

ROSEMAN UNIVERSITY OF HEALTH SCIENCES

COLLEGE OF DENTAL MEDICINE

Doctor of Dental Medicine Program

South Jordan, Utah Campus

STUDENT



HANDBOOK

2019 - 2020

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 2019

DEAN'S WELCOME AND EXPECTATIONS

Welcome to the Doctor of Dental Medicine Class of 2023!!

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: 2019 - 2020
	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.14)
	Classroom & Clinical Protocol (pg. 16)
	Grading System (pg. 18)
	Student Progress and Promotion (pg. 20)
	Assessment of Student Progress (pg. 24)
	Student Assessment/Reassessment: Policies and Procedures (pg. 27)
	Unsatisfactory Achievement of Academic/Professional Standards (pg. 31)
	Withdrawal - Voluntary Withdrawal, Mandatory Withdrawal (pg. 33)
	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 – 2019-2020

Pre- Orientation:	August 5, 2019
Orientation:	August 6-8, 2019
Classes Begin:	August 12, 2019
White Coat Ceremony:	August 23, 2019
Labor Day:	September 2, 2019
Thanksgiving Break:	November 27-29, 2019 [subject to change]
Winter Remediation:	December 2 – December 20, 2019
Winter Break:	December 23, 2019 – January 3, 2020
Classes Resume:	January 6, 2020
DMD 2019 Program Completion Date:	April 10, 2020
Hooding Ceremony:	April 6, 2020
ADAT: http://www.ada.org/en/education-careers/advanced-dental-admission-test	March 1 – August 31, 2019
Memorial day:	May 25, 2020
Classes End:	June 26, 2020
Summer Break:	June 29 – July 3, 2020
Summer Remediation:	July 6 - 31, 2020
Academic year end:	August 2, 2020

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 Clinic Managers 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

Attendance is assessed as part of professionalism. As this is an active learning, collaborative learning and competency-based educational model, attendance is required at all curriculum activities.

Clinic: Students must be present 90% of scheduled clinic days. Signing in with appropriate PSC is required. Appropriate Clinic Manager will document attendance.

The expectation is for all students assigned to clinic activities sign in with the appropriate PSC.

Didactic/Simulation Clinic: 90% attendance is required. Due to the dynamic nature of the didactic curriculum, the Block/Course directors will determine how attendance is documented and if necessary, remediated. A statement regarding attendance in these blocks/courses must be presented to students at the start of the block.

Except for emergencies, all time-off requests must be submitted and approved by the appropriate Clinic Manager or Block/Course Director 30 days in advance.

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, canvas 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(s) 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 and international trips sponsored by outside organizations. All proposals to practice dentistry outside of the CODM and affiliated sites must be approved in advance by the Office of Director of Public Health Sciences Education.

Only students who are in good academic standing and who are approved by the External Clinical Enrichment Committee (Director of Public Health Sciences Education and Clinic Managers) 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. Members of our academic community need to be aware that CODM may not be able to assist in matters arising from legal misconduct.

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.

ASSESSMENT 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 Clinic Managers determines satisfactory progress toward clinical competence. Students are evaluated through formative and summative assessments. Clinic Managers 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 Clinic Managers with input from attending faculty and specialty directors. An end-of-block action plan developed by the Clinic Managers 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 Clinic Managers. Once this determination is made, the Clinic Managers will provide the student with a plan to resolve the “incomplete” (I) grade.

