

ROSEMAN UNIVERSITY OF HEALTH SCIENCES

COLLEGE OF DENTAL MEDICINE

South Jordan, Utah Campus

Doctor of Dental Medicine Program

STUDENT



HANDBOOK

2013 - 2014

10894 S. River Front Parkway
South Jordan, UT 84095

Student Handbook and Catalog Notice

The *College of Dental Medicine Doctor of Dental Medicine Student Handbook* is hereby incorporated as part of ROSEMAN's *Student Catalog*. The *Catalog* is also hereby incorporated as a part of the College of Dental Medicine *Student Handbook*. The *Catalog* and *Student Handbook* are available in the administrative offices of the College of Dental Medicine and/or on the website.

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

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

DEAN'S WELCOME AND EXPECTATIONS

Welcome to the Doctor of Dental Medicine Class of 2016!!

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

The Lifelong Colleague Principle encourages all students, faculty and staff to endeavor to make each and every interaction reflect a sincere desire to develop each other as lifelong colleagues, during the DMD Program and throughout their careers.

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

Together, 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.¹

The White Coat Pledge:

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

I accept the premise that my primary responsibility is to the patients I will be treating. My goal is to establish and maintain a relationship of respect and confidence. Therefore, let all come to me safe in the knowledge that their total health care and well-being are my primary consideration and obligation. My classmates and the dental professionals with whom I will be associating during my dental school career are more than friends. They are my lifelong colleagues and associates – professionals to whom I can turn for continued guidance and example. My obligation to them is reciprocal. I look forward to becoming a member of this dental family.



I respect the experience and expertise of my educators and mentors. I will seek their guidance and counsel. As a student, I will never approach a clinical situation unsupervised knowing that treating patients is offered to me under the auspices of my supervisor's license. I respect and honor that privilege. I will observe the Principles of Ethics and Code of Professional Conduct as set forth by the profession and emphasized by my mentors at the College of Dental Medicine.

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

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

Sincerely,

Mark A. Penn, MD, MBA
Interim Dean to the College of Dental Medicine

Date

Student Dentist – DMD Class of 2017

Date

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

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ACADEMIC CALENDAR

COLLEGE OF DENTAL MEDICINE ACADEMIC CALENDAR – 2013-2014

Pre- Orientation:	August 5-9, 2013
Orientation:	August 12-16, 2013
Classes Begin:	August 19, 2013
White Coat Ceremony:	August 24, 2013
Labor Day:	September 2, 2013
Thanksgiving:	November 27-29, 2013 [subject to change]
Winter Break:	December 21, 2013- January 3, 2014
Classes Resume	January 6, 2014
Memorial day:	May 26, 2014
Classes End:	June 20, 2014
Remediation period:	June 23 – August 1, 2014
Summer Break:	June 30 – July 4, 2014

All University Offices are open for business from 8 a.m. to 5 p.m., Monday through Friday, except the Official Holidays noted above. The University and College of Dental Medicine reserve the right to modify the academic calendar as needed.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC POLICIES AND PROCEDURES

1. **Overview of DMD Curriculum**

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

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

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

3. **Academic and Career Advising**

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

4. **Course Syllabi**

Students will be provided with appropriate course details in a timely fashion prior to the initiation of all courses or rotations. CODM course syllabi will be provided for all courses and include the following sections: list of faculty involved in the course; the educational goals and specific learning objectives; assessment and remediation dates; attendance expectations; course schedule that indicates all course sessions and topics/activities for each class, lab or clinic session; required textbooks and other reading/study materials; mechanisms for faculty communication with students; list of CODM competencies that the course supports. The course syllabi will be posted online and/or distributed in class. Students will also receive the document entitled *ROSEMAN CODM Predoctoral Education Competencies* during orientation for each year of the DMD program, along with information describing the learning activities by which competency will be achieved and assessment methods used to measure attainment of competency.

5. **CODM Student Handbook**

Students will be provided with printed copies of the *ROSEMAN CODM Student Handbook* during the orientation period and will participate in discussions of all topic areas. All students will be required to sign an acknowledgement that they have received and discussed the Catalog and *Handbook*. The *Student Handbook* will also be posted electronically on the ROSEMAN CODM intranet.

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.

Through the *Student Handbook* and presentations by the Associate Deans for Academic Affairs, Clinical Affairs and Patient Care and Admissions and Student Affairs, 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.

6. CODM Clinic Operating Manual

Similarly, students will be provided printed copies of the *ROSEMAN CODM Clinic Operating Manual* and will be required to sign an acknowledgement that they have received this document. *The Clinic Operating Manual* will be reviewed and discussed with students by the Associate Dean for Clinical Affairs and Patient Care during the clinical orientation process, in class meetings, and in clinical preparation courses in years 1 and 2 such as *Clinical Fundamentals 1 and 2* (DMD5340 and DMD6340). The *Clinic Operating Manual* is also available on the CODM Intranet. At all times the CODM Clinic Operating Manual takes precedence for questions/issues involving clinical procedure and policy.

