

ROSEMAN UNIVERSITY OF HEALTH SCIENCES

COLLEGE OF DENTAL MEDICINE

Doctor of Dental Medicine Program
South Jordan, Utah Campus
Henderson, Nevada Campus



STUDENT HANDBOOK
2026 – 2027

South Jordan Campus
10894 S. River Front Parkway
South Jordan, UT 84095

Henderson Campus
4 Sunset Way
Henderson, NV 89014

NOTICES

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. If a Roseman University policy conflicts 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 June 2026.



DEAN'S WELCOME AND EXPECTATIONS

Welcome to the Doctor of Dental Medicine Class of 2029!

I want to welcome all of you to the profession of dentistry and to Roseman's commitment to you as Lifelong Colleagues. This commitment guides our decisions and behaviors for all the students, faculty, staff, and patients that are part of Roseman CODM (College of Dental Medicine). 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 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. 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 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 reflects 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, nor disrespect others and will uphold all professionalism standards befitting a healthcare provider."

We recognize that each year of your program 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

THE WHITE COAT PLEDGE

By becoming a member of the Health Care Professions and while preparing to become a Doctor of Dental Medicine, I solemnly pledge:

- To conduct myself with the highest ethical and moral standards consistent with the American Dental Association Principles of Ethics and Code of Professional Conduct, and in conformity with my own values and Personal Principles Statement.
- I will strive to make ethical decisions based on the principles of Emotional Intelligence.
- I will be diligent in my pursuit of academic excellence and professional mastery.
- I will devote my time and my energies to acquiring comprehensive dental knowledge and the 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 whom I will serve. My goal is to establish and maintain relationships based on honesty, respect, and fairness.
- I promise to behave professionally and to focus my efforts on treating dental disease and restoring oral health to all who place their trust in me, regardless of circumstance or background.
- I further pledge to develop others as Lifelong Colleagues, to abide by Roseman University's Honor Code, and to help those with whom I associate become the best they can be.
- I will respect the experience and expertise of my educators and mentors, and will seek their guidance and counsel. As a student, I will never approach a clinical situation unsupervised, knowing that providing care to patients is a privilege and is available only under the auspices of my supervisor's license.
- Therefore, let all come to me safe in the knowledge that their total health and well-being are my primary concern and consideration.

All this I solemnly promise as a commitment to myself, my family, my professional colleagues, Roseman University, and the community that I 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 2029
Student Signature Page

Date

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

Student Initial	Academic Year: 2026-2027	CIRCLE: D1 D2 D3
	Notice of Requirement to Check Student email daily (p. 12)	
	Academic and Career Advising (p. 12)	
	CODM Clinic Manual (p. 12)	
	Attendance (p. 13)	
	Guidelines for Student Attire: Classroom, Simulation Lab and Clinic (p. 17)	
	Classroom & Clinical Protocol (p. 19)	
	Externships, external rotations, and clinical experiences outside the CODM (p. 20)	
	Assessment of Student Progress (p. 25)	
	Student Professionalism Policies (p. 28)	
	Student Grades (p. 36)	
	Withdrawal and Leave of Absence (p. 40)	
	Student Assessment/Reassessment: Policies and Procedures (p. 43)	
	Student Appeal Process/Appeal of Assessments (p. 48)	
	Immunization Requirements (p. 51)	
	Financial Responsibilities and Continued Enrollment (p. 54)	
	Multimedia Recording Policy (p. 60)	
	I acknowledge that I have participated in a discussion of the Catalog, CODM Handbook, and Clinic Manual, and had an opportunity to ask questions. I understand and accept all policies and procedures in these documents for the 2026-2027 academic year.	
	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-policies) or in the University Catalog, a copy of which is available at (http://www.roseman.edu). If a university policy conflicts 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.	
	Additional policies are maintained on the website. Students are responsible for reviewing these policies and are expected to comply with all published requirements as a condition of enrollment.	
	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 (American Student Dental Association) Membership, and Insurance, and ADEA (American Dental Education Association) Membership	

Student Name	Student Signature	Date
Dr. Clark Dana Associate Dean for Oral Healthcare Education	Dr. Ryan Moffatt Assistant Dean for Oral Healthcare Education	
Dr. Jim Hupp Campus Dean	Dr. Rachel Novak Associate Dean, Enrollment and Student Success	
Dr. Jeremy Godderidge Associate Dean for Clinical Education and Patient Care	Ms. Alicia Baddley Director for Enrollment and Student Success	

TABLE OF CONTENTS

Topic	Page Number
Student Handbook and Catalog Notice	2
Dean’s Welcome and Expectations	3
The White Coat Pledge	4
Student Signature Page	5
Glossary of Terms and Definitions	7
Handbook Updates	7-8
College of Dental Medicine Academic Calendar – 2026-2027	8
Academic Policies and Procedures	9
Artificial Intelligence Use Policy	10
Attendance	12
Guidelines for Student Attire	17
Classroom and Clinic Protocol	19
Policy for Externships, External Rotations and Practicing Outside the CODM	20
College of Dental Medicine Assessment Philosophy	21
Assessment of Student Progress	25
Student Professionalism Policies	28
Student Grades	35
Student Action Plans- Remediating Unsatisfactory Progress	38
Student Didactic Assessment/Reassessment	42
Student Appeal Process	47
Dismissal from the University	49
Immunization Requirements	50
Additional Policies and Procedures	51
Criminal Background Check and Drug Testing	51
HIPAA Training and Compliance	51
Cell Phones and Social Media	51
Basic Life Support for Health Care Providers	50
Representation of Credentials	52
Student Lockers	51
Interview Days	52
Services for Students with Disabilities	52
Financial Responsibilities and Continued Enrollment	53
Student Government	54
Schematic Demonstrating Relationship Between Student Organizations	55
Accreditation Status	56
Family Education Rights and Privacy Act (FERPA)	56
Student Guest Policy	56
Multimedia Recording by Student(s)/Resident(s) Representatives and/or Guests	56

GLOSSARY OF TERMS AND DEFINITIONS

Term	Abbreviation	Definition
Additional Learning Opportunity	ALO	An instructional period taught by Block Directors held for students who did not pass an assessment in preparation for the reassessment.
Additional Competency Opportunity	ACO	Provide eligible students with an opportunity to provide evidence of their understanding of the submitted items.
Centers for Disease Control and Prevention	CDC	The United States Centers for Disease Control and Prevention is the national public health agency of the United States.
College of Dental Medicine	CODM	Roseman University's College of Dental Medicine provides state-of-the-art educational & clinical facilities in Utah & Nevada.
Family Educational Rights and Privacy Act	FERPA	The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records.
Formative performance experience	FPE	A procedure or assignment that allows practice and preparation for the IPA. Used in both the clinic and pre clinic.
Integrated National Board Dental Examination	INBDE	The Integrated National Board Dental Examination is the exam for candidates seeking dental licensure.
Independent Performance Assessment	IPA	Summative clinical evaluation for a procedure or subject, similar to a final exam.
Patient Care Leader	PCL	Designated clinical faculty in charge of a student patient care team

HANDBOOK UPDATES

Date	Description	Page
06/2026	Artificial Intelligence Use Policy	10
06/2026	HPSP Military Training Attendance Policy	15

ACADEMIC CALENDAR

COLLEGE OF DENTAL MEDICINE ACADEMIC CALENDAR 2026-2027

D1 Orientation	June 12, 15, and 16, 2026
Classes Begin	June 16, 2026
Summer Break (University Closed)	June 29 - July 3, 2026
White Coat Ceremony	June 26, 2026
Labor Day (University Closed)	September 7, 2026
Thanksgiving Break (University Closed)	November 25-27, 2026
Winter Break (University Closed)	December 21, 2026 - January 1, 2027
Classes Resume	January 4, 2027
Memorial Day (University Closed)	May 31, 2027
Hooding Ceremony DMD 2027 (NV)	June 2, 2027
Hooding Ceremony DMD 2027 (UT)	June 4, 2027
DMD 2027 Program Completion Date	June 11, 2027
Academic Year End (3-Year Program)	June 11, 2027

All University Offices are open for business from 8:00 am to 5:00 pm, Monday through Friday, except during the Official University Closed dates as noted above.

You are expected to attend all classes as scheduled. If for any reason you are unable to adhere to the schedule, you must alert the Office of Oral Healthcare Education. You are responsible for any missed content or assessments.

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

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 Email on a Daily Basis

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

3. Roseman Now Emergency Notification System

All students are automatically enrolled in the Roseman Now Emergency Notification System. The Roseman Now application is available for free in the app store.

4. Academic and Career Advising

The Roseman University of Health Sciences, College of Dental Medicine is aware that its students hold a diversity of 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 is 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 may visit the Roseman website at www.roseman.edu to review a brief description of the background and interests of the faculty and administration of the College. Additionally, students may contact any of the Deans or Directors of the College for academic and career advising, including referral to other appropriate resources. The Office of Oral Healthcare Education offers advisement for students who may be struggling with their schedule, study strategies, or other academic issues. Students are encouraged to contact the Director of Academic Success for an appointment.

5. Academic Support Meetings

Meetings with the Director of Academic Success are designed to offer personalized support and are not disciplinary in nature. Their primary goal is to help students navigate challenges by providing tailored guidance, useful resources, and effective academic strategies to promote continued progress and achievement. Students are also encouraged to take the initiative to meet with the Director of Academic Success at any time. Voluntary meetings are always welcome and provide a great opportunity to receive one-on-one support to enhance academic performance and overall academic success.

Students may be required to meet with the Director of Academic Success for the following reasons:

- The first time a student needs to reassess (No Pass on an Assessment)

- Every time a student needs to take a Remediation Assessment (No Pass on a Reassessment)
- Any student whose First Time Pass Rate falls under 80%
- Every time a student is placed on Academic Probation

6. Block Syllabi

Faculty will provide students with appropriate block details in a timely fashion prior to the initiation of all blocks or rotations. Students have the responsibility to be familiar with this information. CODM block syllabi will be provided for all blocks and include the following sections: list of faculty involved in the block; the educational goals and specific learning outcomes; assessment and remediation dates; attendance expectations; block schedule that indicates all block 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 block supports. The block syllabi will be posted on the learning management system and/or distributed in class. Faculty develop assessments from outcomes stated in the syllabi. The Roseman CODM DMD Predoctoral education competencies upon which the outcomes are based are listed in the online Roseman Student Catalog.

7. CODM Student Handbook

Students will be provided with a digital copy 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 online at www.roseman.edu.

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, Associate/Assistant Deans, and Directors.

