

ROSEMAN UNIVERSITY OF HEALTH SCIENCES

COLLEGE OF DENTAL MEDICINE

Doctor of Dental Medicine Program

South Jordan, Utah Campus

STUDENT



HANDBOOK

2018 - 2019

10894 S. River Front Parkway
South Jordan, UT 84095

Student Handbook and Catalog Notice

The *College of Dental Medicine Doctor of Dental Medicine Student Handbook* and *Roseman Student Catalog* are hereby presented. Both are available on the Roseman University website under the student tab.

University policies and procedures are included in the University Catalog or may be found on the University website (<http://www.roseman.edu/students/students-students/policies-1>). The policies and procedures in this *Student Handbook* are specific to the College of Dental Medicine and are supplementary to University policies. In the event that a University policy is in conflict with a policy of the College of Dental Medicine, the stricter policy will apply.

Please note that the University cannot possibly list all required student behavior in the Catalog and/or Student Handbook, so whenever in doubt, students are strongly encouraged to contact the Dean, Associate/Assistant Deans or Directors responsible for the issue in question, for clarification.

This Handbook is effective August 2018

DEAN'S WELCOME AND EXPECTATIONS

Welcome to the Doctor of Dental Medicine Class of 2022!!

I want to welcome all of you to the profession of dentistry and to Roseman's commitment to you as Life Long Colleagues. This commitment guides our decisions and behaviors for all of the students, faculty, staff and patients that are part of Roseman CODM. We believe that we all learn and depend on each other and your educational experiences in dental school are designed to not only develop your clinical skills but to open your mind to all of the possibilities that the future of dentistry holds for you.



Central to everything that we do at Roseman CODM is the care for our patients. Whether those patients travel to our clinic in South Jordan or we travel to remote and underserved areas to treat them, we are grateful for the opportunity to serve others. Providing our patients with the best care possible in a timely manner, challenges each of us to perform at our highest level. In order to achieve this, our faculty and staff are committed to your education and to your development as an oral health care professional.

As you begin this journey, keep an open mind to the new experiences that you will encounter and remember to embrace the challenges that will occur as learning and growth opportunities. I know that we will always be grateful for your decision to attend Roseman and proud of the dedication you have to your education and your future accomplishments in the profession.

The Doctor of Dental Medicine program emphasizes ethics, professionalism and respect for others. By virtue of matriculation, each and every DMD student agrees to abide by the Lifelong Colleague Principle, Honor Code and White Coat Pledge.

The Lifelong Colleague Principle encourages all students, faculty and staff to make each and every interaction reflect a sincere desire to develop each other as lifelong colleagues.

The Honor Code is adapted from the traditions of the nation's military academies. The Honor Code states simply that "I will not lie, cheat, steal, disrespect others nor tolerate among us anyone who does." ¹

We recognize that the next four years will be challenging, placing tremendous demands on your time. While no program can eliminate the work required to earn the DMD degree, the Roseman learning model will reduce unnecessary demands on your time and make your experience here productive and rewarding. In addition, the commitments we make to each other, the Lifelong Colleague Principle, and the Honor Code of the College of Dental Medicine guide all decisions and behaviors of students, faculty and staff. The Lifelong Colleague Principle and Honor Code will allow students to flourish within an environment of trust, integrity and mutual respect.

For generations, the dental profession has earned the respect of the public as reflected in numerous polls identifying the most trusted health professions. Dentistry's status as an honorable profession that enjoys the privilege of self-regulation derives directly from the respect and trust of the public we serve. To signify the commitment dentists make to the welfare of their patients, all students will recite the "White Coat Pledge" at the White Coat Ceremony. This public ceremony affirms the values of the profession and marks the transition of each student into the traditions of the honorable health professions.

My very best wishes to each and every one of you!

Dr. Frank Licari, DDS, MPH, MBA

Dean and Professor

Footnote: ¹ (2009, April). In *United States Air Force Academy*. Retrieved February 7, 2011, from <http://www.usafa.af.mil/information/factsheets/factsheet.asp?id=9427>

The White Coat Pledge:

I, _____, in becoming a Doctor of Dental Medicine, commit to the preparation and development of conduct and performance which will conform to the highest goals, ethics and attributes of the dental profession. I will be diligent in my pursuit of academic excellence and mastery. I will devote my time and energies to acquiring comprehensive dental knowledge and appropriate surgical skills necessary to expertly serve the public to whom I will be accountable, and to bring honor to myself and to the profession.

I accept the premise that my primary responsibility is to the patients I will be treating. My goal is to establish and maintain a relationship of respect and confidence. Therefore, let all come to me safe in the knowledge that their total health care and well-being are my primary consideration and obligation.

My classmates and the dental professionals with whom I will be associating during my dental school career are more than friends. They are my lifelong colleagues and associates – professionals to whom I can turn for continued guidance and example. My obligation to them is reciprocal. I look forward to becoming a member of this dental family.

I respect the experience and expertise of my educators and mentors. I will seek their guidance and counsel. As a student, I will never approach a clinical situation unsupervised knowing that treating patients is offered to me under the auspices of my supervisor's license. I respect and honor that privilege.

I will observe the Principles of Ethics and Code of Professional Conduct as set forth by the profession and emphasized by my mentors at the College of Dental Medicine.

All this I pledge with pride in my commitment to my personal preparation, to the profession, and to the public I will serve.

I welcome you to the dental profession and look forward to working with you as a peer and colleague during the program, and throughout your career.

Sincerely,

Frank W Licari DDS, MBA, MPH
Dean of the College of Dental Medicine

Date

Student Dentist – DMD Class of 2022

Date

Student Signature Page

Acknowledgement of Roseman University of Health Sciences College of Dental Medicine Student Handbook & University Catalog Policies and Procedures

<u>Students' Initial</u>	Circle ONE: D1 D2 D3 D4 Academic Year: 2018 - 2019
	Notice of Requirement to Check Student E-mail on a Daily Basis (pg. 10)
	Academic and Career Advising (pg. 10)
	Attendance (pg. 12)
	Guidelines for Student Attire: Classroom and Simulation Lab and Clinic (pg.16)
	Classroom & Clinical Protocol (pg. 18)
	Grading System (pg. 20)
	Student Progress and Promotion (pg. 22)
	Assessment of Student Progress (pg. 26)
	Student Assessment/Reassessment: Policies and Procedures (pg. 29)
	Unsatisfactory Achievement of Academic/Professional Standards (pg. 33)
	Withdrawal - Voluntary Withdrawal, Mandatory Withdrawal (pg. 35)
	Student Appeal Process/Appeal of Assessments (pg. 39)
	Financial Responsibilities and Continued Enrollment (pg. 45)
	Policies and Procedures pertaining to Student Professionalism (pg. 46)
	I acknowledge that I have participated in a discussion of the Catalog, Handbook and Clinic Manual, had an opportunity to ask questions, and understand and accept all of the policies and procedures in the 2018-2019 Student Handbook.
	By signing my registration and payment agreement, I acknowledge that I will comply with all University policies. These policies may be accessed on the University website (http://www.roseman.edu/students/students-students/policies-1) or in the University Catalog, a copy of which is available at (http://www.roseman.edu). In the event that a University policy is in conflict with a specific College/Program policy, the stricter policy will apply. I further acknowledge that the CODM reserves the right to modify a policy during the academic year. In the event a policy is changed, the CODM will notify students of the change.
	I acknowledge and understand that I can obtain information about the safety and security of the University campus by visiting the Roseman University website.
	Authorization to provide contact information to Great-West Life & Disability Insurance, ASDA Membership and Insurance, and ADEA Membership

Student Signature

Printed Name

Date

William B. Carroll
Associate Dean for Academic Affairs

Date

James G. Hupp
Assistant Dean for General
Dental Education

Date

William Harman
Associate Dean for Admissions and
Student Services

Date

Duane Winden
Director of Biomedical
Education

Date

Kenneth King
Associate Dean for Clinical Affairs and
Patient Care

Date

Brandy Norman
Administrative Assistant

Date

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ACADEMIC CALENDAR

COLLEGE OF DENTAL MEDICINE ACADEMIC CALENDAR – 2018-2019

Pre- Orientation:	August 6, 2018
Orientation:	August 7-9, 2018
Classes Begin:	August 13, 2018
White Coat Ceremony:	August 24, 2018
Labor Day:	September 3, 2018
Thanksgiving Break:	November 21-23, 2018 [subject to change]
Winter Remediation:	November 26 – December 14, 2018
Winter Break:	December 24, 2018 – January 4, 2019
Classes Resume:	January 7, 2019
DMD 2019 Program Completion Date:	April 12, 2019
Hooding Ceremony:	April 16, 2019
ADAT: http://www.ada.org/en/education-careers/advanced-dental-admission-test	April 2 – August 31, 2018
Memorial day:	May 27, 2019
Classes End:	June 28, 2019
Summer Break:	July 1 – July 5, 2019
Summer Remediation:	July 8 - 19, 2019
Academic year end:	August 12, 2019

All University Offices are open for business from 8 a.m. to 5 p.m., Monday through Friday, except the Official Holidays noted above.

We recommend that you check vacation dates with the Office of Academic Affairs before booking travel.

The University and College of Dental Medicine reserve the right to modify the academic calendar and curriculum as needed.

Please note that the complete 4-year curriculum for each individual class is described in the student handbook of their matriculation or D1 year.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC POLICIES AND PROCEDURES

1. Overview of DMD Curriculum

An overview of the Roseman DMD Curriculum, including block/course descriptions, may be found in the *Roseman University of Health Sciences DMD program section of the Catalog* and on the website (<http://www.roseman.edu>).

2. Notice of Requirement to Check Student E-mail on a Daily Basis

University and College administration, faculty and staff rely on e-mail to share information with students about policies, procedures, appropriate deadlines, class materials and activities. CODM students ***must*** check their student e-mail accounts at least once a day (excluding holidays) to make sure that they are aware of current notices and information. This includes making sure that the mailbox is not “full” thus preventing the receipt of email. If a student experiences a chronic problem accessing his/her e-mail account (i.e., inability to access the account for longer than 2 business days), he/she must contact the Roseman Technology Services Help Desk to resolve the situation. Students who experience difficulty accessing their e-mail account or who do not read notices sent via e-mail in a timely manner, are not exempt from complying with appropriate University and College rules, regulations and deadlines.

3. Everbridge Emergency Notification System

All students are required to provide email and phone information to activate their accounts with the University emergency alert system. For information or to register, please access the following link: www.roseman.edu/emergency.

4. Academic and Career Advising

The Roseman University of Health Sciences, College of Dental Medicine is aware that its students hold a diversity of the academic and professional goals. The College recognizes that students are interested in working with faculty members who understand and appreciate their individual interests and pursuits. Every faculty member in the College will be available and accessible to mentor students. The College does not assign students to specific faculty advisors; however, students are strongly encouraged to contact any faculty members they wish to obtain academic or career advice. Students can visit the Roseman website at www.Roseman.edu to review a brief description of the backgrounds and interests of the faculty and administration of the College. Additionally, students can contact any of the Deans or Directors of the College for academic and career advising, including referral to other appropriate resources. (See *Catalog* pages 43 - 45 Academic Support Services for additional information.)

5. Course Syllabi

Faculty will provide students with appropriate course details in a timely fashion prior to the initiation of all courses or rotations. Students have the responsibility to be familiar with this information. CODM course syllabi will be provided for all courses and include the following sections: list of faculty involved in the course; the educational goals and specific learning outcomes; assessment and remediation dates; attendance expectations;

course schedule that indicates all course sessions and topics/activities for each class, lab or clinic session; required textbooks and other reading/study materials; mechanisms for faculty communication with students; list of CODM competencies that the course supports. The course syllabi will be posted on the learning management system and/or distributed in class. Faculty develop assessments for progress from outcomes stated in the syllabi. The Roseman CODM DMD Predoctoral education competency's upon which the outcomes are based are listed in the online Roseman Student Catalog.

6. CODM Student Handbook

Students will be provided with digital and printed copies of the *Roseman CODM Student Handbook* during the orientation period and will participate in discussions of all topic areas. All students will be required to sign an acknowledgement that they have received the Catalog and Student Handbook and have had the opportunity to ask questions or request clarification. The *Student Handbook* is also posted electronically on the Roseman CODM online learning management system.

The *Student Handbook* is designed to serve as a resource to address such issues as academic performance standards; assessment and remediation; standards of academic integrity and professional and social behavior; student rights and responsibilities; academic and disciplinary grievance procedures; and general information pertaining to College and/or the University.

CODM students will be informed and oriented to the methods and standards for assessment of academic performance in two categories: (1) methods of assessing student progress, and (2) academic standards for progress through the *Student Handbook* and presentations by Faculty and the Associate/Assistant Deans.

7. CODM Clinic Manual

Students will be provided with a digital copy of the *Roseman CODM Clinic Manual* and will be required to sign an acknowledgement that they have received this digital manual. *The Clinic Manual* will be reviewed and discussed with students by the Associate Dean for Clinical Affairs and Patient Care, the Director of Clinical Education, and Clinical Practice Team Leaders as well as other faculty and staff during the clinical orientation process, in class meetings, in clinical preparation courses, and is also available to all students on the online learning management system.

ATTENDANCE

It is expected that all students attend all scheduled instructional periods, clinical assignments and rotations, and all scheduled assessments and remediation/reassessment periods.

Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods. Students are reminded that attendance is assessed as part of the professionalism standard established by the CODM. In order to progress towards competency, it is expected that the guidelines regarding attendance be followed. If remediation is required in this area, progress towards graduation could be delayed. If a student is ill or experiences a personal or family emergency (see paragraphs “a” and “b” below) that would prevent him/her from taking a scheduled assessment or reassessment, the student *must* request an excused absence. *The decision to grant an excused absence is at the discretion of the appropriate Director.* Should a student not provide requested documentation or should a student fail to inform the Director within the timeframes specified below, an excused absence may be denied. Falsification of documentation is considered a violation of the College’s Standards of Professional Conduct and will result in disciplinary action up to and including dismissal/termination from the university.

Notification

Students who are absent due to illness or an emergency must send an email ASAP from their Roseman account to the following address: ***DMD_SJ_Absence@roseman.edu**. If you do not have access to email, please call (801) 878-1200 and leave a detailed message.

1. Student Illness

Should a student be unable to take a scheduled assessment, reassessment, or clinical examination or rotation due to illness, the student must notify the Office of the Associate Dean for Academic Affairs (801-878-1410) no later than 8:00 am on the day of the scheduled assessment, reassessment, or clinical examination/rotation. Notification can be made by telephone or e-mail. **If the student is absent for more than two (2) days, a note from an appropriate health care provider will be required.** The note must be signed and dated by a licensed health care provider must be received no later than one (1) business day following the missed assessment/reassessment and/or clinical examination/rotation. The health care provider cannot be an immediate family member of the student in question, and must have been involved in the provision of care for the illness. Electronic copies of the provider’s note may be accepted, provided that the original copy is received by the Office of Academic Affairs within one (1) week.

2. Personal or Family Emergency

Should a student experience an emergency personally or in his/her immediate family (“immediate family” is defined as parent, guardian, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment, remediation, or clinical examination/rotation, the student should notify the Office of the Associate Dean for Academic Affairs (801-878-1410) as soon as possible following the event on the day of the scheduled assessment/reassessment. “Emergency” situations include, but may not be limited to hospitalization, death, or other unforeseen, debilitating events. Notification can be made by telephone or e-mail. A request for an excused absence for personal or family reasons will only be granted by the course director.

- a. Requests for excused absences are only granted for initial assessments and/or initial reassessments. Request forms are available in the Office of Academic Affairs. Request form must be completed at least one week prior to the assessment. Makeup assessments and reassessments must be completed by the deadlines outlined below or students will receive a grade of “No Pass” and be required to attend winter and/or summer remediation. *Excused absences are not permitted for makeup assessments or makeup*

reassessments. Students with prolonged illnesses or other personal issues that result in multiple absences should consult the appropriate College Administrator.

- b. If an absence from a scheduled assessment is excused, the student will be assessed during the scheduled reassessment. Since the student could not participate in the team assessment, the student will not be entitled to receive team points for the reassessment. Students who had an excused absence for the assessment and do not pass the assessment will have the opportunity for a reassessment. The makeup assessment must be completed within two business days of the reassessment. Otherwise, the student will receive a “No Pass” and will be required to attend winter and/or summer remediation period for that assessment.
 - c. If an absence from a scheduled reassessment is excused, the student will have the opportunity for a makeup reassessment. The makeup reassessment must be completed within two business days of the scheduled reassessment. Otherwise, the student will receive a “No Pass” and will be required to attend winter and/or summer remediation for that assessment.
 - d. If a student has an excused absence for both the assessment and the reassessment, the student will have the opportunity for a makeup assessment and reassessment. The makeup assessment and, if necessary, the makeup reassessment, must be completed within five business days of the initial assessment. If the student has not passed the makeup assessment or reassessment within five business days of the initial assessment, the student will receive a “No Pass” and will be required to attend the assigned winter/summer remediation for that assessment.
 - e. Faculty who write assessment items need not be present during any makeup assessment or reassessment. The date and time of the makeup assessment or reassessment may or may not be scheduled for regular school hours.
 - f. If an absence from a scheduled assessment is unexcused, the student will be required to attend the scheduled reassessment and pass that reassessment or attend a scheduled summer/winter remediation period. If an absence from a scheduled reassessment is unexcused, the student will be required to attend a scheduled winter and/or summer remediation period. This will be determined by block faculty in conjunction with the Associate Dean for Academic Affairs and be assessed on those outcomes at that time. More than one unexcused absence is not permitted. Following an unexcused absence, the student will be notified, in writing that any additional unexcused absences will result in the student being placed on probation (See Probation).
3. Attendance at External Rotations and Community Service
Attendance is required at all scheduled external rotations. External rotations include community based clinical rotations, approved externships and approved community service projects and activities related to oral health instruction. Students will represent the College of Dental Medicine and the dental profession at all times, and are required to abide by all policies of the external rotation sites at which they are providing patient care. For questions regarding practicing outside of the College of Dental Medicine please see policy for the externships, external rotations and practicing outside the CODM on page 21.
4. Bereavement
A student may request an excused absence from an assessment or reassessment to attend scheduled funeral services for a close friend or family member. The funeral service must be scheduled within 2 calendar days of the date of the assessment/reassessment to receive an excused absence. The student must notify the Associate Dean for Academic Affairs at least one business day prior to the requested absence. Documentation in the form of a death certificate, funeral program and/or obituary may be required for an excused absence to be approved, and must be submitted prior to any scheduled make up assessments.

5. Religious Observance

It is the policy of Roseman University of Health Sciences and the College of Dental Medicine to be sensitive to the religious obligations of its students. Should a student be unable to take a scheduled assessment or reassessment due to a religious obligation, the student must request an excused absence from the Associate Dean of Academic Affairs as soon as possible, but not later than the end of orientation week for the school year. The Associate Dean of Academic Affairs reserves the right to require the student to provide additional information and/or documentation from a clergyman confirming the religious prohibition asserted by the student if deemed pertinent in determining whether or not an excused absence should be granted.

6. Attendance at Professional Meetings

The CODM encourages students to attend professional meetings approved by advisor(s), course directors, CPT leaders and Associate Deans. In order to receive an excused absence from an assessment/reassessment scheduled during a professional meeting **each student** attending the meeting must **individually** submit a request to the Associate Dean of Academic Affairs at least **two weeks prior to an assessment/reassessment**. Students must submit travel requests at least three weeks prior to attending professional meetings. The appropriate form must be signed by the course directors and/or CPT leader, one of the Associate Deans and be accompanied by the accepted student registration form for the meeting. Once approved, these excused absences are not counted as personal days (defined below).

Requests for excused absences will only be granted for the six above itemized reasons.

7. Personal Day Policy

The College of Dental Medicine recognizes that a student may need to be excused from class or clinic for non-illness, non-emergency-related reasons. To meet this need, each student will be allotted personal days as listed below. To utilize a personal day, students are required to discuss their request with the appropriate Director(s) to ascertain no major conflicts and the ability to make up missed course work and/or clinic time. If approved, an Absence Request Form must be completed with the appropriate signatures and submitted at least two (2) weeks prior to the day the student wishes to be excused. The Absence Request Form for the D-1 and D-2 students will be submitted to the Office of Academic Affairs after the forms are approved by the appropriate Course/Block Director, Director of Biomedical Education and/or Co-Director of Pre-Clinical Education. D-3 and D-4 students will submit the completed forms to the Assistant Dean for General Dentistry Education. Completion of the form by the student does not imply the student is excused from classes or clinic until the course director or the CPT Leader approves the request.

D1 Students five (5) full days (no carryover to D2 year)

D2 Students five (5) full days (no carryover to D3 year)

D3 Students five (5) full days

D4 Students five (5) full days (plus unused days from D3 year)

Personal days are to be used for externships, interviews during the last half of the D3 year, and during the D4 year for interviews for postgraduate opportunities such as employment, residencies or advanced specialty education. In addition, personal days are to be used for personal events such as weddings, funerals (not immediate family), other significant family events and elective continuing education courses, such as dental association meetings.

8. Absences in Addition to Personal Days

a. Pre-Clinic

It is the student's responsibility to obtain any course information missed during their absence and to make up any missed sim lab projects. Students must complete coursework for any Excused or Unexcused absence at the convenience of the course instructor.