Each clinical is divided into three reporting periods. The Clinic Managers 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. Determination of Student Progress

A total number of credits must be completed in order to graduate. Student progress and status in the curriculum is determined by the Academic Performance and Standards Committee (APSC). This determination is made following receipt of information provided by the offices of Academic Affairs and Clinical Affairs/Patient Care. The integrated and dynamic nature of the CODM curriculum must allow for the possibility of students attaining competency in curriculum components at different times, **however milestones (assessments) are attached to each block and academic year that must be achieved before a student is advanced to the next academic year.**

- a. . Therefore, student progress will be assessed on regular intervals by the APSC with recommendation for student advancement forwarded to the Dean of the College. The APSC will review student progress frequently throughout the year including after summer and winter remediation periods. Since the CODM utilizes two remediation periods student status is validated prior to the start of each academic year.
- b. CODM does not allow auditing of its courses.
- c. Progression to the next academic year requires completion of all requirement from the current year (e.g. all D1 requirement must be completed to advance to the D1 year). The requirements for each year our outlined in the table below.

	Must Successfully Complete (Pass)to Progress from D1 to D2	Must Successfully Complete (Pass)to Progress from D2 to D3	Must Successfully Complete (Pass)to Progress from D3 to D4	Must Successfully Complete (Pass)to Graduate
Status	D1 status	D2 status	D3 status	D4 status
PIPA	1, 2, 7, 8, 14-16, 27, 28, 38, 39, 47-49, 52,53,59,60, 66, 67, 76, 77, 89, 90	97, 98, 107-110, 114, 115, 121-124, 128, 130-133, 137, 138	139, 145-148, 153, 155, 156, 160, 161	
IPA	3, 4, 54-56, , 93, 94	95, 96, 111-113, 125-127, 134-136	140-144, 149-152, 157-159	
fpe	5, 6, 9-13, 17-26, 29-37, 40-46, 57, 58, 61-65, 68-75, 78-88, 91, 92	99-106, 116-120, 129	154	162-164
Note:	All D1 curricular elements complete before student is permitted to enroll in D2 elements	All D2 curricular elements complete before student is permitted to enroll in D3 elements	All D3 curricular elements complete before student is permitted to enroll in D4 elements	

2. 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. Students are required to pass the practice national board assessment before scheduling the national board.
- v. Receive a favorable recommendation for conferral of the DMD degree from CODM faculty and Dean, Administrative Council, and Board of Trustees;
- vi. Settle all financial accounts with the University; and complete all University, College, and program graduation clearance requirements.
- vii. 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.

3. Eligibility to participate in Hooding Ceremony and/or University Commencement

- i. Students expected to graduate by the end of the December of the same year of the Hooding Ceremony and/or University Commencements and are eligible to participate in these ceremonies.

4. Integrated National Board Dental Examination (INBDE)

It is imperative that all students register for INBDE after approval from The Office of Academic Affairs after passing the practice national board assessment during 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
- b. Students are required to pass the practice national board assessment before scheduling the national board.
- c. 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.

- a. 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.*

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.
 - 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.

The APSC and Associate Dean for Academic Affairs determine if a student is meeting or not meeting competencies.

6. Monitoring Student Progress

Student didactic, Simulation Clinic and clinical progress will be monitored by the Directors. The Director of Pre-Clinical Education will report student progress to the Associate Dean for Academic Affairs and Assistant Dean for General Dental Education. Clinical Managers will report student progress for the clinical Blocks to the Director of Clinical Education. The Director 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. It is the responsibility of the student to confirm that he/she has received this letter. If a student has not received this letter within ten (10) business days, the student must contact the Office of Academic Affairs to confirm that the student has been formally approved to progress to the next academic class level.

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, allocate Assessment items to address the outcomes stated in the syllabus.

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 and type of questions.
- 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. Policy on Reassessment, Summer and/or Winter Assessments

During designated summer and winter assessment periods, a CODM student who has one or more assessment(s) must focus solely on CODM summer and/or winter assessment(s) and may not register for any other courses from any other Roseman University Program.

16. 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

Each students' overall progress will be evaluated according to the guidelines set forth in the student handbook. Student progress will be assessed throughout the entire academic year. The Academic Performance and Standards Committee determines if or when the student progresses to the next academic year. In case of deficiencies the APSC will recommend appropriate action to the Dean.

The APSC will refer professionalism and other issues to the appropriate Dean for review.