8. CODM Clinic Manual

Students can access a digital copy of the Roseman CODM Clinic Manual in their clinic Canvas course 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 Clinic Deans and Directors, 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.

9. Artificial Intelligence Use Policy

Artificial Intelligence (AI) tools may support learning but must not replace independent academic effort, clinical reasoning, or ethical responsibility.

Students may use AI tools to:

- Brainstorm ideas
- Clarify difficult concepts
- Improve grammar

- Practice clinical reasoning
- Create study guides

Students must disclose AI assistance when submitting:

- Written assignments
- Research papers
- Case analyses
- Reflection essays

Failure to disclose material AI assistance may constitute academic misconduct.

Students may not:

- Input HPI, patient names, dates of birth, addresses, medical record numbers, or identifiable clinical images into non-approved AI tools.
- Upload fellow faculty, staff, or student's information such as names, grades, email, and other information to public AI systems.
- Upload faculty, staff, or college intellectual property including PowerPoints, Exams, Quizzes, Research, and Lecture Recordings.
- Use AI platforms that do not have a Business Associate Agreement (BAA) when PHI is involved.
- Allow AI systems to generate clinical documentation without human review and verification.
- Use AI to falsify records or embellish clinical records including photos, radiographs, and clinical documentation.
- Use AI to complete graded clinical documentation
- Submit AI-generated work as entirely their own
- Use AI during examinations unless explicitly permitted

Students remain responsible for:

- Accurate patient documentation
- Ethical patient care
- Independent clinical reasoning
- Supervising faculty verification

AI is a tool — not a substitute for professional judgment.

ATTENDANCE

General Expectations

Attendance is an essential component of Roseman’s active learning, collaborative learning, and competency-based educational model. Therefore, the College of Dental Medicine will assess if the student’s attendance satisfies the College’s Student Code of Conduct. Clinic attendance is included in determining a student's end of year professionalism grade (DMD 5150, 6150, and 7150).

- **Classroom Attendance:** Attendance is required with reasonable flexibility. 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 will be presented at the beginning of each block and is located in the syllabus.
- **Clinic/Sim Clinic Attendance:** Clinical experience is a critical component of dental education. Students are expected to be present for all scheduled clinical sessions, including sim clinic, patient appointments, internal and external rotations, seminars, team meetings and other clinical responsibilities. If a student is absent from Clinic or Sim Clinic, the student must complete the Absence Request Form prior to the absence. If a student is absent without communicating their absence, they will receive a Basic Professionalism Infraction. Excessive absences not communicated may result in a Significant Professionalism Infraction (see below).

Types of Absences

- **Voluntary Absence (Not University Approved)**
 - Most absences will qualify as voluntary. Reasons for voluntary absences may include personal leave, unverified sick days, continuing education, voluntary attendance at professional meetings, military training, or interviews.
- **University Approved Absence**
 - University Approved Absences may be approved by the Director of Curriculum and Instruction when proper procedures are followed in reporting the absence. University Approved absences typically allow a student to make up missed lectures, assignment(s), or exams without penalty and are recorded by the CODM in a way that does not negatively impact the student’s professionalism grade. A student should make every effort to report the absence before it occurs.
 - Examples of University Approved Absences:
 - **Medical Leave:** A doctor’s note must be provided to the Office of Oral Healthcare Education or your PCL (Clinic) within 24 hours of the missed session.
 - **Family or Personal Emergency:** The student should notify the Office of Oral Healthcare Education or your PCL (Clinic) immediately in the event of an emergency. In the context of the attendance policy, “immediate family” typically includes the following relationships:
 - Spouse or Domestic Partner: The student’s husband, wife, or legally recognized partner.
 - Parent: The student’s biological parent(s), adoptive parent(s), stepparent(s), or legal guardian(s).
 - Children: The student’s biological, adopted, stepchild, foster child, or legal wards.

- Sibling: The student’s biological sibling(s), stepsibling(s), half-sibling(s), or legally adopted sibling(s).
 - Grandparent: The student’s biological or adoptive grandparent(s).
 - Grandchild: The student’s biological, adoptive, or step-grandchild.
 - In-Laws: The family members of a student’s spouse or legally recognized partner, including their parent(s) and children.
- **Religious Holiday:** Notification and arrangements should be made in advance, with any necessary documentation provided. Such holidays should be considered a significant observance recognized by the majority of the faith.
 - **Bereavement:** Appropriate documentation must be provided to the Office of Oral Healthcare Education or your PCL (Clinic).
 - **College-Approved Student Meetings:** Prior approval and documentation from the Office of Student Affairs is required.
 - **Other:**
 - External Clinical Rotations
 - Externships: Prior approval and documentation from the Office of Oral Healthcare Education is required.
 - Civic Responsibilities: Students who are required to be physically present at citizenship hearings, court hearings, or jury duty. Appropriate documentation must be provided to the Office of Oral Healthcare Education.
 - Birth or Adoption of a child.
 - Additional extenuating circumstances not covered by these guidelines may be submitted for consideration. However, a request for a University Approved Absence is discouraged for weddings, vacations, birthdays, etc.
 - INBDE (4 sessions) and CDCA OSCE (1 Session)
 - Service Learning

Attendance Remediation: Students are allowed a limited number of Voluntary time off Sim Clinic and Clinic sessions:

- D1 Students – 6 sessions
- D2 Students – 8 sessions
- D3 Students – 14 sessions

Excessive Voluntary absences must be remediated on a session-for-session basis. It is the student’s responsibility to coordinate and complete the required remediation to maintain academic and clinical progress and competency.

The required remediation for excessive missed sessions must be completed by the end of the year as follows:

D3 Students

- UCC Participation – Up to 4 sessions
- Case Based Learning – Up to 4 sessions
- Simulation/Clinical Projects - Up to 4 sessions
- Mentorship Activities - Up to 4 sessions
- Checkout Week - Up to 10 sessions

D2 Students

- UCC Participation – Up to 3 sessions
- Case Based Learning – Up to 3 sessions
- Simulation/Clinical Projects - Up to 3 sessions

D1 Students

- UCC Participation – Up to 2 sessions
- Case Based Learning – Up to 2 sessions
- Simulation/Clinical Projects - Up to 2 sessions

Students who do not make up for excessive absences will be given a No Pass for their professionalism grade and be given a subsequent Action Plan by the Student Progress Committee.

Absence Documentation and Reporting

Students must communicate when they will not be present through the Absence Request Form (found at rosemandental.org). The student is responsible for coordinating with peers or instructors to make up for any missed work. Make-up work must be completed within a timeframe mutually agreed upon with the instructor.

Clinic/Sim Clinic

Students must communicate when they will not be present in clinic or sim clinic for either a voluntary or a University Approved Absence to ensure that patients are properly cared for. Students must submit the Absence Request Form (rosemandental.org). This system notifies necessary faculty and staff members.

Classroom

Students must submit the CODM Absence Request Form found on RosemanDental.org to request consideration for an approved absence. Access to Zoom lecture recordings are not guaranteed when requesting an absence. However, if the request is approved, access to Zoom lecture recordings will be provided. The student must contact the Office of Oral Healthcare Education for access to the recordings.

Assessment

- When a student misses an Assessment
 - University Approved absence
 - If a student is unable to assess at the scheduled time, the student must submit a CODM Classroom Absence Request Form. If approved, a new time will be scheduled for the assessment.
 - If a student cannot make up the assessment before the remediation period begins, they must remediate the block. The remediation period begins as early as the day after the reassessment.
 - If a student does not take the assessment for any reason at the scheduled time, they forfeit any team points.
 - Non approved absence

- If a student misses an assessment without a University Approved Absence, the student will receive a No Pass on the assessment and will be scheduled for the reassessment.
- **When a student misses a Reassessment**
 - University Approved absence
 - If a student is unable to reassess at the scheduled time due to a University Approved Absence. They must complete the CODM Classroom Absence Request Form and notify the Office of Oral Healthcare Education. A new time will be scheduled to take the reassessment.
 - If a student is unable to make up the reassessment before the remediation period begins, they will be required to take the remediation assessment.
 - Non approved absence
 - If a student misses a reassessment without a University Approved Absence, they receive a No Pass on the reassessment and will be scheduled for remediation.
- **When a student misses Remediation**
 - There is not time in the College of Dental Medicine curriculum to make up a period remediation.
 - Remediation review period attendance is mandatory in order to qualify to take the remediation assessment.
 - If a student misses the remediation assessment for any reason, they will be required to retake the block the following year.

HPSP Military Training – Policy Summary

D3 students enrolled in the Health Professions Scholarship Program (HPSP) who are required to complete training programs may complete this training **during the D3 year**.

- Army Direct Commission Course (DCC)
- Navy Officer Development School (ODS)
- Air Force Office Training School (OTS)
- Also, **MAY** include combined training courses (i.e., DCC/BOLC)

However, **approved military training will replace the D3 external rotation elective**.

Eligibility Requirements

To qualify, students must:

- Be in good academic, clinical, and professionalism standing with NO active Action Plan
- Completed and Pass INDBE (see Dr. Moffat for exceptions)
- Obtain written approval from their Patient Care Leader (PCL) confirming they are not behind clinically (PCL should send an email to Dr. Moffat, Assistant Dean of Oral Healthcare Education)
- Provide official military orders and notify Dr. Moffat, Assistant Dean of Oral Healthcare Education
- Coordinate a patient coverage plan prior to departure (when necessary)

Submit this absence request at rosemandental.org > Clinical > Military Trainings.

Approval may be denied or revoked if:

- Participation would negatively impact clinical progression or patient care responsibilities.
- Trainings conflict with scheduled CDCA dates

Review and Amendments

This policy is subject to periodic review and may be amended as necessary to reflect changes in institutional guidelines or educational standards.

GUIDELINES FOR STUDENT ATTIRE

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 through community-based activities. Student attire is one way to represent the dental profession in an appropriate and professional 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. To progress towards competency, it is expected that the guidelines regarding appearance and attire will be followed. If remediation is required in this area, progress towards graduation may be delayed.