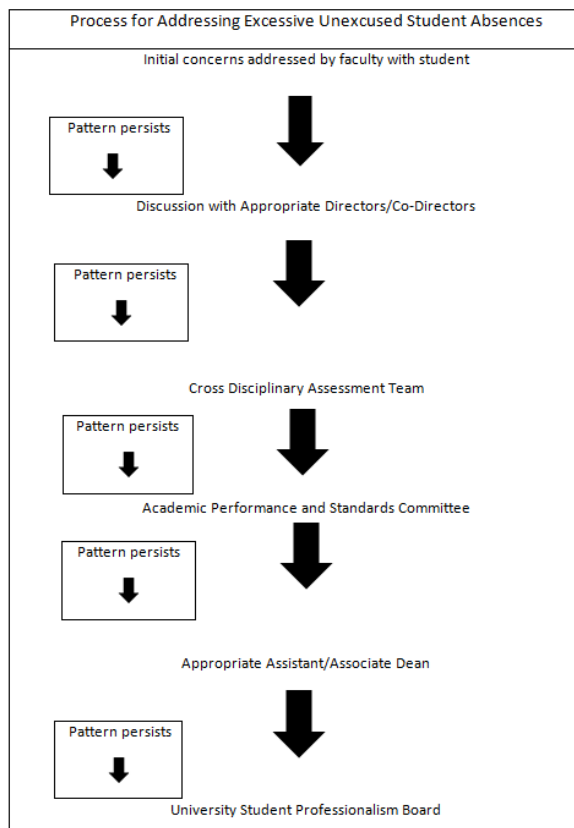
b. Excused Absences

In addition to Personal Days, students are excused for the days they are taking NBDE Part I and II and for the computer and clinical portions of the WREB exam. Additional time off from normal classes and clinic times to prepare for these exams are not considered as excused absences.

c. Excessive Unexcused Absences

The attendance policy is not meant to be punitive. However, attendance will be used as part of the professionalism assessment, evaluating students as they progress through their dental education. All courses, didactic, pre-clinic, and clinic, are equally required to achieve competency and require students to be present and to participate. We are not looking for a single incident but patterns that indicate there may be a situation that needs attention by the CODM faculty.

In situations where an excess of unexcused absences is noted by faculty the following process will be implemented:



9. Clinic Attendance Policy

Absences taken in addition to personal days may require make-up during regularly scheduled breaks or by other means as determined by the Assistant Dean for General Dentistry Education, CPT Leader, and/or course director.

GUIDELINES FOR STUDENT ATTIRE

STUDENT ATTIRE IN THE CLASSROOM

At the CODM, students will be engaged in educational activities that will give them frequent contact with the public who are visiting the campus, receiving treatment in our clinics, or community based activities and clinics sponsored by the CODM and/or community partners. Students will therefore be expected to represent the CODM and the dental profession in a manner that bestows confidence and respect upon the activities of the CODM. It is in this spirit that the following guidelines have been adopted the following guidelines for attire in the classroom. (For policies on clinical attire, please refer to the ROSEMAN CODM *Clinic Manual*.)

1. Students must wear a visible Roseman CODM ID at all times.
2. Hats/headwear:
 - a. Hats or head covering of any kind are not allowed in classes, during exams, and in the clinic or sim lab, except for religious, cultural, medical or ethnic observations and appropriate clinical coverings to restrain hair;
3. Trousers / Shorts:
 - a. Excessively-tattered or worn trousers and clothing with holes are not to be worn in class or clinic.
 - b. Shorts are not to be worn during class or clinic;
4. Shirts:
 - a. Revealing clothing, including low-cut blouses or shirts/pants that allow, for example, the abdomen to be exposed are not to be worn in class or clinic.
 - b. Likewise, trousers should not be cut too low or worn in a manner that, for example, causes any portion of the buttock or underwear to be exposed.
 - c. Strapless shirts, shirts with spaghetti straps or halter tops are not to be worn in class or clinic.
 - d. T-shirts with discriminatory or derogative statements or inappropriate graphics are not to be worn in class or clinic.
 - e. T-shirts that are sold by student organizations or ROSEMAN are allowed. Jeans and scrubs are also allowed.
6. Shoes:
 - a. Open toed footwear is not to be worn in the simulation lab, or clinic.
 - b. Dress sandals are appropriate for wear in the classroom, but not in simulation lab or clinic.
7. Scented Products:

Due to chemical sensitivities of patients, students, faculty and staff (i.e. perfumes, colognes, room scents, deodorizers, and other aromatic compounds), minimal use of these products is encouraged.
8. Personal Hygiene:

Students are expected to maintain personal and oral hygiene in all CODM DMD sponsored functions and activities.
9. Tattoos:
 - a. Tattoos may not be visible.

10. Piercings:

- a. Tongue, head, and neck piercings of any type, with the exception of religious traditions, must be removed during any College/University sponsored activities on or off campus.
- b. Ear rings that are in compliance with the guidelines of the Clinic Manual are acceptable.
- c. College administration reserves the right to require immediate removal of any jewelry or adornments that are not in compliance with CODM standards or policies.

Noncompliance may be reflected in professionalism assessments.

STUDENT ATTIRE IN SIMULATION LAB AND CLINIC

1. Scrubs

- a. Clean and proper fitting scrubs will be worn during normal school hours (8 am to 5 pm) for all activities in the simulation lab or clinic. Should a Simulation Lab exercise or clinical procedure extend beyond normal school hours, scrubs will continue to be the required dress. A short or long sleeve solid colored t-shirt under the scrub top is permitted. Sweaters or coats may not be worn over scrubs in the sim lab. As stated in the previous sentence, long sleeve t-shirts may be worn under the scrub top. The condition of scrubs should be maintained so that a professional appearance is preserved.
- b. Appropriate dress for after-hours on school days and on weekends: Scrubs are strongly recommended but not required - casual clothing is included (without being loose-fitting). Shoes must be closed-toed (no flip-flops).
- c. These items are not allowed:
 - Shorts or shirts / blouses which leave large areas of the body exposed to lab debris;
 - Tank tops;
 - Sleeveless shirts or tops;
 - Low-cut t-shirts, shirts or blouses;
 - Bare midriffs.
- d. Other appropriate attire such as eye protection, gloves, masks, disposable lab jackets, etc. must be used as required.
- e. Students are strongly encouraged to keep an extra set of scrubs in their lockers at all times in order to accommodate unforeseen changes in the schedule.

Student attire is one way in which to represent the dental profession in an appropriate manner. Throughout the course of study at the CODM, student appearance and attire are assessed as part of the professionalism standard established by the CODM. **In order to progress towards competency, it is expected that the guidelines regarding appearance and attire are followed. If remediation is required in this area, progress towards graduation could be delayed.**

CLASSROOM & CLINIC PROTOCOL

CLASSROOM PROTOCOL

1. Class Start Time, Assessment Start Time and Class Hours

The stated class hours for the didactic and simulation portion of the curriculum are found in each course syllabus. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at the scheduled start time, except when otherwise approved by the curriculum committee and the faculty. This is not intended to impede the flexibility that faculty may appropriately demonstrate in conducting their courses. Faculty has the latitude to allow students to study in their groups or work on special projects; however, that time must be defined and structured, and faculty should be available to assist and facilitate students in their learning activities.

Assessments are usually scheduled to begin at 8:00 a.m. Start times for the team assessment and assessment review will be clearly communicated to the students in accordance with the Assessment Policy. On the scheduled remediation day, times for remediation review and reassessments will be communicated to students in accordance with the Assessment Policy.

The scheduled dates for assessments and reassessments are set prior to the beginning of the academic year and appear in the course syllabus. These dates are communicated to students via the calendar, email, blackboard and/or verbally in class.

Any deviations from this policy must be approved in advance by the appropriate Directors and the Associate Dean for Academic Affairs.

2. Multimedia Recording of Curricular Material

The policy on recording instructional time is posted on the University's website.

3. Visitors

Students and their guest must abide by University rules and policies.

Roseman University policy regarding student guest(s) is in the Student Catalog.

4. Classroom Etiquette

Students are expected to conduct themselves in a manner that is not disruptive or disrespectful to any person and that does not adversely affect teaching, learning, or examination performance of any person. For example cell phones, laptops, smart watches, or any other electronic or communication device must be turned to "vibrate mode" at all times, and all calls must be made and/or received outside of the classroom. Students who do not abide by this policy may be asked to leave the classroom or clinic. Abuse of this policy may result in disciplinary procedures.

NOTE: Electronic or any other external communication devices are not allowed in the room during assessments or remediation. (See Student Assessment Policy below.) Examples include: smart phones, smart watches, laptops, or tablets that are not being used for the assessment.

POLICY FOR EXTERNSHIPS, EXTERNAL ROTATIONS AND CLINICAL EXPERIENCES OUTSIDE OF THE CODM

Students are not allowed to practice dentistry outside of the College of Dental Medicine unless they are practicing under a licensed dentist who is affiliated with the College of Dental Medicine through both academic appointment and a memorandum of agreement. This includes but is not limited to: community service projects, private practices, extramural sites, foreign dental missions, specialty and other externships. This includes international trips sponsored by outside organizations.

Only students who are in good academic standing and who are approved by the External Clinical Enrichment Committee may participate in any external clinical enrichment. Students on academic or professionalism probation are not eligible.

Due to state licensure requirements, dental practice acts and laws governing dental practice in foreign countries, students who practice without a license or appropriate supervision may be held accountable to the College of Dental Medicine, licensing bodies and legal authorities.

Activities related to oral health instruction must be approved by the Director of Public Health. While participating in a Roseman CODM sponsored community-based clinical rotation, externship, and/or a student/resident external rotation, the student/resident will be responsible to arrange for housing accommodations. When considering student/resident housing, the housing accommodations must include separate living quarters for the student/resident with private access to the living quarters. Students/residents are not allowed to cohabitate with members of the organization, preceptors, or its affiliates. Students/residents may arrange for living quarters with members of their own family or with relatives.

For further information, please refer to the clinic manual or contact the Director of Public Health Education.

GRADING SYSTEM FOR DIDACTIC COURSES

The Roseman CODM utilizes a “Pass” / “No Pass” system of recording student achievement. The faculty has set the standard of achievement for each student at 90%. Students must achieve a level of performance equivalent to 90% on all assessments in order to continue progression through the curriculum without remediation and re- assessment activities. The CODM reserves the right to modify the assessment system and will notify students of any changes.

1. “Pass” (P)

In order to receive a “Pass” (designated as “P” on the transcript) for didactic coursework, a student must achieve a score of 90% on each assessment (see Student Assessment Policy below). If a student does not achieve 90%, then he or she must remediate that portion of the curriculum at a pre-designated time, be reassessed, and achieve a level of 90%. Those students that are required to remediate must also achieve a score of 90% in all coursework in order to progress to the next academic year. All coursework must be turned in completed.

In order to receive a “P” for the clinical component of the curriculum, a student must successfully complete all competency assessments. All clinical assessments not completed at the competency level must be repeated until they achieve competency.

2. “No Pass” (NP)

An “NP” (no pass) will be recorded on the student’s transcript if the student achieved less than 90% after remediation. If a student achieves the required 90% proficiency following subsequent remediation, the student’s “NP” will be converted to a “P”.

3. Incomplete (I)

An Incomplete (I) indicates that a student has not completed the requirements necessary to issue a grade of “P” or “NP”. In order to replace the “I”, the student will need to complete the requirements necessary and be assessed. If the student is assessed and meets the standard for passing, the “I” will be replaced with a “P”. If the student is assessed and does not meet the standard for passing, the “I” will be replaced with an “NP”. Replacement of an “I” will be under the direction of the Course Director and the Associate Dean for Academic Affairs for didactic and simulation courses, or the Associate Dean for Clinical Affairs and Patient Care for clinical courses.

GRADING SYSTEM FOR CLINICAL COURSES

The Roseman CODM utilizes a “Pass” / “No Pass” system of recording student clinical competency. See syllabus for assessment details, requirements, and expectations. The CODM reserves the right to modify the methods of assessments and will notify students of any changes.

1. “Pass” (P)

The CPT leader determines satisfactory progress toward clinical competence. Students are evaluated through formative and summative assessments. CPT leaders will evaluate student progress on a regular basis throughout a reporting period by direct observation, attending faculty input, and specialty directors’ input.

2. “No Pass” (NP)

Unsatisfactory progress toward clinical competence is determined by the CPT leader with input from attending faculty and specialty directors. An end-of-block action plan developed by the CPT leader will identify reason(s) for the “No Pass” (NP) and the conditions to successfully remediate the “No-Pass” (NP).

3. “Incomplete” (I)

An “Incomplete” (I) grade is warranted if insufficient information to assess student progress during a given report period is determined by the CPT leader. Once this determination is made, the CPT leader will provide the student with a plan to resolve the “incomplete” (I) grade.

Each clinical is divided into three reporting periods. The CPT leader will provide input to the Academic Performance and Standards Committee as to a student’s competence. Failure on the student’s part to resolve an “I” or “NP” grade for clinical blocks, could delay graduation.

STUDENT PROGRESS AND PROMOTION

STUDENT PROGRESS AND PROMOTION

Students must achieve a level of performance equivalent to 90% on all assessments in order to continue progression through the curriculum without remediation and re-assessment activities.

1. Graduation Requirements

a. To qualify for the DMD degree, students must:

- i. Follow the approved course of study leading to the completion of all DMD course requirements;
- ii. Satisfactorily complete all professional courses and competencies within six (6) years, having no course grade below a "Pass";
- iii. **Pass the Integrated National Board Dental Examination that is given between the D3 and D4 years. Please note: Classes that matriculated prior to 2018 are still required to pass Parts I and II of the NBDE.**
- iv. Receive a favorable recommendation for conferral of the DMD degree from CODM faculty and Dean, Administrative Council, and Board of Trustees;
- v. Settle all financial accounts with the University; and complete all University, College, and program graduation clearance requirements.
- vi. The Office of Academic Affairs will submit a Graduation Clearance form to the registrar's office when all of the above requirements have been met.

2. Integrated National Board Dental Examination (INBDE)

It is imperative that all students registering for INBDE during January of the D3 year. The Associate Dean for Academic Affairs must approve each student's registration in advance to the student scheduling a test date.

(There is a registration fee that you will incur to register for the examination. Information is available at www.ada.org)

a. Students Who Are NOT in Summer Remediation

PLEASE DO NOT SCHEDULE YOUR TEST DATE BEFORE the last day of the INBDE Review Course tentatively scheduled for July of your D3 year.

b. Students in Summer Remediation

Please register for the INBDE as noted above. However, **DO NOT SCHEDULE YOUR TEST DATE BEFORE** the end of Remediation (*including any appeal*) (refer to academic schedule). You will be able to schedule your exam after you know your remediation schedule.

c. Students will not be certified to take the examination until all required remediation(s) have been successfully completed (*including any appeal*). The Associate Dean for Academic Affairs will provide guidance on the procedures, policies and appropriate test dates.

Due to the nature of these deadlines, students who experience problems with the Prometric Testing Center that impact on their compliance with the above deadlines must report these problems immediately to the Office of the Associate Dean for Academic Affairs.

3. National Board Dental Examination (NBDE) Part II (For students who matriculated prior to 2018)

a. **PLEASE DO NOT SCHEDULE YOUR TEST DATE BEFORE the last day of the NBDE Part II Review Course (refer to academic schedule).**

4. To Register for INBDE and NBDE Part II:
 - a. Log on to www.ada.org
 - b. Click on “Education and Careers
 - c. Click on “Testing”
 - d. Click on “INBDE or NBDE Part II”

Please note all students must obtain clearance from the Associate Dean for Academic Affairs prior to choosing a date for taking the boards. *If you experience any problems registering, please contact the Office of Academic Affairs.*

Progression of Students

The College offers a four (4) academic year program leading to a D.M.D. degree. The College utilizes the block system of curricular design whereby students study one content area intensely. Credit hours are achieved via completion of didactic coursework (based on regularly scheduled assessments) and dental practice experiences. The four academic years of the program are designated D1 (first year), D2 (second year), D3 (third year), and D4 (fourth year). A total of 80 credits must be completed to advance to the D2 year. A total of 97 credits must be completed in the D2 year and the D2 Pre-Clinical Capstone Assessment must be passed in order to advance to the D3 year. A total of 117 credits must be completed in the D3 year in order to advance to the D4 year. A total of 376 credits must be completed in order to be eligible for graduation. The College of Dental Medicine does not allow auditing of didactic or experiential coursework. A summary of the distribution of credit hours is given below:

Block/Course	Course Title	Credit Hours
DMD 5100	Ethics & Professional Practice 1	1
DMD 5110	Behavioral Science & Communication	1
DMD 5120	Dental Public Health 1: Intro to Public Health	1
DMD 5130	Clinical Systems	1
DMD 5221	Clinical Head & Neck 1	4
DMD 5222	Clinical Head & Neck 2	3
DMD 5240	Introduction to Biomedical Sciences	4
DMD 5301	Form & Function of the Human Dentition 1	2
DMD 5320	Restoration of Existing Teeth - Anterior	6
DMD 5321	Existing Teeth - Posterior	6
DMD 5322	Existing Teeth - Crowns	6
DMD 5323	Existing Teeth - Complex Restorations	6
DMD 5324	Existing Teeth - Onlays	6
DMD 5340	Oral Imaging Technique and Interpretation	4
MD 5400	Clinical Fundamentals	10
DMD5403	Primary Dental Care Clinic	4
DMD5420	Evidence Based Person Centered Care	15
First Year Total Credits		80

Block/Course	Course Title	Credit Hours
DMD 6100	Ethics & Professional Practice 2	1
DMD 6120	Dental Public Health 2	1
DMD 6121	Dental Public Health 3	1
DMD 6130	Dental Practice Readiness 2	1
DMD 6150	Inter-Campus Inter-Professional	2
DMD6310	Oral Pathology	2
DMD6320	Oral Pathology 2 – Head & Neck	3
DMD 6330	Missing Teeth	2
DMD 6335	Tooth Replacement - CD	10
DMD 6350	Introduction to Periodontics	4
DMD 6360	Oral Surgery 1	4
DMD 6365	Oral Surgery 2	4
DMD 6370	Pediatric Dentistry	4
DMD 6375	Orthodontics	2
DMD 6376	Orthodontics (Lab)	1
DMD 6380	Endodontic Diagnosis and Treatment	4
DMD 6400	Clinical Fundamentals	9
DMD 6401	Primary Dental Care Clinic	8
DMD 6403	Primary Dental Care Clinic	29
DMD 6420	Clinical Practice Team Meeting	5
Second Year Total Credits		97
DMD 7110	Vulnerable Populations	1
DMD 7120	Dental Public Health 4	1
DMD 7130	Dental Practice Readiness 3	1
DMD 7140	Dental Practice Readiness 4	1
DMD 7200	Pharmacology 2	5
DMD 7340	Orthodontics 3	1
DMD 7350	Periodontal Therapy	1
DMD 7390	NDBE Part II Prep	2
DMD 7401	Primary Dental Care Clinic 1	34
DMD 7402	Primary Dental Care Clinic 2	23
DMD 7403	Primary Dental Care Clinic 3	31
DMD 7413	Root Camp	1
DMD 7420	Clinical Practice Team Meeting 1	15
Third Year Total Credits		117
DMD 8100	Community-based Clinical Rotations - Elective	2*
DMD 8401	Primary Dental Care Clinic 1	23
DMD 8402	Primary Dental Care Clinic 2	25
DMD 8403	Primary Dental Care Clinic 3	21
DMD 8420	Clinical Practice Team Meeting	11
Fourth Year Total Credits		82
DMD 9000	Peer-To-Peer Mentoring - Elective	0
DMD 9001	Special Studies- Elective	0

Please note that the complete 4-year curriculum for each individual class is described in the student handbook of their matriculation or D1 year.

ASSESSMENT OF STUDENT PROGRESS

OVERVIEW OF ASSESSMENT OF STUDENT PROGRESS

Progression of students toward achievement of instructional outcomes will be frequently monitored using various methods of assessment. However, formal summative assessments for the purposes of communicating whether or not a student has passed a particular set of outcomes are scheduled regularly throughout the academic year. The following section provides a synopsis of the student assessment process in Roseman CODM's block scheduling system. The assessment process involves individual and team assessments. (Specific policies and procedures appear in Student Assessment/Reassessment: Policies and Procedures).

1. Assessment Types

a. **Basic Didactic Assessment (Multiple Choice Exams)**

- i. Written assessment given at the end of each block of instruction via Exam Soft (last Thursday of the block).

b. **Applied Didactic Assessment (OSCE's / Short Answer / Oral Exams)**

- i. Our intent is to continually improve the quality and increase the frequency of these exams.
- a) **OSCE** – defined as being Patient Centered/Case Based, Timed, and have a very specific and repeatable task. Examples could be identifying oral pathology, performing a head and neck exam, communicating with a patient, and/or creating a treatment plan. Clearly defined outcomes are defined with a rubric.
 - b) **Short Answer Assessments** – given as part of, or in place of the end of block, multiple choice exam (last Thursday of the block).
 - c) **Oral Examination** – Students present information regarding a patient and answer questions from faculty members. Clearly defined outcomes are defined with a rubric.

c. **Quantitative Skills Assessment (IPA - Summative Clinic and Pre-Clinic Individual Performance Assessments)**

- i. Graduation "Requirements". There are approximately (25) Pre-clinic and (25) Clinic IPA's established for students to show competency. IPA's are first used in the Pre-Clinic as a measure of clinic readiness (D1 and D2), and then to demonstrate competency in the clinic as the primary care provider for our patients (D3 and D4). As reported to CODA, if a patient experience does not present itself, Clinical IPA's may be accomplished using an OSCE.

d. **Qualitative Skills Assessment (IPE - Formative Pre-Clinic Performance Exercises)**

- i. Daily assignments in the SIM LAB. Assignments must be complete before corresponding IPA.

e. **Case Based Learning (CBL)**

- i. Students are given patient information and asked to make a diagnosis and create treatment plans, which are then carried out in the sim lab.

f. **Problem Based Learning (PBL)**

- i. Students are evaluated on their ability to contribute to discussions and problem solve within their teams (Breakouts).

