

UNIVERSITY OF  
**LOUISVILLE**<sup>®</sup>  

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**SCHOOL OF DENTISTRY**

**DENTAL HYGIENE STUDENT  
HANDBOOK**

**2017-2018**



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# Introduction

## Message from the Dean

As the Dean of the School of Dentistry, I am honored to work with an exceptional community of educators, scientists, and clinicians at ULSD. Our relentless objective is to strive to ensure that our students become responsible, ethical professionals by being informed and engaged citizens who are involved in the cultural and social as well as the economic aspects of the community. Intrinsic in our mission and goals is the provision of care with compassion, respect, and hope for every individual. In so doing, and in consort with the university, we are committed to develop individuals for leadership roles in an emerging knowledge-based economy and a compassionate society.

## Mission Statement and Goal

The University of Louisville School of Dentistry, through excellence in teaching and research, will educate competent dental professionals. The School will provide quality dental care and will serve the community to fulfill our urban and statewide missions.

## Goals

1. Expand and enhance curricula in new and emerging areas
2. Promote a patient-centered clinical enterprise that allows students to gain competency as entry-level oral health care professionals, and employs measures to improve quality in the delivery of oral health care
3. Support and enhance a diverse, humanistic learning and work environment
4. Promote a school-wide climate of professional development that values research, teaching and service
5. Enhance and develop scholarship and research
6. Provide an environment in the advanced education programs that produces comprehensively trained health care professionals
7. Diversify and develop revenues to ensure resources to sustain and enhance the mission of the school

## Administrative Staff

Dean	T. Gerard Bradley, DS, MS
Associate Dean for Academic Affairs	Margaret Hill, DMD
Associate Dean for Clinical Affairs	Theresa Mayfield, DMD
Associate Dean for Research & Enterprise	Donald Demuth, PhD
Assistant Dean for Administration	Melissa Atkinson
Assistant Dean for Student Affairs	Dianne Foster

## Office Hours and Security

### Administrative Offices

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

Clinical Offices  
Check your clinic

No Holiday Hours

### Building Hours

M-Th 6:00 a.m. to 11:00 p.m.  
F – 6:00 a.m. to 6:00 p.m.  
Sat. 9:00 a.m. to 6:00 p.m.  
Sun. 9:00 a.m. to 9:00 p.m.

## **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: 404-679-4501) 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 of the American Dental Association.

The Commission on Dental Education 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 2017 – June 2018

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### JULY 2017

- 3 Postgraduate Student/Resident Welcome Training Session
- 4 *Independence Day* Observed ULSD Closed
- 6 Annual Mandatory Training for all Postgraduate Student/Resident/Faculty/Staff
- 12-14 D1 Start Up
- 17 D1 Session Begins

### AUGUST 2017

- 7-11 *DMD Student Break*
- 14 DMD Fall Semester Begins
- 14 Annual Mandatory Training (Faculty/Staff/D3/D4)
- 16-18 DH4 Orientation
- 17 DH3 Orientation
- 19 ULSD White Coat Ceremony
- 21 Dental Hygiene Fall Semester Begins
- 23 Book-in-Common Event (D1, DH3, DH4)
- 24-27 KDA Annual Meeting, French Lick, IN

### SEPTEMBER 2017

- 4 *Labor Day* – ULSD Closed
- 11-15 Research! Louisville
- 29 34<sup>th</sup> Annual ULSD Alumni Day

### OCTOBER 2017

- 9-10 *Fall Break*
- TBA DH Legacy Floss Walk/5K Run
- 19-23 ADA Annual Meeting, Atlanta, GA
- 25-27 2017 ADEA Fall Meeting, Columbus, OH

### NOVEMBER 2017

- TBA Cultural Competency Symposium (Mandatory for D1, DH3, 1<sup>st</sup> year residents)
- 23-24 *Thanksgiving Holiday* – ULSD Closed

### DECEMBER 2017

- 11-15 Final Exam Week
- 18 *Holiday Break for Students Begins*
- 25 Faculty/Staff Winter Break begins

### JANUARY 2018

- 2 Faculty/Staff/Students return
- 15 *Martin Luther King, Jr. Day*- ULSD Closed
- 26 Basic Sciences Awards Program

### FEBRUARY 2018

- 2 Smile! Kentucky
- TBD Student Venfor Fair – DMD/DH classes & clinics closed

### MARCH 2018

- 17-20 ADEA Annual Meeting, Orlando, FL
- 19-23 *Spring Break*
- 21-24 AADR Annual Meeting, Fort Lauderdale, FL
- 22-24 Hinman Meeting, Atlanta, GA

### APRIL 2018

- 30 Finals Begin

### MAY 2018

- 4/30 – 5/4 Finals Week
- 3 Parade Day – ULSD Closes at 3:00pm
- 7-11 *Student Break*
- 12 Graduation
- 28 *Memorial Day* – ULSD Closed

### JUNE 2018

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

## **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](mailto:aafren04@louisville.edu).

### **Office of Academic Affairs**

The dental school Academic Coordinator Sr. manages all student records and maintains student files for those enrolled in the School of Dentistry. The Academic Coordinator Sr. collects and distributes grades and provides services to students who need University records to support their applications for licensure, graduate/postgraduate training, or other positions. The Academic Coordinator Sr. is located in the Office of Academic Affairs.

### **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. You may waive the major medical insurance provided by Academic Health Plans, with claims paid by United Healthcare Student Resources, 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. You cannot submit a waiver 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 [stuins@louisville.edu](mailto:stuins@louisville.edu)

## **Health Professional Health Fee**

All students are required to pay a Professional Health Fee. The Professional Health Fee is \$52.50 per semester.

### **The fee provides:**

- Unlimited routine office visits for health maintenance, physicals, blood pressure checks
- Gynecological exams (does not cover outside laboratory charges)
- Medical office visits for illnesses
- Allergy injections
- Phlebotomy services (lab and x-ray fees are paid by patient or patient insurance)
- In-office lab tests such as strep, flu, pregnancy, urinalysis
- Annual surveillance TB skin testing and influenza immunizations
- Low cost generic medications dispensed out of the health office
- Low cost birth control pills
- Post-exposure evaluation, and testing for exposures to blood-borne pathogens such as HIV, Hepatitis B and Hepatitis C including prophylactic medications when prescribed by the health service for up to thirty days

Information about these programs can be obtained from:

### **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 Promotions and PEACC Program**

Student Services Annex (across from campus post office and bursars office)

2208 South Brook

Louisville, KY 40292

Health Promotion: (502) 852-5429

PEACC Program: (502) 852-2663



## **Health Sciences Center Office**

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

## **Campus Safety**

The Office of the President also offered 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. Last year, we provided more than 7,000 escorts to students, faculty and staff. Simply call 852-6111 for an escort.