STUDENT ATTIRE IN SIMULATION LAB AND CLINIC

1. Identification
 - a. Students must always wear a visible Roseman CODM ID
2. Scrubs
 - a. Clean and proper fitting scrubs will be worn for all activities in the simulation lab or clinic, including after hours.
 - b. The condition of scrubs should be maintained so that a professional appearance is preserved.
 - c. Each incoming class selects one scrub color to be worn by the entire class until graduation.
 - d. 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.
 - e. Students are strongly encouraged to always keep an extra set of scrubs in their lockers in order to accommodate unforeseen changes in the schedule.
3. Shoes
 - a. Must be closed-toed
 - b. No sandals.
4. Personal Protective Equipment (PPE)
 - a. Eye protection, gloves, masks, disposable lab jackets, etc. as specified in the Clinic Manual and as directed by attending faculty.
 - b. These requirements are informed by CDC, state and local health department guidelines and are subject to change.
5. Student clinic attire: Sweaters, coats, sweatshirts, hoodies, etc. may not be worn over scrubs in any clinical setting (Clinic or SIM). As required for PPE, disposable clinic gowns are required when treating patients.
6. Other Considerations
 - a. Scented Products
 - i. Due to chemical sensitivities of patients, students, faculty and staff (i.e. perfumes, colognes, room scents, deodorizers, and other aromatic compounds), minimal use of scented products is encouraged.
 - b. Personal Hygiene
 - i. Students are expected to maintain personal and oral hygiene in all CODM sponsored functions and activities.
 - c. Fingernails
 - i. It is recommended that individuals involved in direct contact with patients refrain from wearing artificial nails, keeping natural nail tips to no longer than ¼ inch in length.

- ii. In addition to maintaining short nails and avoiding artificial nails, oral healthcare providers and staff should avoid wearing nail polish. While freshly applied nail polish on short nails is not linked to increased bacteria around the fingernail area, chipped nail polish can harbor bacteria. Since there is no way to prevent nail polish from chipping, the CDC strongly recommends keeping your nails short and free of polish.
- d. Piercings
 - i. Tongue, head, and neck piercings of any type, apart from religious traditions, must be removed during any College/University sponsored activities on or off campus.
 - ii. Earrings that are in compliance with the guidelines of the Clinic Manual are acceptable.
 - iii. College administration reserves the right to require immediate removal of any jewelry or adornments that are not in compliance with CODM standards or policies.

STUDENT ATTIRE IN THE CLASSROOM

- 1. Identification
 - a. Students must always wear a visible Roseman CODM ID.
- 2. Attire
 - a. Students should be aware that whenever they are on campus, they represent Roseman University, the College of Dental Medicine, and their profession.
 - b. Clothing with discriminatory or derogatory statements, political statements, inappropriate graphics or language are not to be worn on campus.

Students are expected to employ this knowledge and dress appropriately while on campus.

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 generally scheduled to begin at 8:00 am (PT) / 9:00 am (MT). Start times and days for the team assessment, post-assessment review, additional learning opportunity (ALO), additional competency opportunity (ACO) and reassessment will be clearly communicated by the Office of Oral Healthcare Education to students in accordance with the Assessment Policy.

The scheduled dates for assessments and reassessments appear in the course syllabus. Assessment dates are also communicated to students via the calendar, email, Canvas and/or verbally in class. These dates are subject to change.

Any deviations from this policy must be approved in advance by the appropriate Directors and the Associate/Assistant Deans for Oral Healthcare Education.

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) can be found at <https://www.roseman.edu/university-policies/>.

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 the 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, team assessment, post assessment review or reassessment. Students may not duplicate questions in either a digital or written format. (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 Assistant Dean of Oral Healthcare Education and Assistant Dean of Clinical Education and Patient Care.

Only students who are in good academic standing and who are progressing according to academic/clinic guidelines are approved by the External Clinical Enrichment Committee (Assistant Dean of Oral Healthcare Education; Assistant / Associate Dean of Clinical Affairs & Patient Care) may participate in any external clinical enrichment. Students on academic or professionalism probation are not eligible. In addition to CODM guidelines, students participating in external clinical activities must meet all extramural site policies and immunization guidelines.

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 the CODM may not be able to assist in matters arising from legal misconduct.

Activities related to oral health instruction must be approved by the Assistant Dean of Oral Healthcare Education. 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 additional information, please refer to the clinic manual or contact the Assistant Dean of Oral Healthcare Education.

CODM ASSESSMENT PHILOSOPHY

Overview

Assessment strategies of the CODM have been implemented in a manner consistent with Competency Based Education. Miller's Pyramid is a conceptual model which encompasses the elements of clinical competence – from the foundational cognitive levels of knowledge and application of knowledge (Knows and Knows How) to the behavioral levels of practical competence, perhaps demonstrated via simulation exercises (Shows) and how a dentist performs in practice with patients (Does).

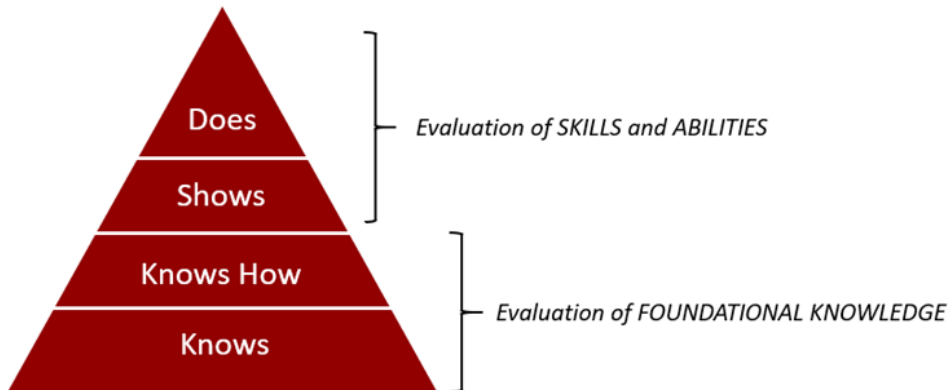


Table. Millers Pyramid. Miller, G. E. (1990). The assessment of clinical skills/competence/performance. *Academic medicine*, 65(9), S63-7.

Demonstration of competence in the higher domains strongly implies that a student has already acquired the prerequisite knowledge (Knows), and the ability to apply that knowledge (Knows How) that make up the base of the pyramid. Students demonstrate competence in these lower domains via didactic summative assessments such as end of block multiple choice exams.

Evaluating skills and abilities (Shows, Does) requires ongoing assessment. Specifically, "...three elements – multiple assessments, over time, with multiple evaluators – provides the best strategy for global assessment of student competence in a valid and reliable manner..." (CC Gadbury-Amyot, PR Overman JDE June 2018).

The CODM has implemented a system with these three elements, as well as an assessment database (Roseman Student Assessment Database) which allows us to monitor student achievement and progression towards competency in real time.

The following sections list specific assessment methods for each level, or domain, of Miller's Pyramid.

Assessment Methods

1. **Knows, Knows How** - Evaluation of a learner's foundational knowledge and the ability to apply that knowledge.
 - a. Multiple Choice Question Exams - Written didactic summative assessment given at the end of each block of instruction via ExamSoft.
 - b. Short Answer Assessments – given as part of, or in place of the end of block, multiple choice exam via ExamSoft
 - c. Essay - given as part of, or in place of the end of block, multiple choice exam via ExamSoft. Outcomes are defined with a rubric.

- d. Oral Exam - Students present information regarding a patient and answer questions from faculty members. Outcomes are defined with a rubric.
2. **Shows** - Evaluation of a learner’s basic clinic skills and abilities that can be measured in an examination setting.
- a. Simulated Performance Assessments - Daily assignments in the Simulation Clinic. Students are observed and scored using an Entrustment Scoring System with defined criteria. Criteria are consistent across the curriculum to monitor progression in that defined area. Scores are recorded digitally in the Roseman Student Assessment Database. Progression toward competency is monitored with progression benchmarks established to encourage on-time graduation.
 - b. Presentation - Students present information and answer questions from students and/or faculty members. Clearly defined outcomes are defined with a rubric.
 - c. OSCE – patient centered, case based, timed, and include a very specific and repeatable task. Examples may 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.
3. **Does** - Evaluation of a learner’s skills and abilities during actual patient care.
- a. Performance Assessment – students are observed and scored using an Entrustment Scoring System with defined criteria. Criteria are consistent across the curriculum to monitor progression in that defined area. Scores are recorded digitally in the Roseman Student Assessment Database. Progression toward competency is monitored with progression benchmarks established to encourage on-time graduation.
 - b. Case Based Discussion – Students present information on assigned topics. Case Presentations are assessed using an Entrustment Scoring System.
 - c. Graduation “Requirements”.
 - i. Progression Benchmarks have been established to give a recommended timeline to graduate at the student’s expected graduation date. These benchmarks include 4-month rolling average of their clinic performance score, clinic attendance, and clinic participation as measured by the number of assessments submitted.
 - ii. Practice Management Requirements – each student is required to function and be assessed each clinic term as a team leader. Students are also given Chart Audit requirements that must be completed each clinic term to progress.
 - iii. Procedure Requirements – some clinic procedures are monitored to ensure students have appropriate experience before graduation.

Individual Assessment

The Roseman CODM’s block curriculum facilitates continual monitoring of student performance and prompt remediation to ensure that students do not advance through the curriculum without demonstrated mastery at a level of 90%. For written assessments, faculty will attempt to allocate assessment items proportional to the number of classroom days included in the assessment. Students must score 90% or higher on didactic summative assessments to meet the “pass” criteria. Students who do not achieve a 90% or higher are expected to attend a focused and intense remediation process (ALO – Additional Learning Opportunity) on a scheduled dedicated day for remediation, which will involve mentoring by faculty. Following the ALO process, students will complete a new and different assessment to determine if the mastery criterion has been achieved (Reassessment).

The faculty reserves the right to designate a pre-arranged seating order for all assessments. 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, such requests may be granted at the discretion of the proctor.

Team Assessment

Team assessments for didactic 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 assessment score on that team. Participation in the team assessment is mandatory. Any dispute regarding a student's entitlement to additional points because of the team exam will be settled by The Appeals Team, whose decision shall be final.

Students who do not participate in the individual assessment cannot receive points for the team assessment.

Additional Learning Opportunity (ALO)

Following each summative assessment is an additional learning opportunity session and reassessment for 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 the additional learning opportunity 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.

Additional Competency Opportunity (ACO)

Immediately following the Reassessment (second attempt) or remediation assessment (third attempt) but not a makeup assessment (first attempt), students scoring at least 85% (85.5-89.9%) (or within 5% of the passing standard) are eligible to submit an Additional Competency Opportunity (ACO) for any question(s) answered incorrectly. Students may choose to submit an ACO for no less than 3 questions and no more than 10 questions.

ACOs must be written and submitted immediately following the reassessment. If the student score is outside the range eligible to submit the ACO (85.5-89.9%), they may submit an ACO if they feel they may become eligible through the review process (meaning, they hope some questions will be thrown out). However, there is no guarantee at the time the ACO is submitted that any points will be awarded. Students will not be given an opportunity to write ACOs at a later date.