2. Individual Assessment

The Roseman CODM's block curriculum will facilitate continual monitoring of student performance and prompt remediation to ensure that students do not advance through the curriculum without demonstrated levels of mastery of the subject matter. In the Roseman CODM curriculum model, students will undergo summative assessments at regular intervals throughout the academic year. Faculty will attempt to allocate assessment items proportional to the number of classroom days included on the assessment. The "pass" criteria for these summative assessments will be a score of 90% or higher. Students who do not achieve 90% score are expected to attend a focused and intense remediation process on a scheduled dedicated day for remediation, which will involve mentoring by faculty. Following that day's remediation process, students will complete a new and different assessment to determine if the mastery criterion has been achieved.

Faculty reserve the right to designate a pre-arranged seating order. Faculty reserve the right to move students during the assessment. Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the proctor.

3. Team Assessment

Team assessments will take place immediately following individual assessments. During this time, students will confer and collaborate on each assessment instrument as part of their assigned team activities. This will enable students to recall, reinforce, and self-assess information learned during the block. If the team assessment score is at least 95%, each team member will receive additional points added to their individual assessment score in the amount of 5% of the total. If the team score is less than 95%, no additional points will be credited to the students on that team. **Participation in the team assessment is mandatory.** Any dispute regarding a student's entitlement to additional points as a result of the team exam will be settled by the faculty assessment team, whose decision shall be final.

4. Student Remediation and Reassessment

Following each summative assessment is a remediation and reassessment for those students who did not successfully achieve the required performance threshold. **Until students are informed of the outcome of the Assessment Appeals Process students are expected to attend remediation and take the reassessment.** The student will receive a No Pass (NP) in the course if this expectation is not met. A review session by block faculty will be followed by the reassessment. If a student does not achieve the required threshold on the reassessment, the student will receive a "No Pass" for the block.

5. Remediation Program

In general for didactic instruction, the CODM has two remediation periods. The summer remediation period will begin at a designated time prior to the start of the new academic year. The winter remediation period will begin at a designated time prior to the end of the winter break. Remediation is considered to be a part of the regular educational process and, as such, the College will not charge additional fees or tuition for these periods. Students' participation in remediation will be arranged through the coordinated efforts of block faculty, Clinical Practice Team Leaders (as appropriate in clinical courses), and the respective Associate Deans of Academic Affairs and/or Clinical Affairs and Patient Care. Attendance at remediation periods for students receiving a "no pass" is mandatory.

Students must reach the standard achievement level on each reassessment during these periods in order to be eligible for promotion to the next academic year or graduation. Students who do not reach the standard achievement level on any reassessment during this time will have their academic status evaluated by the Academic Performance and Standards Committee.

The Reassessment grade of ‘NP’ is *replaced* when the student passes a Winter and/or Summer Remediation Assessment. The transcript does not show a record of the student receiving a ‘NP’ on the reassessment once the student passes during Winter and/or Summer remediation

6. Monitoring Student Progress

Student didactic, Pre-Clinic and clinical progress will be monitored by the Directors. The Co-Directors of Pre-Clinical Education will report student progress to the Associate Dean for Academic Affairs and Assistant Dean for General Dental Education. Clinical Practice Team Leaders will report student progress for the 7400 and 8400 clinical Blocks to the Co-Directors of Clinical Education. The Co-Directors of Clinical Education will report progress to the Assistant Dean for General Dental Education and the Associate Dean for Clinical Affairs and Patient Care.

The Academic Performance and Standards Committee will meet on a regular basis throughout the academic year. With information provided by the Associate Deans, student progress will be reviewed and appropriate recommendations forwarded to the DEAN.

The expectation is for students to attend all applicable remediation sessions or periods. As for any other instructional or clinical period, the attendance policy and procedures are to be followed.

Students will be notified by letter (digital or hard copy) when they have satisfied all requirements to progress to the next academic class level. (i.e. D1-D2, D2-D3, D3-D4). A copy will be retained by the Office of Academic Affairs in the student’s academic file.

STUDENT ASSESSMENT / REASSESSMENT: POLICIES AND PROCEDURES

STUDENT ASSESSMENT / REASSESSMENT: POLICIES AND PROCEDURES

Note: All policies set forth for the assessment apply to the reassessment as well. Any deviation from the Student Assessment Policy and/or the Remediation and Reassessment process must be approved, in writing, by the appropriate Directors and the Associate Dean for Academic Affairs and clearly articulated to students prior to the assessment.

All components of this protocol are to be considered under the aegis of the CODM Honor Code.

Policies and Procedures for Electronic Testing

Policies and procedures specific to electronic testing will be communicated by the Office of Academic Affairs after orientation, and emailed to each student. These policies will be considered an addendum to this Student Handbook and will have full effect and force for any testing conducted using electronic means.

Personal Property Permitted On or About Students during Assessment Period

Only the items clearly designated by the proctor are permitted at the desk. All other personal items not explicitly designated as acceptable by the proctor(s) must be kept in a place designated by the proctor(s), and may not be retrieved until all teams have completed the team assessment. When designated for use, scientific calculators may be used during the assessment. However, the use of programmable or graphing calculators is prohibited during assessments. Possession of class-related materials, cell phones and watches is always prohibited during an assessment, team assessment or reassessment.

A student in the possession of any materials not explicitly designated as acceptable by the proctor(s) between the start of the assessment and the completion of the team assessment (all teams) will forfeit his/her right to participate in the assessment and team assessment, and will receive no credit for either assessment.

In addition, when a student is in the possession of any item not explicitly designated as acceptable by the proctor(s) during the team assessment, all team members will forfeit team assessment credit. Students may not bring any items from the individual assessment into the team assessment, including but not limited to: scratch paper; graphs, charts or formula sheets; or any piece thereof regardless of size.

It is the student's responsibility to ask the proctor(s) for approval about any item they wish to have at their desk during the assessment.

1. Communication and Breaks

- a. Students may not communicate with anyone (with the exception of the proctors) within the assessment room or anyone outside the assessment room during the assessment. Students may not communicate with anyone from another team during the team assessment. Any communication between teams during the team assessment will result in all team members from both teams receiving no credit for the team assessment.
- b. Following the individual assessment, students are free to leave the building, quietly use the breakout rooms or student commons areas, and as long as they return to their individual Team rooms at the prescribed time to participate in the Team Assessment. (The Library will not be available to students during Assessments.) Students are bound

by the Honor Code to refrain from discussing the Assessment with their classmates during this time. During the Assessment period, students may not congregate in the halls outside of the classroom.

- c. Ordinarily, restroom breaks will not be permitted during the Assessment. However, when exceptions occur, students will notify the proctor and hand their scratch paper, iPad and/or laptop to the proctor, who will keep them secure until the student returns. In these cases, only one student at a time will be allowed to leave. Students may not speak to anyone during this break, and no learning materials may be viewed. No discussion of the Assessment is allowed before the Team Assessment.

2. Percent of Total Point Score

Faculty participating in the Block will, through consultation, attempt to allocate Assessment items to ensure that there is a balanced number of items derived from each classroom day.

3. Credit for Team Assessment

Students who participate in the team assessment in its entirety will receive additional points added to their individual assessment score in the amount of 5% of the total, provided that the team assessment score is at least 95%. If the team score is less than 95%, no additional points will be credited to the students on that team. Participation in the team assessment is mandatory. Students who participate in the team assessment must sign the team assessment form in order to receive their additional points. Any dispute regarding a student's entitlement to additional points as a result of the team assessment will be settled by the faculty assessment team, whose decision shall be final.

4. Extra Credit

Extra Credit points on an assessment are not allowed.

5. Faculty Assessment Leader

For assessments written by more than one faculty member, one faculty member will be designated as assessment leader.

6. Time Allotment

- a. The time allotment is based on the total number of questions. Students are given 1.5 minutes per question.
- b. Both the allotted time and scheduled end time will be clearly communicated to the students prior to the start of the assessment. The end time represents the point at which all assessment material must be physically submitted to the proctors. Failure to adhere to such will result in the student forfeiting participation in the assessment.
- c. Faculty must also clearly communicate to students the following times:
 - i. The start time for the team assessment;
 - ii. The amount of time allotted for the team assessment;
 - iii. The start time for the assessment review;
 - iv. The time at which assessments will be returned to students;
 - v. The time at which the review session will begin on the designated remediation day;
 - vi. The time at which written remediation will begin on the designated remediation day.
- d. Following the return of the assessment score reports, students will have 30 minutes to address errors in scoring (i.e., ExamSoft, incorrectly calculated scores, and assessments labeled as "Pass" or "No Pass" in error). **Faculty shall not entertain requests for**

additional credit for any reason other than errors in scoring after the assessment review has finished.

7. Tardiness

- a. Students will not be permitted to enter the assessment room **any later than 5 minutes after** an assessment has begun. An unexcused tardiness will be considered an unexcused absence and will result in the student forfeiting participation in that assessment.
- b. For the team assessment, failure to be present in its entirety will result in the student forfeiting his/her additional points.

8. Seating Arrangements

- a. Faculty reserve the right to designate a pre-arranged seating order. Faculty reserve the right to move students during the assessment.
- b. Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the assessment proctor.

9. Student-Initiated Clarifications during Assessments

Students may not ask questions of proctors during the assessment unless it is to clarify a typographical error. Faculty will clearly state this to students prior to the start of the assessment.

10. Faculty-Initiated Clarifications during Assessments

In the event that a clarification is necessary as determined by the question author or his/her designee, a faculty member may issue a clarification during the assessment. The faculty member shall clearly convey the change(s) in an appropriate manner. Such clarifications must take place prior to the submission of the first completed assessment.

11. Emergency Communications

Students should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and they need to contact the student, they should call the Dean's Office at 801-878-1404 or 801-878-1408 and request that a staff employee or faculty member contact the student.

12. Assessment Review

- a. The assessment review will take place at the designated time following the team assessment. The goals of the Assessment Review are (1) general review of pertinent material, (2) reinforcement of learned material, and (3) further explanation and clarification of pertinent concepts. The Assessment Review is considered an additional learning experience, and should not be misconstrued as merely an opportunity to have assessment questions modified or omitted.
- b. During the assessment review, faculty will review each assessment item and offer additional explanation of pertinent concepts as appropriate. Following this session, faculty will also assess student input, review the ExamSoft item analysis, and confer with colleagues to determine if any questions should be omitted, if alternative answers will be accepted, if reviewed items should remain unchanged, or if there have been any errors in scoring. The final decision on items considered during the assessment review will be conveyed to students by faculty in writing, and faculty will not subsequently consider any additional modifications for any reason.

- c. When the review is complete, any requests to omit questions or accept multiple or alternative answers must occur in writing using the Assessment Appeals process. The written appeal must be submitted to the Associate Dean for Academic Affairs within five (5) business days from the day of the original assessment or the remediation assessment. Inappropriate behavior, abusive language or comments, and unprofessional conduct during or after the assessment review will result in a student's referral to the appropriate administrator for violation of the Honor Code.

13. Disposition of Completed Assessments

For assessments, reassessment and winter/summer reassessments using ExamSoft, the results will be retained by the college. Assessment grades will be posted to the ExamSoft portal. Students may temporarily access a copy of the assessment upon request in the Office of Academic Affairs for the purpose of submitting written appeals. Due to the complexity of the ExamSoft software, individual student copies of the assessment may only be viewed in the Office of Academic Affairs by appointment. Taking photocopies of the exam is not permitted.

14. Remediation and Reassessment

Following each summative assessment, a half day is set aside in order to remediate and reassess those students who have not successfully achieved the desired set of outcomes. Students who do not pass ("No Pass") will be required to attend a mandatory review session on the scheduled remediation day. Students who are late (i.e., students who arrive 5 minutes after the scheduled start time) or fail to attend the review session will not be permitted to take the reassessment and will be required to attend the appropriate remediation period. **Use of laptops and/or any multimedia recording device including smart phones and watches will not be permitted during any class lecture or assessment review without the expressed permission of the instructor/course director.** If a student does not successfully achieve the desired set of outcomes following reassessment, the student will be required to attend the appropriate remediation period. The student will be assessed again on those outcomes. Duration, scheduling, and other requirements for the appropriate remediation period will be determined by the block faculty in conjunction with the appropriate Director and the Associate Dean for Academic Affairs. Remediation is considered to be a part of the regular educational process and, as such, the College will not charge additional fees or tuition for remediation.

Following reassessment, if a student receives a "No Pass" on 3 reassessments during an academic year, the student will be placed on academic probation (See Probation). A student will be removed from academic probation once he/she receives a "Pass" (P) on all of the assessments required during summer/winter remediation and has fulfilled all the terms and conditions of probation. Utilizing two remediation periods requires each student's academic status to be assessed prior to the start of the next academic year. In other words, academic performance will be evaluated based on the entire academic year.

Please note: Student's must take the reassessment before requesting an appeal! See section on Student Appeals Process under Article One.

15. Policies and Procedures for Electronic Testing

Policies and procedures specific to electronic testing will be communicated by the Office of Academic Affairs during orientation, and emailed to each student. These policies will be considered an addendum to this Student Handbook and will have full effect and force for any testing conducted using electronic means.

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC AND/OR PROFESSIONAL STANDARDS

1. Unsatisfactory Academic Progress

In addition to the Summer Remediation Period, the CODM has established a Winter Remediation period. Following the Summer Remediation period, each student's overall progress will be evaluated according to the guidelines set forth in the student handbook. The standards set forth regarding Academic Probation and Unsatisfactory Progress Following Remediation and Reassessment will be used to assess student progress prior to the start of each academic year. In other words, while there are two remediation periods, student progress will be assessed regarding the entire academic year. In conjunction with the offices of Academic Affairs and Clinical Affairs, the Academic Performance and Standards Committee will make recommendations to the Dean regarding academic probation and mandatory withdrawal.

2. Academic Probation

Academic probation is accorded to a student through either the Office of Academic Affairs or the Office of Clinical Affairs and Patient Care. This can occur in the following manner.

Upon receipt of "No Pass" on three (3) or more reassessments and/or winter/summer remediation during an academic year, the Associate Dean for Academic Affairs will place a student on academic probation. If a student received 3 no passes in the fall and successfully remediates all 3 in the winter remediation they will be removed from academic probation. Similarly, after periodic review of the student's clinical performance and clinical progress, the Clinical Team Leader and Co – Directors of Clinical Education may recommend to the Associate Dean for Clinical Affairs and Patient Care that the student be placed on academic probation. Following a review of a student's progress by the Associate Dean for Academic Affairs and Associate Dean for Clinical Affairs and Patient Care in conjunction with the Academic Performance and Standards Committee and prior to the start of each academic year, a recommendation regarding student progress will be forwarded to the Dean. If a recommendation is made for academic probation then students will receive a letter acknowledging their placement on academic probation and specifying the terms of probation. Included in this document will be: (1) a statement informing the student that unsatisfactory progress on any six (6) reassessments within an academic year will require the student to withdraw from the program "not in good academic standing"; and (2) a statement reiterating the College's Withdrawal Policy. This document will be delivered either by certified mail or hand-delivered to the student acknowledged by signature. A copy of the letter will also be submitted to the Dean.

The terms and conditions of academic probation may include:

- required weekly meetings with faculty member, Clinical Team Leader, or faculty advisor;
- academic support services;
- assignment of scheduled supplemental activities;
- consideration of factors affecting academic performance;
- referral to appropriate practitioners for assistance with health, psychological, or learning problems;

During academic probation a student is required to meet regularly with either the Associate Dean for Admissions and Student Services or another faculty member who agrees to serve as an advisor to the student during this probation

A student will be removed from academic probation once he/she has successfully passed all of the assessments required during summer/winter remediation periods and fulfilled the terms and conditions of the probation. Students who have not fulfilled the terms and conditions of their probation will be subject to review by the Associate Dean for Academic Affairs. The Associate Dean will make a recommendation to the Dean, the recommendation may include continuation of probation or suspension.

3. **Unsatisfactory Progress Following Remediation and Reassessment**

If a student receives a “No Pass” on six (6) reassessments during an academic year, the student will be withdrawn from the program. The student’s status in that case will be withdrawal “not in good academic standing”, and the student may subsequently request re-admission through the College’s Admissions application process (See Withdrawal).

Students who receive a “No Pass” on three (3) assessments during summer/winter remediation will be required to withdraw from the program. Students who receive a “No Pass” on one (1) or two (2) summer reassessments who wish to remain enrolled in the program are required to successfully complete the block or portion of a block covered by the assessment the next time it is offered. Such students are placed on academic probation as a result of receiving a “No Pass” during summer/winter remediation. Progression through the curriculum will be determined as part of the terms of probation.

In the event that a remediation assessment has been modified and/or is covered by more than one block in a revised curriculum, the student may be required to complete and pass more than one assessment to ensure coverage of all material on the original assessment.

Students are only allowed to repeat a block once after receiving a “No Pass” during summer/winter remediation. Students who receive a “No Pass” on a reassessment that covers the material for which they received a “No Pass” in summer/winter remediation will be considered for mandatory withdrawal from the program.

4. **Probation and Suspension for Professional or Personal Misconduct**

Students who exhibit inappropriate professional or personal behavior may be placed on Probation or Suspended for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but is not be limited to, the following: excessive absences for didactic and/or clinical activities, disruptive behavior in class or clinic; inappropriate or disrespectful behavior toward or interaction with fellow students, faculty, staff, or patients; misuse of drugs, alcohol or other substances; and unprofessional dress, language, or conduct as defined by the College. Further information is presented in the section on Policies and Procedures Pertaining to Student Professionalism.

WITHDRAWAL

Attendance at the College is a privilege granted in consideration of specified levels of performance and for maintaining the established standards of scholarship and personal and professional conduct.

The College reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and/or orderly operation. The student concedes this right by act of matriculation.

1. Voluntary Withdrawal

Application for voluntary withdrawal from the College must be made in writing to the Associate Dean for Academic Affairs. Every effort will be made to ensure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and after the personal interview, the Associate Dean for Academic Affairs will notify the Dean and will provide the student with the forms necessary to process the official withdrawal. Students who leave the College without notifying the Office of the Associate Dean for Academic Affairs, and without completing the established withdrawal procedures within 30 calendar days of initiating this action will automatically be dismissed from the University. Students who are dismissed in this manner will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Associate Dean for Academic Affairs, the Associate Dean for Admissions and Student Services and the Dean.

The procedure for Voluntary Withdrawal is as follows:

- a. The student makes a written request to the Associate Dean for Academic Affairs to voluntarily withdraw from the College.
- b. The Associate Dean for Academic Affairs notifies the Dean, prepares the necessary forms for withdrawal. The withdrawal interview, attended by the student and the Associate Dean for Admissions and Student Services, Associate Dean for Academic Affairs, and the terms of withdrawal are agreed upon and placed in writing. If the student is involved in patient care activities, the Associate Dean for Clinical Affairs and Patient Care will be included in this meeting. As appropriate, the student will also make specific arrangements with the Associate Dean for Clinical Affairs and Patient Care for the orderly transfer of patients, return of dental instruments and supplies, etc.
- c. The completed withdrawal document(s) and terms of withdrawal are signed by the student and, as appropriate, by the Associate Dean for Clinical Affairs and Patient Care, and returned for signature to the Associate Dean for Academic Affairs, who then forwards them to the Dean for signature.
- d. Once all forms are signed and dated, the withdrawal process is complete.

2. Mandatory Withdrawal

As stated earlier in the Academic Policies and Procedures, students who score at the level of “No Pass” on six (6) reassessments in an academic year will be withdrawn from the program “not in good academic standing”. A student may appeal questions on any assessment (see Student Appeal Process) and may remain enrolled and attend class until all such appeals are resolved. In such a case, the date of withdrawal will be the date when review of all appeals is completed. A student may choose to withdraw without appeal and the date of withdrawal will be the date of the last reassessment not passed. A student, who leaves the College without completing the established withdrawal procedure, within 30 days from the receiving “No Pass”, will automatically be terminated from the University. Students who are terminated in this manner will not be considered for re-admission at a later date.

The procedure for Mandatory Withdrawal is as follows:

- a. The Associate Dean for Academic Affairs will inform the Dean, the student, the Associate Dean for Admissions and Student Services, and the Academic Performance and Standards Committee in writing that, due to unsatisfactory academic progress, the student is required to withdraw from the College.
 - b. The Associate Dean for Admissions and Student Services the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs and Patient Care prepare the necessary forms for withdrawal.
 - c. Once the Dean has approved the terms on the withdrawal form, the Associate Deans conduct the withdrawal interview, and the terms of withdrawal are agreed upon and placed in writing.
 - d. The completed withdrawal form(s) and terms of withdrawal are signed by the student and returned for signature to the Associate Dean for Academic Affairs, who then forwards them to the Dean for signature.
 - e. Once all forms are signed and dated, the withdrawal process is complete.
3. Conditions for re-admission for students withdrawing “in good academic standing”
- Students who withdraw “in good academic standing” (i.e., not on academic probation) are not assured of re-admission unless it is a part of the final written decision and/or agreement made between the Associate Dean for Academic Affairs, the Associate Dean for Admissions and Student Services, the Associate Dean for Clinical Affairs and Patient Care (as appropriate), and the student. It is acknowledged through signature by the Dean. Unless circumstances determined by the Dean are warranted, students who are granted re-admission following withdrawal in good academic standing re-enter at the beginning of the next academic year and register for the entire academic year, including all blocks previously completed and passed. Federal financial aid may not be available for repeated blocks upon readmission. Please contact the Financial Aid Office for additional information.
4. Conditions for re-admission for students withdrawing “not in good academic standing”
- Students who withdraw while on academic probation do so “not in good academic standing”. Students who withdraw “not in good academic standing” may request re-admission through the College’s Admissions Application process unless otherwise stipulated. Federal financial aid may not be available for repeated blocks upon readmission. Please contact the Financial Aid Office for additional information.