For more information, visit [www.louisville.edu/police](http://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 <http://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
- Burgess Loan for students from eastern Kentucky

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, educational loans, and part-time employment. 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  
Instructional Building, Suite 230  
University of Louisville  
Louisville, KY 40292  
502-852-5076  
[www.louisville.edu/dentistry/financialaid](http://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. <http://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 (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (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.

<http://louisville.edu/hr/employeerelations/title-ix>

# **University of Louisville School of Dentistry**

## **Dental Hygiene Program**

### **Philosophy of the Dental Hygiene Program**

The University of Louisville School of Dentistry Dental Hygiene Program and its members are committed to excellence in all its endeavors. The program is progressive in instituting ongoing change to prepare for the future of dental hygiene. These changes are based on assessment findings, changes in professional practice, and goals of the University of Louisville and the School of Dentistry while placing a high value on essential traditional skills. The curriculum is designed to assist students in the development of the knowledge, skills, attitudes, and values that will enable them to adapt to a dynamic health care delivery system. A broad-based foundation for future career growth and changing complexities of health care is provided to advance the graduates' knowledge and skills as clinicians, public health hygienists, researchers, educators, change agents, office managers, and marketers. Graduates will also be prepared to pursue graduate work in dental hygiene or related fields. To help the students accomplish these goals, faculty are committed to creating an educational environment that will foster the development of responsible professionals who will be able to realistically assess their own performance and direct their own professional growth and development.

### **Mission of the University of Louisville School of Dentistry Dental Hygiene Program**

The mission of the University of Louisville School of Dentistry Dental Hygiene Program is to facilitate the development of competent dental hygienists who are able to fulfill the multiples roles of professional dental hygienists by awarding baccalaureate degrees in the discipline with a vision toward preparing students for graduate degrees. High quality teaching, service, and research will be delivered in an environment that will contribute to the science of dental hygiene and the advancement of related knowledge and, thereby, facilitate the program's role as a supportive and integral, contributing entity of the institution and the University of Louisville School of Dentistry.

### **Goals of the Dental Hygiene Program**

Pursuant to the broad philosophy and mission statement, the Dental Hygiene Program seeks to positively impact the education of students and the delivery of dental hygiene services to the public by fulfilling the following interrelated goals:

- A. To comprehensively prepare dental hygiene graduates who possess the knowledge, skills, values, and ethics to provide optimal entry level dental hygiene care through demonstrated competence as defined by the Dental Hygiene Program Competency

Assessment Document and in keeping with the discipline specific guidelines of the American Dental Association Council on Dental Accreditation.

- B. To offer a baccalaureate dental hygiene degree sufficient in scope and depth to prepare graduates with a broad general education and high quality professional education that fosters their ability to adapt to the future, the changing complexities of health care, and opportunities for a range of employment settings through clinical practice, educational services, research/scholarship, and community services.
  
- C. To encourage and foster professional behaviors consistent with legal and ethical expectations essential to the dental hygiene profession in promoting the health and well being of the public through professional activities, continuing education programs, and community service activities that will serve the profession, the university, and the community.

## **Competencies for Entry into the Profession of Dental Hygiene**

*Dental hygienists must complete an accredited educational program and qualify for licensure in any state or jurisdiction. They practice in collaboration with dental and other health care professionals in a variety of settings.*

### **Core Competencies (C)**

- C.1 Apply a professional code of ethics in all endeavors.
- C.2 Adhere to state and federal laws, recommendations, and regulations in the provision of oral health care.
- C.3 Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.
- C.4 Use evidence-based decision making to evaluate emerging technology and treatment modalities to integrate into patient dental hygiene care plans to achieve high-quality, cost-effective care.
- C.5 Assume responsibility for professional actions and care based on accepted scientific theories, research, and the accepted standard of care.
- C.6 Continuously perform self-assessment for lifelong learning and professional growth.
- C.7 Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.
- C.8 Promote the values of the dental hygiene profession through service-based activities, positive community affiliations, and active involvement in local organizations.
- C.9 Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.
- C.10 Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.
- C.11 Record accurate, consistent, and complete documentation of oral health services provided.
- C.12 Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.
- C.13 Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.
- C.14 Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.

### **Health Promotion and Disease Prevention (HP)**

- HP.1 Promote positive values of overall health and wellness to the public and organizations within and outside the profession.
- HP.2 Respect the goals, values, beliefs, and preferences of all patients.
- HP.3 Refer patients who may have physiological, psychological, or social problems for comprehensive evaluation.
- HP.4 Identify individual and population risk factors, and develop strategies that promote health-related quality of life.
- HP.5 Evaluate factors that can be used to promote patient adherence to disease prevention or health maintenance strategies.

HP.6 Utilize methods that ensure the health and safety of the patient and the oral health professional in the delivery of care.

### **Community Involvement (CM)**

CM.1 Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.

CM.2 Provide screening, referral, and educational services that allow patients to access the resources of the health care system.

CM.3 Provide community oral health services in a variety of settings.

CM.4 Facilitate patient access to oral health services by influencing individuals or organizations for the provision of oral health care.

CM.5 Evaluate reimbursement mechanisms and their impact on the patient's access to oral health care.

CM.6 Evaluate the outcomes of community-based programs, and plan for future activities.

CM.7 Advocate for effective oral health care for underserved populations.

### **Patient Care (PC)**

#### *Assessment*

PC.1 Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medicolegal principles.

PC.2 Recognize predisposing and etiologic risk factors that require intervention to prevent disease.

PC.3 Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.

PC.4 Identify patients at risk for a medical emergency, and manage the patient care in a manner that prevents an emergency.

### **Patient Care (PC)**

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PC.3 Recognize the relationships among systemic disease, medications, and oral health that impact overall

patient care and treatment outcomes.

PC.4 Identify patients at risk for a medical emergency, and manage the patient care in a manner that prevents

an emergency.

#### *Dental Hygiene Diagnosis*

PC.5 Use patient assessment data, diagnostic technologies, and critical decision making skills to determine a dental hygiene diagnosis, a component of the dental diagnosis, to reach conclusions about the patient's dental hygiene care needs.

### *Planning*

PC.6 Utilize reflective judgment in developing a comprehensive patient dental hygiene care plan.

PC.7 Collaborate with the patient and other health professionals as indicated to formulate a comprehensive

dental hygiene care plan that is patient-centered and based on the best scientific evidence and professional

judgment.

PC.8 Make referrals to professional colleagues and other health care professionals as indicated in the patient

care plan.

PC.9 Obtain the patient's informed consent based on a thorough case presentation.

### *Implementation*

PC.10 Provide specialized treatment that includes educational, preventive, and therapeutic services designed to

achieve and maintain oral health. Partner with the patient in achieving oral health goals.

