8099, extension 4653.

NATIONAL BOARD DENTAL EXAMINATION (NBDE), AND INTEGRATED NATIONAL BOARD DENTAL EXAMINATION (INBDE)

National Board Dental Examinations serve as comprehensive examinations of a student's knowledge in dentistry and the basic sciences and cognitive skills to safely practice entry-level dentistry. Passing the INBDE is a requirement for dental licensure by all licensing boards in the United States. It is the responsibility of each student to direct and manage his or her learning to prepare for the examinations, with guidance and assistance from the school. The University of Louisville School of Dentistry requires that students successfully complete the NBDE and/or INBDE prior to graduation. Acceptable options include passing NBDE Part I and Part II, NBDE Part I and INBDE, or INBDE only.

Part II NBDE (will be discontinued July 31, 2022)

The NBDE Part II is a comprehensive examination and consists of 500 exam items. For each discipline, approximately 80% of the items are intermingled, discipline-based; approximately

20% are interdisciplinary case-based items. A case consists of a patient scenario/history and a set of items from the various disciplines that are associated with the scenario.

A student in a dental education program accredited by CODA is eligible for examination when the dean of the dental school (or designee) verifies that the student is prepared in all NBDE Part II disciplines. Students typically challenge this exam in the fall of the D4 year.

The exam items that comprise the discipline-based component are derived from the following disciplines:

- Endodontics
- Operative Dentistry
- Oral and Maxillofacial Surgery / Pain Control
- Oral Diagnosis
- Orthodontics / Pediatric Dentistry
- Patient Management
- Periodontics
- Pharmacology
- Prosthodontics
- Oral Pathology

The case-based component of the NBDE Part II presents events dealing with actual patients. The patient cases are developed to include the following approximate distribution: Adults (70%), Children (30 %). A minimum of 15 percent of Component B exam questions will address the medical management of compromised adults and children. A compromised patient is defined as a person whose health status requires modification of standard treatment.

Each case presentation in the examination consists of:

1. synopsis of a patient's health and social histories,
2. patient dental charting,
3. diagnostic radiographs, and
4. clinical photographs of the patient (when necessary).

Each case contains from 10 to 15 questions about various aspects of this patient's dental care. These questions, totaling 100 for all the cases, might derive from any of the basic sciences and clinical disciplines, including Patient Management. The proportion stemming from any particular discipline depends upon the nature of the case itself. For example, the case of an elderly adult might be based upon Maxillofacial Surgery / Pain Control, Prosthodontics, and Operative Dentistry; whereas, a child's case might derive from Orthodontics, Pediatric Dentistry, and Patient Management.

In responding to case-based items, the candidate must:

1. Interpret the findings and information provided.
2. Identify the problems and make diagnoses.
3. Select materials, technique, and armamentarium.
4. Apply treatment.
5. Evaluate progress and complications.
6. Establish procedures for prevention and maintenance.

It is the student's responsibility to familiarize themselves with the requirements of clinical licensing examinations and state dental boards.

Integrated National Board Dental Examination (INBDE)

The Integrated National Board Dental Examination (INBDE) is an examination for dental candidates, scheduled to replace the current National Board Dental Examination Part I and Part II examinations that started in August 2020. The INBDE is designed to assist state boards of dentistry in making decisions about candidates for dental licensure. By integrating content covering the basic, behavioral, and clinical sciences, the INBDE simulates the decision making required for the safe practice of dentistry.

The Joint Commission on National Dental Examinations (JCNDE) has developed a new examination because of changes in educational curricula and new accreditation standards that took effect in 2013, requiring the integration of basic sciences with behavioral and clinical science instruction. In reviewing content, the Joint Commission considered the state boards' perspective. The new test relies less on rote knowledge and information recall than the current NBDE examinations do, and instead it emphasizes the decision-making process relevant to the safe practice of dentistry, through the integration of the basic sciences and dental and clinical science.

NBDE Part II administration is expected to cease on July 31, 2022. After students take the INBDE, they will no longer be allowed to take the NBDE Part II. Each student must qualify to take the National Board Examinations.

The INBDE's retest policy will be the same as the Five Years/Five Attempts retest policy of the NBDE Part II. During the transition period when students will have the option of taking the NBDE Part II or the INBDE to fulfill the written examination requirement for licensure, the retest policies will remain in effect for both examinations. Students who have had five unsuccessful attempts on the NBDE Part II will still be permitted five attempts on the INBDE. After students have successfully completed the NBDE Part I and Part II or the INBDE with passing scores, they are no longer eligible to take any of the National Board Dental Examinations. If students take **only** the INBDE, the Five Year/Five Attempts retest policy applies.

MOCK BOARDS EXAMINATION

Students will be required to take the Mock Boards Examination or its equivalent to be eligible for graduation. Failure to take this examination and any necessary remediation will result in a review by the Student Progress and Promotion Committee.

EXTERNSHIPS

The University of Louisville School of Dentistry provides the opportunity for qualified students (D3 students in their second semester and D4 students) to participate in externships at advanced education programs. Participation in such externships is voluntary and financial assistance from ULSD is not provided. Participation requires that the student be in good academic standing and have the approval of the student's Team Leader, the Associate Dean for Academic Affairs, and the

Associate Dean for Clinical Affairs. In addition, the participation of students in any voluntary externship must not compromise ongoing patient care activities at ULSD, as determined by the student's Team Leader. In such cases, the student's participation in such voluntary activities may not be approved.