ACOs differ from assessment appeals in that they provide eligible students with an opportunity to provide evidence of their understanding of the submitted items.

ACOs will be evaluated by the Office of Oral Healthcare Education or their designee(s). The ACO evaluator is authorized to award full credit for each item response using an approved rubric. Points earned through the ACO process may not exceed the passing standard. The ACO evaluator’s decision is final and cannot be appealed.

ACOs evaluation will be completed generally within two business days. Evaluators will provide their results for each ACO to the Office of Oral Healthcare Education. The Office of Oral Healthcare Education will notify students regarding grade changes. Students must not contact individual faculty regarding the status of their ACO; however, they may contact the Office of Oral Healthcare Education who will confirm the status of their ACO (pending or complete).

The following rubric will be used to grade each ACO:

Question	Yes	No
Did the student adequately discuss why the correct answer was correct?		
Did the student adequately discuss why their original answer was incorrect?		

Remediation

In general, for didactic instruction, the CODM has custom remediation periods. Remediation periods are generally 2-4 weeks after the original reassessment and will require students to be removed from the clinic. Students that are remediating may also have other classes during this time. Remediation is 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, Patient Care Leaders (as appropriate in clinical courses), and the respective Associate/Assistant Deans or Directors of Oral Healthcare Education and/or Clinical Education 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 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 Student Progress Committee chaired by the Assistant Dean of Oral Healthcare Education.

The Remediation grade of ‘NP’ is replaced with a ‘P’ when the student passes a Remediation Assessment. The transcript does not show a record of the student receiving a ‘NP’ on the reassessment once the student passes during remediation.

The Student Progress Committee, chaired by the Assistant Dean of Oral Healthcare Education, determines if a student is meeting or not meeting competencies.

ASSESSMENT OF STUDENT PROGRESS

Monitoring Student Progress

The Student Progress Committee will monitor students' progress at each level of Miller's Pyramid. Student achievement from each assessment method is gathered into the Roseman Student Assessment Database for real time observation of student status.

Determination of student progress is made by monitoring student performance data submitted by individual block directors, supervising faculty, or the students Patient Care Leader. Systematic review of each student occurs each clinic reporting period. However, Roseman's electronic assessment database will alert the Student Progress Committee when a student begins to fall below established benchmarks to allow for timely intervention when needed.

The Student Progress Committee uses the following data to determine student achievement:

1. Didactic and clinic block Pass/No Pass grades. Each block in the curriculum has certain criteria that need to be met for a student to receive a "Pass."
2. Formative performance experiences (FPEs) for simulated and clinic procedures. Performance assessments are evaluated using the CODM Daily Evaluation Assessment Criteria, which relies on Entrustment Scoring to indicate how much supervision a student would need when performing the observed task in a clinical and simulation clinic workplace.

A student's skills progression is monitored generally by evaluating a 4-month rolling average of their Daily Evaluation scores. The Daily Evaluation is completed by both faculty and student for every clinic and simulation clinic procedure. The Daily Evaluation rubric clarifies entrustment expectations for Ethics & Professionalism, Critical thinking, Biomedical Sciences, Behavioral Sciences, Efficiency, and Treatment. Students are expected to progress based on the established Daily Evaluation benchmarks.

3. Expanded Assessment Criteria for specific disciplines. Until a student has demonstrated sufficient independence in a specific discipline, they are evaluated with a more specific expanded criteria for that discipline. Once the student has shown an acceptable and consistent level of independence, the expanded criteria must be used for each procedure in addition to the Daily Evaluation.
4. Self-Assessments. Students must self-assess 50% of their work. Students' self-assessment scores are compared to scores given by faculty and are identified as "Self-Aware", "Hypercritical", "Hypocritical", or "Not Self Assessing Enough". Students not self-assessing 50% of their work will receive a "No Pass" grade for the corresponding block". Additional self-assessments may be required for those performing at hypocritical levels.
5. Formative and summative procedural requirements. These include simulated exercises scheduled in clinic seminars and meetings, case presentations, mock board exercises, or procedure requirements established for each clinic block.

In addition, the following procedures are monitored to ensure all students have experience before graduation:

- Fixed Partial Denture (1)
- Removable Partial Denture (1 arch)
- Removable Complete Denture (1 arch)
- Implant Restoration (1)
- Digital Crown (5)

Team Leader Evaluation. Each student must be evaluated as their team leader during the DMD7403, DMD8401, and DMD8402 clinic blocks.

If any requirement has not been met for a specific didactic or clinic block, the student will receive a No Pass or Incomplete grade for that block (see section Remediating Unsatisfactory Progress or Achievement – Student Action Plans)

Graduation Requirements

To qualify for the DMD degree, students must:

- a. Follow the approved course of study leading to the completion of all DMD course requirements within six (6) years, having no Block grade below a "Pass".
- b. Pass the Integrated National Board Dental Examination (INBDE).
- c. Receive a favorable recommendation for conferral of the DMD degree from the Student Progress Committee and the Dean of the CODM.
- d. Settle all financial accounts with the University.
- e. Complete all graduation clearance requirements as instructed by the Office of the Registrar.
- f. Complete all DMD graduation clearance requirements.

Eligibility to participate in Hooding Ceremony and/or University Commencement

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

Integrated National Board Dental Examination (INBDE)

- a. Students enrolled at Roseman University College of Dental Medicine are required to successfully pass the Integrated National Board Dental Examination (INBDE) as a condition of graduation. Students are responsible for registering, scheduling, and paying all associated fees for the examination.
- b. The recommended timeline for taking the INBDE is following successful completion of the biomedical and foundational didactic curriculum, as determined by the Office of Oral Healthcare Education. Students must receive formal clearance from the College before applying to take the INBDE to ensure readiness and eligibility.
- c. Students who do not pass the INBDE must remediate in accordance with college policy and will be required to demonstrate readiness for retesting as determined by the Office of Oral Healthcare Education. Failure to achieve a passing score may delay graduation and progression into practice or advanced training.
- d. INBDE results are reported as pass/fail and once passed, are retained indefinitely by the ADA. However, some U.S. state dental licensing boards and postdoctoral residency programs may require more recent exam results for licensure or acceptance purposes. Students are responsible for verifying and meeting the specific licensure requirements of the state in which they intend to practice.

- e. **DO NOT SCHEDULE YOUR TEST DATE BEFORE** the end of your remediation requirements (including any appeal) (refer to academic schedule). You will be able to schedule your exam after you know your remediation schedule and have completed all required remediations.
- f. Students will not be certified to take the examination until all required remediation(s) have been successfully completed (including any appeal). The Director of Curriculum and Instruction will provide guidance on the procedures, policies, and appropriate test dates.
 - a. Due to the nature of these deadlines, students who experience problems with the Prometric Testing Center that impact their compliance with the above deadlines must report these problems immediately to the Director of Curriculum and Instruction.
- g. After you have received certification from the Office of Oral Healthcare Education, registration for the INBDE is a straightforward process:
 - a. Create a personal ID number (DENTPIN)
 - i. Register for a new DENTPIN or retrieve an existing DENTPIN at ADA.org/DENTPIN
 - b. Review the [INBDE Candidate Guide](#) to ensure eligibility requirements are met
 - c. Submit an application to the JCNDE
 - d. Receive an eligibility email from JCNDE
 - e. A new application and fee must be submitted before each testing attempt. After DTS processes a candidate's application, that candidate is eligible to test for a six-month period, unless other considerations –including retest rules and program requirements – limit the eligibility period to a shorter timeframe. If a candidate does not take the exam during their eligibility window, the application fee is forfeited, and the candidate will need to submit a new application and payment in order to sit for the exam.

The Student Progress Committee meets regularly to oversee the implementation of assessment policy, monitor overall student progress, and review active student action plans (established to help students with unsatisfactory progress). Appropriate recommendations from the Student Progress Committee are forwarded to the Campus Dean for review. After their review, the Campus Dean will report the recommendations to the Dean.

Please note all students must obtain clearance from the Director of Curriculum and Instruction prior to choosing a date for taking the INBDE. If you experience any problems registering, please contact the Office of Oral Healthcare Education.

STUDENT PROFESSIONALISM POLICIES

Honor Code

Surveys of the public consistently rank dentists at the top of lists of the most trusted professions. The College of Dental Medicine is committed to developing our students to not only understand the importance of personal and professional honor and integrity, but to demonstrate honor and integrity in all settings. Our graduates will uphold and maintain the confidence and trust the public has placed in dentists as their healthcare providers.

We make each interaction reflect a sincere desire to develop each other as Lifelong Colleagues. This commitment sets the standard for how we work with each other.

Our Honor Code also directs and informs our moment-to-moment interactions with each other, our patients, and our communities. It guides how we approach learning and defines our expectations to respect each other. It states simply that “I will not lie, cheat, steal, nor disrespect others and will uphold all professionalism standards befitting a healthcare provider.”

We Demonstrate our commitments to be Lifelong Colleagues who abide by the Honor Code in all settings including, but not limited to:

- a. Classrooms, clinics, simulation clinics, rotations that are on-campus or in the community that are provided or arranged by the University or College of Dental Medicine
- b. Service activities, programming, events, activities, ceremonies, or professional networking functions whether on-campus, in the community or at professional meetings.
- c. Spoken, written, and online communications encompassing public appearances on stage, radio, and television as well as in printed materials, social media, email, voicemail and other digital or electronic communications.

Behaviors consistent with being Lifelong Colleagues who abide by the Honor Code include but are not limited to:

- a. Acting with honesty and integrity in all academic, professional, and personal activities. All of us are expected to behave in accordance with CODM’s Honor Code and related standards of professional conduct taught in our curriculum (i.e., ADA Principles of Ethics and Code of Professional Conduct, aka “ADA Code,” and Roseman CODM protocols). Students are held to the ethics and professionalism standards set forth in the ADA Code.
- b. Respecting the knowledge, skills and values of dentists, instructors, and other health care professionals. You provide person-centered care under their supervision and their dental licenses. (ADA Code Principle of Nonmaleficence)
- c. Respecting the autonomy and dignity of fellow students, instructors, staff, other health care professionals and patients. (ADA Code Principles Beneficence and Justice)
- d. Taking care of yourself by seeking treatment, if needed, for any personal medical or mental health condition, impairment, including substance abuse, which could adversely impact patients, instructors, health care providers, other students, and your performance in the program. (ADA Code Principle of Nonmaleficence)
- e. Promoting the good of every patient in a caring, compassionate, and confidential manner. (ADA Code Principle of Patient Autonomy)
- f. Protecting the confidentiality of any medical, personal, academic, financial, or business Information. (ADA Code Principle of Patient Autonomy)

- g. Maintaining honesty in all interactions with faculty, administration, and preceptors. (ADA Code Principle of Veracity)
- h. Complying with all safety protocols established by the University and CODM. This demonstrates respect for the health of others (Honor Code) as well as compliance with science-based recommendations from Public Health Officials, CDC, ADA, and other experts to protect the health of providers and those they encounter.
- i. Striving for and achieving professional competence as colleagues, not competitors.
- j. Mentoring and assisting each other to become the best we can be at what we do.
- k. Demonstrating emotional intelligence in all interactions to facilitate communication, authentic understanding, and genuine compassion.