### *Evaluation*

PC.11 Evaluate the effectiveness of the provided services, and modify care plans as needed.

PC.12 Determine the outcomes of dental hygiene interventions using indices, instruments, examination

techniques, and patient self-reports as specified in patient goals.

PC.13 Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses, and services when

expected outcomes are not achieved.

### **Professional Growth and Development (PGD)**

PGD.1 Pursue career opportunities within health care, industry, education, research, and other roles as they

evolve for the dental hygienist.

PGD.2 Develop practice management and marketing strategies to be used in the delivery of oral health care.

PGD.3 Access professional and social networks to pursue professional goals.



## **ACADEMIC POLICIES**

Students are expected to read the catalog and official announcements, to inform himself/herself about his/her own grades, credits, requirements, and quality points. Students must respond to official notices issued by administrative officers and faculty whether these notices are posted on official bulletin boards or distributed through the mail.

\*See Dental Hygiene Academic Achievement Guidelines document

\*The University of Louisville Student Academic Grievance Procedure is included in the "Student Handbook."

### **GRADING POLICY**

Students are to receive the following information in each course, in writing, and with the first two class sessions:

- A listing of all factors which contribute to the determination of the final grade in the course
- An explanation of the relative weighting of each of these factors on the final grade
- The due dates for important projects and assignments in the course (recommended, but not required)
- The projected dates of all major examinations

A failing grade in either the didactic or clinic/lab portion of a course will result in an "F" grade for the entire course.

### **Mid Term Grades**

After mid-term grades are computed, a copy is submitted to the Chair, Academic Achievement Committee. The Chair of AAC send "Warning Letters" to students who have lower than a "C" average in any professional course. Copies of these letters are maintained in each student's file.

### **Student Records**

Records of students are secured in a locked file and are available for review by the respective students upon the request to the Academic Affairs Office.

### **Student Faculty Advisor System**

The Chair of the Dental Hygiene Academic Achievement Committee, Dr. Jackie Singleton, is the advisor for the dental hygiene students. She will advise students if they are in danger of failing a course. She may also delegate advising responsibilities to additional faculty members if the advising load becomes too heavy. Students are encouraged to seek an advising appointment at the time a problem arises.

The objectives of the Student Faculty Advising System are:

- To provide continual evaluation of student progress in meeting defined educational goals and, as indicated, implement the changes necessary to facilitate students' attainment of these goals.
- To identify early potential student problems and assist the students to initiate corrective action.
- To assist students with identified academic and clinical problems and provide needed counseling and assistance.
- To assist the students in obtaining counseling, other than academic counseling, if such counseling is indicated and/or if a student requests information regarding such counseling.

### **Student Schedules and Registration**

Upper Division Dental Hygiene students are automatically registered for classes by the Academic Affairs office. You may not register for any other courses without talking to the Student Faculty Advisor, Dr. Singleton.

All program pre-requisite and general education requirements for the Bachelor degree **MUST** be completed prior to Fall semester start in the upper division of the program.

#### **Drop/Add Procedure**

Students may not drop or add courses without meeting with the Faculty Student Advisor. A Drop/Add form must be completed with the advisor's signature.

### **Withdrawal from Dental Hygiene Program**

When a student officially withdraws from the Dental Hygiene Program he/she must present to the registrar the official withdrawal permit signed by the Student Faculty Advisor and the Dean of the School of Dentistry. The registrar will adjust tuition charges and credits in accordance with a predetermined schedule.

A student who leaves school without submitting the official withdrawal form to the registrar, forfeits all rights to a refund or reduction of accounts and grades will revert to "F"s.

A student who leaves school without submitting the official withdrawal form to the registrar, forfeits all rights to a refund or reduction of accounts and grades will revert to "F"s.

### **Audit of Courses**

A student is granted the option to audit a course if he/she has previously earned an acceptable grade ("C" or above) in a comparable course at another accredited institution. A graduate dental hygienist may also elect to audit a course as a refresher for re-entry into the professional field.

### **Repetition of Courses**

A minimum of "C" is required for written communication, human nutrition, and all science courses in the lower division of the program and all upper division Dental Hygiene courses. Courses in the upper division in which students received grades of "F", "D", or "C" can be repeated only once. An "F" grade in a required course for the Bachelor Degree must be removed prior to graduation.

### **Pass/Fail Courses**

Course directors of professional clinical or didactic courses may use the pass-fail system of grading their courses with the approval of the Director of Dental Hygiene. If the pass-fail system is used, the grade will not be calculated in the cumulative GPA.

**GUIDELINES**

**DENTAL HYGIENE ACADEMIC ACHIEVEMENT COMMITTEE**

University of Louisville School of Dentistry

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## I. Introduction

The Dental Hygiene Academic Achievement Committee Guidelines (DH-AAC Guidelines) were developed by the Dental Hygiene faculty of the School of Dentistry to provide lower and upper division students and faculty with pertinent information about the academic and professional standards of the School of Dentistry and about the processes and procedures used to review student performance.

The DH-AAC Guidelines will be the principal standard used in determining the status of each DH student. Approved motions will constitute recommendations to the Associate Dean for Academic Affairs through the Chair of the Dental Hygiene Academic Achievement Committee.

## II. Committee Organization and Operation

### A. Composition of the Dental Hygiene Academic Achievement Committee

The Academic Achievement Committee has authority to make recommendations to the Associate Dean for Academic Affairs regarding DH student performance.

#### 1. Academic Achievement Committee

The DH-AAC will be composed of all full-time dental hygiene faculty members of the dental hygiene program and invited course directors. Ex-officio members are the Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Associate Dean for Clinical Affairs, Academic Coordinator Senior, and the Academic Support Counselor. Other faculty and staff may be invited at the discretion of the Chair. The Chair of DH-AAC will be elected by the DH faculty and serve for a period of three years.

### B. Functions of the DH-AAC

The Dental Hygiene Academic Achievement Committee will function to:

1. Review the academic progress of all DH students;
2. Make recommendations to the Associate Dean for Academic Affairs for:
  - a. Students in current or potential academic difficulty, or
  - b. Students who have demonstrated outstanding ability
3. Propose academic policy or modification to this document to the School of Dentistry Council through the Faculty Assembly.

### C. Meetings

The DH-AAC will meet on a regular basis at the end of each term (prior to the

beginning of the next term). It may also meet during the course of a term to evaluate the progress of dental hygiene students or to act on interim business (e.g. progress of remediation, etc.) at the discretion of the Chair.

#### D. Scheduling and Notification of Meetings

A tentative schedule of DH-AAC meetings will be announced at the beginning of the academic year by the Chair. Determination of the actual dates, times, and locations for Committee meetings will be made by the Chair in consultation with the members of the DH-AAC.