To apply, please complete the Externship Form available on the **Blackboard** organization entitled ***DMD/Dental Hygiene Information***.

*Approved by ULSD Council 5/8/1996
Revised and approved by AAC 6/12/1998
Revised and approved by DLC 11/2/2017*

THE CODE OF PROFESSIONAL RESPONSIBILITY OF THE UNIVERSITY OF LOUISVILLE SCHOOL OF DENTISTRY

PREAMBLE

Professional education is more than the acquisition of knowledge and the demonstration of competence in clinical skills. The maturation of a student into a true professional includes the development of ethical standards to use as the basis for making proper professional decisions. The application of these standards is evidenced by appropriate personal and professional behavior and conduct.

Faculty, students and staff have an obligation to promote an environment which reinforces high ethical standards. This document defines the School of Dentistry's expectations regarding professional conduct. The University's "Student Handbook" (especially the section of "Code of Student Conduct") as well as the "Redbook" define the University's expectations for student behavior. The School of Dentistry's Code of Professional Responsibility ("The Code") has been developed to further define the School of Dentistry's expectations for student behavior in the professional education environment. The Code defines acceptable standards of conduct in all settings for students in the School of Dentistry as defined in the Redbook. This Code applies to all students of the School of Dentistry in all settings.

Matriculation and continued enrollment automatically indicates acceptance of these provisions as well as the University's Code of Student Conduct and any other School or University rules or policies. Each student at the School of Dentistry must become familiar with the Code of Professional Responsibility.

Each student must demonstrate adherence to The Code in all settings during enrollment at the School of Dentistry. All individuals, including faculty, staff and students, are obligated to report observed violations of The Code and/or violations of other School of Dentistry policies, including policies and protocols in the Clinic Manual, to the involved faculty/course director and/or the appropriate Associate Dean and to testify at any hearings.

Students and faculty at the University of Louisville School of Dentistry join together to create and sustain an atmosphere of professional trust and respect between themselves and the patients they serve. This trust is the foundation for establishment of the Code of Professional Responsibility. Students are expected to abide by the generally accepted rules of ethical professional conduct. The School of Dentistry affirms expectations of professional behavior for itself and its colleagues.

The Code of Professional Responsibility consists of:

1. Truthfulness
2. Integrity
3. Acting Legally
4. Self-Responsibility
5. Respect for Others' Property
6. Treating Others with Dignity and Respect

7. Placing Patient Interest Above Self-Interest
8. Promoting Professional Standards

Explanation of the Code

The faculty, students and staff of the School of Dentistry consider the cultivation of ethical standards by its members to be of primary importance in upholding the honor and integrity of the dental profession. The School expects faculty, students and staff to maintain standards of personal discipline that are in harmony with its educational goals; to observe national, state, and local laws as well as School and University regulations; and to respect the rights, privileges, and property of others. These standards are the core of the Code of Professional Responsibility that all faculty, students and staff are expected and required to uphold and demonstrate. The failure to adhere to these expectations constitutes a breach of the Code, and to the extent that the Code has been breached, the individual shall be counseled or sanctioned.

The Code of Professional Responsibility is focused on positive virtues. Examples of unprofessional or unethical conduct are given to provide guidance regarding behaviors considered outside the realm of professionalism. These examples are not all inclusive.

Truthfulness:

Students are expected to be truthful in all matters. Examples of failures of this responsibility include but are not limited to:

1. An untrue statement or the lack of telling the complete truth with the intent to mislead faculty, administrative officials, staff, students or patients.
2. Offering false testimony during hearings.
3. Misrepresenting or distorting facts about one's self, one's credentials, or background to the School of Dentistry, fellow students, faculty, the public, patients, accrediting agencies, potential employers; or in applications for honors, admission to dental school, scholarships, awards, promotions, etc.
4. Failure to disclose to patients the true nature of their problems, possible treatment options, or the possible consequences of each treatment option.
5. Falsifying patient records, research data, or results in any manner.

Integrity:

Students are expected to show integrity and to refrain from cheating, misrepresentation, or other acts that give a false impression of the individual's abilities or knowledge. Examples of failures of this responsibility include but are not limited to:

1. Giving or receiving assistance prior to, during, or after examinations or attempting to give or receive assistance without the consent of the course director, instructor or test administrator.
2. Use of any type of personal electronic device during any didactic, preclinical, or clinical evaluation, examination, or assessment without the consent of the course director, instructor or test administrator.
3. Allowing, encouraging others to do or doing pre-clinical or clinical laboratory work in another student's name.
4. Allowing, encouraging others to do or doing written or other assignments in another student's name.

5. The selling, lending, giving, theft, or otherwise furnishing of materials unauthorized by the course director or instructor that can be shown to contain the questions or answers to any examination in any course of study.
6. Misrepresenting attendance in class, pre-clinical laboratory, clinic or other activities of the School of Dentistry.
7. Misrepresenting, either verbally or in patient records, any patient communication or encounter.
8. Falsifying any entry in a patient record.