ATTENDANCE

Attendance is required at all scheduled instructional periods, clinical assignments and rotations, and all scheduled assessments and remediation/reassessment periods. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods. If a student is ill or experiences a personal or family emergency (see paragraphs “a” and “b” below) that would prevent him/her from taking a scheduled assessment or reassessment, the student **must** request an excused absence. Depending on the course of study, students shall make this request to either the Director of Biomedical Foundations (for didactic biomedical blocks), Director of Clinical Foundation (for didactic clinical or simulation blocks), or the Director of Primary Dental Care in consultation with the clinical Practice Team (CPT Leader (for clinical rotations or competency exams). ***The decision to grant an excused absence is at the discretion of the appropriate Director.*** Should a student not provide requested documentation or should a student fail to inform the Director within the timeframes specified below, an excused absence may be denied. Falsification of documentation is considered a violation of the College’s Standards of Professional Conduct and will result in disciplinary action up to and including dismissal/termination from the university.

a. Student Illness

Should a student be unable to take a scheduled assessment, reassessment, or clinical examination or rotation due to illness, the student must notify either the Office of the Associate Dean for Admissions and Student Services (801-878-1403) or the Office of the Associate Dean for Academic Affairs (801-878-1401) no later than 1:00 pm on the day of the scheduled assessment, reassessment, or clinical examination/rotation. Notification can be made by telephone, e-mail, or facsimile. If the student is absent for more than two (2) days, a note from an appropriate health care provider will be required. If so, a note describing the illness, signed and dated by a licensed health care provider must be received no later than one (1) business day following the missed assessment/reassessment and/or clinical examination/rotation. The health care provider cannot be an immediate family member of the student in question, and must have been involved in the provision of care for the illness. Faxed and electronic copies of the provider’s note may be accepted, provided that the original copy is received by the Office of Admissions and Student Services within one (1) week.

b. Personal or Family Emergency

Should a student experience an emergency personally or in his/her immediate family (“immediate family” is defined as parent, guardian, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment, remediation, or clinical examination/rotation, the student should notify the Office of the Associate Dean for Admissions and Student Services (801-878-1403) or the Office of the Associate Dean for Academic Affairs (801-878-1401) as soon as possible following the event, but no later than 1:00 pm on the day of the scheduled assessment/reassessment. “Emergency” situations include, but may not be limited to hospitalization, death, or other unforeseen, debilitating events. Notification can be made by telephone, e-mail, or facsimile. A telephone request must be followed by a written request within 72 hours of the telephone request. A request for an excused absence for personal or family reasons will only be granted by the course Director of the block.

- Requests for excused absences are only granted for initial assessments and/or initial reassessments. Makeup assessments and reassessments must be completed by the deadlines outlined below or students will receive a grade of “No Pass” and be required

to attend summer remediation. ***Excused absences are not permitted for makeup assessments or makeup reassessments.*** Students with prolonged illnesses or other personal issues that result in multiple absences should consult with a College administrator regarding taking a leave of absence (see Leave of Absence).

- If an absence from a scheduled assessment is excused, the student will be assessed during the scheduled reassessment. Since the student could not participate in the team assessment, the student will not be entitled to receive team points for the reassessment. Students who had an excused absence for the assessment and do not pass the reassessment will have the opportunity for a makeup assessment. The makeup assessment must be completed within two business days of the reassessment. Otherwise, the student will receive a “No Pass” and will be required to attend summer remediation for that assessment.
- If an absence from a scheduled reassessment is excused, the student will have the opportunity for a makeup reassessment. The makeup reassessment must be completed within two business days of the scheduled reassessment. Otherwise, the student will receive a “No Pass” and will be required to attend summer remediation for that assessment.
- If a student has an excused absence for both the assessment and the reassessment, the student will have the opportunity for a makeup assessment and reassessment. The makeup assessment and, if necessary, the makeup reassessment, must be completed within five business days of the initial assessment. If the student has not passed the makeup assessment or reassessment within five business days of the initial assessment, the student will receive a “No Pass” and will be required to attend summer remediation for that assessment.
- Faculty who write assessment items need not be present during any makeup assessment or reassessment. The date and time of the makeup assessment or reassessment may or may not be scheduled for regular school hours.
- If an absence from a scheduled assessment is unexcused, the student will be required to attend the scheduled reassessment and pass that reassessment or attend a scheduled summer remediation period. If an absence from a scheduled reassessment is unexcused, the student will be required to attend a scheduled summer remediation period (to be determined by block faculty in conjunction with the Director of Academic Affairs and Assessment) and be assessed on those outcomes at that time. More than one unexcused absence is not permitted. Following an unexcused absence, the student will be notified, in writing that any additional unexcused absences will result in the student being placed on probation (See Probation).

c. Attendance at Clinical Rotations

Attendance is required at all scheduled on-and off-campus clinical rotations. Students will represent the College of Dental Medicine and the dental profession at all times, and is required to abide by all policies of the clinical rotation sites at which they are providing patient care.

GUIDELINES FOR STUDENT ATTIRE

GUIDELINES FOR STUDENT ATTIRE IN THE CLASSROOM

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

1. Students must wear a visible ROSEMAN CODM ID at all times.
2. Hats/headwear:
 - Hats or head covering of any kind is forbidden in the building, except for religious, cultural, medical or ethnic observations;
3. Trousers / Shorts:
 - Excessively-tattered or worn trousers and clothing with holes are not to be worn in class or clinic.
 - Shorts are not to be worn during class or clinic;
4. Shirts:
 - Revealing clothing, including low-cut blouses or shirts/pants that allow, for example, the abdomen to be exposed are not to be worn in class or clinic.
 - Likewise, trousers should not be cut too low or worn in a manner that, for example, causes any portion of the buttock or underwear to be exposed.
 - Strapless shirts, shirts with spaghetti straps or halter tops are not to be worn in class or clinic.
 - T-shirts with discriminatory or derogative statements or graphics are not to be worn in class or clinic.
 - T-shirts that are sold by student organizations or ROSEMAN are allowed. Jeans and scrubs are also allowed.
5. Shoes:
 - Flip-flops are not to be worn in class, Simulation Lab, or Clinic.
 - Dress sandals are appropriate for wear in the classroom, but not in Simulation Lab or Clinic.
6. Tattoos:
 - Tattoos may not be visible.
7. Piercings:
 - Tongue, head, and neck piercings of any type must be removed during College/University activities.
 - Ear rings that are in compliance with the guidelines of the *Clinic Operating Manual* are acceptable.
 - College Administration reserves the right to require immediate removal of any jewelry or adornments that are not in compliance with CODM standards or policies.