#### E. Meeting Procedures

The DH-AAC will meet to discuss student progress in the curriculum.

Written or electronic notification of the meetings will be circulated to all course directors, the Department Chair, and DH-AAC members by the Chair at least five (5) business days prior to a meeting.

The DH-AAC will deliberate and make recommendations to the Associate Dean for Academic Affairs or the Dean, as appropriate, regarding:

1. Promotion
2. Counseling or academic advising
3. Remediation based on departmental recommendation(s)
4. Repetition of a year or part of a year
5. Warning
6. Probation
7. Suspension
8. Dismissal
9. Leave of absence
10. Modification or development of academic policy

#### F. Quorum

A majority of the voting members of the DH-AAC present will constitute a quorum.

#### G. Minutes

The minutes of the DH-AAC are confidential and will not be circulated. Faculty may review DH-AAC minutes held in the office of the Associate Dean for Academic Affairs. A student may have access only to those sections of the minutes which deal directly with the processes affecting that individual.

#### H. Academic Status Report

If a student's academic status changes, an academic status report will be distributed



by the Chair of the DH-AAC to appropriate faculty, staff, and administrators.

#### I. Committee Voting Rules

Each member of the DH-AAC will be entitled to one vote with the exception of the Chair. The Chair is entitled to vote only in the event of a tie vote. Recommendations must be approved by a majority of voting members present.

### III. Lower Division Academic Achievement Guidelines

#### A. Grade Point Average

For students in the Lower Division, grading is determined by the undergraduate grading system. The University of Louisville calculates a University Grade Point Average which becomes the standard measure of performance and the official calculation upon which academic decisions are made. The University Grade Point Average is determined at the undergraduate level, based upon all undergraduate course work taken at the University of Louisville.

#### B. Academic Standards Lower Division Progression

The University of Louisville communicates its expectation for undergraduate academic achievement through the University Academic Policy in the undergraduate catalog. Academic standards are determined by the faculties of the enrollment/degree-granting units.

Good standing in the Dental Hygiene program is a minimum University cumulative GPA of 2.8. Students who, after the first semester at U of L, have a cumulative University grade point average below 2.8 will be placed on Academic Warning. They will be notified that their achievement is below expectations and are subject to course and/or credit hour limitations, specified course registration requirements, or other intrusive advising interventions as deemed appropriate by the Dental Hygiene program.

In any semester subsequent to being placed on Academic Warning, a student whose cumulative University grade point average is below 2.8 will be placed on Academic Probation for the next semester (including Summer) in which the student enrolls. Students on Academic Probation are notified that their achievement is below expectations and are subject to course and/or credit hour limitations, specified course registration requirements, or other intrusive advising interventions as deemed appropriate by the Dental Hygiene program.

Students on Academic Probation will have their records evaluated at the end of the probationary semester with one of the following outcomes:

- Students whose cumulative University grade point average is above 2.8 will be restored to good standing.
- Students whose cumulative University grade point average is still below 2.8 but who earned a semester grade point average at or above 2.8 will be maintained on probation.
- Students whose cumulative University grade point average is still below 2.8 and who earned a semester grade point average below 2.8 will be placed on Academic Suspension and will be required to sit out at least one semester (summer terms excluded).
- Students who are suspended or dismissed by the Dental Hygiene program are eligible to apply for admission to another unit and may be admitted if they meet minimum admission standards of that unit. Students who apply for admission to another unit may not enroll in any courses in the Dental Hygiene program.

Readmission of suspended students is not guaranteed. In order to be considered for readmission, a student must submit an “Admissions Petition” and an “Application for Undergraduate Admission” to the Office of Admissions. The petition must be received by the Dental Hygiene program Office of Student Affairs after being processed in accordance with University deadlines for submitting Admission Petitions (July 1 for Fall and November 1 for Spring terms). The petition should address the student’s perception of the causes of poor performance; the steps the student has taken to address those causes; and a plan of action to return to good standing. Students who are granted reinstatement will be readmitted on probation.

No student will be reinstated more than twice; the third suspension is an Academic Dismissal.

#### D. Repetition of Courses

The repetition of courses in the Lower Division of the program is determined by the University repetition policy found in the undergraduate catalog.

All transcript grades may be used in calculation of grade point average for competitive admission into the Upper Division of the Dental Hygiene Program.

#### E. Course Specific Policies

Students must earn a grade of "C" or better in the following courses (or their equivalents):

Written Communications (6hrs)  
 Math  
 Intro. to Biological Systems BIOL 102  
 Intro. To Biological Systems Lab BIOL 104  
 Microbiology BIOL 257  
 Anatomy & Physiology I BIOL 260  
 Anatomy & Physiology II BIOL 261

Anatomy & Physiology Lab BIOL 262  
Chemistry CHEM 101 or 105  
Nutrition HSS 303

#### F. Dean's List and Dean's Scholar

For students in the dental hygiene lower division (DHL), the following guidelines apply for dean's scholar and dean's list:

1. To be named a Dean's Scholar, a student must complete at least 12 hours of graded, earned credit during the semester (excluding I, X, or P) with a minimum University Grade Point Average of 4.0 in that semester.
2. To be named to the Dean's List, a student must complete at least 12 hours of graded, earned credit during the semester (excluding grades of I,X, or P) with a minimum University Grade Point Average of 3.5 in that semester.
3. Grades from developmental course work (course number below 100) or cooperative education will be excluded from the calculation. This policy does not affect graduation honors.

#### G. Pass/Fail Courses

For Lower Division students, all program pre-requisite courses must be graded.

### IV. Review of Upper Division Dental Hygiene Student's Academic Performance

#### A. Promotion of Students

Promotion refers to academic progression through consecutive terms as well as consecutive academic years.

#### B. Determination of Grade Point Average (GPA)

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

- (4) points for an "A" grade
- (3) points for a "B" grade
- (2) points for a "C" grade
- (1) point for a "D" grade
- (0) point for an "F" grade

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

All courses are assigned credit hours by the Dental Hygiene Curriculum Committee.

By multiplying the credit hours for each course in upper division by the grade 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 upper division dental hygiene curriculum and dividing by the total number of credit hours taken, including failures.

#### C. Repetition of Courses in the Upper Division

The authority to grant permission for a student to repeat a professional course lies with the Dental Hygiene Academic Achievement Committee.

#### D. "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.
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 will be determined by the course director and the Dental Hygiene Program Director, 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 course director of the course in which the failure occurred and the Dental Hygiene Program Director.
6. A course director may not average old and new final grades in developing and reporting a new final grade for a student who is remediating an "F" grade. The new grade must be based entirely upon the student's performance in the remediation.
7. When a course is repeated in its entirety due to failing the course, the "F" grade will remain in the student's GPA calculation.