Acting Legally:

Students should act legally in all matters. Examples of failures of this responsibility include but are not limited to:

1. Provision of care, including any diagnostic or treatment service, on any individual (including, but not limited to patients, staff, family, friends, or other students) without proper faculty preoperative approval, supervision or postoperative evaluation.
2. Violating any local, state, or federal law, including those that would ordinarily result in the loss of license or reprimand according to the Kentucky State Dental Practice Act.
3. Violations of patient confidentiality as prescribed in HIPAA Guidelines.
4. Encouraging, requiring, allowing others or engaging in any unacceptable or illegal activity.

Self-Responsibility:

Students are expected to be responsible for their actions and the effect that those actions may have on other people. A student should share the credit for work done, as well as accept criticism or punishment for misconduct or work poorly done. Examples of failures of this responsibility include but are not limited to:

1. The use of pressure, threat, abuse, or similar practices against any person to prevent the reporting, investigation or hearing of an alleged violation of the Code of Professional Conduct.
2. Not sharing credit for work done with others.
3. Not accepting criticism or punishment for misconduct or work done poorly.
4. The use of material, procedure, or practices not authorized by the instructor, course director, or department on any examination, assignment, laboratory work, written assignments, or clinical activity.
5. Providing or attempting to provide patient treatment in a condition of inability or diminished ability (including, but not limited to, patients, staff, family, friends, or other students). This includes, but is not limited to, provider impairment as a result of the use of alcohol or drugs of any nature, or as a result of any mental or physical condition.
6. Participation in any non-patient activity in a condition of inability or diminished ability (including, but not limited to, patients, staff, family, friends, or other students). This includes, but is not limited to, provider impairment as a result of the use of alcohol or drugs of any nature, or as a result of any mental or physical condition.

Respect for Others' Property:

Students are expected to respect other peoples' property, both physical and intellectual, and to use that property only if permission has been granted by the property owner. Examples of failures of this responsibility include are but not limited to:

1. The theft, concealment, destruction, possession, procurement or disbursement in any unauthorized manner of any academic or clinical materials or property belonging to others or to the institution.
2. The abuse, destruction or waste of any instruments, electronic devices, equipment, expendable or non-expendable supplies, property, textbooks, or library materials.
3. The presence of any student in unauthorized areas of the School of Dentistry. Unauthorized areas include, but are not limited to, faculty and staff offices, classrooms, dispensaries, demonstration areas, grading rooms, rooms where projects are stored, clinical areas or laboratory areas after regular clinical/laboratory hours without specific authorization.
4. The unauthorized use of equipment such as, but not limited to, computers, personal electronic devices, dental equipment, copy machines, scientific, and research apparatus.
5. Plagiarizing or using the work of another person or accepting credit for the work as one's own on any paper, examination, lab work, or any course activity.
6. Plagiarizing or using the work of another person as one's own in any research, publication, or teaching activities.

Treating Others with Dignity and Respect:

Students are expected to treat all people with dignity and respect. Examples of failures of this responsibility include but are not limited to:

1. Acts or words meant to abuse or demean another person's character or individuality.
2. Refusal or failure to treat a patient based on any discriminating factor.
3. Failure to provide timely treatment based on any discriminating factor.
4. Physically or emotionally abusive behaviors.
5. Any form of abuse as defined by title IX.

Placing Patient Interests above Self-Interest:

The relationship between professionals and patients demands that students constantly strive to keep all patients' best interest as the core of the treatment philosophy. Examples of failures of this responsibility include but are not limited to:

1. Failure to treat patients in a timely manner.
2. Determining any patient's treatment based on reasons other than appropriate patient-centered needs.
3. Failure to maintain accepted protocols regarding infection control, radiation safety, OSHA standards, HIPAA standards, and any other applicable local, state, or national ordinances or laws.
4. Inappropriate use of personal electronic devices while engaged in patient treatment.

Promoting Professional Standards:

Students are expected to promote the dental profession, to maintain the integrity of the profession, to strive for personal academic excellence in all interactions, and to freely share their student/academic experience and expertise with colleagues. Examples of failures of this responsibility include but are not limited to:

1. Failure to report violations of the Code of Professional Responsibility.
2. Filing false or frivolous charges of violation of the Code of Professional Responsibility.
3. Failure to cooperate or testify at Student Review Council activities or hearings.
4. Failure to report cases of student impairment (including, but not limited to, alcohol, drug, or emotional impairment).
5. Failure to consult appropriately with or refer to clinical specialty areas or faculty. This includes, but not limited to, not obtaining appropriate consultation(s) and/or seeking multiple consultations/opinions for the sole benefit of the student.
6. Failure to keep knowledge and skills current.

Amendments:

Any modifications to this document require final adoption by the Dental Leadership Council.

Approved by Dental Leadership Council (DLC) on March 8, 2018

STUDENT REVIEW COUNCIL GUIDELINES

The Student Review Council is the official body that administers the Code of Professional Responsibility. The Council investigates incidents of potential breaches of the Code of Professional Responsibility, determines whether or not a breach has occurred; and if a breach has occurred, recommends appropriate sanctions to the Associate Dean for Academic Affairs. The student may appeal the decision of the Associate Dean for Academic Affairs to the Dean of the School of Dentistry whose decision is final.