GUIDELINES FOR STUDENT ATTIRE IN SIMULATION LAB AND CLINIC

1. Scrubs will be worn during normal school hours (8 am to 5 pm) for all activities in the Simulation Lab or Clinic. Should a Simulation Lab exercise or clinical procedure extend beyond normal school hours, scrubs will continue to be the required dress.
- Appropriate dress for after-hours on school days and on weekends: Scrubs are strongly recommended but not required - casual clothing is included (without being loose-fitting). Shoes must be closed-toed (no flip-flops).
These items are not allowed:
 - Shorts or shirts / blouses which leave large areas of the body exposed to lab debris;
 - Tank tops;
 - Sleeveless shirts or tops;
 - Low-cut t-shirts, shirts or blouses;
 - Bare midriffs.
- Other appropriate attire such as eye protection, gloves, masks, disposable lab jackets, etc. must be used as required.
2. Students are strongly encouraged to keep an extra set of scrubs in their lockers at all times in order to accommodate unforeseen changes in the schedule.

Students who are not in compliance with any of these guidelines will be counseled and expected to immediately comply. Students who refuse to comply may not be allowed to participate in classroom or clinical activities and may be subject to disciplinary procedures.

CLASSROOM PROTOCOL

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

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

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

The scheduled dates for assessments and reassessments are set prior to the beginning of the academic year and appear in the course syllabus. These dates are communicated to students in writing.

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

b. Multimedia Recording of Curricular Material

Audio and/or video recording of instructional time will be allowed only with the prior written approval of the faculty member being recorded. Unauthorized recordings may be confiscated for the purpose of deletion, and responsible individuals may be referred to the appropriate administrator and charged with violating the Standards of Professional Conduct. The University complies with the requirements of the Americans with Disabilities Act.

c. Classroom Visitors

Each faculty member has the authority and responsibility within University Policy to determine who, in addition to the enrolled students, may visit the class. Anyone wishing to visit a class must request permission from the faculty member who is presiding over the day's instruction. Children are not allowed in the classroom, clinics or clinical simulation area.

d. Classroom Etiquette

Students are expected to conduct themselves in a manner that is not disruptive or disrespectful to any person and that does not adversely affect teaching, learning, or examination performance of any person. For example cell phones, laptops, 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.

Electronic or any other communication devices are not allowed in the room during assessments or remediation's. (See Student Assessment Policy below.)

ROSEMAN CODM GRADING SYSTEM

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

a. “Pass” (P)

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

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

b. “No Pass” (NP)

An “NP” (no pass) will be recorded on the student’s transcript until all assessments or clinical competencies have been successfully remediated.

c. Incomplete (I)

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

d. Transcripts

Students may request a copy of their transcript from the Registrar’s Office. Transcript request forms are available electronically on the ROSEMAN website (<http://www.ROSEMAN.edu/forms>). A \$5 charge is currently in effect, but is subject to change.

STUDENT PROGRESS AND PROMOTION

STUDENT PROGRESS AND PROMOTION

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

Graduation Requirements

To qualify for the DMD degree, students must:

1. Follow the approved course of study leading to the completion of all DMD course requirements;
2. Satisfactorily complete all professional courses and competencies within six (6) years, having no course grade below a "Pass";
3. Pass Part I and Part II of the National Board Dental Examination;
4. Receive a favorable recommendation for conferral of the DMD degree from CODM faculty and Dean, Administrative Council, and Board of Trustees;
5. Settle all financial accounts with the University; and complete all University, College, and program graduation clearance requirements.

National Board Dental Examination (NBDE) – Part I

It is imperative that all students begin registering for NBDE-Part I during January of the D1 year.

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

1. Students Who Are NOT in Summer Remediation

PLEASE DO NOT SCHEDULE YOUR TEST DATE BEFORE the last day of the NBDE Review Course (June 21, 2013 - refer to academic schedule). Students will have 90 days after the last day of the NBDE Review Course to complete the examination.

2. Students in Summer Remediation

Please register for the NBDE Part I as noted above. However, DO NOT SCHEDULE YOUR TEST DATE BEFORE the end of Remediation (refer to academic schedule). You will be able to change this date once you know your remediation schedule.

Students will not be certified take the examination until all required remediation(s) have been successfully completed. **After the last remediation has been completed, students will have 30 days to complete the NBDE-Part I.** Example: if a student completes his/her remediation on July 6, he/she would have until October 6 to complete NBDE-Part I.

3. Students who do not pass the exam will have to wait 30 days before re-taking NBDE-Part I.
4. Students must successfully complete NBDE-Part I before August, 2014 in order to qualify for the clinical privileges of the D3 academic year. Failure to do so may result in suspension of these privileges.