LEAVE OF ABSENCE

LEAVE OF ABSENCE

A student in good academic standing (i.e., not on academic probation) may request a leave of absence due to occurrence of medical problem(s), serious personal problems, or pregnancy.

Students requesting a leave of absence must apply in writing to the Associate Dean for Admissions and Student Services. In the event of a medical problem, the request must be accompanied by a letter from a physician on his/her letterhead describing the nature of the condition(s) for which the leave is requested and the estimated length of time needed for recovery. The Associate Dean for Admissions and Student Services shall convene a meeting with the Associate Dean for Academic Affairs, the Associate Dean for Clinical Affairs and Patient Care (as appropriate), and the Dean, who will then determine whether or not the leave is to be granted and the conditions under which the student may return to school.

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year, and may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

Leaves of absence will not be granted for a term of less than one month. No more than two leaves of absence will be granted during one academic year. If additional recovery time is necessary, the term of the second leave of absence will automatically be extended to the registration date for the next academic year.

A student who is granted a leave of absence for an entire academic year must submit a letter of intent to return to classes to the Associate Dean for Admissions and Student Services at least three (3) months prior to the requested date of return. It is the student's responsibility to keep the Associate Dean for Admissions and Student Services informed of any change of address and contact information while on a leave of absence.

If the student has not paid 100% of the tuition and/or fees during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Leaves of absence may be extended to a maximum of two (2) years. The terms and conditions of the leave will be determined by the Dean and confirmed in writing.

Students on an approved leave of absence will be considered withdrawn for Federal Student Aid and enrollment reporting purposes.

The procedure for obtaining a leave of absence is as follows:

1. The student makes a written request to the Associate Dean for Admissions and Student Affairs for a leave of absence.
2. The Associate Dean for Admissions and Student Affairs will convene a meeting of the Associate Dean for Academic Affairs, the Associate Dean for Clinical Affairs and Patient Care (as appropriate), and the Dean, who will then determine whether or not the leave is to be granted and the conditions under which the student may return to school, and prepare the necessary leave of absence documents.
3. The Dean, the student, and the Associate Dean for Admissions and Student Services, the Associate Dean for Academic Affairs, and the Associate Dean for Clinical Affairs and Patient Care (as appropriate), meet to discuss the request. The Dean shall determine whether or not to grant the request and the terms of the leave of absence, if granted. Any terms shall be placed in writing for signature by the student, the Associate Deans and the Dean.

4. If the request is granted, the student shall complete, sign, and date the leave of absence documents. The student shall then return the completed documents to the Associate Dean for Admissions and Student Services, who shall sign, date and forward the completed forms to the Dean for signature. Once all required documents are signed and dated, the leave of absence process is complete. For purposes of calculating tuition reimbursement, the official date of the leave of absence will be the original date of receipt of the student's request, provided that the leave is granted.

STUDENT APPEAL PROCESS

STUDENT APPEAL PROCESS

1. Appeal of Assessments/Reassessments

If, after a student has participated in a class assessment, review, and reassessment, the student feels that the assessment/reassessment has been evaluated unfairly or in error, he/she should submit a digital form, provided by the Office of Academic Affairs, stating his/her reasons for the dispute. This form must be submitted before 5 P.M of the fifth (5) business day following the reassessment.

The Office of Academic Affairs shall forward all appeals to the Student Assessment Appeals Committee. Normally, the committee convenes once a month during the academic year. There may be meeting time exceptions based on need. The committee is composed of a minimum of five faculty members appointed by the Dean, and one student each from the D3 and D4 class appointed by the Dean. The appointed faculty members can elect the chairman of the Committee. Only members of the Committee who are not personally involved with the appeal at hand will be involved in Committee deliberations concerning an appeal.

The following policies will be in effect for all assessment/reassessment appeals submissions. Failure to follow the appeals policies will result in the submission being deleted from the system without review thus resulting in the denial of the appeal.

The policies for appeals submissions are:

1. Appeals may not be submitted for any assessment until the reassessment has been completed and grades have been released. Consequently, no appeals will be accepted until the day after the reassessment or if the student wishing to appeal has a pass on the assessment or reassessment.
2. Appeals must be submitted to the online system by the deadline of 5 business days following the reassessment. If the student should have a problem with the online system, they are to contact the Office of Academic Affairs prior to the deadline.

The Student Assessment Appeals Committee will consider both the student's and the faculty points-of-view. The Committee will render a decision and will communicate that decision to the student within 30 business days following the submission of the appeal. The decision of the Student Assessment Appeals Committee is final. If the appeal process (acceptance, deliberations and decision) is not completed within the 30 day time limit stated above, the appeal will be considered resolved in favor of the student.

Students may not contact members of the committee during the appeals process.

2. Appeal of Withdrawal Decisions

Unsatisfactory performance on any six (6) reassessments during an academic year automatically results in a student being considered for mandatory withdrawal "not in good academic standing" (See Academic Probation/Withdrawal "Not in Good Academic Standing"). The requirement to withdraw and any stipulations or conditions regarding the student's return to the program will be based on the Associate Dean for Academic Affairs recommendation to the Dean. The decision of the Dean is final.

3. Appeal of Probation Decisions

If a student feels he/she has been treated unfairly in a matter involving probation, he/she may appeal that decision to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification of probation. The Dean shall consider the appeal and render his/her decision which shall be final and effective immediately. The Dean shall communicate this decision in writing to the student and the College Associate/Assistant Deans. A copy of the decision will be provided to the Vice President of Student Services.

If the issue does not involve patient care, the student shall have the right to continue to attend classes, continue clinical activities, and participate in all sanctioned College activities until such time as any/all probation appeals are exhausted. Otherwise, all appeals involving patient care will require the student to obtain the written permission of the Associate Dean for Clinical Affairs and Patient Care through a recommendation by the Dean in order to continue patient care activities during the time that the appeal is being considered. The Associate Dean will consider and be assured that patient safety will not be compromised.

4. Appeals of Suspension Decisions

A student may be suspended as decided by the Dean. If a student feels he/she has been treated unfairly in a matter involving suspension, he/she may appeal that decision to the Chancellor of the South Jordan Campus. The written appeal must be submitted to the office of the Chancellor and Program Planning within five (5) business days of notification of suspension with notification directly to Dean. The Dean must submit information regarding the suspension to the Chancellor within 5 business days of notification by the student of the intent to appeal to the Chancellor. The Chancellor shall consider the appeal and render his/her decision. The Chancellor shall communicate this decision in writing to the student and Dean. The decision of the Chancellor shall be final and effective immediately. A copy of the decision will be provided to the Vice President of Student Services.

If the issue does not involve patient care, the student shall have the right to continue to attend classes, continue patient care activities, and participate in all sanctioned College activities until such time as any/all probation appeals are exhausted. Otherwise, all appeals involving patient care will require the student to obtain the written permission of the Associate Dean for Clinical Affairs and Patient Care in order to continue patient care activities during the time that the appeal is being considered. The Associate Dean will consider and be assured that patient safety will not be compromised.

DISMISSAL FROM THE UNIVERSITY

DISMISSAL FROM THE UNIVERSITY

The Roseman University of Health Sciences, College of Dental Medicine reserves the right to dismiss a student from the institution at any time in order to safeguard its standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or others, or which disrupt or interfere with the orderly operation of the College are cause for immediate dismissal of the student from the institution. A student who is dismissed from the institution and has exhausted all appeals may not be reinstated under any circumstances.

1. Appeal of Dismissal Decisions

If a student feels he/she has been treated unfairly (due process was not followed) in a matter involving dismissal from the university, he/ she may appeal that decision in writing to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification of termination. The Dean shall consider the appeal and render his/her decision. The Dean shall communicate this decision in writing to the student and the College administrative officers. A copy of the decision will be provided to the Vice President of Student Services.

If the student is still dissatisfied, he/she may appeal the Dean's decision in writing to the Chancellor, South Jordan campus. The written appeal must be submitted to the office of the Chancellor within five (5) business days of notification of the Dean's decision with notification to the Dean. The Dean shall submit all information regarding the dismissal to the Chancellor within 5 business days of notification by the student notification. The Chancellor shall consider the appeal and render his/her decision. The Chancellor shall communicate this decision in writing to the student and the Dean. The decision of the Chancellor shall be final and effective immediately. A copy of the decision will be provided to the Vice President for Student Services.

During the appeals process the student will not attend classes, clinic or any sanctioned College activities until such time as any/all termination appeals are exhausted. The student is expected to behave in a professional manner during this time period.

If the appeal is granted, the student will be guided through action plans developed by faculty so that progress lost during the appeals process is addressed. Graduation may be delayed.

IMMUNIZATION REQUIREMENTS, CRIMINAL BACKGROUND CHECKS, AND DRUG TESTING

IMMUNIZATION REQUIREMENTS

In order to be eligible to participate in clinical activities and rotations, students are required to have a physical examination and the immunization form completed and signed by a licensed physician or other qualified healthcare provider. All documentation must be received No later than August 1st.

Students must provide proof/documentation stating they are current with the immunization requirements:

1. Tetanus, Diphtheria, Pertussis (TD/Tdap):
 - a. One (1) dose of Tdap or a Tetanus Diphtheria (not Tetanus Toxoid) booster within the past ten years.
2. Measles, Mumps and Rubella (MMR):

Matriculating students must provide evidence of the following:

- a. Measles
 - Documented administration of two doses of live measles virus vaccine or Laboratory evidence of immunity (titer)
OR
 - Born before 1957
- b. Mumps
 - Documented administration of two (2) doses of live mumps Laboratory evidence of immunity (Titer)
OR
 - Born before 1957
- c. Rubella
 - Documented administration of two doses of live rubella virus vaccine or Laboratory evidence of immunity (Titer)
OR
 - Born before 1957

In summary:

- **Students born in or after 1957:** Two (2) doses of Measles, Mumps, Rubella (MMR) vaccine
OR
- Two (2) doses of live Measles vaccine, one (1) Mumps, one (1) Rubella vaccine

3. Hepatitis A:

All CODM students must complete the two part Hepatitis A immunization series or show proof of a recent hepatitis A titer prior to admission to the College of Dental Medicine. With the written approval of the Associate Dean of Clinical Affairs and Patient Care, a student who has started the series prior to matriculation may be allowed to complete the series within the first six months of the DMD program.

4. Hepatitis B:

All CODM students must complete the three part Hepatitis B immunization series and show proof of a recent post vaccination titer for Hepatitis B Antibody prior to admission to the College of Dental Medicine. With the written approval of the Associate Dean of Clinical Affairs and Patient Care, a student who has started the series prior to matriculation may be allowed to complete the series within the first six months of the DMD program.

5. Varicella (Chicken Pox):

All matriculating students must satisfy one of the following three requirements:

- a. Documented administration of two doses of varicella or
- b. History of varicella disease or herpes zoster (shingles) based on healthcare provider diagnosis or
- c. Laboratory evidence of immunity (Titer)

6. Tuberculosis Skin Test:

Each student who matriculates into the DMD program must provide results from an initial Two-Step skin test for Tuberculosis within the three months prior to the first day of orientation. All students must be tested on an annual basis as long as they are registered in the College of Dental Medicine. Students who test positive for Tuberculosis must have additional medical evaluation, which may include retesting, chest x-ray, liver function tests, anti-tuberculin drug regiment and other tests deemed necessary and appropriate.

7. Annual Flu Vaccine

Annual flu vaccines are required for all students.

Students who voluntarily and knowingly choose not to be immunized with the above vaccines may submit an affidavit or certificate **prior to admission**, signed by a physician duly registered and licensed to practice in the United States, stating that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student, unborn child, or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed each year for the exclusion to remain in effect.

If a student voluntarily and knowingly chooses not to be immunized with any of the required vaccines regardless of waiver status provided by Roseman, CODM, or affiliated training sites, will prevent the student from participating in any clinical activities. A student cannot graduate without completing required clinical activities.

Information regarding the immunization requirements for specific clinical training sites will be available through the Associate Dean for Clinical Affairs and Patient Care.

Student immunization and related medical records are retained in the Office of the Associate Dean for Clinical Affairs and Patient Care in accordance with HIPAA standards.

OTHER POLICIES AND PROCEDURES

CRIMINAL BACKGROUND CHECK

Each student must complete a criminal background check prior to admission and annually thereafter on or before the date specified by the Office of Admissions and Student Affairs. If a student's criminal background check shows a conviction for a misdemeanor or felony, or reveals any other adverse information, it may preclude him/her from participating in experiential rotations. The affiliated training sites may refuse to allow the student to complete his/her experiential training at their facility/facilities. External rotation sites may request additional background checks. Criminal background reports are retained in the Office of the Associate Dean for Admissions and Student Services. Students are required to update their reports on an annual basis on a schedule provided by the Associate Dean of Admissions and Student Services.

DRUG TESTING

Students may be required to complete an annual or more frequent drug screen. The outcome of the drug screening must be negative as determined by the laboratory for the presence of drugs, not prescribed, for which the specimen was tested. A Positive test result may preclude him/her from participating in the academic program and clinical rotations. Assessment of laboratory results/reports will be the responsibility of the Associate Dean for Clinical Affairs and Patient Care or designee.

The College of Dental Medicine reserves the right to deny admission to, or terminate the enrollment of, individuals with criminal or drug histories that affect participation in activities at the College or at affiliated training sites. Inability to participate in clinical or other required educational activities may adversely affect the student's ability to graduate. A student will not be awarded a degree if all aspects of the curriculum are not completed, including clinical rotations at training sites completed.

HIPPA Training and Basic Life Support for Health Care Providers

All students must complete HIPAA training prior to participating in any clinical activities, either on or off-campus. Also, students must be certified in Basic Life Support for Health Care Providers and maintain that certification throughout their time of enrollment in the College.

STUDENT LOCKERS

The CODM provides lockers for dental students. The University and CODM reserve the right to inspect lockers at any time. Students must use CODM-provided locks; other locks will be removed. Replacement locks will be issued at students' expense if the original lock is no longer available. When possible, students will be notified in advance of locker inspections. Emergency situations do not require prior notification.

INTERVIEW DAYS

Students not participating in interviews or in clinic must request leave for that afternoon. Mentor credit will be offered to students who participate in interviews.

SERVICES FOR STUDENTS WITH DISABILITIES

Students requiring accommodations must first contact the Registrar/Student Services Office. For additional information about the University's disabilities services policies, please review the 'DISABILITY SERVICES' section of the University Catalog. However, students are responsible for seeking their own accommodations for National Board Exams or any Regional Board Exams.

FINANCIAL RESPONSIBILITIES AND CONTINUED ENROLLMENT

FINANCIAL RESPONSIBILITIES AND CONTINUED ENROLLMENT

Students must fulfill their financial responsibilities to the University in order to remain enrolled in the program. Students who have not satisfied the appropriate financial aid requirements and/or who have not paid their tuition and fees will not be allowed to progress through the curriculum. Students who are late paying their tuition and fees will receive written notice stating that payment is past due and they must fulfill their financial responsibilities to the University to continue their enrollment.

Any student who is delinquent in payment must make payment by 4:00 pm the day before an assessment to be eligible to sit for the assessment. If a financially ineligible student completes an assessment in part or in full, no academic credit will be awarded. The student will be given a “No Pass” for that assessment and will be required to attend summer remediation.

Students who are participating in electives or clinical rotations at off-campus sites will be removed from the class or the site the day after payment is past due.

POLICIES AND PROCEDURES PERTAINING TO STUDENT PROFESSIONALISM

HONOR CODE

Surveys of the general public consistently rank dentists at the top of lists of the most trusted professions. For ourselves and for the profession of dentistry, the Roseman University of Health Sciences, College of Dental Medicine is committed to instilling in our students the importance of personal and professional honor and integrity. In our position as a gatekeeper for the profession of dentistry, we intend for our graduates to uphold and maintain the level of confidence and trust the public has placed in dentists. Consequently, upon accepting admission to the College, each student agrees to abide by basic standards of honesty and academic integrity as stated in the Honor Code:

“I will not lie, cheat, steal, disrespect others nor tolerate among us anyone who does.”¹

1. Expected behavior includes but is not limited to:
 - a. Acting with honesty and integrity in academic and professional activities. A student never represents the work of others as his/her own.
 - b. Striving for professional competence.
 - c. Fostering a positive environment for learning. A dental student will not interfere with or undermine other students' efforts to learn.
 - d. Respecting the knowledge, skills and values of dentists, instructors, and other health care professionals.
 - e. Respecting the autonomy and dignity of fellow students, instructors, staff, other health care professionals and patients.
 - f. Seeking treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, health care providers or other students.
 - g. Promoting the good of every patient in a caring, compassionate and confidential manner.
 - h. Protecting the confidentiality of any medical, personal, academic, financial or business information.
 - i. Maintaining honesty in all interactions with faculty, administration and preceptors. Students must comply with the Standards of Professional Conduct. A student's behavior may result in a referral to the University Student Professionalism Board if there are allegations of professional misconduct occurring in, but not limited to, any of the following settings:
 - i. educational activities (e.g., in the classroom, clinics, rotations, experiential assignments)
 - ii. provided or arranged by the University or College
 - iii. programming, events, ceremonies or professional networking functions during College of Dental Medicine or other professional meetings
 - iv. service activities promoted by the University, College or any student organizations affiliated with the College or University
 - j. Knowingly posting, publishing or circulating derogatory information concerning any member of the student body, University faculty, staff, or preceptor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning.
 - k. Will not engage in any kind or type of harassment.

Additionally, the Administration and University Student Professionalism Board recognize the responsibilities of dental student organizations to enforce the professional conduct of their own members. The College acknowledges that dental student organizations have the right to require their members to comply with additional codes of conduct beyond those enforced by the faculty and administration.

Professional student organizations can act independently of the College to review and enforce their own professional codes of conduct. Therefore, members of a dental student organization acting unprofessionally in any setting are subject to appropriate sanctions, within reasonable limits, that have been imposed by their respective student organization. However, the CODM reserves the right to review incidents that are related to the reputation of the University and CODM and/or are potential violations of policies and procedures.

In addition, violations of professional and ethical conduct may be used for educational purposes by the Roseman Mock Dental Board or similar group without personal identification information.

2. Violation of the Standards of Professional Conduct

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use his/her professional judgment when addressing potential violations of the standards of professional conduct. Depending on the situation, the individual witnessing the violation may either attempt to resolve it on his/her own, or report the incident (as appropriate) to the classroom instructor, experiential rotation preceptor, or University and/or College administrator. If there appears to be adequate cause, the individual receiving the report of alleged violation will communicate it to the appropriate administrative officer for further investigation (matters concerning academic integrity should be referred to the Associate Dean for Academic Affairs, matters concerning professional behavior in Roseman Clinics or during experiential rotations should be referred to the Associate Dean for Clinical Affairs and Patient Services, and all other matters concerning professional behavior should be referred to the Associate Dean for Admissions and Student Services).

Under the Honor Code, students report a perceived violation to the appropriate Dean. The Deans have the responsibility of investigating the allegation. A student(s) reporting a suspected violation are encouraged to not discuss this with anyone else so as to preserve due process.

Retaliation of any kind towards an individual who reports a potential violation will not be tolerated under the Honor Code.

The associate dean who receives the report of a concern may determine whether the allegation merits an inquiry and, if so, will appoint a second assistant or associate dean to assist with the inquiry.

The deans conducting the inquiry determine if sufficient basis exists to conduct a formal investigation. If further investigation is deemed warranted, both Deans will meet with the student to inform him/her of the allegation(s) and allow him/her to respond. If sufficient facts exist to resolve the problem alleged by the accuser(s) the Deans conducting the investigation can then determine appropriate punitive action (if any) based upon the findings of fact. This includes probation and suspension.

The deans conducting the inquiry determine if sufficient basis exists to conduct a formal investigation. If further investigation is deemed warranted, both Deans will meet with the student to inform him/her of the allegation(s) and allow him/her to respond. The student must respond within three (3) business days. If the student doesn't accept responsibility within 3 business days, the process will be referred to the University Student Professionalism Board (hereafter noted as 'USPS'). For additional information about the USPS process, please see the University catalog or <http://www.roseman.edu/students/registrar/university-policies/>.

If the Deans determine that the student will be placed on probation, they will inform, in confidence, the other Assistant and Associate Deans of the action. The Deans conducting the investigation will continue to monitor the student's progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, they will recommend to the other Associate/Assistant Deans that the student be reinstated to non-probationary status. The Associate/Assistant Deans will consider their recommendation. The Deans leading the investigation and monitoring the student's performance will communicate the decision in writing to the student. The written document containing the reinstatement will be delivered either by certified mail or hand-delivered to the student, with receipt acknowledged by signature.