Membership

The Student Review Council is comprised of the following members:

1. Six (6) faculty members: four (4) faculty members elected from and by the dental school faculty, and two (2) appointed by the Dean.
2. Four (4) DMD class representatives: one (1) each from the first, second, third and fourth year classes. The representatives are appointed by the Associate Dean for Academic Affairs in consultation with the Chair of the Student Review Council. This term is for one (1) year. When a case involves a DMD student, the representative of the class whose member is the accused will not participate in the hearing procedures. The Chair of the Student Review Council will choose one of the DMD class representative to participate in the hearing. The DMD class representatives will not participate in hearings involving Dental Hygiene students unless none of the Dental Hygiene representatives are eligible or available.

Two (2) Dental Hygiene class representatives, one from the DH3 class and one from the DH4 class. The representatives are appointed by the Associate Dean for Academic Affairs in consultation with the Chair of the Student Review Council. This term is for one (1) year. When a case involves a Dental Hygiene student, the representative of the class whose member is the accused will not participate in the hearing procedures.

The Chair of the Student Review Council will choose one of the Dental Hygiene class representative to participate in the hearing. The Dental Hygiene class representatives will not participate in hearings involving DMD students unless none of the DMD representatives are eligible or available.

3. Student Review Council hearings shall consist of the minimum of the Chair, the Secretary, two (2) other faculty members and one (1) class representative. The faculty members and the class representative shall be selected from the current Council membership by the Associate Dean for Academic Affairs in consultation with the Chair of the Student Review Council.

Recommendations are made by majority vote of those present (see meetings). Members of the Council are disqualified from a hearing if they are involved in an infraction, related to the accused by blood or marriage, or a witness to the infraction. Members may be removed from their position on the Council by a 3/4 vote of the membership of the Council for violating Council rules or the Code of Professional Responsibility.

Term of Service

Each faculty member will serve a two (2) year staggered term. Any member may succeed themselves if properly elected by the constituent group or appointed by the Dean as the case may be.

If members of the Council are accused of a breach of the Code, they shall be removed from all Council responsibilities until the incident is resolved.

If a faculty vacancy occurs on the Council, the constituent group shall elect a replacement as soon as is reasonably practical, or a temporary replacement will be appointed by the Associate Dean for Academic Affairs in consultation with the Chair of the Student Review Council as the case may be.

Officers of the Council

The Student Review Council shall elect from its membership a Chair and a Secretary by $\frac{3}{4}$ vote. The Chair and the Secretary will be a faculty member who has had at least one previous year of service on the committee. The Secretary will be a faculty member.

It shall be the responsibility of the Chair to conduct all meetings. It shall be the responsibility of the Secretary to properly record proceedings of all meetings and to act as the Chair in the absence of the Chair. The Secretary shall record the substance of the evidence presented during hearings, but under no circumstances, should the ensuing deliberations or discussions be recorded.

Meetings

Meetings of the Council shall be called by the Dean for the purpose of charging the Council and election of a Chair. Subsequent meetings shall be called as required by the Chair of the Council. For a hearing and/or deliberation to be conducted, a minimum of four (4) Council members participating in the case must be present which shall constitute a quorum.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A SUSPECTED VIOLATION OF THE CODE

Reporting of Suspected Violation

If an issue cannot be satisfactorily resolved at a course director or chair level, a report must be filed with the Associate Dean for Academic Affairs. If the Associate Dean for Academic Affairs is involved with the suspected violation, the report must be filed with the Associate Dean for Clinical Affairs. A report must be filed as soon as possible but not greater than 30 (thirty) school days from the date of discovery. Any reference to a school day in this document is defined as a day in which DMD or Dental Hygiene classes and/or clinics are regularly held. Days during Final Examination Week are not defined as school days.

A report should include the name of the person(s) filing the report, a description of the complaint with all pertinent documentation, the name of the accused, the time and place of the incident, the name(s) of any witness(es), and any actions already pursued to resolve the issue. The Associate Dean for Academic Affairs will notify the Chair of the Council and meet to discuss the issue. A decision will be made to either refer the issue directly to the Student Review Council or to attempt resolution of the issue by the Associate Dean for Academic Affairs. If an agreement on the method

of attempted resolution cannot be reached between the Chair of the Student Review Council and the Associate Dean for Academic Affairs, the Associate Dean for Clinical Affairs will determine the attempted resolution method. If the issue cannot be resolved by the Associate Dean for Academic Affairs, it will be referred to the Student Review Council for a pre-hearing investigation.

Pre-hearing Investigation

The Chair will conduct a pre-hearing investigation of the alleged infraction as soon as possible to determine if the matter falls under the jurisdiction of the Council and if there is sufficient evidence to proceed. This investigation may include, but is not limited to, interviews of the person(s) bringing the allegation(s) to the Council and of the accused student, examination of evidence of the infraction, and interviews with any witness(es).

Following the investigation, the Chair will convene a meeting of the Council. The accusation and the evidence will be discussed. The Chair may then recommend to the Council that the matter be dismissed, a confession be considered without a hearing, a hearing be conducted, or the case be referred for resolution to the university level. A confidential vote by the Council will be conducted to determine agreement or disagreement with the recommendation of the Chair. If the decision is to proceed with a formal hearing, the date of the hearing will be determined and the Associate Dean for Academic Affairs will be informed as soon as possible.