#### E. "I" (Incomplete) Grades

The "I" grade represents insufficient information to permit proper evaluation of the student's performance. A student cannot graduate with an "I" grade. The following will determine the disposition of the "I" grade:

1. An unresolved "I" grade automatically will be changed to an "F" grade two weeks

after the last day of final examinations for the subsequent term (fall or spring).

2. All conditions associated with the removal of the “I” grade must be conveyed to the student in writing after the grade has been officially recorded.

#### F. Honors/Pass/Fail (HPF) Grades

Course directors of clinical disciplines may use Pass/Fail or Honors/Pass/Fail systems of grading in pre-clinical or clinical courses with permission of the Dental Hygiene Curriculum Committee. (When major courses are graded on a Pass/Fail or other non-traditional system, the DH-AAC may require evidence of student achievement for review by the DH-AAC during student promotion meetings.)

#### G. Interception and Prevention of Academic Difficulties

The Chair of the DH-AAC will request progress reports from each course director at midterm. Each progress report will list all students’ progress and identify those who are in academic difficulty and, to the degree possible, the reason(s) for the problem(s). This information will be shared with the DH Director, the Department Chair, and the Associate Dean for Academic Affairs. The Chair of the DH-AAC will refer students to the Office of Student Affairs for academic counseling and tutoring services to the degree possible.

#### H. Criteria for Honors

The DH-AAC will identify students who are worthy of recognition of academic excellence at the end of the students’ third year and fourth year. The following guidelines will be followed in making recommendations to the Dean.

1. The DH-AAC will recommend that each student who has a cumulative GPA of at least 3.3 and earns a current term GPA of 3.79 or above be placed on the Dean’s List for that term and receive a congratulatory letter from the Office of the Dean.
2. The DH-AAC will recommend that each student who has a cumulative GPA of at least 3.8 and earns a current term GPA of 4.00 be designated as a Dean’s Scholar for that term and receive a congratulatory letter from the Office of the Dean commending him/her for this exceptional level of scholarship.
3. In order to be eligible for recommendation for the Dean’s List or Dean’s Scholar recognition, a student may not have an “F” grade, a “D” grade, an “I” or a “W” in a required course during the term just completed.

#### I. Criteria for Graduation

1. The student must have completed all required courses and have no outstanding “I” or “F” grades.

2. The student must have a cumulative GPA of at least 2.00 in both Arts and Sciences courses and professional courses that are required for the Bachelor of Science degree (e.g., General Education core, Basic Science core, and Dental Hygiene).
3. The student must be formally recommended for the Bachelor of Science degree by the ULSD Faculty Assembly and by the Dean and must be approved for the degree by the Board of Trustees.

#### J. Criteria for Graduation Honors

In order to be eligible to receive a degree with the distinction of Cum Laude, Magna Cum Laude, or Summa Cum Laude, a student must complete 45 hours of the last 60 hours of work toward the degree in residence. Commencement programs will list eligible students as "Candidates for Honors" based on an Upper Division Dental Hygiene program grade point average of 3.5 or higher earned by the semester preceding the graduation semester. Final determination of a student's eligibility to graduate with Honors will be based on their Upper Division Dental Hygiene program grade point average upon completion of their final semester as follows:

- Cum Laude: 3.50
- Magna Cum Laude: 3.75
- Summa Cum Laude: 3.90

#### K. Criteria for Probation

1. A student will be placed on academic probation under any of the following conditions:
  - fails to achieve a "C" or better in upper division dental hygiene courses
  - earns a term GPA below 2.00
  - has a cumulative GPA below 2.00
  - does not make satisfactory progress toward his or her degree
2. Such student will remain on academic probation until the above deficiencies are corrected.
3. A student on probation will be:
  - required to attend all classes/clinics;
  - required to attend regular remediation sessions if appropriate;
  - expected to remove himself/herself from probational status within one semester or be subject to a Performance Evaluation Hearing; and
  - restricted by the Associate Dean for Academic Affairs from serving as a class officer or be a member of a school or University committee.

#### L. Performance Evaluation Hearing

The purpose of a Performance Evaluation Hearing is to provide the members of the DH-AAC with an appropriate forum in which to discuss a student's academic problems and provide an opportunity for direct discussions with the involved student. The consequence of the Hearing may be a recommendation to the Associate Dean for Academic Affairs.

A student enrolled in the Dental Hygiene Program will be scheduled for a Performance Evaluation Hearing under the following conditions:

1. Earns a term GPA below 2.00
2. Earns a cumulative GPA below 2.00
3. Fails to achieve a "C" or better in upper division dental hygiene courses
4. Fails to meet the professional expectations of the Dental Hygiene Program.

#### M. Hearing Process

The Hearing process will occur as follows:

1. The dental hygiene student will receive a written notice to appear for a Performance Evaluation Hearing. The Hearing will be scheduled no sooner than seven (7) days following the DH-AAC motion that a Hearing is requested unless the student requests an expedited hearing. The notice will include the date, time, and location of the Hearing and outline the reason(s) for the Hearing. The student will be granted time to prepare for the Hearing. A student who does not wish to exercise the right to a Hearing must submit a letter in writing to the Chair of the DH-AAC. The Chair of the DH-AAC must receive such letter a minimum of 48 hours prior to the Hearing date. If the student fails to provide a written request to the Chair under the time provisions of these guidelines, the student waives the right to appear before the DH-AAC.
2. Prior to the Hearing, the student will be permitted to inspect the student's entire dental school academic record and any other materials upon which the Hearing is based.
3. The student will be permitted to provide relevant information to explain the student's academic status and provide an improvement plan to the Director at least 48 hours before the meeting.
4. The student will be permitted to have an advocate present at the Hearing. The advocate is limited to a faculty member from the University of Louisville School of Dentistry. The advocate may address the DH-AAC only by permission of the Chair of the DH-AAC.
5. The DH-AAC may offer, through duly approved motion, any formal

recommendation(s) to the Associate Dean for Academic Affairs deemed appropriate for the circumstances of a specific student and consistent with these guidelines.

- 6 The final decision on student progress and promotion *or disciplinary action* rests with the Associate Dean for Academic Affairs.

#### N. Hearing Outcome

After reviewing a student's academic circumstance under the provision of a Performance Evaluation Hearing, the DH-AAC may make the following recommendations to the Associate Dean for Academic Affairs:

##### 1. Suspension

If suspended from the program, students must meet with the Program Director to revise their program of study, determine remediation, request re-enrollment on a space available basis, and plan to submit an Admissions Petition and official U of L Undergraduate application to the Office of Admissions in accordance with University guidelines. Re-admission is not guaranteed and may be based on the availability of space.