The APSC will be briefed, in executive sessions, regarding compliance with action plans involving professionalism and/or other issues that could affect academic progress.

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

Upon receipt of "No Pass" on three (3) or more didactic winter assessments/or summer assessments remediation's during an academic year, the APSC notifies the Associate Dean of Academic Affairs of their recommendation to place a student on academic probation. If a student received 3 no passes on block reassessments in the fall and then receives a grade of 'P' on all three (3) winter assessments, the APSC will recommend to the Dean to remove the student from academic probation. The same policy will apply to the summer remediation period.

Similarly, after periodic review of the student's clinical performance and clinical progress, the APSC recommend to the Dean that the student be placed on academic probation. The APSC monitors the students' progress and when the student satisfactorily completes the requirements of probation, the APSC recommends to the Dean that the student be removed from probation.

Following a review of a student's progress by 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 the receipt of a grade of 'NP' in any of the following combinations will require the student to withdraw from the program "not in good academic standing":

- 6 NP's on reassessment during the enrollment period preceding winter remediation
- 6 NP's on reassessments during the enrollment period preceding summer remediation
- 3 NP's on winter assessments and 3 NP's on reassessments preceding summer remediation
- Any combination of winter assessments and/or reassessments preceding summer remediation and/or summer assessments that totals six (6) NP's

(2) a statement reiterating the College's Withdrawal Policy. This document will be delivered either by email, certified mail or hand-delivered to the student acknowledged by signature.

The terms and conditions of academic probation may include, but are not limited to:

- required weekly meetings with faculty member, Clinic Manager, or faculty advisor;
- academic support services;
- assignment of scheduled supplemental activities;
- consideration of factors affecting academic performance;
- referral to appropriate University offices 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

Copies of academic letters will be retained in the Office of Academic Affairs.

3. Unsatisfactory Progress Following Assessment, Reassessment and/or Winter and/or Summer Assessments

The receipt of a grade of 'NP' in any of the following combinations will require the student to withdraw from the program "not in good academic standing":

- 6 NP's on reassessment during the enrollment period preceding winter remediation
- 6 NP's on reassessments during the enrollment period preceding summer remediation
- 3 NP's on winter assessments and 3 NP's on reassessments preceding summer remediation
- Any combination of winter assessments and/or reassessments preceding summer remediation and/or summer assessments that totals six (6) NP's

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).

If a student is readmitted to the program, the appropriate Associate Dean(s) will determine how the student will be reintroduced to the curriculum.

4. Unsatisfactory Clinical Performance and Clinical Progress

The ASPC monitors the students' progress and when the student satisfactory completes the requirements of probation, the APSC recommends to the Dean that the student be removed from probation.

However, if the student has not satisfied the requirements of her/his clinical probation and achieved the appropriate level of clinical performance and progression within the designated timeframe(s), the APSC will recommend to the Dean that the student be required to withdraw from program.

5. 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

Refer to the 'Unsatisfactory Progress Following Assessment, Reassessment, and/or Winter and/or Summer Assessments' and Unsatisfactory Clinical Performance and Clinical Progress' in the Academic Policies and Procedures' section of the Student Handbook.

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 regimen 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

In order to protect health of our students and safe delivery of patient care, Roseman University through the office of Clinical Affairs and Patient Care and Assistant Dean for General Dentistry Education reserves the right to request a drug screen as when CODM Clinic Managers, faculty or administration believe they have a reasonable suspicion that student may be impaired.

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.

Please refer to the policy stated in the University Catalog.

HIPAA Training and Compliance

All students must complete annual HIPAA training prior to reviewing or entering any patient health information in the electronic record and prior to participating in any clinical activities, either on or off-campus.

Any possible breach of protected health information must be reported to clinic administration immediately. Clinic administration will determine if any HIPAA violation is also a professionalism violation based on HIPAA guidelines. Clinic administration will determine if remediation or disciplinary action is indicated.