3. Suspension

Suspension of a student is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for consistent or persistent professional or personal misconduct, or for misconduct during patient care activities. The Associate/Assistant Deans may recommend to the Dean that a student be suspended from the program. A majority vote of the Associate/Assistant Deans is required to make this recommendation.

The Dean may suspend a student even if he/she has not been placed on probation and/or if the student's conduct has not been reviewed by the USPS. The decision shall be delivered to the student by hand, via e-mail to her/his university e-mail address or by certified mail within a reasonable time frame not to exceed 10 business days excluding days on which the university is closed. A student can be required to begin the suspension even if he/she refuses to accept the hand-delivered notice of the suspension, neglects to check his/her email, or refuses to sign the certified mail receipt. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations), or any College or University events that are not open to the general public.

Following the suspension period, the student may petition the Dean, in writing, to allow him/her to return. The Dean shall refer the matter for consideration by the Associate/Assistant Deans, who will consider the request and will make a recommendation to the dean which may include reinstatement, probation, or dismissal from the institution. The Dean will make a decision and notify the student and the Associate/Assistant Deans, in writing, of the exact date and conditions under which his/her status is reinstated or the official separation date of the student.

Resolution of USPB Findings

The Assistant/Associate Deans will meet to consider the University Student Professionalism Board's report. It is solely the responsibility of the Assistant/Associate Deans to determine appropriate sanctions should the University Student Professionalism Board determine that it is more likely than not that the charges made. The Assistant/Associate Deans will make a final determination as to the disposition of the matter and will forward this decision in writing along with the University Student Professionalism Board's findings of fact to the Dean, Vice President for Student Services and the student within 5 business days, or within an extension approved by the Chancellor of the South Jordan campus following receipt of the University Student Professionalism Board's report. The student may appeal the decision of the Assistant/Associate Deans or the Dean according to the relevant Student Appeal Process.

STUDENT GOVERNMENT

STUDENT GOVERNMENT

1. Class Officers

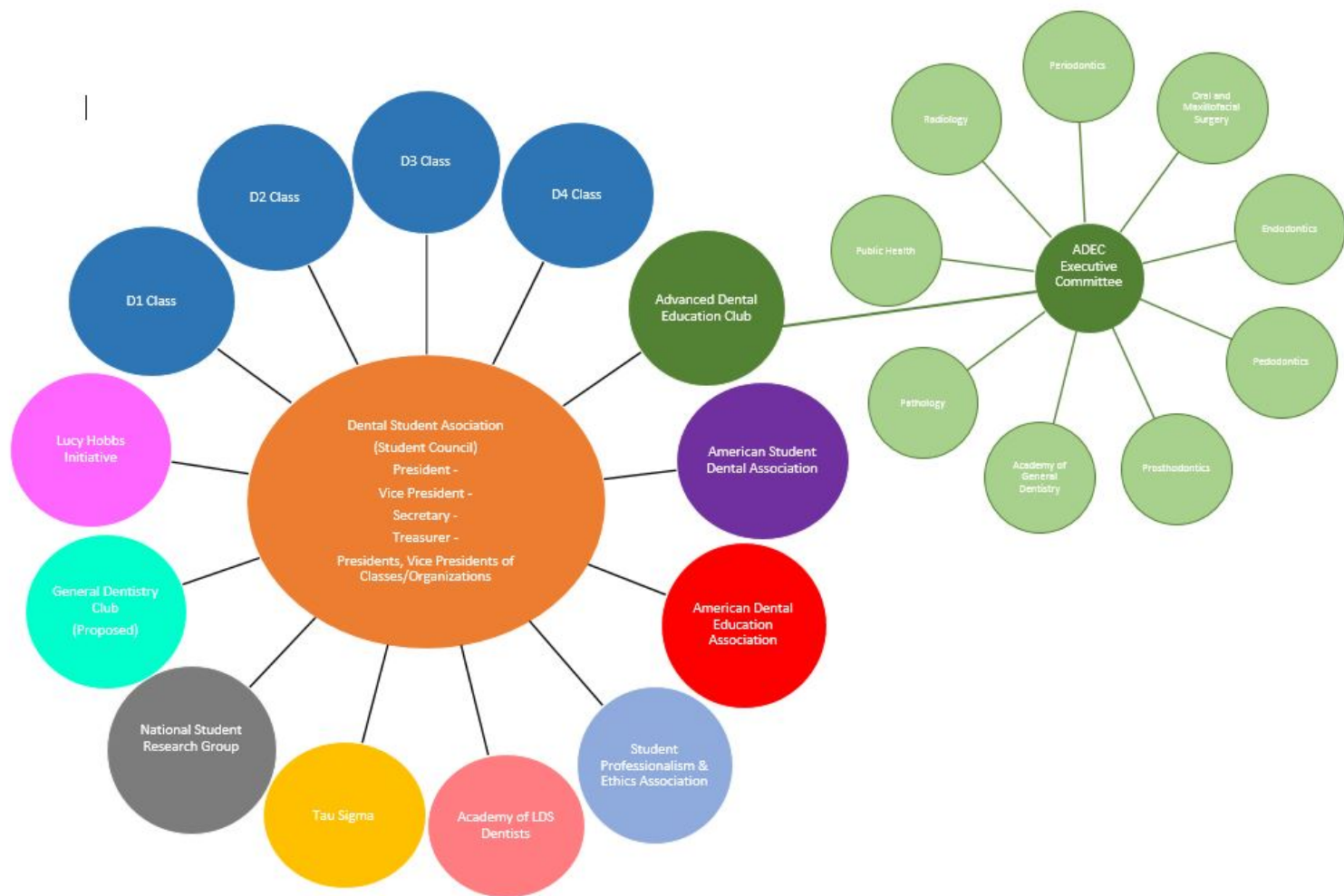
The Associate Dean for Admissions and Student Services will collaborate with students to elect class and student body officers on an annual basis. Each class will elect a President, Vice President, Secretary, and Treasurer. All classes will vote for President, Vice President, Secretary, and Treasurer of the Dental Student Association (Student Council). Class officers will serve as primary liaison with the CODM administration. Individual classes (D-1, D-2, D-3 and D-4) may also select individuals to serve as course or block liaison to enhance communication with individual course directors.

2. Dental Student Association (Student Council)

The Dental Student Association is composed of the class officers, representatives from dental student organizations and dental professional fraternities, and other student representatives as selected by the Dean. The Dental Student Association meets with the Dean, Associate Dean for Academic Affairs, Associate Dean for Admissions and Student Services and Associate Dean for Clinical Affairs and Patient Services, and Assistant Dean for General Dental Education on a regular basis to discuss student, professional, college and community issues.

3. Student Organizations

Students may establish organizations for professional and personal development. Specific information on the requirements for registering student organizations may be obtained from the University's office of the Registrar / Student Services.



ASSOCIATION OF LIFELONG COLLEAGUES

The College of Dental Medicine plans to establish an Association of Lifelong Colleagues in 2018. This group will bring together graduates of the program, current students and residents as well as others who meet the membership criteria. Further information will be available from the CODM by August 2018.

ACCREDITATION STATUS

ACCREDITATION STATUS

The ROSEMAN CODM website provides the following statement on accreditation:

The Dental education program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "Approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60691.

The Commission's web address is: <http://www.ada.org/100.aspx>

The Commission on Dental Accreditation accredits Doctor of Dental Medicine programs offered by Colleges and Schools in the United States.

Questions regarding eligibility for licensure as a dentist in Utah

should be directed to: Utah Division of Occupational
and Professional Licensure
160 East 300 South
Salt Lake City, Utah 84111

ASDAnet.org provides contact information for other states.

Annually, in the late summer during student orientation programs, the third party comments letter from the ADA is distributed to students along with an explanation of the purpose and process. At the same time copies are posted in clinic waiting areas and in the student and faculty lounge areas. Students, staff, faculty and patients can also access the form on the University web site.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - ACCESS TO EDUCATIONAL RECORDS

For information regarding the University's policies regarding the Family Educational Rights and Privacy Act (FERPA), please see the University Catalog.

STUDENT GUEST POLICY

For information regarding the University's policies regarding the Student Guest policy, please see the University Catalog.

**MULTIMEDIA RECORDING BY
STUDENT(S)/RESIDENT(S), THEIR AGENTS,
REPRESENTATIVES, AND/OR GUESTS** – See University
Catalog or [http://www.roseman.edu/students/students-
students/policies-1](http://www.roseman.edu/students/students-students/policies-1)

Photos, videos or other types of recordings of Roseman students, Roseman employees, adjunct faculty, preceptors, patients and guests in dental clinics on campus and at affiliated external sites are not permitted without written permission from the Associate Dean for Clinical Affairs & Patient Care. A release must be signed by all individuals (or their guardians) who will be in the recordings, photos or videos before photos or videos are taken.



**COLLEGE OF DENTAL MEDICINE,
HENDERSON CAMPUS**

**AEODO/MBA Resident Handbook
For the 2018-2019 Academic Year**

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All University policies and procedures are included in the University Catalog. The policies and procedures in this Resident Handbook are specific to the College of Dental Medicine, and are supplementary to University policies. In the event that a University policy is in conflict with a policy of the College, the stricter policy will apply. This Handbook is effective July 9, 2018

COLLEGE OF DENTAL MEDICINE

AEODO/MBA Program

Policies and Procedures

**A. Advanced Education in Orthodontics & Dentofacial Orthopedics
(AEODO/MBA) Residency Program: Calendar for the 2018-2019
Academic Year**

2018

- Classes Begin for all Returning Residents July 9
- Orientation Begins for First Year Residents July 9-13
- MBA Classes Start for First Year Residents September 4
-
- Labor Day September 3
(Official University Holiday)
- Thanksgiving Break November 21-23
(Official University Holiday)
- Winter Break December 24 – January 4
(University Closed)

2019

- Classes Resume January 7
- Memorial Day May 27
(Official University Holiday)
- Graduation (Henderson Campus) June 1

B.Academic Policies and Procedures

Notice of Requirement to Check Resident E-mail on a Daily Basis

University and College administration, faculty and staff rely on e-mail to share information with residents about policies, procedures, appropriate deadlines, class materials and activities.

Residents must check their University e-mail accounts at least twice a day (excluding holidays) to make sure that they are aware of current notices and information.

If a resident experiences a chronic problem accessing her/his e-mail account (i.e., inability to access the account for longer than 2 business days), he/she must contact the Roseman Technology Services Help Desk to resolve the situation. Residents who experience difficulty accessing their e-mail account or who do not read notices sent via e-mail in a timely manner are not exempt from information sent by email and complying with appropriate University and College rules, regulations and deadlines.

Financial Responsibility

Residents must fulfill their financial responsibilities to the University in order to remain enrolled in the College/Program. Residents who have not satisfied the appropriate financial aid requirements and/or who have not paid their tuition and fees will not be allowed to continue to progress through the curriculum. Residents who are late paying their tuition and fees will receive written notice stating that payment is past due and they must fulfill their financial responsibilities to the University to continue their enrollment.

Residents who are taking a block must make payment by 4:00 pm the day before an assessment to be eligible to take the assessment. Attempts will be made to prevent a resident who is not eligible to take an assessment from starting an examination. Residents who are prohibited from taking an assessment or who have their assessment scores excluded because of their failure to make appropriate payment will be required to make up the block during remediation unless payment is received prior to the scheduled reassessment.

Transcripts and Records of Resident Performance

Roseman University of Health Sciences College of Dental Medicine, Henderson Campus, uses a Pass/No Pass ("P"/"NP") system of recording resident achievement. The faculty and administration of Roseman University of Health Sciences has set the standard of achievement for each resident at 90%. Therefore, in order to receive a "P", a resident must achieve a score of 90% in each specific curriculum block (see Resident Assessment Policy below). If a resident does not achieve 90%, then he or she must remediate that portion of the curriculum at a pre-designated time, be reassessed and achieve a level of 90%. Those residents that are required to remediate must also achieve a score of 90% in order to progress to the next academic year. A "NP" will appear on the resident's transcript until the assessment is successfully remediated.

A resident may receive a copy of his/her transcript upon request. A \$5 charge (subject to change) will apply to all official transcripts requested.

Resident Assessment Policy

Note: All policies set forth for the assessment apply to the reassessment as well. Any deviations from these policies must be approved, in writing, by the Program Director and clearly articulated to residents prior to the assessment.

Credit for Team Assessment (when applicable)

Residents who participate in the team assessment will receive additional points added to their individual assessment score in the amount of 5% of the total, provided that the team assessment score is at least 95%. If the team score is less than 95%, no additional points will be credited to the residents on that team. Participation in the team assessment is mandatory. Residents who participate in the team assessment must sign the team assessment in order to receive additional points.

Standard of Performance

A score of 90% will constitute a pass. However, the faculty member or Course/Block Director may reasonably modify the standard subject to concurrence of the Program Director.

Time Allotted

The length and complexity of the assessment should be such that the majority of residents can successfully complete the assessment within a two-hour time frame. Faculty must clearly communicate the time allotted for the assessment to the residents prior to the start of the assessment.

Faculty must also clearly communicate to residents the following times:

- The start time for the team assessment (when applicable);
- The amount of time allotted for the team assessment (when applicable);
- The start time for the assessment review (when applicable);
- The time at which assessments will be returned to residents;
- The time at which the review session will begin on the designated remediation day;
- The time at which written remediation will begin on the designated remediation day

Following the return of the assessments, resident will have the first 30 minutes to address errors in scoring (i.e., Scantron errors, miss-added scores, assessments labeled as “Pass” or “No Pass” in error). Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished.

Tardiness

Residents will not be permitted to enter the assessment room any later than 10 minutes after an assessment has begun. An unexcused tardiness will be considered an unexcused absence and will result in the resident forfeiting participation in that assessment.

For the team assessment (when applicable), failure to be present when the assessment is distributed will result in the resident forfeiting his/her additional points.

Seating Arrangements

Faculty reserve the right to designate a pre-arranged seating order.

Faculty reserve the right to move residents during the assessment.

Residents may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the faculty.

Resident/Faculty-Initiated Clarifications During Assessments

Faculty may determine on an individual basis whether or not questions from residents will be answered during the assessment; however, if residents' questions will not be answered, faculty must clearly state that to residents prior to the start of the assessment.

Personal Property Permitted On or About Residents During Assessments

Only the items clearly designated by the instructor (e.g. pencil, calculator, charts, scrap paper) are permitted at the desk. Books, notebooks, papers, handouts, and class-related materials, as well as personal items such as coats, purses, PDAs, and book bags must be kept in a place designated by the instructor(s). Class-related materials may not be retrieved until AFTER the exam.

Cell-phones and Other Communication Devices

Cell-phones, pagers, and any other 2-way communication devices must be turned off and must be kept with personal items in a place designated by the instructor(s). A resident having a cell-phone in his/her immediate possession during the assessment or the team assessment will forfeit his/her right to participate in the assessment or team assessment, and will receive no credit for either assessment.

Residents should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and they need to contact the resident, they should call the Program Director's Administrative Assistant at 702-968-1682 and request that a staff employee or faculty member contact the resident.

Communications and Breaks

Residents may not communicate with anyone (with the exception of the proctor) within the assessment room or anyone outside the assessment room during the assessment. Residents may not communicate with anyone from another team during the team assessment.

Restroom breaks will be permitted at the discretion of the Proctor. Only one resident will be allowed to use the restroom at a time. Faculty reserve the right to accompany any resident who leaves the assessment room for a restroom break.

Disposition of Completed Assessments

For assessments using Scantron forms, the original Scantron form will be retained by the Course Director and a copy of the Scantron form and the original assessment booklet will be returned to the residents. In all other cases, the assessment will be returned to the residents, once the results have been recorded. If Scantron forms are not used and a resident does not pass any reassessment, the original copy of that resident's reassessment must be submitted to the Program Director within 48 hours of completion of the reassessment. A copy of that assessment will be made and returned to the resident. The original copy will be retained in the resident's record.

Remediation and Reassessment

Following each summative assessment, a day is set aside in order to remediate and reassess those residents who have not successfully achieved the set of competencies assessed. Residents who do not pass will be required to attend a mandatory review session on the scheduled remediation day. The review session will be followed by a reassessment. Residents who are late (10 minutes after the scheduled start time) or fail to attend the review session will not be permitted to take the reassessment and will be required to attend remediation. If a resident does not successfully achieve the desired set of competencies following reassessment, he or she will be required to attend remediation. The resident will be assessed again on those competencies. Duration, scheduling, and other requirements for summer remediation will be determined by the block faculty in conjunction with the Program Director and with the approval of the Dean. Remediation is considered to be a part of the regular educational process and as such, the Program will not charge additional fees or tuition for remediation.

Following reassessment, if a resident receives a “NP” on 3 reassessments during an academic year, he or she will be placed on academic probation (See Probation). A resident will be removed from academic probation once he/she has successfully passed all of the assessments required during remediation.

Academic Standards of Progress

Unsatisfactory Progress Following Remediation and Reassessment

If a resident receives a “NP” on six (6) reassessments during an academic year, the resident will be required to withdraw from the Program. The resident’s status in that case will be “withdrawal not in good academic standing” and the resident may request re-admission through the College’s Admissions process (see “Withdrawal”).

Residents who receive a “NP” on three (3) assessments during summer remediation, will be required to withdraw from the Program. Residents who receive a “NP” on one (1) or two (2) reassessments who wish to remain enrolled in the program are required to attend the block or portion of a block covered by the assessment the next time it is offered.

Such residents are placed on academic probation as a result of receiving a “NP” during remediation. Progression through the curriculum will be determined as part of the terms of probation.

In the event that a block that a resident needs to remediate has been modified and/or is covered by more than one block in a revised curriculum, the Program Director may require the resident to complete and pass more than one block assessment.

Residents are only allowed to repeat a block once after receiving a “NP” during remediation. Residents who receive a “NP” on a reassessment that covers the material for which they received a “NP” in summer will be required to withdraw from the program.

Procedure When Unsatisfactory Progress is Documented for Performance in Clinic

If a resident feels that he or she may have been evaluated unfairly or in error, he/she should first contact the clinical faculty responsible for the evaluation and attempt to resolve the matter. If unable to resolve the matter at this level, the resident should contact the Program Director. The resident will be required to submit a written account of his/her reasons for believing he/she has been evaluated unfairly or in error to the Program Director (see "Resident Appeal Process").

Residents who receive a "NP" as their final assessment for a clinical block will be placed on probation with terms of probation set forth by the Program Director and Dean (see "Probation"). In the event of a resident appeal of a "NP", terms of probation will not take effect until the appeal is resolved.

C. Policies and Procedures Pertaining to Professionalism

Roseman University of Health Sciences is committed to instilling in our residents the importance of personal and professional honor and integrity. In our position as a gatekeeper for the profession of dentistry, we intend for our graduates to uphold and maintain the level of confidence and trust the public has in dental professionals. Consequently, upon accepting admission to the University, each resident agrees to abide by basic standards of honesty and academic integrity, which include but are not limited to:

- 1) Acting with honesty and integrity in academic and professional activities. A resident never represents the work of others as his/her own.
- 2) Striving for professional competence.
- 3) Fostering a positive environment for learning. A resident will not interfere with or undermine other residents' efforts to learn.
- 4) Respecting the knowledge, skills and values of faculty and all other health care professionals.
- 5) Respecting the autonomy and dignity of fellow residents, instructors, staff, other health care professionals and patients.
- 6) Seeking treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, health care providers or other residents.
- 7) Promoting the good of every patient in a caring, compassionate and confidential manner.
- 8) Protecting the confidentiality of any medical, personal, academic, financial or business information.

Violation of the Standards of Professional Conduct

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use his/her professional judgment to take appropriate action when an apparent violation occurs. Depending on the

situation, the individual may attempt to resolve the situation on his/her own, or if that remedy is unsuccessful or if the violation is deemed serious, the individual witnessing the violation should report the incident to the classroom instructor or appropriate administrator. If there appears to be an adequate cause, the individual receiving the report will communicate it to the Program Director or other appropriate administrative officer.

The appropriate Program administrator (i.e Program Director) shall first make a preliminary inquiry into the allegation(s) to determine if there is sufficient basis to conduct an investigation. If an investigation is deemed warranted, the administrator will meet with the resident to inform him/her of the allegation and allow the resident to respond. The administrator will determine if sufficient facts exist to mediate and resolve the problem alleged by the accuser(s) and the resident. If the facts are in dispute, then the administrator may refer the matter to the University Student Professionalism Board (hereafter referred to as 'USPB'). If the resident is dissatisfied with the administrator's finding of fact, the resident can request that the issue be forwarded to the USPB. For all policies and information regarding the USPB, please refer to the University Catalog

Resolution of USPB Findings

The College Administrators will meet to consider the USPB's report. It is solely the responsibility of the College Administrators to determine appropriate sanctions should the USPB determine that it is more likely than not that the charges made are true. The College Administrators will make a final determination as to the disposition of the matter and will forward this decision to Vice President for Student Services, and the resident, within 5 business days, or within an extension approved by the Chancellor of the Henderson, Nevada campus following receipt of the USPB's report.

The resident may appeal the decision as outlined in the University Catalog.

D. Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

Probation

Residents who exhibit inappropriate professional or personal behavior may be placed on probation for professional or personal misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absence or tardiness, disruptive behavior in class; inappropriate or disrespectful behavior toward other residents, faculty and staff or disrespectful and unprofessional interaction with patients/parents; and, unprofessional dress, language, or conduct as defined by Roseman University of Health Sciences.