Notice to the Accused

If a formal hearing has been scheduled by the Student Review Council, the Chair or designee will formally notify the accused of the charges as soon as possible, generally within ten (10) school days. In the event that the accused cannot be contacted within this time period, notification will occur at the earliest time possible. To ensure widespread, timely distribution of information, a University of Louisville e-mail account is the appropriate and preferred method for official communication by the University of Louisville School of Dentistry with students. The School of Dentistry has the right to send official communication to students by a University of Louisville e-mail account with the assumption that students will receive, read and, if necessary, act in a timely manner based upon these e-mails. It is the professional responsibility of each student to read e-mails from faculty and staff at ULSD and act upon the information within the specified time. Students are accountable for all information conveyed via e-mail. The accused will be advised of the procedures as outlined below.

Rights of the Accused

1. While the accused has the right to be present at the hearing, he or she may elect not to appear. The accused shall notify the Chair of this decision at least three (3) school days prior to the scheduled hearing. The hearing shall then be held in his/her absence.
2. The accused may choose one student or faculty member of the School of Dentistry to serve as advisor during the hearing. The chosen student or faculty member is not obligated to accept this responsibility.
3. The advisor may attend all hearings and give advice to the accused. The advisor may not speak for or question the accused nor directly question the Council or any witnesses.
4. Since this is a self-imposed Code of behavior and is administered by the members, legal counsel is not permitted at any of the hearings.

5. All prepared statements and pertinent materials to be presented by the accused in the hearing must be received by the Chair in written format five (5) school days prior to the scheduled hearing.
6. Any witness(es) to be called by the student must be made known to the Chair no less than five (5) school days prior to the hearing. Similarly, the Chair will notify the student no less than five (5) school days prior to the hearing of any witness(es) that the Council intends to call at the hearing.
7. At the discretion of the Associate Dean for Academic Affairs, the accused may be suspended from the School or from engaging in School activities to protect his/her emotional or physical safety and well-being or the emotional or physical safety and well-being of others until a final decision has been reached.
8. The proceedings will be closed and confidential to the extent required by law (FERPA).
9. If new information becomes available, the accused may be brought up more than once for a single infraction. The Associate Dean for Academic Affairs shall determine whether circumstances warrant such action and shall notify the chair of the Student Review Council to initiate a new hearing process within ten (10) school days of the discovery of new information.

Council Hearings

Student Review Council hearings shall consist of the minimum of the Chair, the Secretary, two (2) other faculty members and one (1) class representative. The faculty members and the class representative shall be selected from the current Council membership by the Associate Dean for Academic Affairs in consultation with the Chair of the Student Review Council.

The Council may but is not limited to:

- take written statements
- conduct interviews with the accused, the accuser, witnesses, or other interested parties (audio or video may be used)
- view evidence (documents, materials, devices, forms, records, etc.) presented by those involved
- ask for additional information or clarification

The Hearing is subject to the following protocol:

All submitted prepared statements and pertinent material to be presented will be made available to the accused and members of the Student Review Council involved with the accused's hearing prior to the scheduled hearing.

The Chair of the Council shall preside at the hearing and shall have discretion regarding the conduct of the hearing and the admissibility of evidence.

The accused (if participating in the hearing) and the accuser will be invited into the room and each will have the opportunity to present information on his/her own behalf under the direction of the Chair.

The Council shall have the authority to call witnesses and to question any participant. Any Council member may question the accused, the accuser, or any of the witnesses or participants in the hearing. The accused may also question witnesses.

The hearing shall be closed to all but those authorized by the Chair of the Council. Participants in the hearing shall not discuss the charges, evidence presented, testimony presented, or any other facts related to the case with anyone other than Council participants. A member of the Council may not individually investigate or discuss any case pending before the Council except for the Chair or as specified.

Guidelines for Sanctions or Disciplinary Action

At the close of the hearing, the Council shall deliberate and, by majority secret ballot, make a decision on the disposition of the individual case. These deliberations may be conducted at a meeting separate from the hearing. Recommendations for sanctions, if any, from the Council shall be based on the findings of the Council hearing. The range of disciplinary actions recommended can be more or less severe depending on the specific or extenuating circumstances, the egregiousness of the individual incident, or the cumulative nature of past proven infractions.

The Council will determine one of the following:

1. **There has been no violation of the Code.**
The Student Review Council may decide that the accused has not violated the Code and, therefore, no sanctions or disciplinary action will be recommended.
2. **The case will be referred for resolution to the University level.**
The Council may, after review of the information presented, determine that the charges should be forwarded to the University for resolution according to the University of Louisville Code of Student Conduct. If circumstances warrant, the Student Review Council may reconsider a case that was referred to the University for resolution.
3. **There has been a violation of the Code.**
The Student Review Council may decide that the accused has violated the Code. The Council will then determine what it believes is the appropriate sanction to recommend to the Associate Dean for Academic Affairs.
4. **There was insufficient evidence to determine if a violation of the Code has occurred.**
5. **There has been a violation of the code and the sanction of the Faculty/Course/Program Director or an Associate Dean was not appropriate.**
The Student Review Council may determine that the previously administered sanction was in appropriate for the infraction. The Council will advise the Associate Dean for Academic Affairs of this decision and suggest an appropriate sanction(s).

Sanctions

In the event that the Council determines that there has been a violation of the Code, the Council may recommend an appropriate sanction(s) from, but not limited to, the following:

1. Reprimand: Notice of violation of specified regulations and warning that further such conduct may result in a more severe disciplinary action.
2. Conduct Restrictions: Limiting of certain privileges or practices of the individual(s) involved in the offense.