Mobile Phones and Social Media

Use of personal mobile phones in patient treatment areas is prohibited in the College of Dental Medicine. Personal cameras are not authorized in patient treatment areas. Protected patient information is prohibited from being downloaded or placed on unauthorized cloud or portable storage devices, tablets, smart watches, computers or equivalent devices.

Unauthorized protected patient information may not be posted on any social media sites or their equivalent.

Basic Life Support for Health Care Providers

Students must be certified in Basic Life Support through the American Heart Association and maintain that certification throughout their time of enrollment in the College.

REPRESENTATION OF CREDENTIALS

Students may not represent themselves as dentists on social media, external communications or use business cards with any designation not in compliance with state board regulations and/or CODM policies.

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. All students are expected to participate in interview days unless specifically excused, in advance, by the office of Admissions and Student Affairs.

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 continue 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.

Students will be referred to the Dean/Program Director or her/his designee. Consequences for non-payment include but not limited to: not eligible to sit for an assessment, the receipt of grade of 'No Pass' for a period of non-payment, attend or complete the clinical rotation/professional experience, suspension or termination.

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 'USPB'). For additional information about the USPB 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 USPB. 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.

4. 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

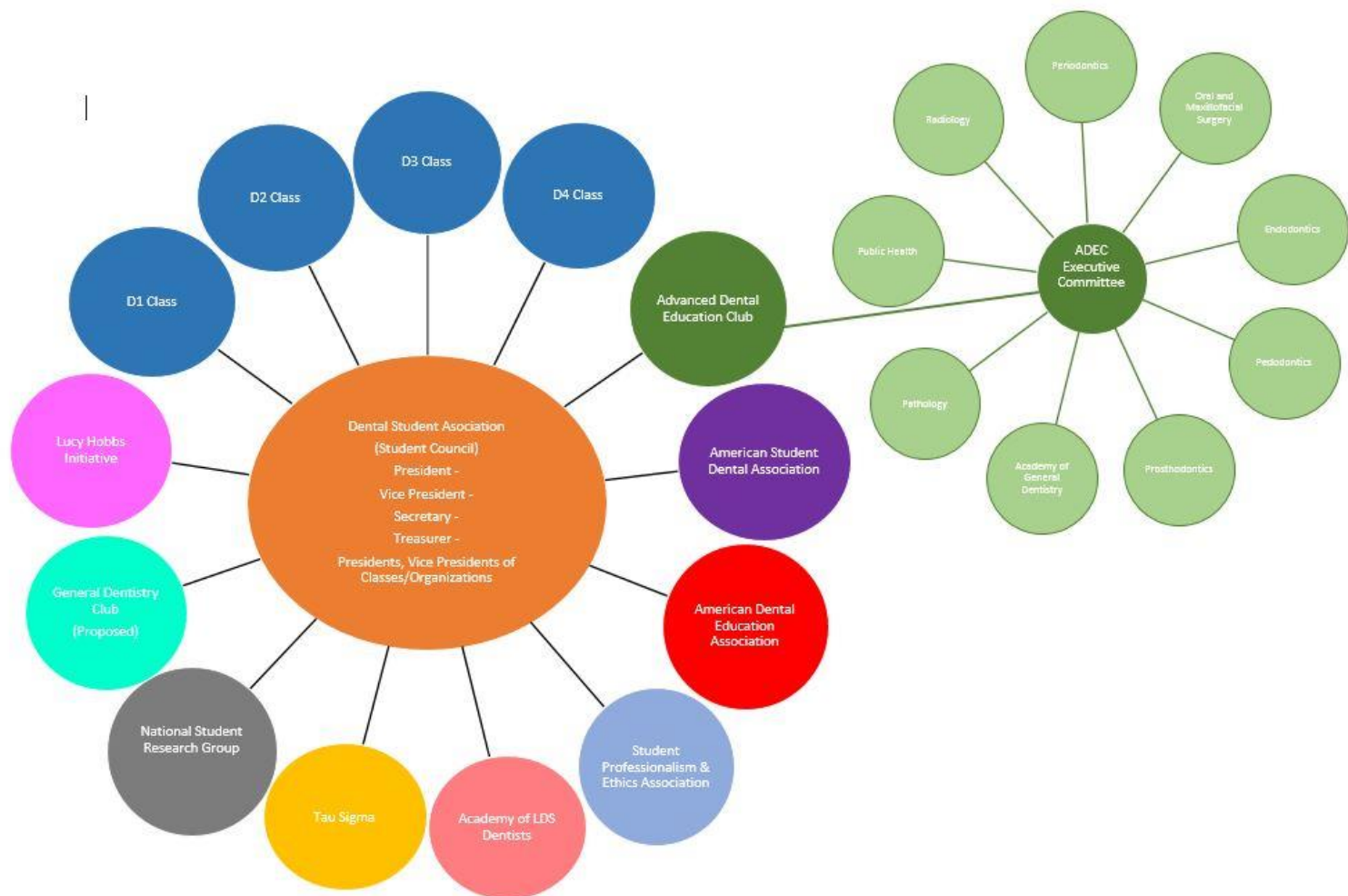
The Associate Dean for Admissions and Student Services will collaborate with students to elect class and student body officers on an annual basis. Each class will elect a President, Vice President, Secretary, and Treasurer. All classes will vote for President, Vice President, Secretary, and Treasurer 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 2019. 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 2019.