##### a. Repeat of a Class Year

“Repeat the year” means repeat the curriculum and the student may begin classes at the beginning of the next academic year. The repeat of an entire year for the purpose of overcoming academic difficulties will be considered an option when the degree of academic deficiency warrants such a recommendation.

The DH-AAC has the responsibility to evaluate the impact of non-academic problems or circumstances on the student's academic performance. The AAC will stipulate the curriculum for students repeating the year prior to the beginning of the academic year.

##### b. Modified or Decelerated Curriculum

After reviewing the DH-AAC recommendation, the Director of the Dental Hygiene Program, in concert with the appropriate course directors and the Department Chair, will prepare the special curriculum.

##### 2. Dismissal

- a. A recommendation for the student's dismissal will be based solely upon the evidence presented at the Hearing.



b. If dismissed from the program, the student has the right to file a petition to the Dean to be allowed to remain in the program. If the petition to be allowed to remain in the program is denied, dismissal from the program is permanent.

4. Other Recommendations

The DH-AAC may make other recommendations as set forth in Section III.

V. Protocol for Revision or Interpretation of DH-AAC Guidelines

Revisions to the DH-AAC Guidelines may be adopted only by:

- Majority vote of the DH-AAC Committee; and
- Approval by the School of Dentistry Council through the Faculty Assembly.

The implementation of any adopted and approved revisions to the Guidelines will be the beginning of the next academic year.

The DH-AAC Chair is responsible for transmitting revised DH-AAC Guidelines to all Dental Hygiene faculty and students in a timely fashion.

Approved by the University of Louisville School of Dentistry Council on September 23, 2016.

*Revised and Approved by ULSD Council 5/8/96  
Revisions for AAC to SPPC made 6/12/98*

**THE CODE OF PROFESSIONAL RESPONSIBILITY  
AND THE BY-LAWS OF THE STUDENT REVIEW COUNCIL  
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, and defines the procedure for administering that Code through the Student Review Council. The University's "Student Handbook" (especially the section of "Code of Student Conduct") as well as the "Redbook" (chapter 6) define the University's expectations for student behavior. School of Dentistry's Code of Professional Responsibility 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 academic and clinical settings for students in the School of Dentistry as defined in Section 6.6.3 of the Redbook. This Code applies to all students of the School of Dentistry in all academic and clinical settings both physically within the School as well as outside of the School.

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:

1. Become familiar with the principles of professional responsibility and personal respect.
2. Demonstrate those principles in all academic, research, and patient care pursuits.
3. Participate in the administration of the Code of Professional Responsibility.

All individuals (faculty, staff or student) 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.

Further actions to be taken are the responsibility of the appropriate dental school administrators, course/program directors or Student Review Council in accordance with this document.

## **The Code of Professional Responsibility**

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 Other with Dignity and Respect
7. Placing Patient Interest Above Self-Interest
8. Promoting Professional Standards

### Explanation of the Code

The faculty and students 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 its members 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 students 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.

1. Truthfulness  
Students are expected to be truthful in all matters relating to their activities in the School of Dentistry.

Examples of failures of this responsibility include:

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 either written or electronic formats.

## 2. 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:

1. Giving or receiving assistance prior to, during, or after examinations or attempting to give or receive assistance without the consent of the instructor or test administrator.
2. Use of any type of personal electronic device during any didactic, preclinical, or clinical evaluation, examination, or assessment.
3. Allowing or encouraging others to do pre-clinical or clinical laboratory work in another student's name.
4. Allowing or encouraging others to do written or other assignments in another student's name.
5. The selling, lending, giving, theft, or otherwise furnishing of materials unauthorized by the 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.

### 3. Acting Legally

Students should act legally in all matters. Examples of failures of this responsibility include:

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 approval and supervision.
2. Violating any local, state, or federal law, including those that would ordinarily result in the loss of license or reprimand according to the State Dental Practice Act.
3. Violations of patient confidentiality as prescribed in HIPAA Guidelines.
4. Encouraging, requiring, or allowing others to engage in any unacceptable or illegal activity.

### 4. 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:

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. The use of material, procedure, or practices not authorized by the instructor, course director, or department on any examination, assignment, laboratory work, essay, or clinical activity.
3. 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.

### 5. 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:

1. The theft, concealment, destruction, possession or procurement in any unauthorized manner of any academic or clinical materials or property belonging to others or to the institution.
  2. The abuse or destruction 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 computers, personal electronic devices, typewriters, 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, test, theme, essay, lab work, or similar course activity.
  6. Plagiarizing or using the work of another person as one's own in any research, publication, or teaching activities.
6. Treating Others with Dignity and Respect

Students are expected to treat other people (both professionals and the lay public) with dignity and respect.

Examples of failures of this responsibility include:

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 a discriminating factor (e.g. race, religion, sex, age, health status).
  3. Physical, sexual, or ethnically abusive behaviors.
7. Placing Patient Interests above Self-Interest

The relationship between professionals and patients demands that students constantly strive to keep the patients' best interest as the core of the treatment philosophy.

Examples of failures of this responsibility include:

1. Failure to treat patients in a timely manner.

2. Determining patients' treatment based on reasons other than appropriate patient-centered needs, such as placing educational needs of the student before the needs of the patient.
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.

8. 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:

1. Failure to report violations of the Code of Responsibility.
2. Filing false or frivolous charges of violation of the Code of Responsibility.
3. Failure to cooperate or testify at Student Review Council activities or hearings.
4. Failure to report cases of student impairment (e.g., 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.

## THE STUDENT REVIEW COUNCIL

The Student Review Council is the body that is responsible for administering 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 so, recommends appropriate sanctions.

### Membership

The Student Review Council is comprised of six members as follows:

1. Two (2) dental students. One (1) representative is elected from the combined freshman, sophomore, and dental hygiene classes and one (1) representative is elected from the combined junior and senior classes.
2. Four (4) faculty members. Two (2) faculty members elected from and by the dental school faculty and two (2) appointed by the Dean.

Each student member shall be elected by the constituent group within the first two weeks of the Fall semester. All members will take office on September 1 of that year. Each member shall have an equal vote in all Council matters and business. Recommendations are made by majority vote of those present (see meetings).

Members of the Council are disqualified from a hearing if they are accused, 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 Responsibility.

### Term of Service

The term of service shall be for one year for each student member (September 1 through August 31). Each faculty member will serve a two year staggered term. Any member may succeed themselves if properly elected by the constituent group.

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

If a vacancy occurs on the Council (through resignation or dismissal of the member) then the constituent group shall elect a replacement as soon as is reasonably practical.

### Officers of the Council

The Student Review Council shall elect from its membership a Chair and a Secretary. The Chair will be a faculty member who is at least in their second 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

The Student Review Council shall hold an initial meeting within the first two weeks of September. At this meeting, officers shall be elected and other business, as required, shall then be conducted. Subsequent meetings shall be called as required by the Chair of the Council, giving a minimum of three school days notice for all members. For a meeting to be conducted, 60% of the Council members must be present which shall constitute a quorum.