Matters involving a resident's inappropriate professional or personal behavior on campus will be brought to the attention of the Program Director. The Program Director will acknowledge the resident's placement on probation for professional or personal misconduct, and will

specify the terms of probation in a written document, including further disciplinary action to be taken should the terms of probation not be met within the specified time. This document will be delivered either by certified mail or hand-delivered to the resident. A copy of the letter will also be submitted to the Dean.

During the probationary period, the appropriate administrative officer shall be responsible for monitoring the resident's progress toward meeting the terms of probation. Once the resident has satisfied the terms of probation, the administrative officer shall communicate a recommendation to the Dean that the resident be reinstated to non-probationary status. The Dean shall consider the recommendation and shall render a decision regarding the resident's status in writing to the resident and shall deliver a copy to the appropriate administrative officer.

Suspension

Suspension of a resident is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for consistent or persistent professional or personal misconduct. The Program Director, after appropriate review, may recommend that the Dean suspend a resident from the Program. Under no circumstances shall a recommendation for suspension be made unless the resident has first been placed on probation and the terms of probation not met.

The Dean will notify the resident of his/her suspension, including the terms and conditions of the suspension, in a reasonable timeframe. The decision shall be delivered to the resident by hand or by certified mail and receipt acknowledged by signature. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the resident is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations) or any Program or University events that are not open to the general public.

Following the suspension period, the resident may petition the Dean, in writing, to allow him/her to return. The Dean shall consider the request and notify the resident and the administrative officers, in writing, of the exact date and conditions under which his/her status is reinstated or the official termination date of the resident.

Termination

Roseman University of Health Sciences reserves the right to terminate a resident at any time in order to safeguard its standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the University are cause for immediate termination of the resident. A resident who is terminated may not be reinstated under any circumstances.

E. Withdrawal

Attendance at the AEODO/MBA Residency Program is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct.

The Program reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The resident concedes this right by act of matriculation.

Voluntary Withdrawal

Application for voluntary withdrawal from the AEODO/MBA Residency Program must be made in writing to the Program Director. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the College's administrative body. Every effort should be made by the resident to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the resident and the personal interview, the Program Director will notify the Dean and will provide the resident with the forms necessary to process the official withdrawal. Residents who leave the College without notifying the Program Director and without completing the established withdrawal procedures within 30 days will automatically be terminated from the University. Residents who are terminated in this manner will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the resident, the Program Director, and the Dean.

The procedure for Voluntary Withdrawal is as follows:

1. The resident makes a written request to the Program Director to voluntarily withdraw from the College.
2. The Program Director notifies the Dean, prepares the necessary forms for withdrawal and schedules a withdrawal interview.
3. The withdrawal interview attended by the resident and the Program Director is held, and the terms of withdrawal agreed to and put in writing.
4. The completed withdrawal form and terms of withdrawal are signed by the resident and returned for signature to the Program Director, who shall forward them to the Dean for signature.
5. Once all forms are signed and dated, the withdrawal process is complete.

Mandatory Withdrawal

As stated in Academic Policies and Procedures above, residents who do not pass six (6) reassessments in an academic year or three (3) assessments during remediation are required to withdraw from the College "not in good academic standing".

Residents, who leave the College without completing the established withdrawal procedure within 30 days, will automatically be terminated from the University. Residents who are terminated in this manner will not be considered for re-admission at a later date.

The procedure for Mandatory Withdrawal is as follows:

1. The Program Director will inform the resident and the College's administrative body in writing that due to unsatisfactory academic progress, the resident is required to withdraw from the Program.
2. The Program Director notifies the Dean, prepares the necessary forms for withdrawal and schedules a withdrawal interview.
3. The withdrawal interview attended by the resident and the Program Director is held, and the terms of withdrawal agreed to and put in writing.
4. The completed withdrawal form and terms of withdrawal are signed by the resident and returned for signature to the Program Director who shall forward them to the Dean for signature.
5. Once all forms are signed and dated, the withdrawal process is complete.

Conditions for Re-Admission for Residents Withdrawing “In Good Academic Standing”

Residents who withdraw “in good academic standing” (i.e., not on academic probation) are not assured of re-admission unless it is a part of the final written decision and/or agreement made between the Program Director and the resident, and it is acknowledged through signature by the College Dean. Unless circumstances determined by the Dean warrant, residents who are granted re-admission following withdrawal in good academic standing re-enter at the beginning of the next academic year and register for the entire academic year, including all blocks previously completed and passed.

Conditions for Re-Admission for Residents Withdrawing “Not in Good Academic Standing”

Residents, who withdraw while on academic probation, do so “not in good academic standing”. Residents who withdraw “not in good academic standing” may request re-admission through the College's Admissions Application process unless otherwise stipulated.

F. Leave of Absence

A resident in good academic standing (i.e., not on academic probation) may request a leave of absence due to occurrence of medical problem(s), serious personal problems, or pregnancy.

Residents requesting a leave of absence must apply in writing to the Program Director. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. The Program Director shall notify the Dean who shall then determine whether or not the leave is to be granted and the conditions under which the resident may return to school.

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year and may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

A resident, who is granted a leave of absence for an entire academic year, must submit a letter of intent to return to classes to the Program Director, at least three months prior to the requested date of return. It is the resident's responsibility to keep the Program Director informed of any change of address while on a leave of absence.

If the resident has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Residents on an approved leave of absence will be considered withdrawn for Federal Student Aid and enrollment reporting purposes. Residents may be required to begin repayment on outstanding federal student loans during an approved leave of absence longer than 180 days.

The procedure for obtaining a leave of absence is as follows:

1. The resident makes a written request to the Program Director for a leave of absence.
2. The Program Director notifies the Dean, and prepares the necessary leave of absence forms.
3. The Dean, the resident, and the Program Director meet to discuss the request. The Dean shall determine whether or not to grant the request and the terms of the leave of absence, if granted. Any terms shall be put in writing for the resident, the Program Director and the Dean to sign.
4. If the request is granted, the resident shall complete the leave of absence form, sign and date it. The resident shall then return the completed form to the Program Director who shall sign and date it and forward the forms to the Dean for signature.
5. Once all forms are signed and dated, the leave of absence process is complete. For purposes of calculating tuition reimbursement, the official date of the leave of absence will be the original date of receipt of the resident's request, providing the leave is granted.

G. Resident Appeal Process

Assessment Appeals

If a resident feels that an assessment has been evaluated unfairly or in error, he/she should submit a written account of his/her reasons for believing he/she has not been evaluated fairly or in error to the Program Director within 48 hours following the assessment.

The Program Director shall determine if the situation merits convening the Assessment Appeals Committee. The Assessment Appeals Committee is convened on an as-needed basis, and is composed of two faculty members appointed by the Dean from a list of at least four recommended by the Program Director, and two residents appointed by the Dean from a list of at least four recommended by the Clinic Director. In their recommendations, the Program Director and the Clinic Director should endeavor to suggest individuals who are not personally involved in the assessment/block.

After considering the points-of-view of both the resident and the faculty member(s), the Assessment Appeals Committee shall make a recommendation to the Dean who shall render his/her decision. The Dean shall communicate this decision in writing to the resident, the faculty member(s) involved, the Program Director, and the Clinic. The decision of the Dean is final.

Appeals of Withdrawal Decisions

Unsatisfactory performance on any six assessments during an academic year automatically results in a resident being required to withdraw "not in good academic standing" (See Academic Probation/Withdrawal "Not in Good Academic Standing"). The requirement to withdraw and any stipulations or conditions regarding the resident's return to the University may not be appealed. Resident may, however, appeal the outcome of an assessment as noted above.

Appeals of Probation Decisions

If a resident feels he/she has been treated unfairly in a matter involving probation, he/she may appeal that decision to the Dean. The Dean shall consider the appeal and render his/her decision. The Dean shall communicate this decision in writing to the resident and the appropriate administrative officers.

If the resident is still dissatisfied, he/she may appeal the Dean's decision in writing to the Henderson Campus Chancellor (Chancellor). The decision of the Chancellor shall be final.

Appeals of Suspension Decisions

If a resident feels he/she has been treated unfairly in a matter involving suspension, he/ she may appeal that decision to the Chancellor. The Chancellor shall consider the appeal and render his/her decision. The Chancellor shall communicate this decision in writing to the resident, and the University's administrative officers.

Unless a clear threat to the safety or well-being of members of the University community exists, the resident shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all suspension appeals are exhausted. The resident is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the resident's opportunity to attend class and/or all sanctioned College activities.

Appeals of Termination Decisions

If a resident feels he/she has been treated unfairly in a matter involving termination, he/ she may appeal that decision in writing to the Chancellor. The decision of the Chancellor shall be final.

Unless a clear threat to the safety or well-being of members of the University community exists, the resident shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all termination appeals are exhausted. The resident is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the resident's opportunity to attend class and/or all sanctioned College activities.

H. Personal Counseling about Non-Academic Issues

Residents needing personal counseling services about non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. While these services are not provided by the University, Registrar/Student Services Office provides residents with a confidential venue to voice concerns and ask questions. Furthermore, the Registrar/Student Services Office can work with the resident to refer him/her to appropriate resources for additional assistance.

A list of counseling services in the local area is available on the Registrar & Student Services section of the University website.

I. Resident Health Services

All interns are required to document that they have health insurance. Questions about this requirement should be directed to the University Registrar.

J. Immunization Requirements

In order to be eligible to participate in the clinical portion of their education, documentation/proof of the following immunizations and health screening must be submitted to the AEODO/MBA Residency Programs by every resident prior to the start of his or her participation in the clinic.

Failure to complete immunizations and health screenings by the deadline may preclude resident's participation in the clinical component of the program.

- MMR (measles, mumps, rubella) proof of completion of the 2 shot series (4 weeks apart); or serologic titers showing immunity
- Polio; or serologic titers showing immunity
- Tdap (tetanus, diphtheria, and pertussis) – 1 shot
- Hepatitis A proof of starting/completion of 2-shot series or serologic titers showing immunity **(takes 6 months to complete)**
- Hepatitis B proof of starting/completion of 3-shot series or serologic titers showing immunity **(takes 6 months to complete)**
- Varicella (chicken pox) proof of completion of 2-shot series (4 weeks apart); or positive serologic titers showing immunity (We cannot accept physician documentation stating “had the disease” as proof.)
- Two-Step Tuberculosis Skin Test (TST) with negative results.

Proof is not required for an individual who submits an affidavit or certificate signed by a physician, duly registered and licensed to practice in the United States, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed each year for the exclusion to remain in effect.

K. Appropriate Appearance and Attire

Residents are required to wear matching, clean scrubs (color to be determined by the Program Director) with close-toed shoes in the clinic at all times. Non-clinic attire consists of professional, conservative clothing and footwear. Acceptable attire includes shirts, ties and slacks for men and shirts, slacks and knee-length or longer skirts/dresses for ladies. No shorts, t-shirts or torn/unprofessional clothing will be tolerated at any time. Resident must always be properly groomed and maintain a professional appearance and good hygiene while at school as well as all University-related functions

L. Professional Conduct at Meetings and Continuing Education Courses

When attending such meetings and courses, whether on or off campus, it is imperative for all

residents to remember that they will be representing the Roseman University of Health Sciences College of Dental Medicine and the AEODO/MBA Residency Program. All residents are expected to maintain utmost professionalism at all times while attending such meetings. Alcohol or substance abuse, disorderly conduct, violence or any other behavior that would present the University in a negative light will be absolutely forbidden. Should a resident be found in violation of this rule, he or she will be prohibited from attending future meetings and will face disciplinary action by the Program Director or the Dean.

M. Policy on Utilization of Personal (Mobile) Telephones and Other Communication Devices on Campus

Utilization of personal communication devices during class, seminars and/or clinic sessions is disrespectful to faculty and can be disruptive to the residents' learning experience. As such, the AEODO/MBA residency program has established a policy stating that all mobile telephones, pagers and other communication devices must be turned off or positioned in "silent mode" while residents are in class, clinic, seminars or other professional meetings. Additionally, residents shall refrain from utilizing all aforementioned devices during class for all purposes including answering phone calls and sending/receiving text messages. Mobile telephones may not be used in the clinic except for communication with patients. Residents may not leave any scheduled classes or seminars to answer personal phone calls except for rare cases of true emergencies. If a resident is found in violation of this policy by the course director, seminar conductor and/or clinical faculty, he or she will be reported to the Program Director. This incident will be documented appropriately in the resident's file and may result in probation (please see "Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards")

N. Resident Acknowledgement Form

The Nevada Commission on Postsecondary Education mandates that a signed and dated copy of the Resident Acknowledgement Form (appendix A) is kept on file for each resident enrolled in the program.

O. Educational Offerings and Curricular Overview

Roseman Advanced Education in Orthodontics and Dentofacial Orthopedics/Master in Business Administration Residency Program (AEODO/MBA) is designed to provide special knowledge and skills beyond the DDS/DMD training and is oriented to meet and surpass standards of specialty practice as set forth by the Commission on Dental Accreditation (CODA) and depicted in the Accreditation Standards for Advanced Specialty Education Programs. The residents enrolled in this Program will be required to complete extensive courses and a rigorous curriculum in order to be eligible for completion of the program and subsequently graduation.

The residents will be engaged in sophisticated and progressive training in courses such as cephalometrics: diagnosis and treatment planning; clinical seminars; comprehensive review of classic and current orthodontic literature; clinical orthodontics; biomechanics; treatment of patients with cleft palate: etiology, epidemiology, diagnosis and treatment of various craniofacial anomalies: temporomandibular joint disorders; concepts of occlusion; anatomy and histology of the head and neck; facial growth and development; advanced imaging such as 2 and 3

dimensional craniofacial imaging; pharmacology and management of pain and anxiety; advanced diagnosis and treatment of various pathologies of the oral cavity; and indications and contraindications for use of temporary anchorage devices in treatment of various orthodontic cases.

Numerous interdisciplinary course and seminars in various fields of dentistry will be scheduled for the residents, which will ensure their knowledge in other areas of dentistry as well as enable them to effectively and productively communicate with their colleagues regarding intricate and specialized needs of and subsequent care for their patients. These instructional blocks will include topics such as interdisciplinary clinical periodontics; interdisciplinary clinical prosthodontics; interdisciplinary clinical pediatric dentistry; interdisciplinary oral and maxillofacial surgery; interdisciplinary restorative dentistry and interdisciplinary clinical endodontics.

Residents will also be enrolled in and expected to master courses in numerous biomedical science areas throughout their education, including but not limited to biochemistry, head and neck anatomy, histology and physiology, genetic control of cell function, protein synthesis, cell reproduction and pathology. Various research-related courses will be scheduled in blocks throughout the residents' education in topics such as introduction to research, biostatistics and clinical trials design, scientific writing and advanced research.

The residents enrolled in the proposed program will also be required to enroll in Master of Business Administration courses as part of their education and training, which will ensure an exceeding level of knowledge and expertise in the following areas: leadership communication; financial accounting; legal environment and corporate responsibility; statistical methods for decision making, managerial economics; foundations of management; leadership creativity and innovation; organizational behavior and leadership; operations management; management information system; managerial accounting and control; finance; strategic management; and advanced finance and entrepreneurship.

Furthermore, we will require our residents to successfully complete the American Board of Orthodontics (ABO) Written Examination prior to their graduation from our program, as well as, strongly encourage them to become Diplomates of the ABO.

P. Course Descriptions

ADE 810: Preclinical Orthodontic Simulation Laboratory – 2 credit hours

This preparatory course will introduce several fundamental topics to the residents including but not limited to: history of modern orthodontics; biology of tooth movement; Edgewise bracket and appliance; archwire concepts; bracket and appliance concepts; applied biomechanics and mechanical concepts; auxiliaries; mechanical and lab techniques; typodont treatment; orthodontic dictionary and orthodontic abbreviation dictionary.

ADE 811: Introduction to Clinical Orthodontics (Boot Camp) – 2 credit hours

This extensive and in-depth course will serve as an introduction and overview of the specialty of orthodontics and dentofacial orthopedics, and prepares the orthodontic residents for an advanced education in this dental specialty.

ADE 812, 832 & 852: Diagnosis, Treatment Planning and Case Presentations (I, II & III) – 30 credit hours total. 812: 8; 832: 12; 852:10

These sessions provide a comprehensive and in-depth study of orthodontic diagnosis, treatment planning and American Board of Orthodontics (ABO) case reports of patients treated by orthodontic residents in the clinic. The seminar format of this course will allow interaction and discussion between all faculty and residents during the case presentations.

ADE 813, 833 & 853: Clinical Seminars (I, II & III) – 34 credit hours total. 813: 11; 833: 15; 853:8

These clinical seminars will precede all clinical sessions, allowing the faculty an opportunity to preview the daily clinic schedule and prepare the residents for the procedures to be performed during that particular clinic session.

ADE 814, 834 & 854: Clinical Orthodontics (I, II & III) – 49 credit hours total. 814: 12; 834: 18; 854:19

These clinical sessions will allow the residents, with direct supervision from attending orthodontic faculty, to screen, diagnose, treatment plan, treat and/or manage the varied orthodontic malocclusions of their patients. Different techniques and appliances will be utilized by faculty, allowing the residents an expansive and comprehensive education in orthodontics.

ADE 815, 835 & 855: Seminars in Contemporary Orthodontics (I, II & III) – 9 credit hours total. 815: 3; 835: 3; 855:3

The residents will be required to attend periodic seminars in which the latest ideas, techniques and armamentarium in orthodontics are presented by experts in their fields. These seminars will be instrumental in reaching our goal of providing an innovative, novel, and state of the art education to our orthodontic residents.

ADE 816 & 836: Biomechanics (I & II) – 4 credit hours total. 816: 2; 836: 2

This block provides lectures in fundamentals of physics and engineering and their application in orthodontic techniques. A thorough presentation of the biology of tooth movement is presented, as well as mechanotherapy in various orthodontic techniques and critical evaluation of biomechanical concepts and materials leading to efficient tooth movement.

ADE 817, 837 & 857: Classic and Current Literature Review (I, II & III) – 37 credit hours total. 817: 15; 837: 20; 857:2

This course will encourage the residents to critically review, understand and analyze classic and current literature in orthodontics, including classification of study design, hypothesis testing, scientific writing, analysis and interpretation of data, and orthodontics and craniofacial biology throughout their education. This course will be instrumental in preparation of the residents for the American Board of Orthodontics certification examination.

ADE 818: Cephalometrics – 4 credit hours

This is a course aimed at a thorough understanding of the craniofacial radiographic techniques, with emphasis on historical as well as contemporary uses of 2D and 3D cephalometric radiography. This course will introduce the residents to the clinical uses of cephalometrics for orthodontic diagnosis and treatment planning using the latest available technology.

ADE 838: Functional and Orthopedic Appliances – 2 credit hours

This informative course will familiarize the residents with the design, theoretical indications, and clinical application of various craniofacial orthopedic devices, including but not limited to: various types of headgear appliances, chin cups and numerous functional appliance. The residents will also review pertinent literature to learn the history and current theories of use for such devices.

ADE 839: Tweed Course – 4 credit hours

The residents, in their second year of education, will be required to attend and successfully complete the Tweed Course conducted in Tucson, Arizona. The residents will be given time off from clinic and other didactic courses to attend the course.

ADE 858: Temporary Anchorage Devices (TADs) and Orthodontic Treatment – 1 credit hour

This innovative and contemporary block will expose the residents to the latest tools and technology in tooth movement. Residents will learn the theoretical and conceptual facts as well as clinical and real life utilization of TAD's in routine orthodontic treatment for increased efficiency and superior biomechanics in orthodontics.

ADE 859: American Board of Orthodontics Written Examination – 1 credit hour This block is a two-year long, continuous course which consists of the residents' preparation for the American Board of Orthodontics Written Examination and culminates in the examination in the early summer of their second year of education. Residents must successfully complete this examination in order to pass the course and subsequently be eligible for graduation.

ADE 910: Introduction to Roseman University of Health Sciences, CDM and the AEODO/MBA Program – 1 credit hour

All residents will spend time in a block dedicated to introducing participants to imperative and pertinent topics such as University policies, student handbook, Occupational Safety and Health Administration (OSHA) regulations, software orientation and application, Medicaid and insurance billing to prepare them for clinical experiences.

ADE 911: Management of Medical Emergencies and CPR Training–0.5 credit hour

This course will provide the residents with a review of diagnosis and management of common medical emergencies, as well as a training session in cardiopulmonary resuscitation, with practical demonstrations and examinations which will lead to certification in basic CPR.

ADE 912: 2D and 3D Craniofacial Imaging – 2 credit hours

This block will familiarize the residents with state of the art 2D and 3D techniques in radiology and imaging such as digital imaging and cone beam computerized tomography, and their utilization in diagnosis and treatment of patients in any area of oral health.

ADE 913, 933 & 953: Research (I, II & III) – 16 credit hours total.

913: 4; 933: 4; 953: 8

Residents will work with faculty mentors in carrying out meaningful research projects. Residents' progress will be monitored routinely, and the research project is expected to lead to a detailed final research document as well as a manuscript submitted to the AEODO Research Council for consideration to be published in a peer reviewed journal that is focused on the relevant research topic.

ADE 914, 934 & 954: Interdisciplinary Dentistry (I, II & III) – 4 credit hours total.

914: 1; 934: 1; 954: 2

Expert in various fields of general and specialty dentistry will provide residents with an overview of latest techniques and concepts as they relate clinical treatment of patients needing multidisciplinary care. Included will be diagnosis, treatment and management of patients, as well as the specific role of the different specialists in overall care of patient.