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

To Register for NBDE-Part I:

- Log on to www.ada.org
- Click on “Education and Careers”
- Click on “Testing”
- Click on “NBDE Part I”

ASSESSMENT OF STUDENT PROGRESS

OVERVIEW OF ASSESSMENT OF STUDENT PROGRESS

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

a. Individual Assessment

The ROSEMAN CODM's block curriculum will facilitate continual monitoring of student performance and prompt corrective remediation to ensure that students do not advance through the curriculum without demonstrated high levels of mastery of the subject matter. In the ROSEMAN CODM curriculum model, students will undergo summative assessments at two-week intervals throughout the academic year. These assessments pertain to all learning objectives addressed in the preceding two week block. Learning objectives may apply to one or more topics in which the students were involved for the preceding two week block, if for example, students completed "topic A" in week one of the block and commenced "topic B" in the second week. The "pass" criterion for these biweekly assessments will be a score of 90% or higher. Students will complete block assessments every other week. Students who do not achieve a 90% score will have the opportunity to complete a focused and intense remediation process on a scheduled dedicated day for remediation, which will involve individual mentoring by faculty. Following that day's remediation process, students will complete a new and different assessment to determine if the mastery criterion has been achieved.

b. Team Assessment

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

c. Student Remediation and Reassessment

The Monday following each summative assessment is devoted to remediation and reassessment of those students who did not successfully achieve the 90% performance threshold. A focused and intense review session by block faculty will be followed by a new assessment on the same day. Faculty analysis of the student's performance on the new assessment will occur immediately to allow prompt determination of "Pass" / "No Pass" and communication with the student about the outcome. If a student does not achieve the 90% threshold following reassessment, the student will receive a "No Pass" in the course.

d. Summer Remediation Program

At a designated time following the completion of the academic year, the 5 or 6 week Summer Remediation Program will begin. Summer remediation is considered to be a part of the regular educational process and, as such, the College will not charge additional fees or tuition for this activity. Students' participation in summer remediation will be arranged through the coordinated efforts of block faculty, Clinical Practice Team Leaders (as appropriate in clinical courses), and the respective Associate Deans for Admissions and Student Affairs, Academic Affairs, and/or Clinical Affairs and Patient Care.

Students must reach the standard achievement level of 90% on each reassessment during this period in order to be eligible for promotion to the next academic year or graduation. Students who do not reach the standard achievement level of 90% on any reassessment during this time will have their academic status evaluated by the Student Progress Committee.

e. Monitoring of Student Progress

Student didactic and clinical progress will be monitored primarily by the course directors and Clinical Practice Team Leaders. Faculty involved in the assessment will report the students who have not successfully attained a "Pass" level of performance to the Associate Dean for Academic Affairs. This will enable the appropriate monitoring of any students who may be falling short of academic standards.

The Student Progress Committee, a committee of the faculty, will meet periodically throughout the academic year and review the educational performance and academic progress of all students and make recommendations to the Dean, as appropriate,

STUDENT ASSESSMENT / REASSESSMENT: POLICIES AND PROCEDURES

STUDENT ASSESSMENT / REASSESSMENT: POLICIES AND PROCEDURES

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

All Components of this Protocol are to be considered under the Aegis of the CODM Honor Code

1. No hats or head wear

- a. Hats or head covering of any kind are not allowed and must be placed in lockers. Students planning to use head covering used for religious, cultural, medical or ethnic observations must notify the Associate Dean for Academic Affairs in advance.

2. Student Personal Property

Students are only allowed to bring bottled water into the classroom for the Assessment. (A pencil will be provided.) All other items, including backpacks, computers, class notes, cell phones/other electronic communication devices, etc.) Are to be placed in the student's locker. None of these items may be retrieved until the Team Assessment is completed.

A student in the possession of class-related materials, cell phones, laptops or any other electronic or communication device between the start of the assessment and the completion of the team assessment (all teams) will forfeit his/her right to participate in the assessment and team assessment, and will receive no credit for either assessment.

In addition, when a student is in the possession of class-related materials, cell phones, laptops or any other electronic or communication device during the team assessment, all team members will forfeit team assessment credit.

3. Communication and Breaks

- a. Students may not communicate with anyone (with the exception of the proctors) within the assessment room or anyone outside the assessment room during the assessment. Students may not communicate with anyone from another team during the team assessment. Any communication between teams during the team assessment will result in all team members from both teams receiving no credit for the team assessment.
- b. Following the individual assessment, students are free to leave the building, quietly use the breakout rooms or student commons areas, and as long as they return to their individual Team rooms at the prescribed time to participate in the Team Assessment. (The Library will not be available to students during Assessments.) Students are bound by the Honor Code to refrain from discussing the Assessment with their classmates during this time. During the Assessment period, students may not congregate in the halls outside of the classroom.
- c. Ordinarily, restroom breaks will not be permitted during the Assessment. However, when exceptions occur, students will notify the proctor and hand the Assessment and Scantron to the proctor, who will keep them, secure until the student returns. In these cases, only one student at a time will be allowed to leave. Students may not speak to anyone during this

break, and no learning materials may be viewed. No discussion of the Assessment is allowed before the Team Assessment.

4. Percent of Total Point Score

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

5. Credit for Team Assessment

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

6. Extra Credit

Extra Credit points on an assessment are not allowed.

7. Faculty Assessment Leader

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

8. Time Allotment

The length and complexity of the assessment should be such that students can successfully complete the assessment within a two-hour time frame.

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.

Faculty must also clearly communicate to students the following times:

- The start time for the team assessment;
- The amount of time allotted for the team assessment;
- The start time for the assessment review;
- The time at which assessments will be returned to students;
- The time at which the review session will begin on the designated remediation day; and,
- The time at which written remediation will begin on the designated remediation day.