Grading System for Professionalism

CODM Professionalism Metrics

The following metrics are used to provide an assessment of each student's ability to demonstrate professional behavior.

1. **Attendance** – Students are expected to be in attendance. Students who exceed the number of Voluntary absences allowed per academic year will receive a No Pass for their Professionalism grade until the number of sessions exceeded is made up (see Attendance Policy).
2. **Team Leader** (D3 only)
 - a. Complete Team Leader Formative Performance Experiences (FPE)
 - b. Complete Team Leader Competency

Students who do not complete the annual Team Leader FPEs and Competency will receive a No Pass for their Professionalism grade until these have been completed.

3. **Professionalism Score** – At the beginning of each academic year, unless otherwise indicated, each student begins with a Professionalism Score of 100. Following the metrics described below, points are removed from the Professionalism Score.

PCLs, Directors, or Deans may submit a professionalism incident report for a student who does not meet the professionalism standard in the classroom or clinic. A student may receive an incident report for behavior that includes, but is not limited to:

- Basic Infraction (-1 point)
 - Not showing up to a class or clinic without an approved excused absence
 - Arriving late to class or clinic or leaving early from class or clinic
 - PPE (Personal Protective Equipment) infraction
 - Record Keeping
 - Behavior Issues
 - Other
- Significant Infraction (point value determined by the Student Progress Committee)
 - Aggressive and/or disrespectful behavior when communicating with a patient, student, staff, or faculty

- Inappropriate physical contact with a patient, student, staff, or faculty
- Inappropriate language
- Cheating
- Insensitive or inappropriate behavior to any person regarding that person’s race/ethnicity, class, gender, sexual orientation, ability, learning style, life experience, as well as cultural, political, religious, or other affiliations or perspectives.
- Inappropriate use of social media
- Other - as determined by PCL or Block Director

Extreme unprofessional behavior—including but not limited to conduct that is disruptive, disrespectful, dishonest, or harmful to others—will not be tolerated. Such behavior may result in immediate disciplinary action, up to and including suspension or permanent dismissal from the program.

Positive Interactions

- Staff and faculty may submit feedback when a student exhibits exceptional professional behavior with their patients, faculty, or staff.
- Students will receive an email indicating a Positive Interaction has been submitted and include the reason for the submission.
- This information can be viewed by the student (via their student dashboard), their PCL, and the Student Progress Committee.

At the end of the academic year, any student with a Professionalism Score below 90, will receive a No Pass for their Professionalism grade, and will be required to participate in Professional Remediation as described below.

Remediating Professionalism

Professionalism Remediation at the CODM is patterned after Utah state board remediation procedures for breaches in dental professional conduct.

Students requiring Professional Remediation will be notified via email at the end of each academic year if they are required to remediate. Students required to remediate will appear before an ad hoc CODM Professionalism Board, provide a presentation related to their infraction(s), and answer questions as appropriate.

Professional Expectations and Oversight

Professionalism is critical in maintaining a successful, ethical, and trusted dental practice. If a dentist is not professional in their practice, they risk losing their ability to practice, damaging their reputation, facing legal consequences, and compromising patient care. Maintaining professionalism is not only essential for the dentist’s career but also for the well-being and trust of the patients they serve. It is, therefore, imperative for dental professionals to continuously uphold the highest standards of ethical behavior, communication, and clinical care throughout their careers.

Remediating Professionalism

Professionalism Remediation at the CODM is patterned after Utah state board remediation procedures for breaches in dental professional conduct.

Students requiring Professional Remediation will be notified via email at the end of each academic year if they are required to remediate. Students required to remediate will appear before an ad hoc CODM Professionalism Board, provide a presentation related to their infraction(s), and answer questions as appropriate.

- Student will be notified at the end of the academic year via email of the time and location of their remediation presentation. Failure to appear may result in probation, suspension and/or dismissal from the CODM.
- Student will give a 10-minute presentation discussing the professional habits, attitudes, and behaviors NOT exhibited or that could have been improved. They must discuss the skills and attitudes gained that can be used to achieve academic and professional success. They should be prepared to answer questions from the Student Progress Committee.
- The ad hoc CODM Professionalism Board will consist of:
 - any three (3) members of the Student Progress Committee
 - Student should be prepared to answer questions
- The Student Progress Team will then determine the final score of the presentation using a rubric. The student will be notified within one business day of their presentation grade.
- Those not passing this remediation requirement will receive a No Pass for the Professionalism block and be given a Clinic Monitoring Action Plan. Receipt of a Clinic Monitoring Action Plan may result in delayed graduation.

Unless indicated otherwise, successful remediation will allow the student to reset their Professionalism Score to 100 for the next academic year, and professional grade will be changed to a Pass.

Some violations may not be eligible for the remediation process listed above. If a student accepts responsibility for the alleged violation, the appropriate College administrators will determine the consequences for the admitted misconduct. If a student does not accept responsibility for an allegation of misconduct, the Campus Dean will appoint two or more CODM assistant and/or associate deans to investigate. If the problem cannot be resolved or the student does not accept responsibility for the findings in the investigation, and the alleged violation could result in the College of Dental Medicine administration imposing a sanction that would result in 1) a delay in the student's expected graduation date, or 2) the student being suspended from the College that would result in a delay of the student's expected graduation date, or 3) the student being dismissed/expelled from the College, the student will be referred to the University Student Professionalism Board (USPB).

Student & Professional Organizations

Professional student organizations may 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. The CODM reserves the right to review incidents that are related to the reputation of the University and/or the CODM and/or are potential violations of its policies and procedures.

Education Use

Violations of professional and ethical conduct may be used for educational purposes by the Roseman CODM Assessment Team or similar group without personal identification information.

Process for handling alleged violations of the Honor Code, Lifelong Colleague Commitment, Roseman CODM Protocols or ADA Code of Professionalism Standards

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 our academic community to use their professional judgment when addressing potential violations of the standards of professional conduct. To assist in identifying potential violations, reference the

behaviors consistent and inconsistent with the Honor Code and Lifelong Colleague Commitments in addition to the professionalism standards set forth in the ADA Code. Depending on the situation, the individual witnessing a potential violation may respectfully attempt to resolve it on their own; report the incident (as appropriate) to the classroom instructor, experiential rotation preceptor; or report the incident to the appropriate CODM administrator as discussed in the next paragraph. The student may also contact the University's Vice President of Student Services. Students may also self-report potential violations to the appropriate CODM administrator.

If the concern is not resolved at the peer level or within the block, the alleged violation must be reported to the appropriate administrative officer for further inquiry and investigation to comply with the intent of the Honor Code. Matters concerning academic integrity should be referred to the Associate/Assistant Dean for Oral Healthcare Education, matters concerning professional behavior in Roseman Clinics or during experiential rotations should be referred to the Associate/Assistant Dean for Clinical Education and Patient Care and all other matters concerning professional behavior should be referred to the Campus Dean. The appropriate dean or deans will be appointed by the Campus Dean to conduct an inquiry into the matter in a timely manner including, but not limited to, meeting(s) with the student or students involved in the alleged violation.

If the safety of patients, students, or faculty is in question following the reporting of an alleged violation, the student or student involved in the alleged violation may be immediately removed from the CODM classroom and/or clinic until further information is gathered in the inquiry.

Processes for Inquiries, Investigations, and University Student Professionalism Board

When an alleged violation is brought to the attention of the appropriate dean or deans as listed in the "Processes for Handling Alleged Violations of the Honor Code, Lifelong Colleague Commitment, Roseman CODM Protocols, or ADA Code Professionalism Standards," an initial inquiry will take place. If a student accepts responsibility for the alleged violation, the appropriate College administrators will determine the consequences for the admitted misconduct. If a student does not accept responsibility for an allegation of misconduct, the Campus Dean will appoint two or more CODM assistant and/or associate deans to investigate. If the problem cannot be resolved or the student does not accept responsibility for the findings in the investigation, and the alleged violation could result in the College of Dental Medicine administration imposing a sanction that would result in 1) a delay in the student's expected graduation date, or 2) the student being suspended from the College that would result in a delay of the student's expected graduation date, or 3) the student being dismissed/expelled from the College, the student will be referred to the University Student Professionalism Board (USPB).

University Investigation

If the student does not accept responsibility for an allegation of misconduct during the inquiry phase, the Investigation Team will investigate which can include, but is not limited to, interview the student(s) reporting the allegation or concern, the accused student(s), witnesses, and review available printed or digital records as well as any other information available to them.

- a. The accused student will meet with the Investigation Team upon conclusion of the investigation. The Investigative Team will provide the accused student with content relevant to the accused student's case, including potentially exculpatory evidence. The accused student has the opportunity to accept responsibility for the allegation(s).
- b. If the accused student does accept responsibility for the allegation(s), the Investigation Team in conjunction with the Campus Dean and any other assistant or associate deans as designated by the Campus Dean will determine the consequences of the violation(s) and document a plan for the College Dean.

- c. If the accused student does not accept responsibility for the allegation(s), the Investigation Team will forward the documentation to the Campus Dean.
- d. *If the alleged violation could result in College of Dental Medicine administration imposing a sanction that would result in 1) a delay in the student's expected graduation date, or 2) the student being suspended from the College that would result in a delay of the student's expected graduation date, or 3) the student being dismissed/expelled from the College,* then the Campus Dean may contact the Vice President of Student Affairs to initiate a USPB.

University Student Professionalism Board (USPB)

Prior to initiating a University Student Professionalism Board (USPB), the accused student will have the opportunity to review the results of the investigation with the Investigation Team and the Campus Dean. If a student does not accept responsibility for an allegation of misconduct the Campus Dean will appoint two or more CODM assistant and/or associate deans to investigate. If the problem cannot be resolved or the student does not accept responsibility for the findings in the investigation and the alleged violation could result in the College of Dental Medicine administration imposing a sanction that would result in 1) a delay in the student's expected graduation date, or 2) the student being suspended from the College that would result in a delay of the student's expected graduation date, or 3) the student being dismissed/expelled from the College, the student will be referred to the University Student Professionalism Board.