3. Conduct Probation: Imposition of conditions on the individual(s) involved, with warning of possible graver action if further infractions occur (or if probation is violated).
4. Conduct Suspension: Immediate, temporary exclusion from the School of Dentistry for a specified period of time. The conditions for readmission may be specified.
5. Conduct Dismissal: Immediate exclusion from the School of Dentistry with student ineligible for readmission until the lapse of one or more regular terms, as specified.
6. Conduct Expulsion: Immediate, permanent exclusion from the School of Dentistry.

Restitution, public service, written exercises and other measures may also be required in appropriate circumstances.

Report to the Associate Dean for Academic Affairs

The Chair will report the findings of the Student Review Council to the Associate Dean for Academic Affairs within ten (10) school days of the close of the hearing deliberations. These findings shall include the vote of the Council, the rationale for the decision (supporting facts), any dissenting opinions (in the form of minority reports), and recommendations for sanctions.

Decision of the Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs shall review the findings and recommendations of the Student Review Council and render a final decision on the case within ten (10) school days of the receipt of the recommendation. The Associate Dean for Academic Affairs shall not change the findings of the Council, but he/she is not bound by the recommendations concerning sanction(s). In case of the Associate Dean for Academic Affairs absence, the ten (10) school day time frame will begin upon his/her return. The Associate Dean for Academic Affairs shall report his/her decision in writing to the accused and the Student Review Council. If the Associate Dean for Academic Affairs has altered the recommended sanction(s) of the Council, he/she shall inform the Council in writing of the rationale for the change as soon as possible. Sanctions may affect the student's progress through the curriculum.

Once found to have committed any violation of this Code, and if the student is permitted to continue at the School of Dentistry, the student will be placed on conduct probation for the remainder of his or her stay at the School of Dentistry.

Appeal

A student may appeal the recommendation of the Associate Dean for Academic Affairs to the Dean of the School of Dentistry. Such request must be presented in writing to the Dean within ten (10) school days of the accused's receipt of the final decision. The Dean of the School of Dentistry shall review the findings and recommendations of the Associate Dean for Academic Affairs and render a final decision on the case within ten (10) school days of the receipt of the appeal. In case of the Dean's absence, the ten (10) school day time frame will begin upon his/her return. The Dean shall report his/her decision in writing to the accused, the Associate Dean for Academic Affairs and the Student Review Council. The decision of the Dean of the School of Dentistry is final.

The Dean, the Associate Dean for Academic Affairs or Chair of the Council may call for a new hearing, but only if substantial new evidence has been uncovered that, in his/her opinion, would reasonably be expected to change the decision or outcome of the hearing process.

Amendments

Any modifications to this document would normally be recommended by the Student Review Council by majority vote. Final adoption shall be by the Dental Leadership Council.

The Code of Student Rights and Responsibilities is located on the University of Louisville website at: <http://louisville.edu/dos/students/studentrightsandresponsibilities>

University of Louisville Code Of Conduct

The Code of Conduct is located on the University of Louisville website at: <http://louisville.edu/dos/students/codeofconduct>

ULSD PROFESSIONAL DECORUM/DRESS CODE

Professional decorum/dress code is located in Section 3 of the Clinic Manual.

Students refer to the **Blackboard Organization** entitled *DMD/Dental Hygiene – Information – Clinical Affairs – Clinic Manual*. <https://blackboard.louisville.edu>

STUDENT ATTENDANCE

As students in a health studies environment, dental students are responsible to patients and to the profession of dentistry. They must possess the highest personal integrity and ethics. Meeting these standards requires a commitment to self-discipline in order to fully develop the necessary competencies that lead to a D.M.D. degree.

The following policies are MANDATORY:

1. Attendance at scheduled classes, laboratory sessions, examinations, clinics, rotations, and the completion of clinical assignments on time.
2. Professional conduct towards patients, which includes responsible and methodical appointments for diagnosis and treatment, obtaining correct informed consent, appropriate consultations with faculty, and the timely completion of all commitments.

Students are expected to attend all scheduled activities. **It is recognized that there will be legitimate unavoidable times when a student may be absent. This must be reported to the Office of Student Affairs at 852-5081. This office will communicate absences to the appropriate course director who will decide if the absence is excused.**

Observation of Religious Holy Days

Federal law and university policy prohibit discrimination on the basis of religious belief. It is the policy of the University of Louisville to accommodate students, faculty, and staff who observe religious work-restricted holy days.

Students: Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing during the first two (2) weeks of term.

Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodations under these guidelines.

Attendance Monitoring for Comprehensive Care Clinic and Rotations

Attendance will be monitored within the Comprehensive Care Teams by the Office Managers and / or their designees.