Following the return of the assessment score reports, students will have 30 minutes to address errors in scoring (i.e., Scantron errors, incorrectly calculated scores, and assessments labeled as "Pass" or "No Pass" in error). ***Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished.***

9. Tardiness

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

For the team assessment, failure to be present in its entirety will result in the student forfeiting his/her additional points.

10. Seating Arrangements

Faculty reserve the right to designate a pre-arranged seating order. Faculty reserve the right to move students during the assessment.

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

11. Student-Initiated Clarifications during Assessments

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

12. Faculty-Initiated Clarifications during Assessments

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

13. Emergency Communications

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

14. Assessment Review

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.

During the assessment review, faculty will review each assessment item and offer additional explanation of pertinent concepts as appropriate. Following this session, faculty will also assess student input, review the Scantron item analysis, and confer with colleagues to determine if any questions should be omitted, if alternative answers will be accepted, if reviewed items should remain unchanged, or if there have been any errors in scoring. The final decision on items considered during the assessment review will be conveyed to students by faculty in writing, and faculty will not subsequently consider any additional modifications for any reason.

When the review is complete, any requests to omit questions or accept multiple or alternative answers must occur in writing using the Assessment Appeals process. The written appeal must

be submitted to the Associate Dean for Academic Affairs within five (5) business days from the day of the original assessment or the remediation assessment.

15. Disposition of Completed Assessments

For assessments using Scantron forms, the form will be retained by the College and a copy of the score report and the original assessment booklet will be available to the student on request. For reassessments and summer reassessments using Scantron forms, the student will receive a copy of his/her score report but the booklets will not be returned. When booklets are not returned, students may obtain temporary access to the booklet from the Office of Academic Affairs for the purpose of submitting written appeals.

If Scantron forms are not used and a student does not pass any reassessment, the original copy of that student's reassessment must be submitted to the College within 48 hours of completion of the reassessment. A copy of that assessment will be made and returned to the student. The original copy will be retained in the student's record.

Remediation and Reassessment

Following each summative assessment, a day is set aside in order to remediate and reassess those students who have not successfully achieved the desired set of outcomes. Students who do not pass ("No Pass") will be required to attend a mandatory review session on the scheduled remediation day. Students who are late (i.e., students who arrive 10 minutes after the scheduled start time) or fail to attend the review session will not be permitted to take the reassessment and will be required to attend summer remediation. The review session will be followed by a written reassessment on the same day. A review of the reassessment will take place after the reassessment is complete. Use of laptops and/or any multimedia recording device will not be permitted during the review. If a student does not successfully achieve the desired set of outcomes following reassessment, the student will be required to attend summer remediation. The student will be assessed again on those outcomes. Duration, scheduling, and other requirements for summer remediation will be determined by the block faculty in conjunction with the appropriate Director and the Associate Dean for Academic Affairs. Summer remediation is considered to be a part of the regular educational process and, as such, the College will not charge additional fees or tuition for summer remediation.

Following reassessment, if a student receives a "No Pass" on 3 reassessments during an academic year, the student will be placed on academic probation (See Probation). A student will be removed from academic probation once he/she receives a "Pass" (P) on all of the assessments required during summer remediation.

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC AND/OR PROFESSIONAL STANDARDS

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC AND/OR PROFESSIONAL STANDARDS

a. Academic Probation

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

Upon receipt of “No Pass” on three (3) or more reassessments during an academic year, the Associate Dean for Academic Affairs will place a student on academic probation. Similarly, after periodic review of the student’s clinical performance and clinical progress, the Clinical Team Leader and Director of Primary Dental Care will recommend to the Associate Dean for Clinical Affairs and Patient Care that the student be placed on academic probation. Students will receive a letter acknowledging their placement on academic probation and specifying the terms of probation. Included in this document will be: (1) a statement informing the student that unsatisfactory progress on any six (6) reassessments within an academic year will require the student to withdraw from the program “not in good academic standing”; and (2) a statement reiterating the College’s Withdrawal Policy. This document will be delivered either by certified mail or hand-delivered to the student acknowledged by signature. A copy of the letter will also be submitted to the Dean.

The terms and conditions of academic probation may include:

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

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

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

b. Unsatisfactory Progress Following Remediation and Reassessment

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

Students who receive a “No Pass” on three (3) assessments during summer remediation will be required to withdraw from the program. Students who receive a “No Pass” on one (1) or

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

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

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

c. Probation for Professional or Personal Misconduct

Students who exhibit inappropriate professional or personal behavior may be placed on Probation for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but is not be limited to, the following: excessive absences for didactic and/or clinical activities, disruptive behavior in class or clinic; inappropriate or disrespectful behavior toward or interaction with fellow students, faculty, staff, or patients; and unprofessional dress, language, or conduct as defined by the College.

Matters involving a student’s inappropriate professional or personal behavior on campus may be brought before the Student Professionalism Board. (This group is described in the section of this document entitled “Policies and Procedures Pertaining to Student Professionalism.) This group will consider the matter and make a recommendation to the Dean, which will include continuation in the curriculum (non-probationary status) or Probation for Professional or Personal Misconduct. The board will recommend the terms of probation, including further disciplinary action (including Suspension), that may be initiated should the terms of probation not be met within the specified time. The Dean will consider the board’s recommendations and complete a written document containing the conditions of probation, which will be delivered either by certified mail or hand-delivered to the student, with receipt acknowledged by signature.