ADE 915: Research Design, Methodology and Statistics– 2 credit hours

This course is designed to introduce the residents to the basic concepts of research design and methodology with the goal of providing the foundation for developing structured research projects independently. The course will also provide tutorials and workshops related to basic statistics allowing residents first-hand experience in collecting, analyzing and interpreting research data.

ADE 916: Craniofacial Growth and Development – 2 credit hours

This course block is will allow the residents to explore the basic qualitative and quantitative changes that take place during pre- and postnatal craniofacial growth and development. Included in this block will also be lectures on childhood and adolescent growth, development of the dentition, hereditary and environmental influences on growth and possibility of prediction of facial growth.

ADE 917, 937 & 957: Community Outreach (I, II & III) – 6 credit hours total.

917: 2; 937: 2; 957: 2

Residents will be required to provide various types of scheduled community service throughout their education. This will assist the residents in gaining insight to the oral health needs of various populations in Southern Nevada and surrounding regions.

ADE 918, 938 & 958: Management and Treatment of the Cleft Palate Patient (I, II & III) – 6 credit hours total. 918: 2; 938: 2; 958: 2

This block will consist of lectures and case presentation seminars related to the various problems encountered in the management and treatment of patients with cleft palate. Emphasis is placed on the importance of long-term, interdisciplinary management and rehabilitation of these patients in consultation with other medical and dental health care providers. Issues such as epidemiology and etiology of the congenital anomaly, psychology, speech pathology, timing of surgery and various stages of treatment will be addressed, as will special problems one might encounter with this particular group of patients.

ADE 930: Functional Occlusion and Temporomandibular Joint Disorders – 2 credit hours

This important course will provide the residents an overview of detailed anatomy of the joint as well as specific pathologies and modes of treatment and management for specific disorder or pathologies.

ADE 931: Craniofacial Anomalies – 1 credit hour

This course will provide a thorough review of various recognized craniofacial anomalies, with emphasis placed on etiology, morphology, development and clinical management for each anomaly. The residents will also be introduced to the importance of the “team concept” and the involvement of many medical and dental specialists in the interdisciplinary management and treatment of such complex cases.

ADE 932: Biomedical Sciences – 4 credit hours

This course will reacquaint the residents with fundamental topics in biomedical sciences. Topics will include:

Head and Neck Anatomy

Bone Biology and Histology

Cell Biophysiology

Oral Cells and Tissues

Oral Microbiology and Immunology

Pain Management

Oral and Maxillofacial Infectious and
Inflammatory Diseases

Neoplasia and Diseases of Systems

ADE 935: Oral Pathology – 2 credit hours

Emphasis in this course is placed on diseases of the oral cavity, with a thorough review of the genetic, clinical and radiographic signs and markers for each disease. Residents will be expected to fully comprehend the most common pathologies encountered by oral health care providers, including diagnosis and treatment options for such pathologies.

ADE 936: Graduate Teaching – 1 credit hour

Under supervision and guidance of faculty, residents will apply much of what they have learned in their first year of education to collectively design and teach a formal class to first year residents. This block will also teach the residents some of the fundamentals of good teaching; e.g., writing clear outcome statements, designing learning experiences, and assessment essentials.

All MBA courses are listed and are under the direction of the MBA program.

Q. Nevada State Board of Dental Examiners

Residents must be eligible to obtain a full or limited license to practice dentistry in the State of Nevada. To be eligible, residents must follow all regulations and guidelines set forth in Nevada Revised Statutes 631.230, 631.240, and 631.271, which are detailed below. It is the resident's responsibility to ensure a full or limited license to practice dentistry in the State of Nevada is maintained and current (i.e. not expired) throughout his or her enrollment in the Program. Failure to do so will result in suspension from clinic

If at any point during the resident's education at Roseman University of Health Sciences a resident's limited or full license to practice dentistry in the State of Nevada is suspended, then the resident will undergo mandatory Program suspension until such time that the license suspension has been lifted. In the event that a resident's full or limited license to practice dentistry in the State of Nevada is revoked, the resident will effectively be terminated from the program. Since practicing dentistry (including in an educational setting) without a full or limited dental license is considered a felony, no probationary status will be granted prior to suspension or termination from the Program resulting from this type of infraction.

NRS 631.230 Eligibility of applicant for license to practice dentistry.

1. Any person is eligible to apply for a license to practice dentistry in the State of Nevada who:
 - (a) Is over the age of 21 years;
 - (b) Is a citizen of the United States, or is lawfully entitled to remain and work in the United States;
 - (c) Is a graduate of an accredited dental school or college; and
 - (d) Is of good moral character.
2. To determine whether a person has good moral character, the Board may consider whether his or her license to practice dentistry in another state has been suspended or revoked or whether the person is currently involved in any disciplinary action concerning his or her license in that state.

[Part 5:152:1951]—(NRS A [1967, 866](#); [1971, 534](#); [1977, 1564](#); [1983, 1113](#); [1985, 379](#); [2001, 1609](#))

NRS 631.240 Examination for license to practice dentistry; issuance of certificate of registration.

1. Any person desiring to obtain a license to practice dentistry in this State, after having complied with the regulations of the Board to determine eligibility:

(a) Except as otherwise provided in [NRS 622.090](#), must present to the Board a certificate granted by the Joint Commission on National Dental Examinations which contains a notation that the applicant has passed the National Board Dental Examination with an average score of at least 75; and

(b) Except as otherwise provided in this chapter, must:

(1) Successfully pass a clinical examination approved by the Board and the American Board of Dental Examiners; or

(2) Present to the Board a certificate granted by the Western Regional Examining Board which contains a notation that the applicant has passed a clinical examination administered by the Western Regional Examining Board.

2. The Board shall examine each applicant in writing on the contents and interpretation of this chapter and the regulations of the Board.

3. All persons who have satisfied the requirements for licensure as a dentist must be registered as licensed dentists on the board register, as provided in this chapter, and are entitled to receive a certificate of registration, signed by all members of the Board.

[Part 5:152:1951]—(NRS A [1971, 534](#); [1985, 380](#); [1987, 859](#); [1991, 330](#); [1995, 277](#); [1999, 1654, 2849](#); [2001, 1610](#); [2003, 66](#); [2005, 44, 272](#); [2007, 506, 2945](#); [2015, 3875](#))

NRS 631.271 Limited license to practice dentistry or dental hygiene; permit authorizing certain persons to practice dentistry or dental hygiene.

1. The Board shall, without a clinical examination required by [NRS 631.240](#) or [631.300](#), issue a limited license to practice dentistry or dental hygiene to a person who:

(a) Is qualified for a license to practice dentistry or dental hygiene in this State;

(b) Pays the required application fee;

(c) Has entered into a contract with:

(1) The Nevada System of Higher Education to provide services as a dental intern, dental resident or instructor of dentistry or dental hygiene at an educational or outpatient clinic, hospital or other facility of the Nevada System of Higher Education; or

(2) An accredited program of dentistry or dental hygiene of an institution which is accredited by a regional educational accrediting organization that is recognized by the United States Department of Education to provide services as a dental intern, dental resident or instructor of dentistry or dental hygiene at an educational or outpatient clinic, hospital or other facility of the institution and accredited by the Commission on Dental Accreditation of the American Dental Association or its successor specialty accrediting organization;

(d) Satisfies the requirements of [NRS 631.230](#) or [631.290](#), as appropriate; and

(e) Satisfies at least one of the following requirements:

(1) Has a license to practice dentistry or dental hygiene issued pursuant to the laws of another state or territory of the United States, or the District of Columbia;

(2) Presents to the Board a certificate granted by the Western Regional Examining Board which contains a notation that the person has passed, within the 5 years immediately preceding the date of the application, a clinical examination administered by the Western Regional Examining Board;

(3) Successfully passes a clinical examination approved by the Board and the American Board of Dental Examiners; or

(4) Has the educational or outpatient clinic, hospital or other facility where the person will provide services as a dental intern or dental resident in an internship or residency program submit to the Board written confirmation that the person has been appointed to a position in the program and is a citizen of the United States or is lawfully entitled to remain and work in the United States. If a person qualifies for a limited license pursuant to this subparagraph, the limited license remains valid only while the person is actively providing services as a dental intern or dental resident in the internship or residency program, is lawfully entitled to remain and work in the United States and is in compliance with all other requirements for the limited license.

2. The Board shall not issue a limited license to a person:

(a) Who has been issued a license to practice dentistry or dental hygiene if:

(1) The person is involved in a disciplinary action concerning the license; or

(2) The license has been revoked or suspended; or

(b) Who has been refused a license to practice dentistry or dental hygiene,

|| in this State, another state or territory of the United States, or the District of Columbia.

3. Except as otherwise provided in subsection 4, a person to whom a limited license is issued pursuant to subsection 1:

(a) May practice dentistry or dental hygiene in this State only:

- (1) At the educational or outpatient clinic, hospital or other facility where the person is employed; and
- (2) In accordance with the contract required by paragraph (c) of subsection 1.

(b) Shall not, for the duration of the limited license, engage in the private practice of dentistry or dental hygiene in this State or accept compensation for the practice of dentistry or dental hygiene except such compensation as may be paid to the person by the Nevada System of Higher Education or an accredited program of dentistry or dental hygiene for services provided as a dental intern, dental resident or instructor of dentistry or dental hygiene pursuant to paragraph (c) of subsection 1.

4. The Board may issue a permit authorizing a person who holds a limited license to engage in the practice of dentistry or dental hygiene in this State and to accept compensation for such practice as may be paid to the person by entities other than the Nevada System of Higher Education or an accredited program of dentistry or dental hygiene with whom the person is under contract pursuant to paragraph (c) of subsection 1. The Board shall, by regulation, prescribe the standards, conditions and other requirements for the issuance of a permit.

5. A limited license expires 1 year after its date of issuance and may be renewed on or before the date of its expiration, unless the holder no longer satisfies the requirements for the limited license. The holder of a limited license may, upon compliance with the applicable requirements set forth in [NRS 631.330](#) and the completion of a review conducted at the discretion of the Board, be granted a renewal certificate that authorizes the continuation of practice pursuant to the limited license for 1 year.

6. A permit issued pursuant to subsection 4 expires on the date that the holder's limited license expires and may be renewed when the limited license is renewed, unless the holder no longer satisfies the requirements for the permit.

7. Within 7 days after the termination of a contract required by paragraph (c) of subsection 1, the holder of a limited license shall notify the Board of the termination, in writing, and surrender the limited license and a permit issued pursuant to this section, if any, to the Board.

8. The Board may revoke a limited license and a permit issued pursuant to this section, if any, at any time if the Board finds, by a preponderance of the evidence, that the holder of the license violated any provision of this chapter or the regulations of the Board.

(Added to NRS by [1999, 1653](#); A [1999, 2849](#); [2001, 907](#); [2003, 1182](#); [2005, 46, 274](#); [2011, 74](#); [2015, 713](#))

R. Professional Liability Coverage

The Roseman AEODO/MBA Residency Program will provide professional liability coverage for residents throughout their enrollment in the Program. It is the responsibility of the resident to make sure all appropriate forms have been accurately completed and that the documents required by the insurer have been submitted in a timely manner. Residents will not be allowed in the clinic without appropriate professional liability coverage.

S. Cardiopulmonary Resuscitation (CPR) Certification

All residents must provide proof of current CPR certification prior to enrollment in program. It will be the residents' responsibility to ensure their CPR certification is current (i.e. not expired) and that the Program maintains a current copy on file at all times.

T. Policy on Outside Employment/Moonlighting

Residents are not allowed to enter part-time private practice employment of any type during the entire duration of their training at Roseman Advanced Education in Orthodontics and Dentofacial Orthopedics/Master of Business Administration Residency Program unless permission to do so has been granted by the Program Director. This would include Holidays, weekends and/or evenings, practice of dentistry or dental hygiene, and assisting in any capacity in the dental field.

U. Graduation Requirements

To qualify for graduation from AEODO/MBA Residency Program, residents must:

1. Successfully complete all assigned didactic and clinical blocks in the AEODO/MBA Program;
2. Complete a graduate-level research project and all associated steps as dictated in this Handbook;
3. Successfully complete the American Board of Orthodontics Written Examination;
4. Satisfactorily complete all professional courses and competencies within four and a half (4.5) years, having no course grade below a "Pass";
5. Receive a favorable recommendation for conferral of the AEODO certificate and the MBA degree from the faculty, Dean, Administrative Council, and the Board of Trustees.

Residents will be expected to follow all policies and guidelines as set forth by Roseman University of Health Sciences and the AEODO/MBA Residency Program in order to receive a Certificate in Advanced Education in Orthodontics and Dentofacial Orthopedics and an MBA degree. Residents will not receive a Certificate in Orthodontics and Dentofacial Orthopedics if the MBA program has not been successfully completed prior to graduation, nor will they be given an MBA degree if the Orthodontics and Dentofacial Orthopedics portion of their education has not been successfully completed. Additionally, residents must have fulfilled all of their financial obligations and responsibilities (i.e. outstanding tuition and/or fees, library fines, etc.) to the University prior in order to be considered eligible for graduation.

V. Notice of Requirement to Check Web-based Calendar

Each resident will be given access to the AEODO/MBA Calendar through Microsoft Outlook. Residents will be expected to check this calendar regularly for any changes or updates to their regularly scheduled instructional or clinical blocks. This calendar will be accessible both on and off campus.

W. Policy on Use of Printers, Copiers and Fax Machine

A printer, copier and fax will be available for residents' use; however, this privilege may be removed if abused.

X. Attendance Policy

Attendance is mandatory at all scheduled instructional periods, lectures, seminars, clinic sessions, and all scheduled assessments and remediation periods. Absence from instructional periods for any reason does not relieve the resident from responsibility for the material covered during the periods. Absence from scheduled assessments or remediation is permitted only under the following conditions:

1. Resident illness when accompanied by a physician's note describing the illness;
2. A personal emergency or emergency in the resident's immediate family (i.e., parent, guardian, spouse, child, or sibling of the resident) such as death, hospitalization or other emergency situation. In this case, the resident must contact the Program Director who shall consider the request and determine whether an excused absence is warranted (appropriate documentation may be required by the Program Director); or,
3. Attendance at professional meetings, provided that the absence has been pre-approved by the Program Director at least two weeks in advance.

If an absence from a scheduled assessment or reassessment is excused, the resident will be assessed using a different assessment instrument at a time set by the assessment leader. Residents with excused absences will be given the same assessment opportunities as residents who were present at the assessment or reassessment. However, in blocks when team assessment is also utilized, because the resident could not participate in the team assessment, the resident will not be entitled to receive team points on any makeup assessment. Working with the resident, the faculty should arrange for the resident to take the assessment as soon as possible following the resident's return to school. Every effort should be made to schedule the makeup assessment so that it does not jeopardize the resident's performance on other scheduled assessments. The date and time of the makeup assessment will be communicated to the Program Director and may or may not be scheduled for regular school hours.

If an absence from a scheduled assessment is excused, the resident will be required to attend the scheduled reassessment and pass that assessment or attend a scheduled summer remediation period. If an absence from a scheduled reassessment is unexcused, the resident will be required to attend a scheduled remediation period (to be determined by block faculty in conjunction with the Program Director) and be assessed on those competencies at that time. More than one unexcused absence is not permitted. Following an unexcused absence, the resident will be notified, in writing, that any additional unexcused absences will result in the resident being placed on probation.

The scheduled dates for assessments and reassessments are set prior to the beginning of the block. These dates are communicated to students in writing and as such, represent a contract with the residents and may only be altered in extenuating circumstances and with the approval of the course director or his/her designee.

Any deviations from this policy must be approved in writing and in advance by the Program Director or his/her designee.

For additional information regarding attendance policy, please refer to the University Catalog.

Tardiness

Tardiness for class and/or clinic is extremely unprofessional, disruptive and unacceptable. As such, we have instituted a strict policy pertaining to tardiness. Since emergencies do at times occur, every calendar year each resident is allowed a maximum of three tardy incidents, all of which will be documented by the Program's Administrative Assistant. For each additional tardy, the resident will lose one-half day of personal/vacation day for that academic year. Please see below for appropriate documentation.

Y. Absenteeism Policies and Procedures

Personal/Vacation Days

Each resident is allowed up to ten (10) personal days per academic year to use as he or she wishes to do so (with the exception of outside employment or moonlighting). Personal days that are not used in one academic year do not carry over to the following academic year. No more than five (5) personal days may be taken at one time. No more than five (5) personal days may be combined with the university granted winter or summer break. It is highly recommended that residents utilize the personal days wisely so sufficient paid time-off is available for unexpected events and/or sickness. Any unanticipated scenarios must be discussed with the Program Director. If the requested time-off interferes with continuity of patient care, the Program Director may decline the request.

Completed and accurately-dated Personal/Leave Request Forms (Appendix B) must be turned in to the Program Director's Administrative Assistant at least 2 weeks prior to the planned leave date for verification of the amount of days available prior to the Program Director's approval. It is the resident's responsibility to make sure he or she has received an email from the Program Director's Administrative Assistant verifying approval of requested leave. If the resident does not receive this email, the he or she must contact the Program Director's Administrative Assistant for verification and/or clarification. Submittal of a Leave Request Form does not guarantee that leave will be granted. All personal days must be approved by the Program Director in addition to faculty/course director for each particular class or clinic session that will be missed.

In the event of an unexcused absence by a resident (i.e. the resident is absent from clinic without informing the program's administrative assistant or without completing a Personal/Leave Request Form prior to his or her absence), he or she will lose **two** (2) personal days for that academic year.

Sick/Unplanned/Emergency Leave

In case of an emergency or illness, it is the resident's responsibility to contact the Program's administrative assistant as soon as possible, followed by a completed Sick/Unplanned/Emergency Leave Request Form (Appendix C) upon his or her return, which must also be subsequently approved and signed by the Program Director. Sick, Unplanned or Emergency days will apply to the student's/resident's allotment of (10) personal days per year.

Unapproved Absences

Should a situation arise when a resident is absent without proper documentation and/or following protocol as set forth by the Program Director and detailed above, he or she will be assessed leave time of an additional day for each unapproved absence day.

Off-Campus Program-Required Events, CE and/or Approved Academic/Professional Meetings

The Program Director may require residents to attend certain academic and/or professional meetings. Additionally, should a resident wish to partake in other non-mandatory events and/or meetings, he or she must procure approval by the Program Director prior to attending the event/meeting. Any leave requested for purposes of attendance at such approved meetings and/ or events will not count against allotted personal time so long as approval by Program Director was obtained prior to the said meeting and/or event. Residents must complete the "Leave Request Form" for the time they will not be on campus, and leave will only be granted for the duration of the meeting. Except for reasonable travel time, any additional requested time will be counted as personal time off. Proof of attendance may be requested by Program Director at any time and must be produced by the resident. Failure to do so constitutes dishonesty and appropriate action will be taken.

Prior to all planned leave (vacation, meeting attendance, etc.) it is the resident's responsibility to make sure proper arrangements have been made for patient coverage (preferably within the resident's team) including emergency appointments for the resident's assigned patients, should any arise during the resident's requested time off.

Please note: Residents will not be allowed additional time off for job interviews, externships, practice visits, etc. in excess of the allotted 10 personal days. Hence, it is important residents utilize their time-off prudently.

Residents must be available by phone 24 hours per day.

AA. Methods of Evaluation of Residents' Progress

Progression of residents toward achievement of programmatic and block outcomes is frequently monitored using various methods of assessment, as discussed and depicted in each particular block syllabus. However, formal summative assessments for the purposes of communicating whether or not a resident has passed a particular set of competencies are scheduled regularly throughout the academic year. Residents who are placed on academic probation will receive frequent notification of their academic progression through the curriculum.

BB. Policy on Resident Complaints to Commission on Dental Accreditation

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or residents.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

The Program will maintain a record of all complaints related to the Commission's accreditation standards and/or policies, and the actions taken.

CC. Research Requirements

The development of new knowledge is a mission of the AEODO/MBA Residency Program and a priority of the specialty of orthodontics. Additionally, the Accreditation Standards for Advanced Education in Orthodontics and Dentofacial Orthopedics specify that: "Residents must initiate and complete a research project to include critical review of the literature, development of a hypothesis and the design, statistical analysis and interpretation of data." As such, the AEODO/MBA Residency Program has specific research requirements that must be met in order for residents' eligibility for graduation.

Residents are required to remain engaged in scholarly activities and participate in a meaningful research project throughout their studies at the AEODO/MBA Residency Program. The residents are expected to identify a topic of interest, select a faculty mentor and proceed to carry out the project, culminating in a “publishable-quality” manuscript submitted to a peer-reviewed journal. Published quality refers to all aspects of the work, including the scientific quality of the research project itself, the clarity and grammatical correctness of the writing, the interpretation of findings and the quality of illustrations and graphical data presentation. Manuscripts that fall short of the standard must be revised and re-submitted until the standard is met.