- All students are expected to be in the clinic, on time, for every clinic session irrespective of their patient appointments.
- Students must be ready to begin patient treatment at the scheduled start time of each clinic session.
- Students will report directly to the appropriate clinic where their patient is appointed unless they are on rotation or are scheduled in specialty clinics, such as Endodontics, APC or flex time to provide patient care.
- If an activity is approved by ULSD and the student is approved by his/her Team Leader to participate, this will not count against student attendance, but will be considered an off-site rotation. (Examples of activities approved that may be considered an off-site rotation are: community outreach, ULSD sponsored C.E. courses, and national meetings.) See the Associate Dean for Clinical Affairs for clarification if needed.
- The only time students are exempt from Team treatment planning sessions through ICS I and II is when they are on rotation at a remote clinic.
- Faculty or their designee involved in student rotations will contact the appropriate Office Manager of any student who does not appear for a rotation. The Office Managers and/or their designee will be taking attendance on a daily basis, by clinic session.
- **The student must speak in person with the Office Manager of his/her Team regarding absences. A voice mail message will be counted as an absence. The student is to also contact the Office of Student Affairs to report their absence.**

Excused Absences

- DMD students will be allowed 20 excused clinic session absences for the entirety of their D3 and D4 years. For students, the school considers the term "vacation" as anytime that clinics and/or classes are not in session. Therefore, the 20 sessions of excused time allotted for D3 and D4 students is intended for necessary "life" events such as illness, doctor appointments, bereavement, interviews, etc. Students who plan to interview for specialty programs during the fall of their D4 year are strongly advised to use their time wisely and accumulate days accordingly.

- Any illness for longer than two (2) days needs to be reported to one of their Team Leaders and followed up with a doctor's note (medical excuses for absences less than two weeks are suspended due to COVID-19).
- Except for extenuating circumstances (as determined by the Team Leaders) no more than three (3) clinic session absences may be used by any given student during the months of April and May of the Spring semester.
- Extenuating circumstances, such as protracted illness, will be managed on an individual basis by the Team Leaders in consultation with the Clinic Operations and Patient Care Committee and the Associate Dean for Clinical Affairs.
- In the event of a last-minute, unavoidable absence, the student is to contact his/her Office Manager immediately in order to make arrangements for patient rescheduling or reassignment for that clinic period. The student is to contact the Office of Student Affairs to report their absence.
- Didactic activities and community service activities approved by one of the Team Leaders will not count against a student's excused absences and should be arranged on a case by case basis.
- If a student needs to miss a clinic session for any reason, Team Leader approval must be obtained and an absence form completed.
- If a student is absent from the clinic for all or part of a clinic session without permission of one of the Team Leaders, the student will be charged for session missed.
- Students calling in sick, who are scheduled on a rotation, will be required to make up the day missed on that rotation. For pre-planned excused absences, students may change or substitute their rotation coverage with another student. The Team Leaders of both students and Office Managers must be made aware of, and approve, the change.
- Students should not schedule their own weddings and/or honeymoons during school days as specified by the academic calendar, since these events can and should be scheduled during breaks/on holidays.
- If a student exceeds the allowed number of absences, the time must be made up on a session for session basis during school breaks. This make-up time will be arranged by the Office Manager in consultation with the Clinical Affairs Office.
- Any student who fails to make-up missed/unexcused clinic time will receive an "incomplete" for the course.
- Students who are scheduled out of the clinic or who have a cancelled patient appointment are expected to remain in the building and use the time for patient management and care related activities.
- If a student is absent for all or part of a clinic session, treatment planning, or rotation, he/she will be charged with a student "no show", for the clinic session missed. The student n/s by code will be entered into axiUm. A record of total sessions missed will be kept by each Office Manager.

Unavoidable Absences

- In the event of a last-minute, unavoidable absence, the student is to contact his/her Office Manager immediately in order to make arrangements for patient rescheduling or reassignment for that clinic period. The student should also contact the Office of Student Affairs to report their absence.
- **The student must speak in person with the Office Manager of his/her Team regarding absences. A voice mail message will be counted as an absence.**
- Every attempt will be made to accommodate patients if it is too late to reschedule those patients. Any student on **rotation** who calls in sick at the last minute should still contact his/her Office Manager so that a substitution can be arranged for that rotation for the day and the absence can be recorded and forwarded to the Office of Student Affairs.
- In the event of a foreseeable, unavoidable absence, the student is expected to make a request with as much notice as possible (preferably two weeks or more) to one of their Team Leaders and Office Manager in order to avoid the scheduling and rescheduling of patients. If a student on rotation needs to switch with another student or be absent from a rotation for any reason, it is the **student's** responsibility to complete the Rotation Change Form. The Team Leaders and Office Managers of both students must be made aware of and approve the changes.

Prenatal Physician Appointments

Prenatal appointments will not be counted against the allotted 20 sessions. However, documentation of the physician visit must be provided.

LEAVES OF ABSENCES:

Maternity Leave

- Maternity leave of absence should begin when the student's condition precludes her from participating in program activities. Students may be granted up to six weeks maternity leave. In the event of complications, a longer period may be authorized as medical conditions warrant.
- The leave of absence must be requested in writing to the Associate Dean for Academic Affairs. This written application should include the anticipated first day of the leave and the approximate return date. All leaves of absence must be substantiated with appropriate medical documentation.
- A student on maternity leave will be required to fulfill all curriculum requirements missed during the leave. It should be understood that such a leave will impact on the clinical/academic progress of the student and may result in a delay in graduation.
- Prior to delivery, appropriately documented leave time will not be counted against the allotted number of personal days that may be taken from clinical activity.
- It is required that the student requesting such a leave contact all course directors and the

Team Leaders prior to the student's beginning the leave of absence. The student should inform these individuals of the pending leave and make arrangements to complete her assignments, including pre-clinical experiences. Students on maternity leave are responsible for all requirements as specified by the course director.

- Students will be allowed to request leave for the adoption of a child under the age of five years under provision of this policy.