During the probationary period, the Associate Dean for Academic Affairs will continue to monitor the student’s progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the board will recommend to the Dean that the student be reinstated to non-probationary status. The Dean will consider these recommendations and communicate the decision in writing to the student. The written document containing the reinstatement will be delivered either by certified mail or hand-delivered to the student, with receipt acknowledged by signature.

d. Suspension

Suspension of a student is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for consistent or persistent professional or personal misconduct, or for misconduct during patient care activities. The Student Professionalism board, as described above in paragraph c, will review cases of personal and /or professional misconduct. The Student Progress Committee will review cases involving academic issues. After appropriate review, the student professionalism board or the Student Progress Committee may recommend to the board Dean that a student be suspended from the program. Under no

circumstances shall a recommendation for suspension be made unless the student has first been placed on probation and the terms of probation have not been met.

The Dean will notify the student of his/her suspension, including the terms and conditions of the suspension, within 5 business days of receiving the recommendation from the board. The decision shall be delivered to the student by hand or by certified mail and receipt acknowledged by signature. This letter will include the length of time for which the suspension will be in force. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classrooms or clinics), or any College or University events that are not open to the general public.

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

WITHDRAWAL

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

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

a. Voluntary Withdrawal

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

The procedure for Voluntary Withdrawal is as follows:

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

b. Mandatory Withdrawal

As stated earlier in the Academic Policies and Procedures, students who score at the level of “No Pass” on six (6) reassessments in an academic year or three (3) assessments during summer remediation are required to withdraw from the program “not in good academic standing”. A student may appeal questions on any assessment (see Student Appeal Process) and may remain enrolled and attend class until all such appeals are resolved. In such a case, the date of withdrawal will be the date when review of all appeals is completed. A student may choose to withdraw without appeal and the date of withdrawal will be the date of the last reassessment not passed. A student, who leaves the College without completing the established withdrawal procedure, within 30 days from the receiving “No Pass”, will automatically be terminated from the University. Students who are terminated in this manner will not be considered for re-admission at a later date.

The procedure for Mandatory Withdrawal is as follows:

1. The Associate Dean for Academic Affairs will inform the Dean, the student, the Associate Dean for Admissions and Student Services, and the Student Progress Committee (BOARD) in writing that, due to unsatisfactory academic progress, the student is required to withdraw from the College.
2. The Associate Dean for Admissions and Student Services, the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs and Patient Treatment prepare the necessary forms for withdrawal.
3. Once the Dean has approved the terms on the withdrawal form the Associate Deans conduct the withdrawal interview is conducted, and the terms of withdrawal are agreed upon and placed in writing. The student must also meet with the Director/Assistant Director of Financial Aid, regardless of whether the student received Financial Aid.
4. 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.
5. Once all forms are signed and dated, the withdrawal process is complete.

c. Conditions for re-admission for students withdrawing “in good academic standing”

Students who withdraw “in good academic standing” (i.e., not on academic probation) are not assured of re-admission unless it is a part of the final written decision and/or agreement made between the Associate Dean for Academic Affairs, the Associate Dean for Admissions and Student Services, the Associate Dean for Clinical Affairs and Patient Care (as appropriate), and the student. It is acknowledged through signature by the Dean. Unless circumstances determined by the Dean are warranted, students who are granted re-admission following withdrawal in good academic standing re-enter at the beginning of the next academic year and register for the entire academic year, including all blocks previously completed and passed.

d. Conditions for readmission for students withdrawing “not in good academic standing”

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

LEAVE OF ABSENCE

LEAVE OF ABSENCE

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

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

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

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

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

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

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

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

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

4. If the request is granted, the student shall complete, sign, and date the leave of absence documents. The student shall then return the completed documents to the Associate Dean for Admissions and Student Services, who shall forward the completed forms to the Dean for signature. The student must finally meet with the Bursar and Accounting Unit as well as with the Director of Financial Aid to complete the necessary financial aid exit documents to verify in writing that the student has fulfilled any and all outstanding financial obligations to the University.
5. Once all required documents are signed and dated, the leave of absence process is complete. For purposes of calculating tuition reimbursement, the official date of the leave of absence will be the original date of receipt of the student's request, provided that the leave is granted.

STUDENT APPEAL PROCESS

STUDENT APPEAL PROCESS

a. Appeal of Assessments

If, after a student has participated in a class assessment and review, the student feels that his/her assessment has been evaluated unfairly or in error, he/she should submit a written account of his/her reasons for believing this to the office of the Associate Dean for Academic Affairs. The written appeal must be submitted no later than 5 p.m. on the fifth business day from the day of the assessment or reassessment.

The Associate Dean for Academic Affairs shall determine if the situation merits convening the Student Assessment Appeals Committee. The Committee is convened on an as-needed basis, and is composed of two faculty members appointed by the Dean from a list of at least four recommended by the Associate Dean for Academic Affairs, and two students appointed by the Dean from a list of at least four recommended by the Class President of the highest ranking class. In their recommendations, the Associate Dean for Academic Affairs and the Class President should endeavor to suggest individuals who are not personally involved in the assessment/block.

After considering the points-of-view of both the student and the faculty member(s), the Committee shall make a recommendation to the Dean, who shall render his/her decision. The Dean shall communicate this decision in writing to the student, the faculty member(s) involved, and the Associate Dean for Academic Affairs. The decision of the Dean is final.

b. Appeal of Withdrawal Decisions

Unsatisfactory performance on any six (6) reassessments during an academic year automatically results in a student being required to withdraw “not in good academic standing” (See Academic Probation/Withdrawal “Not in Good Academic Standing”). The requirement to withdraw and any stipulations or conditions regarding the student’s return to the program may not be appealed. Students may, however, appeal the outcome of an assessment as noted above.

c. Appeal of Probation Decisions

If a student feels he/she has been treated unfairly in a matter involving probation, he/she may appeal that decision to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification of probation. The Dean shall consider the appeal and render his/her decision. The Dean shall communicate this decision in writing to the student and the College administrative officers.