The accused student has the right to prepare a defense for their hearing before the USPB. The accused student has the right to cross examine the college representative during the student's USPB hearing.

Resolution of USPB Findings

The USPB will issue their decision about their findings of fact to the student and Associate/Assistant Deans investigating this matter. The Review Team of Assistant/Associate Deans will meet to consider the University Student Professionalism Board's decision. It is solely the responsibility of the Review Team to determine appropriate sanctions should the University Student Professionalism Board determine that it is more likely than not that the alleged incident did occur. The Review Team 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 Senior Associate Dean, Dean, Vice President for Student Services, and the student within 10 business days, or within an extension approved by the Senior Associate Dean following receipt of the University Student the University Student Professionalism Board's report. The student may appeal the decision according to the relevant student appeal process.

When a student has accepted responsibility for a violation of the Honor Code, Lifelong Colleague Commitment or ADA Code professional standards, or after receiving the results of the USPB.

- a. The appropriate CODM administrators will determine the student's disciplinary sanctions, including corrective actions. The Campus Dean will inform the accused student, the University Vice President of Student Services and the CODM Dean in writing, of any sanctions, including Corrective Actions, imposed on the student for violating the Honor Code. A copy of the letter signed and other documentation may be provided to the Vice President and Dean.
- b. The Campus Dean will provide a confidential update to the Associate Dean of Oral Healthcare Education as Corrective Actions could affect the student's academic performance and progression within the DMD program.
- c. The Campus Dean will provide updates to the Dean, the Associate Dean of Oral Healthcare Education and Vice President as needed or when requested.

- d. If corrective actions are recommended, The Associate Dean of Oral Healthcare Education will monitor compliance with or fulfillment of any Corrective Actions. Other administrators or faculty with specific responsibilities or expertise related to the Corrective Actions will be asked to provide information to the Associate Dean to confirm progress with and completion of these actions.
- e. When evidence suggesting that terms for all corrective actions have been met, the Associate Dean of Oral Healthcare Education will provide an update to the Student Progress Committee.
- f. The Student Progress Committee can make a recommendation to the Senior Associate Dean for one of the following: reinstate the student to good academic and/or professional standing, continue the period for monitoring the student's compliance with Corrective Actions, or take other actions based on the evidence presented in the Associate Dean of Oral Healthcare Education.
- g. The Associate Dean of Oral Healthcare Education will prepare a written letter informing the student(s) of the action taken by the Student Progress Committee. This letter will be delivered either by certified mail or hand-delivered to the student. A signature from the student indicating receipt of the letter will be requested.
- h. The Associate Dean of Oral Healthcare Education will inform the Senior Associate Dean, Dean, and the Vice President of Student Services of actions taken by the Student Progress Committee.
- i. Information collected during the Investigation will be digitized and maintained by the Associate Dean of Oral Healthcare Education. Some physical records, that cannot be easily digitized, may be retained in their original form.
- j. Depending on specifics of the matter, it may be necessary to report Corrective Actions on requests to confirm disciplinary history received from rotation sites, educational institutions for post-doctoral education, licensing boards and others with a legitimate need to know this information for decisions about the student.

Protecting Due Process

The Associate or Assistant Dean will inform students involved in an investigation that retaliation of any kind toward an individual who reports a potential violation and/or who participates in an investigation will not be tolerated by the College. Allegations of retaliation must be reported immediately to the Associate or Assistant Dean or the Vice President of Student Services.

STUDENT GRADES

Grading System for Didactic Courses

The Roseman CODM utilizes a “Pass” / “No Pass” system of recording student achievement. The CODM reserves the right to modify the assessment system and will notify students of any changes.

1. “Pass” (P)
 - a. To receive a “Pass” (designated as “P” on the transcript) for didactic coursework, a student must achieve a score of 90% on the end of block assessment (see Student Assessment Policy below). If a student does not achieve 90%, then they must remediate that portion of the curriculum at a designated time, be reassessed, and achieve a level of 90%.
 - b. Complete all Formative Performance Experience (FPE) and/or summative Individual Performance Assessment (IPA) as designated in the block syllabus.
2. “No Pass” (NP)
 - a. A “NP” (no pass) will be recorded on the student’s transcript if the student achieves less than 90% on the scheduled reassessment and/or summative skills assessments (IPAs). If a student achieves the required 90% proficiency following subsequent remediation, the student’s “NP” will be converted to a “P”.
3. Incomplete (I)
 - a. An Incomplete (I) indicates that a student has not completed the requirements necessary to issue a grade of “P” or “NP”. Incomplete (I) are approved or denied only by the Office of Oral Healthcare Education. If an Incomplete is approved, an action plan will be submitted to the Associate Dean of Oral Healthcare Education. To replace the “I”, the student will need to complete an Action Plan. 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”. If the student has not been assessed by the date specified in the Action Plan, the ‘I’ converts to a ‘NP’.

Grading System for Clinical Courses

To appropriately assess student competence, students are assessed early and often. Students are given multiple assessments, over time, with multiple faculty evaluators to track student progress. Specifically, the assessment database captures multiple data points with each patient encounter to determine & predict student progress toward competency in multiple domains including but not limited to: Self-Assessment, Critical Thinking, Integration of biomedical & clinical data in patient care, Technical Skills, Efficiency, Patient Management, Ability to work effectively in teams & ultimately lead a team, Professionalism, Peer Mentoring & Emotional intelligence.

Clinic evaluations use an Entrustment Scoring System, where faculty evaluate students based on the level of supervision required during each clinic session. This framework has been shown to substantially improve the reliability of assessment, better identify struggling students, and decrease the number of assessments required to obtain a reliable estimate of student ability. Once students consistently reach a specific level of entrustment over time, they are deemed competent to practice those procedures with less supervision.

Four levels of supervision used in evaluating progress toward competency are: Direct Supervision, Indirect Supervision, Independent (the level required for graduation), and Entrusted to Mentor Junior Colleagues for more advanced students.

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

1. “Pass” (P)
 - a. The Patient Care Leader (PCL) determines satisfactory progress toward clinical competence by monitoring each student’s progression towards independent practice. Specifically, clinic progress is compared to established benchmarks. In addition, PCLs monitor student progress through formative (FPE) and summative (IPA) assessments and participation benchmarks. The PCL will evaluate student progress on a regular basis throughout a reporting period by direct observation, attending faculty feedback, and specialty directors’ feedback. Clinic Block criteria include, but are not limited to:
 - i. Number of Self Assessments submitted
 - ii. Chart Audits complete
 - iii. Daily Evaluation (4 month rolling average) score is above established benchmark for that block
 - iv. Case Presentations
 - v. Formative (FPE) and Summative (IPA) procedural benchmarks
2. “No Pass” (NP)
 - a. Unsatisfactory progress toward clinical competence is determined by the PCL using the same evaluation metrics listed above. An end-of-block action plan developed by the PCL will identify reason(s) for the “No Pass” (NP) and the conditions to successfully remediate the “No-Pass” (NP).
3. “Incomplete” (I)
 - a. An “Incomplete” (I) grade is warranted if insufficient information to assess student progress during a given report period as determined by the PCL. Once this determination is made, the PCL will provide the student with an action plan to resolve the “incomplete” (I) grade.

Each clinical year is divided into three reporting periods. The PCL will provide input to the Student Progress Committee as to a student’s progress towards competence. Failure on the student’s part to resolve an “I” or “NP” grade for clinical blocks may delay graduation.

	DIDACTIC BLOCKS All blocks other than those noted under “Clinic Blocks”	CLINIC BLOCKS DMD 5401, 5402, 5403, 6401, 6402, 6403, 7401, 7402, 7403
Incomplete	Student has not completed requirements necessary to issue a grade of Pass or No Pass. Specific requirements used to determine final grade for each block are noted in the block syllabus. These include, but are not limited to written assessments, formative daily projects (FPEs), or summative skills assessments (Competencies).	Student has not completed requirements necessary to issue a grade of Pass or No Pass. Specific requirements used to determine a final grade for each clinic block are noted in the block syllabus. i.e., Block assignments, FPEs and/or Competencies as designated in the block syllabus
No Pass	<p>Block Grade Student does not meet Pass criteria for a block as outlined in the block syllabus.</p> <p>i.e., No Pass (below 90%) on end of block written assessment i.e. No Pass on block IPAs</p> <p>If a student receives a No Pass for a didactic block, they are placed on Academic Monitoring which facilitates the creation of an Action Plan by the Block Director and the Student Progress Committee. An Action Plan includes explanation for No Pass as well as objectives to be met by a specified date to assist the student’s return to expected level of progression.</p> <p>Active Action Plans are monitored by the Student Progress Committee to verify completion by an established resolution date.</p>	<p>Clinic Progress Grade Student does not meet Pass criteria for clinic block as outlined in the block syllabus.</p> <ul style="list-style-type: none"> - No Pass on block Competencies - Below No Pass Clinic Progress Benchmarks - Other criteria as determined by the PCL <p>If a student receives a No Pass for a clinic block, they are placed on Clinic Monitoring which facilitates the creation of an Action Plan with their PCL and the Student Progress Committee. An Action Plan includes explanation for No Pass as well as objectives to be met by a specified date to assist the student’s return to expected level of progression.</p> <p>Active Action Plans are monitored by the Student Progress Committee to verify completion by an established resolution date.</p>

STUDENT ACTION PLANS – Remediating Unsatisfactory Progress

Action Plans

As highlighted in the Student Grades section of this handbook, students are given a grade of Pass, No Pass, or Incomplete at the end of each didactic and clinic block.

A grade of No Pass or Incomplete is considered Unsatisfactory Progress and an Action Plan is submitted by the Block Director (didactic blocks) or Patient Care Leader (clinic blocks). The purpose of an Action Plan is to communicate the reason for unsatisfactory progress, specific student actions required to resolve the Action Plan, as well as an expected resolution date. Action Plans for didactic blocks are submitted by the Office of Oral Healthcare Education and the Block Director. Action plans for clinic blocks are submitted by the students Patient Care Leader. Action Plans for Probationary status are submitted by the Student Progress Committee.

All Action Plans are reviewed, approved, and monitored by the Student Progress Committee. Action Plans for students who are on probation must be signed by the students and a signed copy is uploaded to an Action Plan Database.

Student Status

CODM does not provide class ranking data to students or outside entities. However, students are assigned a status to categorize disciplinary actions taken or highlight advanced achievement.