Paternity Leave

- Paternity leave may also be requested by the father. Up to two weeks of leave may be granted either consecutively or intermittently within 6 months of birth or adoption. In the event of complications, a longer period may be authorized as medical conditions warrant.
- The leave of absence must be requested in writing to the Associate Dean for Academic Affairs. This written application should include the anticipated first day of the leave and the approximate return date. All leaves of absence must be substantiated with appropriate medical documentation.
- A student on a paternity leave will be required to fulfill all curriculum requirements missed during the leave. It should be understood that such a leave will impact on the clinical/academic progress of the student and may result in a delay in graduation. Appropriately documented leave time will not be counted against the allotted number of personal days that may be taken from clinical activity.
- It is required that the student requesting such a leave contact all course directors and the Team Leaders prior to the student's beginning the leave of absence. The student should inform these individuals of the pending leave and make arrangements to complete assignments, including pre-clinical experiences. Students on maternity leave are responsible for all requirements as specified by the course director.
- Students will be allowed to request leave for the adoption of a child under the age of five years under provision of this policy.

Medical Leave of Absence

During your time at the School of Dentistry, you may experience life situations or medical or psychological conditions that significantly affect your ability to function successfully or safely as a student. The University offers counseling services, disability support services, student health services, and referrals to many nearby providers from which you may seek support and treatment.

Time away from the rigors of the professional program for treatment and recovery can often restore your functioning to a level that will enable you to participate fully in academic coursework and in the professional community. Students are connected parts of the Health Science Center community and environment. When your health affects you to the degree of needing a Medical Leave, this situation often impacts the larger community.

This document provides guidelines for a student "Medical Leave of Absence" from the School of Dentistry. We have an interest and a responsibility, both to you and to the larger community, to establish policies and administrative actions that are designed to protect the interests of students

and of the School. Unusual problems, not anticipated by this document, undoubtedly will arise; they will be handled individually.

A Medical Leave of Absence with re-enrollment privilege may be granted if a student is unable to continue studies because of medical problems. **The withdrawal period granted for medical reasons may not exceed one calendar year.** If a student's health does not permit resumption of studies at the end of one year, the student must apply for admission to a newly entering first year class at a later time and present evidence of fitness for entry. Re-entry into the curriculum requires a written letter from a qualified health care professional stating that the medical issue precipitating the leave has either been resolved or has ameliorated adequately to allow the student to pursue a full course of study.

Protocol for Medical Leave of Absence

Prior to making a decision concerning the requested leave of absence, the Associate Dean for Academic Affairs will inform the student about the impact of the leave of absence on

1. the student's academic program
2. patient care, if applicable.

A student requesting a medical leave of absence must provide a letter from a qualified health care professional supporting the request to the Associate Dean for Academic Affairs. The letter should state

1. the nature of the condition,
2. reason why the student cannot continue in school,
3. expected duration of the condition
4. prognosis for successful resolution of the condition.

The decision concerning granting or denying the medical leave will be transmitted to the student in writing. The written communication will also delineate what special conditions, if any, the student must fulfill prior to returning to the program. A student may appeal the decision of the Associate Dean only to the Dean of the School of Dentistry.

In instances, when the faculty has reason to judge that a student should not remain in the professional program, the Dean or his/her designee may elect to place the student on an "Administrative Leave of Absence".

The student **must** keep the Associate Dean for Academic Affairs informed of their status, and any changes in contact information. Failure to do could result in the student losing the spot reserved for them.

When a student is ready to return from the leave of absence, the request for reinstatement must be in writing and must be submitted no later than March 1 preceding the summer term. The student must also obtain a statement from a health care professional at the end of the leave of absence certifying that the student is able to resume the professional program.

A student returning from a leave of absence is placed at an appropriate place in the curriculum. The student is required to meet all curricular requirements of the class in which the student is placed on their return. No assurance is made or implied that a student will follow the same curriculum as the class in which they began the professional program. Dental curriculum is a lockstep curriculum. Students can only reenter the cohort during specified times.

A student returning from a leave may also be required to:

1. Perform didactic/laboratory exercises in order to support the student's return to the appropriate level of ability. The student may be required to demonstrate a level of competency equivalent to their cohort.
2. Be evaluated through written or oral exams

Signing out prior to the medical leave of absence

A student applying for a leave of absence must execute a sign-out form, return all loan equipment, and settle all indebtedness within five (5) working days of the date of the leave being granted. A student who fails to complete the listed steps will not be considered for reinstatement.

1. Return all loan equipment.
2. Provide a certified check for the replacement cost of all lost equipment.
3. Complete payments for all financial obligations.
4. Complete the sign-out process with appropriate approvals.

Submission of false information or documents will result in immediate dismissal from the professional program. There is no appeal of this action.

Administrative Medical/Mental Evaluation

The School may require an "Administrative Medical/Mental Evaluation" by a qualified health care professional when the status of a student may be questioned as appropriate for patient care, for the student's own welfare, for appropriate academic progress, or other serious concerns about the student's wellbeing.

Administrative Leave of Absence

In making this decision and establishing the terms and conditions of the Administrative Leave of Absence, the Administration will review: the nature and severity of the condition, the imminence of any potential impact to the student or the wellbeing of anyone in the School of Dentistry, the duration of any risk, and the ability to mitigate the risk. This determination will be based on an individualized assessment of the ability of the student to function safely at the School of Dentistry.