If the student is still dissatisfied, he/she may appeal the Dean’s decision on the basis of due process errors in writing to the Chancellor, South Jordan campus with notification to the Dean. The written appeal must be submitted to the Chancellor, South Jordan campus within five (5) business days of notification of the Dean’s decision. The Dean must forward all information about probation to the Chancellor within 5 business days of student notification of intent to appeal to Chancellor. The Chancellor, South Jordan campus shall consider the appeal and render his/her decision. The Chancellor shall communicate this decision in writing to the student and the Dean. The decision of the Chancellor shall be final and effective immediately.

If the issue does not involve patient care, the student shall have the right to continue to attend classes, continue clinical activities, and participate in all sanctioned College activities until such

time as any/all probation appeals are exhausted. Otherwise, all appeals involving patient care will require the student to obtain the written permission of the Associate Dean for Clinical Affairs and Patient Care through a recommendation by the Dean in order to continue patient care activities during the time that the appeal is being considered. The Associate Dean will consider and be assured that patient safety will not be compromised.

d. Appeals of Suspension Decisions

A student may be suspended as decided by the Dean (see Suspension p.24). If a student feels he/she has been treated unfairly in a matter involving suspension, he/ she may appeal that decision to the Chancellor of the South Jordan Campus. The written appeal must be submitted to the office of the Chancellor and Program Planning within five (5) business days of notification of suspension with notification directly to Dean. The Dean must submit information regarding the suspension to the Chancellor within 5 business days of notification by the student of the intent to appeal to the Chancellor. The Chancellor shall consider the appeal and render his/her decision. The Chancellor shall communicate this decision in writing to the student and Dean. The decision of the Chancellor shall be final and effective immediately.

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

DISMISSAL FROM THE UNIVERSITY

DISMISSAL FROM THE UNIVERSITY

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

a. Appeal of Dismissal Decisions

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

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

If the student is still dissatisfied, he/she may appeal the Chancellor's decision in writing to the University President with notification. The written appeal must be submitted to the office of the President within five (5) business days of notification of the Chancellor's decision. The President shall consider the appeal and render his/her decision. The President shall communicate this decision in writing to the student, the Chancellor, and the Dean.

If the student is still dissatisfied, he/she may appeal the President's decision in writing to the University Board of Trustees with notification to the President. The written appeal must be submitted to the Executive Assistant to the President within five (5) business days of notification of the President's decision. The Board of Trustees shall consider the appeal and render their decision. The Chair of the Board of Trustees shall communicate this decision in writing to the student, the President, the Chancellor, South Jordan Campus, and the Dean. The decision of the Board of Trustees shall be final and effective immediately.

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

IMMUNIZATION REQUIREMENTS, CRIMINAL BACKGROUND CHECKS, AND DRUG TESTING

IMMUNIZATION REQUIREMENTS, CRIMINAL BACKGROUND CHECKS, AND DRUG TESTING

In order to be eligible to participate in clinical activities and rotations, students **must** provide proof/documentation stating they are current with the following immunizations and health screenings:

1. One (1) dose of TDap or a Tetanus Diphtheria (not Tetanus Toxoid) booster within the past ten years.
2. Measles, Mumps and Rubella (MMR): Matriculating students must present evidence of the following:
 1. Measles
 - a. Documented administration of two doses of live measles virus vaccine or
 - b. Laboratory evidence of immunity (titer) or
 - c. Born before 1957
 2. Mumps
 - a. Documented administration of two (2) doses of live mumps
 - b. Laboratory evidence of immunity (Titer) or
 - c. Born before 1957
 3. Rubella
 - a. Documented administration of two doses of live rubella virus vaccine or
 - b. Laboratory evidence of immunity (Titer) or
 - c. Born before 1957

In summary:

- A. **Students born in or after 1957:** Two (2) doses of Measles, Mumps, Rubella (MMR) vaccine

OR
- B. Two (2) doses of live Measles vaccine, one (1) Mumps, one (1) Rubella vaccine
3. **Hepatitis B:** All CODM students must complete the three part Hepatitis B immunization series or show proof of immunity to the Hepatitis B virus prior to admission to the College of Dental Medicine. With the written approval of the Associate Dean of Clinical Affairs and Patient Care, a student who has started the series prior to matriculation may be allowed to complete the series within the first six months of the DMD program.
4. **Hepatitis A:** All CODM students must complete the two part Hepatitis A immunization series or show proof of immunity to the Hepatitis A virus prior to admission to the College of Dental Medicine. With the written approval of the Associate Dean of Clinical Affairs and Patient Care, a student who has started the series prior to matriculation may be allowed to complete the series within the first six months of the DMD program.
5. **Varicella (Chicken Pox):** All matriculating students must satisfy one of the following three requirements:

1. Documented administration of two doses of varicella or
 2. History of varicella disease or herpes zoster (shingles) based on healthcare provider diagnosis or
 3. Laboratory evidence of immunity (Titer)
4. **Tuberculosis Skin Test:** Each student who matriculates into the DMD program must provide results from an initial Two-Step skin test for Tuberculosis within the three months prior to the first day of orientation. All students must be tested on an annual basis as long as they are registered in the College of Dental Medicine. Students who test positive for Tuberculosis must have additional medical evaluation, which may include retesting, chest x-ray, liver function tests, anti-tuberculin drug regiment and other tests deemed necessary and appropriate.