1. Good Standing
 - a. Student does not have an academic and/or clinic action plan and is progressing towards independent practice and on time graduation.
2. Academic/Clinic Monitoring
 - a. Upon receipt of “No Pass” or “Incomplete” a student is placed on Academic Monitoring (didactic blocks) or Clinic Monitoring (clinic blocks) and an Action Plan is created, signed by the student, and submitted to the Student Progress Committee.
 - b. Active Action Plans are monitored by the Student Progress Committee. Any updates to an Action Plan are recorded in the Action Plan database.
 - c. When a student has met the objectives established by the Action Plan, the Action Plan is “Resolved” by the faculty who originally submitted the Action Plan, and the student status is adjusted accordingly.
3. Probation
 - a. A student may be placed on probation for the following reasons:
 - i. Not meeting the objectives of an Academic/Clinic Monitoring action plan
 - ii. Student received a “No Pass” grade on a block’s annual remediation and therefore must retake the block the following year.
 - iii. Inappropriate professional or personal behavior.

Further information is presented in the section on Policies and Procedures Pertaining to Student Professionalism. If a recommendation is made to place a student on Probation, the student will meet with the Associate Dean of Oral Healthcare Education and will receive a letter acknowledging their placement on Probation and specifying the terms of the Probationary Action Plan with its expected resolution date. The action

plan must be acknowledged by the student’s signature. The terms and conditions of probation may include, but are not limited to:

- a. Required regular meetings with faculty member, block director, Patient Care Leader, administrator, and/or faculty advisor.
- b. Academic support services.
- c. Assignment of scheduled supplemental activities.
- d. Consideration of factors affecting academic performance.
- e. Referral to appropriate University offices for assistance with health, psychological, or learning problems;

Included in the Probationary Action Plan will be a statement informing the student that the receipt of a grade of ‘NP’ after remediation during an additional block while on probation will require the student to withdraw from the program “not in good academic standing.” A “No Pass” on the fifth and final attempt will require the student to withdraw from the program “not in good academic standing” (A student may not take a block more than two times.). See table below:

1 st Attempt	2 nd Attempt	3 rd Attempt	4 th Attempt	5 th Attempt
Assessment	Reassessment	Remediation	Retake Block - Assessment #2	Retake Block - Reassessment #2
		<i>Academic Monitoring</i>	<i>Probation</i>	<i>Withdrawal</i>

If a student receives a Probationary Action Plan for a didactic block, the College of Dental Medicine will require the student to retake the appropriate block during the next academic year with the subsequent class. The student will be required to attend all didactic sessions and pass the final block assessment. This requirement precludes clinic attendance during this time. It is the student’s responsibility to communicate their clinic absences to their Patient Care Leader. The student will continue to be held accountable for their ongoing clinic progress, as well as any other didactic blocks occurring simultaneously.

A student may not have more than one active Probationary Action Plan. The receipt of a second Probationary Action Plan will require the student to withdraw from the program “NOT in good standing” with or without the opportunity to be readmitted or reapply.

WITHDRAWAL

Withdrawal (“Not in Good Academic Standing” OR “In Good Academic Standing”)

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.

If a student has not satisfied the requirements of their clinical probation and achieved the appropriate level of clinical performance and progression within the designated timeframe(s), the Assessment Team will recommend to the Campus Dean that the student be required to withdraw from program. A student may be required to Withdraw either “not in good academic standing” or “in good academic standing”.

Students who withdraw while on probation do so “not in good academic standing”. Students who withdraw “not in good academic standing” may request readmission 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.

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 signed by the student and the Dean and/or the Dean’s designee(s). Unless circumstances determined by the Dean are warranted, students who are granted readmission 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.

The procedure for Mandatory Withdrawal is as follows:

1. The Student Progress Committee will prepare the necessary forms for withdrawal and then forward them to the Campus Dean who will review them and then forward them to the Dean for approval.
2. Once the Dean has approved the terms on the withdrawal form, the Associate/Assistant Deans conduct the withdrawal interview, and the terms of withdrawal are agreed upon and placed in writing.
3. 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.
4. Once all forms are signed and dated, the withdrawal process is complete.

If a student is readmitted to the program, the Director of Curriculum and Instruction will work with the appropriate Associate/Assistant Dean(s) to determine how the student will be reintroduced to the curriculum.

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.

Suspension

Students who exhibit inappropriate professional or personal behavior may be placed on Probation or Suspended for Professional or Personal Misconduct by the Associate Dean of Oral Healthcare Education or the Assistant

Dean for Clinical Education and Patient Affairs. Further information is presented in the section on Policies and Procedures Pertaining to Student Professionalism.

Administrative Withdrawal

A student who is absent from the College for more than twenty-one (21) calendar days without notifying the Associate Dean of Oral Healthcare Education, or designee and who fails to complete the established withdrawal procedures within twenty-one (21) calendar days, may automatically be terminated from the program. A student who is terminated in this manner will not be considered for re-admission later.

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), pregnancy, or other extenuating circumstances.

Students requesting a leave of absence must apply in writing to the Associate Dean for Healthcare Education. In the event of a medical problem, the request must be accompanied by a letter from a physician on official 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 Healthcare Education shall convene a meeting with the Associate/Assistant Dean for Oral Healthcare Education, Associate/Assistant Dean for Enrollment and Student Success, the Associate/Assistant Dean for Clinical Education and Patient Care, and the Campus Dean to discuss the request for a leave of absence. The Campus Dean discusses the recommendations of the Assistant and Associate Deans with the Dean who then shall determine whether 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 academic year only with expected reinstatement at registration 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 leave 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 Oral Healthcare Education at least three (3) months prior to the requested date of return. It is the student's responsibility to keep the Associate/Assistant Dean for Enrollment and Student Success 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.

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

STUDENT DIDACTIC ASSESSMENT/REASSESSMENT

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 Oral Healthcare Education (or designee) 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 and professionalism policies articulated in the handbook and on the university website.

Policies and Procedures for Electronic Testing

Policies and procedures specific to electronic testing will be communicated by the Office of Oral Healthcare Education 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 in the testing area. 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 post-assessment review. 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 “smart” watches and similar digital devices, including ear buds, are 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 post-assessment review will forfeit their 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, etc.

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 (except for 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 bound by the Honor Code to refrain from discussing the Assessment with their classmates and must remain seated until the team

assessment. Ordinarily, restroom breaks will not be permitted during the Assessment. However, when exceptions occur, students will sign-out with the proctor. In these cases, only one student at a time will be allowed to leave.

- c. 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 and no discussion of the assessment questions is allowed with students, regardless of academic year, who have not yet taken the course.

2. Percent of Total Point Score

- a. Faculty participating in the Block will, through consultation, allocate assessment items to address the outcomes stated in the syllabus.

3. Credit for Team Assessment

- a. 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 to receive additional points. Any dispute regarding a student's entitlement to additional points because of the team assessment will be settled by the Student Progress Committee, whose decision shall be final.
- b. Students who participate in the ALO and reassessment in its entirety will be eligible to receive additional points added to their reassessment score in the amount of 5% of the total, provided that their reassessment score is at least 85%.

Additional Competency Opportunity

Immediately following the Reassessment (second attempt) or remediation assessment (third attempt) but not a makeup assessment (first attempt), students scoring at least 85% (85.5-89.9%) (or within 5% of the passing standard) are eligible to submit an Additional Competency Opportunity (ACO) for any question(s) answered incorrectly. Students may choose to submit an ACO for no less than 3 questions and no more than 10 questions.

ACOs differ from assessment appeals in that they provide eligible students with an opportunity to provide evidence of their understanding of the submitted items. **ACOs must be written and submitted immediately following the reassessment.** Students will not be given an opportunity to write ACOs at a later date.

ACOs will be evaluated by the Office of Oral Healthcare Education or their designee(s). The ACO evaluator is authorized to award full credit for each item response using an approved rubric. Points earned through the ACO process may not exceed the passing standard. The ACO evaluator's decision is final and cannot be appealed.

ACOs evaluation will be completed generally within two business days. Evaluators will provide their results for each ACO to the Office of Oral Healthcare Education. The Office of Oral Healthcare Education will notify students regarding grade changes. Students must not contact individual faculty regarding the status of their ACO, however, they may contact the Office of Oral Healthcare Education who will confirm the status of their ACO (pending or complete).

The following rubric will be used to grade each ACO:

Question	Yes	No
Did the student adequately discuss why the correct answer was correct?		
Did the student adequately discuss why their original answer was incorrect?		

4. Extra Credit
 - a. Extra Credit points in an assessment are not allowed.
5. Faculty Assessment Leader
 - a. For assessments written by more than one faculty member, the Block Director or assignee 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. The proctor will 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 Additional Learning Opportunity Day.
 - vi. The time at which written remediation will begin on the designated Additional Learning Opportunity Day.
 - d. Following the return of the assessment score reports, faculty will have an opportunity to address errors in scoring with the Office of Oral Healthcare Education (i.e., ExamSoft, incorrectly calculated scores, and assessments labeled as “Pass” or “No Pass” in error). **Faculty shall not entertain requests for further changes after the assessment scores have been released.**
7. Absence – See Attendance Section
8. Seating Arrangements
 - a. Faculty and proctors reserve the right to designate a pre-arranged seating order. Faculty and proctors 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 this request is at the discretion of the assessment proctor.
9. Student-Initiated Clarifications during Assessments
 - a. Students may not ask questions of proctors during the assessment unless it is to clarify a typographical error.
10. Faculty-Initiated Clarifications during Assessments
 - a. If a clarification is necessary as determined by the question author or their 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

- a. 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 contact the Director of Curriculum and Instruction or the Associate Dean of Oral Healthcare Education.

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 explanations 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.
- c. After the final decision on items considered during the assessment review the faculty will not subsequently consider any additional modifications for any reason.
- d. 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 Office of Oral Healthcare Education within one (1) business day from the day of the reassessment. 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

- a. For assessments, reassessment, and remediation assessments using Exam Soft, the results will be retained by the college. Assessment grades will be posted to the Exam Soft 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 or reviewing material. Due to the complexity of the Exam Soft software, individual student copies of the assessment may only be viewed in the Office of Oral Healthcare Education by appointment. Taking photocopies or pictures of the exam is not permitted.

14. Additional Learning Opportunity and Reassessment

- a. Following each summative assessment, an Additional Learning Opportunity session is held for all students. During this session faculty review the assessment and answer student's questions. Students who do not pass ("No Pass") will be required to attend a scheduled Additional Learning Opportunity session on a day prior to the Reassessment. 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 scheduled remediation period. Again, as a reminder the 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.