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

### Charges

Any member of the School of Dentistry (administrator, faculty, student or staff) who witnesses a violation or breach of the Code of Professional Responsibility is expected to act on the breach. The accuser must advise the involved faculty, course/program director, or appropriate Dean/Director of the infraction as soon as possible, but not greater than ten school days of the date of discovery. A school day is a day in which D.M.D. classes and/or clinics are regularly held, except days during Final Examination Week. A written statement shall contain the facts that form the basis of the complaint, including the name of the accused, the nature of the alleged breach, the time and place of the incident, and the name of any witnesses.

### Process

If an infraction of this Code of Professional Responsibility occurs, the involved faculty member, course/program director, or Associate Dean for Academic Affairs is advised. The faculty member, course/program director (in consultation with the Department Chair), or Associate Dean for Academic Affairs may elect to resolve the issue. The Chair of the Council will be sent any written communication which may be developed as a result.

### Initial Resolution

The faculty member, course/program director, or Associate Dean for Academic Affairs is expected to investigate the incident and to act to resolve the alleged breach. Any violation may result in a grade of "F" or other academic sanctions or remediation as determined by the course director. The faculty/director/Associate Dean for Academic Affairs has the following options available for initial resolution of the charge:

1. Administer No Sanctions

If, in the opinion of the faculty/director/Associate Dean for Academic Affairs no breach has occurred, then she/he will administer no sanctions. A written summary of the findings and outcomes of the case shall be sent to the Chair of the Student Review Council for review and potential additional action.

2. Administer Sanctions

If it is believed that a breach of the Code has occurred, the faculty/director/

Associate Dean for Academic Affairs may administer appropriate sanctions or remediation. A written summary of the findings and outcomes of the case shall be sent to the Chair of the Student Review Council within one week for review and possible additional action.

3. Refer for Resolution to the Student Review Council

If the faculty/director/Associate Dean for Academic Affairs is unable to determine if a breach has occurred, the faculty/director/Associate Dean for Academic Affairs shall send this information to the Chair of the Student Review Council for evaluation and possible action.

If either the accusing party or the accused is dissatisfied with the decision of the faculty/director/Associate Dean for Academic Affairs, either party can request further consideration from the Council by providing written notification to the Chair of the Council within five (5) school days of the resolution.

#### Notice to the Accused

If the Student Review Council is involved, the Chair will notify the accused of the charges as soon as possible, generally within three (3) school days but not more than five (5) days, of Chair notification. The notification will also advise the accused of the hearing date(s) and procedures as outlined below.

#### Rights of the Accused

1. The accused may choose one student or faculty member of the Dental School to serve as advisor during the hearing. A given student or faculty member may or may not accept this responsibility as they see fit.
2. The advisor may attend all hearings and give advice to the accused. 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.

3. At the discretion of the Associate Dean for Academic Affairs, the accused may be allowed to attend all classes, laboratories, etc., and take part in all aspects of daily activities until a final decision has been reached.
4. The proceedings will be closed and confidential to the extent permitted by law.
5. Only under extraordinary circumstances may the accused be brought up more than once for a single infraction. The Dean 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) days of the identification of the new information.

### Council Hearings

Within ten (10) school days after notification to the accused, the Chair will call a meeting of the Student Review Council for the purpose of scheduling a hearing.

The Council may:

- take written statements
- conduct interviews with the accused, witnesses, or other interested parties (audio or videotape 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 procedures:

The Chair of the Council shall notify the Dean of the name of the accused, and the nature of the alleged offense.

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 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 shall have the opportunity to respond to the charges, to present evidence, or call witnesses, and to question any witness in the hearing.

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. Under no circumstances may a member of the Council individually investigate or discuss any case pending before the Council.

### 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. Sanctions or disciplinary actions, 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.

After the hearing, the Student Review Council may decide that the accused has not violated the Code and, therefore, no sanctions or disciplinary action will be taken.

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.

3. There has been a violation of the Code.

After the hearing, 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 Dean.

4. There was insufficient evidence to determine if a violation of the Code has occurred.

After the hearing, the Student Review Council may decide that there was not enough evidence to determine if a violation of the Code has occurred.

5. The sanction of the faculty/course/program director or Associate Dean for Academic Affairs was not appropriate.

After the hearing, the Student Review Council may determine that the previously administered sanction was inappropriate for the infraction. The Council will advise the Dean of this decision and suggest an appropriate sanction.

## Disciplinary Actions

In the event that the Council determines that there has been a violation of the Code, the Council may recommend an appropriate disciplinary action from among 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. Disciplinary Restrictions: Limiting of certain privileges or practices of the individual(s) involved in the offense.
3. Disciplinary 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. Disciplinary Suspension: Immediate, temporary exclusion from the School of Dentistry for a period not to exceed fourteen calendar days.
5. Disciplinary 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. Disciplinary Expulsion: Immediate, permanent exclusion from the School of Dentistry.

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

## Report to the Dean

The Chair will report the findings of the Student Review Council to the Dean within three (3) school days of the close of the hearing. 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 or disciplinary actions.

## Decision of the Dean

The Dean shall review the findings and recommendations of the Council and render a final decision on the case within ten (10) days of the recommendation. In case of the Dean's absence, the ten day time frame will begin upon the Dean's return. If no breach was found by the Council, the Dean may dismiss the charges. If a violation was found, the Dean may impose any appropriate sanction. The Dean shall report his/her decision in writing to the accused, the Student Review Council, and the Student Progress and Promotion Committee (SPPC). Sanctions may affect the student's progress through the curriculum, based upon actions by the SPPC. The decision of the Dean is final.

## Reconsideration

A student may ask the Dean to reconsider any decision. Such request must be presented in writing to the Dean within five (5) school days of the final decision. If the student is not satisfied with the outcome of this request, he/she may grieve the process through normal student grievance procedures.

The Dean 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. Changes are then sent to the Faculty Assembly and the Louisville American Student Dental Association (Dental School Student Senate) for their comments. Final adoption shall be by the School of Dentistry Council.

### **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>

### **UofL Code of Student Rights and Responsibilities**

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

### **UofL CODE OF CONDUCT**

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

## **Attendance Guidelines**

*[Background: Both the University's and the School of Dentistry's excused absence policies are very general in scope (both are quoted below). In an effort to establish a level of standardization, guidelines regarding excused/unexcused absences have been proposed (page 2). The Guidelines were approved by the ULSD Council. These Guidelines apply to both the DMD and the Dental Hygiene programs. As these are to be considered guidelines, individual course directors may implement stricter policies for their courses.]*

### **University Policy for Excused Absences** (approved 7/8/98 by Faculty Senate)

Although each college, school, or academic unit of the University of Louisville creates its own regulations concerning class attendance, all units hold students responsible for materials covered, lectures given, papers due, exams scheduled or other evaluative measures administered during a student's absence from class. The academy requires student participation in the learning process, measurement of student progress, and the fulfillment of basic course requirements.