Each resident research project will have five milestones. It is the responsibility of the resident to obtain relevant signatures on the Research Sign-off Sheet in a timely basis upon satisfactory completion of each milestone. The five milestones are as follows:

- I. Research Outline / Proposal
- II. Initial Defense
- III. IRB Protocol Submission
- IV. Final Research Document or Manuscript
- V. Final Presentation

Detailed Guidelines for Completion of Research Block

I. Research Outline

a. Identify a research topic within any of the following areas:

- ☐ Biomedical Science
- ☐ Business Science
- ☐ Clinical Science

Residents are encouraged to meet with multiple faculty members based on research interests and brainstorm feasible ideas. Multiple resources, including a research database with past and existing resident research projects, are available on the research portal. The Research Block Director may be contacted for assistance in facilitating the selection of mentors based on the research topic.

b. Research Committee Confirmation, Research Outline Preparation and Initial Feasibility Check:

- Elaborate research idea using the Research Outline Template. Define the problem, provide a brief literature review, specify the research hypothesis/question to be answered, and devise methodology to obtain data. The Research Mentor may choose the extent of detail in the Outline or Proposal.

A Research Proposal is generally more elaborate and encompasses the study methodology in greater detail. The Mentor may choose to proceed with the Research Outline or Proposal.

- Place a formal request (email) to the Research Block Director for the research committee to be confirmed with the proposed members.
- Review the project including feasibility assessment with the Committee Members.

c. Final Feasibility Assessment:

Once this Word document is approved by the Research Committee, the resident or mentor will submit the document to the Research Block Director for final feasibility assessment. Feasibility assessment will be done based on availability of sample, funds, timeline or any other resources. Research Block Director may call for a committee meeting or approve to proceed with the next steps. Signatures from the Research Mentor and Research Block Director are needed in order to proceed to the next steps.

* The Research Committee for each resident project will include the research mentor, the resident investigator, 1-2 advisors or consultants as needed. Note: Statistical support individual and Research Block Director may be involved in the research design and planning. They, however, are typically not the research committee members.

II. Initial Defense

- a. A PowerPoint presentation will be given to the faculty to defend the project proposal. Successful completion of this defense is mandatory prior to initiation of the actual project.
- b. The Research Committee, the Program Director and the Research Block Director must be present at the initial defense. All members of the College of Dental Medicine (full-time faculty, part-time and adjunct faculty present on the day of presentation) will be required to attend all Initial Defense meetings.

Exceptions: In case of emergencies or when one of the above individuals is unable to attend, written approval must be obtained from the Research Block Director, prior to the Defense.

- c. The Initial Defense presentation is 20-30 minutes with a 15 minute Questions & Answers (Q&A) Session.
- d. Following the Q&A session, the resident leaves the conference room. The Research Block Director institutes voting of all available faculty present at the defense to approve/modify the project. In case of a tie, the Research Block Director consults with the Program Director and makes the final decision.
- e. The resident will be notified on the decision within 1-2 business days in an email.
- f. All applicable steps in formally proceeding with the research project (i.e. obtaining IRB approval, ordering pertinent material and supplies, etc.) must be postponed until this formal approval step at the Initial Defense has been completed.
- g. Periodic Evaluation: Residents must plan to meet with their Research Mentor/Committee regularly to ensure quality, applicable compliance (i.e. with protocols set forth by IRB), timeliness and sufficient progress of project.

III. IRB Submission

Research involving human subjects or related data needs to be approved by the Institutional Review Board (IRB) prior to initiating the research project. Where applicable, Write the research protocol and submit to the Institutional Review Board (IRB) at

irb@roseman.edu. A template to prepare an IRB protocol along with the IRB Standard Operating Procedures (SOP) is available on the research portal.

Each university has its own set of rules and regulations with respect to the IRB. It is important that these policies and guidelines are met with, for each protocol submission. For a template of IRB protocol submission, refer to the Append Six of the IRB Statement of Operating Procedures (SOP) detailing the required contents of an IRB application. Upon receipt of the protocol, the IRB administrator will assign a protocol number which will be used to track the project. The protocol may then be reviewed by 1-2 IRB members or the entire IRB panel depending on the level of complexity of the proposed study. The IRB timelines may vary but an average of 4-8 weeks can be expected for a review. Planning accordingly is critical to the overall success of the research project. For more details on the types of review, refer to the SOP available on the Shared Documents/General Research Documents/IRB. It is extremely important that information requested by IRB is provided promptly.

IV. Final Research Document (FRD) or Manuscript

The Research Mentor reserves the final decision on whether an FRD or a manuscript will be written summarizing the entire project. Must be reviewed and approved by the Mentor and other members of the Research Committee prior to proceeding to step V.

A). Final Research Document (FRD)

- a. This document must be at a minimum 5,000 words (excluding title page, table of contents, abstract, tables, figures, references, and appendices).
- b. A minimum 20 references including peer reviewed journal articles and at least one book must be cited. AMA format is recommended for this document regardless of which journal the manuscript may be submitted to.
- c. Full texts for all cited articles should be uploaded to the portal.

B) Manuscript:

- a. If a manuscript is chosen as the final document, the manuscript must be constructed based on the guidelines of the selected journal.
- b. The selection of the journal will be made by the Research Mentor.
- c. A peer-reviewed journal is encouraged where applicable.
- d. An Electronic Version of the Final Research Document, or the Manuscript, or both, must be uploaded to the research portal.

- e. Resident Research Project Sign-Off sheet containing all necessary signatures must be scanned-in to the research portal
- f. Full texts for all cited articles should be uploaded to the portal.

V. Final Presentation

- a. Following completion of the research and approval of the FRD or manuscript, a formal presentation will be scheduled to share the findings of the research investigation to the program and /or university community.
- b. In order to schedule the Final Presentation, the resident or mentor submits the FRD or Manuscript as well as a PowerPoint presentation to the Research Block Director for final evaluation and subsequent modifications if needed.
- c. The Research Block Director, Primary Research Mentor and other Committee members, as well as the Program Director, must be present at the Final Presentation. All members of the College of Dental Medicine will be required to attend all final presentations meetings **Exception:** In case of emergencies or when one of the above individuals is unable to attend, written approval must be obtained prior to Defense

Authorship Guidelines:

- a. Following the Initial Defense, the Research Block Director will initiate the correspondence with the Research Mentor regarding the authorship sequence. All authors needs to confirm agreement of the sequence proposed by the mentor.
- b. Any individuals that are involved in the research investigation at any step of the process are eligible for authorship or acknowledgement. Any paid services will not qualify for authorship or acknowledgement.

Statistical Support:

Statistical support will be available within the program. The statistical support is typically offered by the Block Director for “Research Design & Methodology” given to all residents. The Research Mentor may choose to use the program-provided statistical support or their preferred external source for statistical support. The program will not pay for statistical support from external entities if the Mentor chooses an external support.

AEODO Research Portal

All resident research project related information including resources, templates, syllabi and related forms will be housed under the AEODO Research Portal (projects.roseman.edu). Residents are introduced to the Portal during research orientation. Each resident will have a dedicated research collaboration site. Portal access permissions will be granted to each research committee member once the research committees have been confirmed. Residents agree to provide weekly updates during research sessions on the portal under Team Discussion/Research Progress. The updates allow for monitoring and tracking of the research project progress in a timely manner. The entire project data, tabulation and any related documents must be uploaded to the portal.

Research Review Process

Documents related to each research milestone will go through a rigorous review process by all members of the research committee. In general, a review turn-around time of no more than 2 weeks is essential to maintain the timelines. Any deviations from this

expectation, by mentors or residents, can be notified to the Research Block Director which will determine the best course of action to facilitate timely reviews.

Research Timeline

Each resident research project can take up to 2-3 years for completion. It is ***highly*** recommended that projects are initiated as soon as possible during the first-year of residency. Each resident research project must be completed in its entirety and be signed off *within 6 months of their anticipated graduation time or 41 months* since the start of the residency. It is also important to note that until completion of all requirements (including research), residents are expected to be in full compliance with the policies and procedures outlined in the student handbook including full attendance and involvement in the

AEODO/MBA residency program schedule. *Residents whose research projects run behind schedule (more than 3 months of the projection. See attached timeline at the end)) will receive notifications* from the Research Block Director. Any true emergencies that preclude the resident to abide by this requirement need to be notified to the Research Block Director immediately.

Evaluation/Assessment and Resident Research Sign-Off

Completion of the research project and submission of a FRD or publishable manuscript will serve as the final evaluation/assessment for the block. The Resident Research Sign-Off sheet is available on the research portal (Shared Documents/General Research Documents/Forms). All appropriate signatures must be acquired from committee members immediately after successful completion of each milestone. Without due signatures on approved milestones, subsequent milestones may not be initiated. A portal and research sample/data audit will be conducted as part of the sign- off process.

Research Policies and Procedures

The Roseman University of Health Sciences is committed to instilling in our students/residents the importance of personal and professional honor and integrity. In our position as a gatekeeper for the profession of dentistry, we intend for our

graduates to uphold and maintain the level of confidence and trust the public has in dental professionals. Consequently, upon accepting admission to the University, each student/resident agrees to abide by basic standards of honesty and academic integrity which include but are not limited to:

- a. Acting with honesty and integrity in academic and professional activities. A student/resident never represents work of others as his/her own.
- b. Striving for professional competence.
- c. Fostering a positive environment for learning. A student/resident will not interfere with or undermine other students'/residents' efforts to learn.
- d. Respecting the knowledge, skills and values of faculty and all other health care professionals.

- e.** Respecting the autonomy and dignity of fellow students, residents, instructors, staff, other health care professionals and patients.
- f.** Seeking treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, health care providers or other students/residents.
- g.** Promoting the good of every patient in a caring, compassionate and confidential manner.
- h.** Protecting the confidentiality of any medical, personal, academic, financial or business information.

For all other policies and procedures, please refer to The Roseman University of Health Sciences

Student Catalog and the College of Dental Medicine Student/Resident Handbook.



Appendices



Appendix A

RESIDENT ACKNOWLEDGEMENT FORMS

Subject to payment of applicable deposit, tuition and fees when due:

Resident Name: _____

Address: _____

Telephone: _____

Cell: _____

Degree Enrolled: **AEODO/MBA Residency Program**

Catalog date under which enrollment is effective: **2018-2019**

BY SIGNING THIS AGREEMENT I ACKNOWLEDGE THAT I RECEIVED, READ AND UNDERSTOOD THE DOCUMENT AND THE UNIVERSITY CATALOG WHICH IS PART OF THIS AGREEMENT. THE CATALOG IS ALSO AVAILABLE IN YOUR DEAN/PROGRAM DIRECTOR'S OFFICE AND/OR WEBSITE.

Signature: _____ Date: _____

Print Name of Signor: _____

FOR OFFICE USE ONLY

Acceptance of Enrollment Agreement Dean/Program Director or Designee:

Print Name: _____ Title: _____

Signature: _____ Date: _____



**Acknowledgment of Roseman University of Health Sciences
AEODO/MBA Residency Program Handbook, University Catalog,
Code of Ethics, Policies and Procedures**

Resident's

Initials

Policy

_____ AEODO/MBA Calendar for the 2018-2019 Academic Year

_____ Academic Policies and Procedures

_____ Policies and Procedures Pertaining to Professionalism

_____ Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

_____ Withdrawal

_____ Leave of Absence

_____ Resident Appeal Process

_____ Personal Counseling About Non-Academic Issues

_____ Resident Health Services

_____ Immunization Requirements

_____ Appropriate Appearance and Attire

_____ Professional Conduct at Meetings and Continuing Education Courses

_____ Policy on Use of Personal (Mobile) Telephones and Other Communication Devices
on Campus

_____ Resident Acknowledgement Form

- _____ Educational Offerings and Curricular Overview
- _____ Course Descriptions
- _____ Nevada State Board of Dental Examiners
- _____ Professional Liability Coverage
- _____ Cardiopulmonary Resuscitation (CPR) Certification
- _____ Bioterrorism Training for the Healthcare Professionals
- _____ Policy on Outside Employment/Moonlighting
- _____ Graduation Requirements
- _____ Notice of Requirement to Check Web-Based Calendar
- _____ Policy on Use of Printers, Copiers and Fax Machine
- _____ Attendance Policy
- _____ Absenteeism Policies and Procedures
- _____ Methods of Evaluation of Resident Progress
- _____ Policy on Resident Complaint to Commission on Dental Accreditation
- _____ Research Requirements
- _____ I acknowledge, understand and accept all of the policies and procedures in the 2018-2019 Resident Handbook.
- _____ I am aware that I can access and obtain a copy of the University Catalog at www.roseman.edu.
- _____ By signing my registration and payment agreement I acknowledge that I have read the Catalog and understand that it is part of this agreement. In the event that a University policy is in conflict with a specific College/Program policy, the more strict policy will apply.
- _____ I acknowledge that I have been given a copy of the American College of Dentists' Ethics Handbook for Dentists and understand and accept all guidelines as detailed in the document.
- _____ I acknowledge that I have been given a copy of American Dental Association's Code of Ethics publication and understand and accept all guidelines as detailed in the manuscript.
- _____ I acknowledge and understand that I can obtain information about the safety and security of the University campus and graduation rates by visiting the Roseman University website.

Name (Printed)

Signature

Date

Resident Identification (Badge) Number: _____

AEODO/MBA Residency Program Class of 2021

AEODO Internship Program Class of 2019



ROSEMAN UNIVERSITY OF HEALTH SCIENCES

COLLEGE OF DENTAL MEDICINE

ORTHODONTIC CLINIC

Phone: 702-968-5222 · Fax: 702-968-5277 · Website: www.rosemanbraces.com · 4 Sunset Way, Bldg C, Henderson, NV 89014

Appendix B

PERSONAL/VACATION LEAVE REQUEST FORM

Advanced Education in Orthodontics & Dentofacial Orthopedics Master of Business Administration (AEODO/MBA)

Residency Program

Residents are required to obtain leave approval from all teaching faculty (didactic and clinical) as well as the Program Director **at least two (2) weeks prior to scheduling any leave.** It is the resident's responsibility to make sure he or she is not on call during the requested time, or that appropriate coverage has been obtained if leave is requested during assigned call. Please have this form completed and signed by the faculty member(s) assigned to the day(s) you will be absent from school and return to the Program's Administrative Assistant prior to leave.

Today's date:

Date(s) of leave:

Reason for leave:

Resident name:

Resident signature:

Another resident must agree to cover all of your patient emergencies and unscheduled appointments during leave:

Covering resident name:

Covering resident signature:

[47]

Block number & name

Faculty name & signature

1
2
3
4

AEODO/MBA Program Director signature:

Date:



ROSEMAN UNIVERSITY OF HEALTH SCIENCES

COLLEGE OF DENTAL MEDICINE

ORTHODONTIC CLINIC

Phone: 702-968-5222 · Fax: 702-968-5277 · Website: www.rosemanbraces.com · 4 Sunset Way, Bldg C, Henderson, NV 89014

Appendix C

SICK/UNPLANNED/EMERGENCY LEAVE REQUEST FORM

Advanced Education in Orthodontics & Dentofacial Orthopedics Master of Business Administration (AEODO/MBA)

Residency Program

Residents are required to provide the following information to Program Director should an unexpected absence occur during their residency. All missed work must be completed at the discretion of course director(s) and/or clinic supervisor(s) for the missed day(s). Please complete and return this form to the Program's Administrative Assistant.

Today's date:

Date(s) of absence:

Reason for absence:

Resident name:

Resident signature:

If sick leave was used, was physician in attendance?

☐ No

Physician's name:

Date seen:

☐ Yes

AEODO/MBA Program Director signature:

Date:



Appendix D

Resident Research Sign-Off Sheet

Resident/Principal Investigator: _____

Project Title: _____

Primary Research Mentor: _____

Research Co-Mentors/Advisors: _____

Each resident is required to obtain signatures of the Research Mentor (first) and Research Block Director after completion of the respective project milestone.

1. Research Outline _____
2. Initial Defense _____
3. IRB Submission _____
4. Final Research Document/ Manuscript Submission _____
5. Final Defense _____

Following successful completion of all project milestones and proof of necessary updates on the research portal, the Research Block Director and Program Director will sign-off, signifying fulfilment of the research component of the AEODO/MBA residency graduation requirement.

Research Block Director, Name & Signature

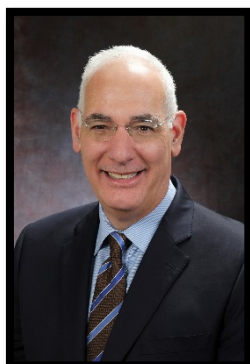
Date

Program Director, Name & Signature

Date



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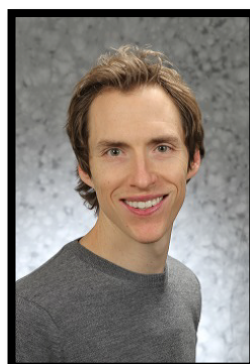
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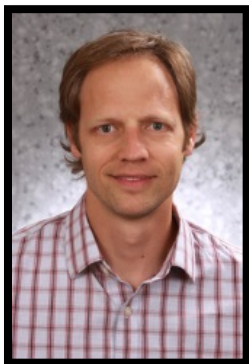
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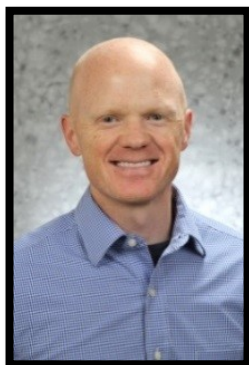
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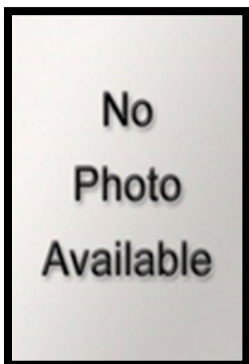
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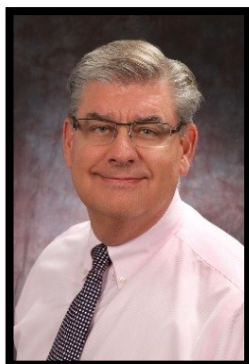
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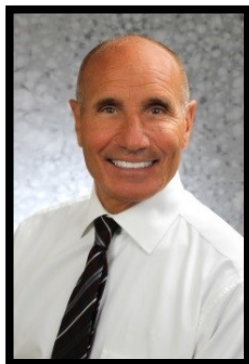
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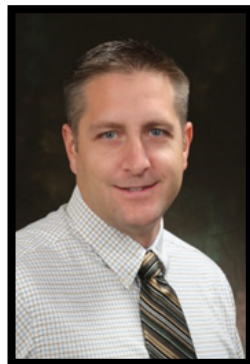
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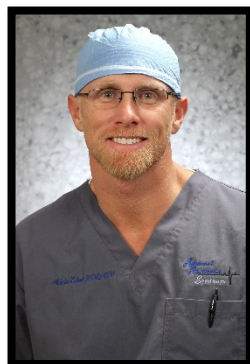
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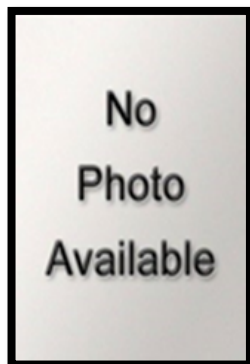
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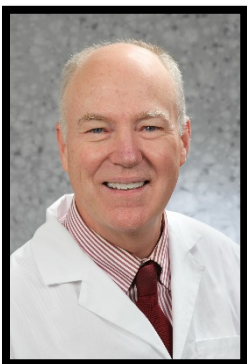
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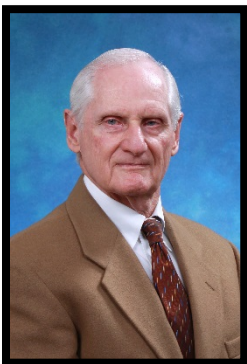
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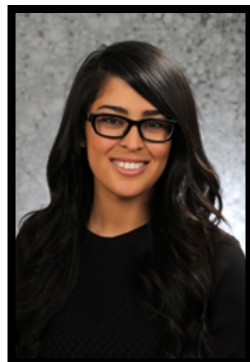


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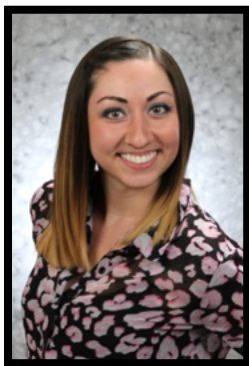
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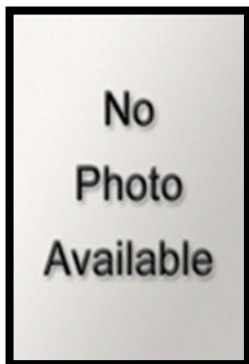
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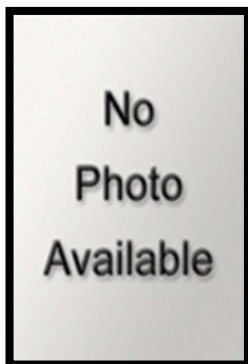
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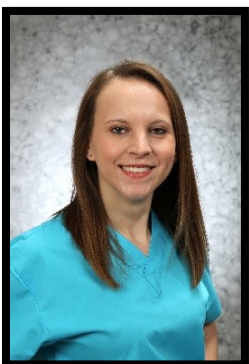
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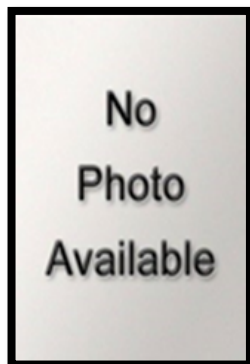
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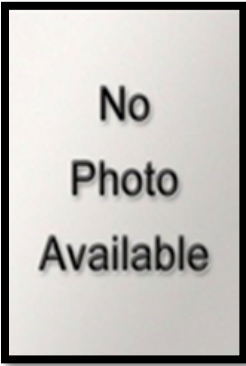
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