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

15. Remediation

- a. If a student does not successfully achieve the desired set of outcomes following reassessment, the student will be required to attend the scheduled remediation period. The student will be assessed again on those outcomes. The remediation period includes at least two, one-hour long sessions with the block director, followed by the remediation assessment. Duration, scheduling, and other requirements for the appropriate remediation period will be determined by the block director in conjunction with the Student Progress Committee. Dates for these sessions will be included in the block syllabus. Remediation is a part of the regular educational process and, as such, the College will not charge additional fees or tuition for remediation.
- b. All instructional materials (including recordings) will be available to the student during the remediation period. In addition, it is encouraged that students reach out to the block director if they have questions during their study. Students are expected to reach out via email to schedule a time when the block director is available.
- c. Students are expected to attend both review sessions and the remediation assessment during the scheduled times as stated in the block /course syllabus. Students not attending the review sessions and/or the remediation assessment will receive a No Pass on the remediation assessment, will be given probationary status, and will be required to retake the block during the next academic year.

16. Policies and Procedures for Electronic Testing

- a. 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.

STUDENT APPEAL PROCESS

STUDENT APPEAL PROCESS

A. 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, they should submit the appeals form, provided by the Office of Oral Healthcare Education, stating their reasons for the dispute. This form must be submitted before 5:00 pm on the fifth (5) business day following the reassessment.

The Office of Oral Healthcare Education will forward all appeals to the Student Assessment Appeals Committee. The committee is composed of a minimum of five faculty members appointed by the Dean or designee. The appointed faculty members can elect the chair of the Committee. Only members of the Committee who are not personally involved with the appeal 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 appeal 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 Office of Oral Healthcare Education (RosemanDental.org) by the deadline of one (1) business day following the reassessment.

The Student Assessment Appeals Committee will consider both the student and faculty point of view. The Committee will make a decision and communicate that decision to the student within five (5) 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 5-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.

B. Appeal of Withdrawal Decisions

If a student feels they have been treated unfairly in a matter involving withdrawal, they 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, The Dean shall consider the appeal and render their 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.

C. Appeal of Probation Decisions

If a student feels they have been treated unfairly in a matter involving probation, they 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 their 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 Assistant Dean for Clinical Education and Patient Care through a recommendation by the Dean to continue patient care activities during the time that the appeal is being considered. The Assistant Dean for Clinical Education and Patient Care will consider and be assured that patient safety will not be compromised.

D. Appeals of Suspension Decisions

A student may be suspended as decided by the Dean. If a student feels they have been treated unfairly in a matter involving suspension, he/ she may appeal that decision of 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 their 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 Assistant Dean for Clinical Education and Patient Care to continue patient care activities during the time that the appeal is being considered. The Assistant Dean for Clinical Education and Patient Care will consider and be assured that patient safety will not be compromised.

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 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 the 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.

If a student feels they have been treated unfairly (due process was not followed) in a matter involving dismissal from the university, they 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 their 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, they 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 their 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.

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

REQUIRED AND RECOMMENDED IMMUNIZATION REQUIREMENTS AND RECOMMENDATIONS, HEALTH STANDARDS, AND ESSENTIAL FUNCTIONS

The University Catalog contains the immunization requirements and recommendations.

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

Students who are unable to be immunized with the above vaccines must 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 their family or household. Being unvaccinated, regardless of waiver status provided by Roseman, CODM, or affiliated training sites, may prevent the student from participating in clinical activities. A student cannot graduate without completing required clinical activities.

Basic Life Support for Health Care Providers

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

ADDITIONAL 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 Enrollment and Student Success. If a student's criminal background check shows a conviction for a misdemeanor or felony, or reveals any other adverse information, it may preclude them from participating in experiential rotations. The affiliated training sites may refuse to allow the student to complete their experiential training at their facility/facilities. External rotation sites may request additional background checks. Criminal background reports are retained in the Office of Enrollment and Student Success. Students are required to update their reports on an annual basis on a schedule provided by the Associate Dean of Enrollment and Student Success.

Drug Testing

To protect the health of our students and safe delivery of patient care, Roseman University through the office of the Campus Dean reserves the right to request a drug screen when CODM Patient Care Leaders, faculty or administration have a reasonable suspicion that a 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-campus or off-campus. Any breach of protected health information must be reported to the 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.

Cell Phones and Social Media

Use of personal cell 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.

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/keys; other locks will be removed. Replacement

locks/keys will be issued at the 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

All students are expected to participate in interview days unless specifically excused, in advance, by the Office of Enrollment and Student Success. Students not participating in interviews or in clinic must request leave through their PCL.

Services for Students with Disabilities

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

Student Wellness

A student in need of personal counseling services for non- academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. The University provides a free counseling service (TalkSpace) for all students. This service includes live virtual counseling from licensed therapists. Further information is available at: <https://www.roseman.edu/current-students/>

FINANCIAL RESPONSIBILITIES AND CONTINUED ENROLLMENT

Students must fulfill their financial responsibilities to the University 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/or fees will receive 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 their designee. Consequences for non-payment include but not limited to not eligible to sit for an assessment, the receipt of a grade of 'No Pass' for a period of non-payment, attend or complete the clinical rotation/professional experience, suspension, or termination.

STUDENT GOVERNMENT

Student Government

1. Class Officers

The Associate/Assistant Deans for Enrollment and Student Success 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.

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, Campus Dean, Associate/Assistant Deans for Academic Affairs, Associate/Assistant Deans for Enrollment and Student Success and Associate/Assistant Deans for Clinical Education and Patient Care, on a regular basis to discuss student, professional, college and community issues.

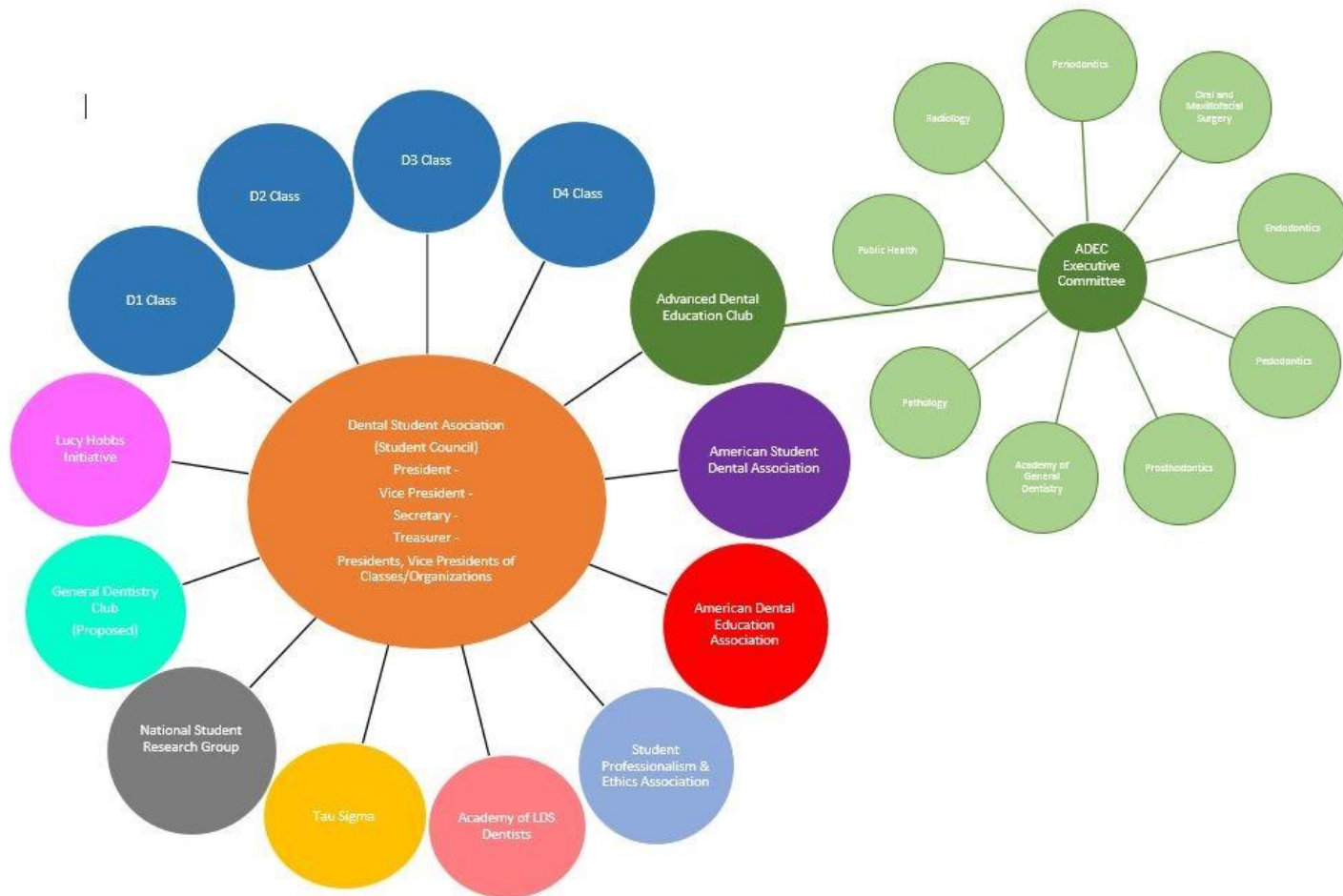
3. Student Organizations

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 Student Services. For information about student organizations and clubs, please visit our website at <https://www.roseman.edu/studentexperience/student-organizations/>

4. Academic Standing Policy: Student Travel/Leadership Positions

Students must be in good academic standing and be progressing like peers to serve as class or DSA officers, leaders of student organizations, or to be absent from class, simulation clinic or clinic for travel to meetings. The Associate/Assistant Deans for the Office of Oral Healthcare Education, and the Associate/Assistant Deans for Clinical Education & Patient Care will monitor student performance and notify the Associate/Assistant Deans for Enrollment and Student Success when a student is placed on probation or has an active Action Plan. The student leader may be asked to step aside from responsibilities.

SCHEMATIC DEMONSTRATING RELATIONSHIP BETWEEN STUDENT ORGANIZATIONS



ACCREDITATION STATUS

Accreditation Status

The ROSEMAN CODM website provides the following statement on accreditation:

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

The Commission’s web address is: <https://coda.ada.org/en/find-a-program>

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. The next accreditation site visit will occur in 2030.

Family Education Rights and Privacy Act (FERPA) – Access to Educational Records

For information regarding the University’s policies regarding 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.