When, however, a student's participation in a university-sanctioned event or activity requires him or her to be absent from a class during which an examination or other measurement of academic progress is scheduled, faculty are expected to provide the student an opportunity to be evaluated at another time or by a comparable alternative evaluation method, within a reasonable period of time prior to or after the absence.

A university-sanctioned event shall be one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include, but are not limited to, student government congresses, intercollegiate athletic and debate contests, music competitions, academic meetings and conferences. In order for any other event or category of events to be designated university-sanctioned, it must be approved in writing by the dean of the student's enrollment unit. A dean's decision not to designate an event as university-sanctioned may be appealed to the University Provost.

Official notice of a university-sanctioned event shall consist of a letter from the sponsoring unit or program to the faculty whose class(es) will be missed. If the event or class of events has not already been designated as university-sanctioned, the letter must be signed by the dean of the student's enrollment unit or her/his designee. The letter shall be considered binding only if it is delivered to and received by the faculty member a minimum of one week prior to the event or activity. The letter shall include the following data:

- Date(s) and location(s) of the event(s)
- Date of departure from campus and exact time when the student is expected to report for departure
- Date of return to campus and exact time when the student will be expected to return to class.



The University of Louisville recognizes that educational experiences extend beyond the classroom and campus. Students are encouraged to participate in activities that provide opportunities for academic enrichment, experiential learning, and university service as ambassadors for the university. Faculty are urged to be as flexible as possible in providing alternative times or means for the evaluation of students who are acting as representatives of the university in an officially sanctioned activity that requires absence from class.

### *School of Dentistry Policy for Excused Absences*

**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.** (Student Handbook)

#### *Student Excused Absence Guidelines* (Approved by ULSD Council – 06/19/2007)

Successful completion of the dental program depends directly upon student participation in and completion of all required courses. Students are expected to take advantage of each opportunity to learn as a demonstration of their responsibility to their patients and their commitment to the highest professional standards.

Students are expected to attend all scheduled classroom, laboratory and clinic sessions, and other scheduled events. However, it is understood that on occasion students may be required to be absent for excusable reasons. An excused absence excuses only a student's attendance at a scheduled class session or event. The student is responsible for any missed assignments. Whenever possible, the course director should be contacted by the student prior to any absence. In all cases, the student must meet with the directors of all courses missed to determine what remedial work is necessary within two (2) class days of returning to school.

1. The following circumstances merit the granting of an excused absence.

- Personal illness or illness of a close family member when the attention of the student is required.
- Death of an immediate family member.
- Personal appointments for acute or preventive health care. (A student missing a scheduled examination must document a visit to Student Health or a private physician in order to qualify for a make-up examination. Whenever possible, students should schedule preventive appointments at times which are minimally disruptive to their class schedule).
  - Accident or other unforeseen circumstances making it impossible for a student to attend a scheduled class. In the event of a traffic accident or car problems, documentation should be provided, such as police report or repair bill. In most cases, these circumstances will not result in absence for the entire day.

2. Students are expected to report their reason for requesting an excused absence to the Office of Student Affairs prior to the day of the absence or as soon as possible. The Office of Student Affairs will notify the course directors of the absence. The course director will have the responsibility to determine the validity of the reason for the request. Student confidentiality must be respected and preserved unless required by subpoena or other legal process. A record of excused absences will be maintained in the office of Academic Affairs.

3. The following may also constitute reasons for an excused absence but these are not emergencies and they should be planned well in advance. The student has the responsibility to notify the course director and the Office for Student Affairs and arrange in advance to make up any work to be missed.
  - Serving off campus as a representative of the institution or an institutionally sponsored organization.
  - Observation of a work restricted holiday as recognized by the University.
  - Maternal or paternal leaves.
  - Other circumstance as may be approved by the course director.
4. Faculty has the responsibility to monitor class attendance. When attendance is part of the course grade, attendance must be taken for all students at every class session. Students that are suspected of abusing the Excused Absence Policy and/or Guidelines should be reported to the Associate Dean for Pre-doctoral Education for investigation and action as prescribed by the School of Dentistry Code of Professional Responsibility.
5. A student who misses a scheduled class session without an excused absence is not entitled to any special consideration to make up missed assignments, work or examinations. These students should be treated in accordance with the class attendance policy published in the course syllabus.
6. Unexcused absence from an examination will automatically result in a failure grade for that examination.
7. Students with clinical responsibilities are expected to be present in the clinic and actively engaged in patient care activities, except when scheduled on block rotations and extramural assignments. Unexcused absences from the clinic, block rotations, or extramural assignments constitute professional misconduct.
8. Reasonable accommodations will be made by course directors for students who receive an excused absence to allow them to remediate. While students will not be penalized for excused absences, extended or multiple excused absences may require repetition of an entire course or courses up to and including a year of the curriculum.
9. A student who is absent from school without permission ("unexcused absence") for two or more days in a single term (Fall, Spring, or Summer), or who otherwise significantly fails to satisfy attendance requirements, will be subject to an Academic Performance Hearing and may be dismissed from the program

## **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 –

<http://campuslife.louisville.edu/policies/studenthandbook/pages/academicgrievance.html>

Non-Academic Grievance Procedure –

<http://campuslife.louisville.edu/policies/studenthandbook/pages/nonacademic.html/?searchterm=non-academic%20grievance%20procedure>

University Policies and Procedures –

<http://louisville.edu/graduatecatalog/university-policies-and-procedures>

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. The dental hygiene student should present his or her concern to the Director of the Program in Dental Hygiene and then to the appropriate Department Chairperson. The graduate student should consult with his or her Program Director and then with the appropriate Department Chairperson.
3. If the problem remains unresolved, the dental or dental hygiene student should present his or her concern to the Associate Dean for Pre-doctoral Education. The graduate student should present his or her concern to the Associate Dean for Clinics and Post-doctoral Education.
4. If the problem is not solved satisfactorily in the office of the Associate Dean for Pre-doctoral Education or the Associate Dean for Clinics and Post-doctoral Education, the student should 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 other than substantive grade appeals. Subsequent procedures shall follow the guidelines as given in the University Campus Life Student Handbook: Academic Grievance Procedure.

B. Non-Academic Grievance Procedure

1. The student should follow the procedures as outlined in the University Campus Life Student Handbook: Non-Academic Grievance Procedures.

### 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.