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>

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.

White Coat Pledge

I, (Student Name) in becoming a Doctor of Dental Medicine, commit to conform to the highest goals, ethics and attributes of the dental profession. I will devote my time and energies to acquiring the knowledge and skills necessary to expertly serve the public to whom I will be accountable. I accept that my primary responsibility is to the patients I will be treating. Therefore, let all come to me safe in the knowledge that their total health and well-being are my first considerations.

I acknowledge and appreciate the commitments made to me by my fellow-students, faculty and staff and I commit to make each and every interaction reflect a sincere desire to develop those around me as life-long colleagues and to help them to become the best they can be.

As a student, I respect and honor the privilege offered to me to treat patients under another's license and promise to never administer any treatment unsupervised.

I promise to abide by the Honor Code and all guidelines as set forth by the college of dental medicine and to observe the Principles of Ethics and Code of Professional Conduct as set forth by the dental profession.

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

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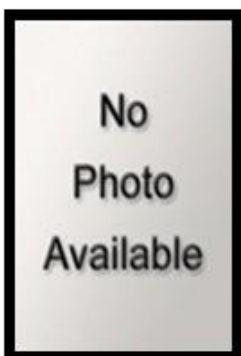
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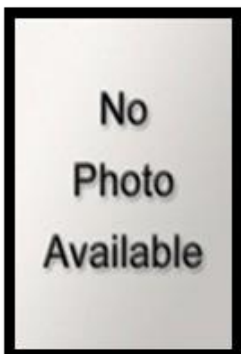


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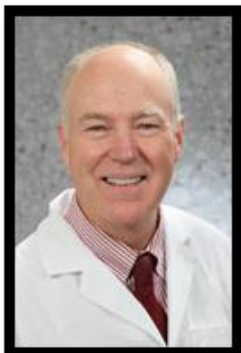
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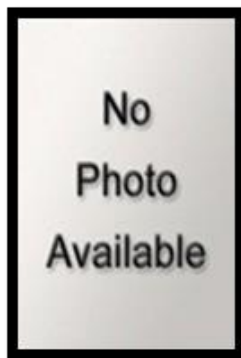
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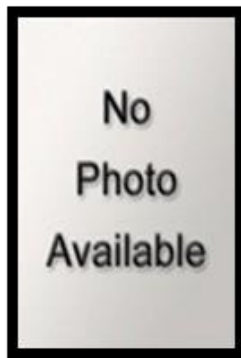
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