Students who voluntarily and knowingly choose not to be immunized with the above vaccines may submit an affidavit or certificate by **July 31, 2013**, signed by a physician duly registered and licensed to practice in the United States, stating that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student, unborn child, or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed each year for the exclusion to remain in effect.

If a student voluntarily and knowingly chooses not to be immunized with any of the required vaccines regardless of waiver status provided by ROSEMAN, CODM, or affiliated training sites, may refuse to allow the student to participate in any clinical activities at their facility/facilities.

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

In addition, each student must annually complete a criminal background check. If a student's criminal background check shows a conviction for a misdemeanor or felony, or reveals any other adverse information, it may preclude him/her from participating in experiential rotations. The affiliated training sites may refuse to allow the student to complete his/her experiential training at their facility/facilities.

Students must also complete an annual drug screen. The outcome of the drug screening must be satisfactory. If a student does not achieve a satisfactory outcome for the drug screening test, it may preclude him/her from participating in clinical rotations.

Immunizations and health screening, background checks, and drug screening are completed at the student's expense. All students are required to document that they have health and disability insurance. Questions about this requirement should be directed to the Registrar/Student Services Office.

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 will affect the student's ability to graduate. A student will not be awarded a degree if all aspects of the curriculum are not completed, including clinical rotations at training sites completed.

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

FINANCIAL RESPONSIBILITIES AND CONTINUED ENROLLMENT

FINANCIAL RESPONSIBILITIES AND CONTINUED ENROLLMENT

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

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

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

POLICIES AND PROCEDURES PERTAINING TO STUDENT PROFESSIONALISM

HONOR CODE

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

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

Expected behavior includes but is not limited to:

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

Students must comply with the Standards of Professional Conduct. A student's behavior may result in a referral to the Student Professionalism Board if there are allegations of professional misconduct occurring in, but not limited to, any of the following settings:

- educational activities (e.g., in the classroom, clinics, rotations, experiential assignments) provided or arranged by the University or College
- programming, events, ceremonies or professional networking functions during College of Dental Medicine or other professional meetings
- service activities promoted by the University, College or any student organizations affiliated with the College or University

Additionally, the Administration and Student Professionalism Board recognize the responsibilities of dental student organizations to police the professional conduct of their own members. The College acknowledges that dental student organizations have the right to require their members to comply with additional codes

of conduct beyond those enforced by the faculty and administration. Professional student organizations can act independently of the College to review and enforce their own professional codes of conduct. Therefore, members of a dental student organization acting unprofessionally in any setting are subject to appropriate sanctions, within reasonable limits, that have been imposed by their respective student organization.

a. Violation of the Standards of Professional Conduct

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

The appropriate Assistant/Associate Dean shall first make a preliminary inquiry into the allegation(s) in order to determine if a sufficient basis exists to conduct a formal investigation. If further investigation is deemed warranted, the administrator will meet with the student to inform him/her of the allegation(s) and allow him/her to respond. If sufficient facts exist to resolve the problem alleged by the accuser(s) the administrator can then determine appropriate punitive action (if any) based upon the findings of fact. Alternatively, if the facts are in dispute, or at the discretion of the administrator, the matter will be referred to the Student Professionalism Board (see below). If the student is dissatisfied with the administrator's finding of fact, the student can request that the administrator forward the matter to the Student Professionalism Board.

When referring a matter to the Student Professionalism Board, the administrator shall issue a hearing request, a copy of the written charges (based upon all known information), and all pertinent documentation and evidence to the Chair. Upon receipt of the hearing request, the Chair will establish a non-negotiable hearing date and time (the time will be selected so as to not interfere with the student's didactic class or assessment schedule), and shall furnish such along with a copy of both the written charges and pertinent documentation and evidence to the student. These materials, subject therein to limitations as provided by the Family Educational Rights and Privacy Act (FERPA) and/or Health Insurance Portability and Accountability Act (HIPAA) will be conveyed via both email and U.S. certified mail to the student at his/her respective addresses on file with the University.

The student may continue to attend classes during the hearing and appeal process unless the administration believes that he/she presents a danger to or will disrupt the academic program. The CODM reserves the right to suspend a student from clinic during the hearing and appeals processes if patient safety or welfare is a concern.

b. Student Professionalism Board

The Student Professionalism Board meets to consider violations of the Standards of Professional Conduct when requested by an administrative officer of the College. The purpose of the Student Professionalism Board is to provide investigative assistance to the College in cases involving potential academic and/or professional misconduct and issue findings of fact. The Board may issue

non-binding recommendation(s) regarding sanctions to the Assistant/Associate Deans. All such records will be permanently maintained in the student's electronic record in the Office of Registrar/Student Services.

The Student Professionalism Board shall consist of three faculty members with a minimum rank of assistant professor and one student from each available class. (Until the DMD program reaches full enrollment, students will be chosen from available classes.) Faculty members shall be elected by an annual vote of the full faculty, while each class shall elect one student representative and at least one student alternate representative to a term which shall expire upon the subsequent year's election. The student receiving the highest number of votes in the election shall serve on the Student Professionalism Board, while the student receiving the second highest number of votes shall serve as an alternate representative. The Dean shall annually appoint the Chair from the elected faculty members serving on the Student Professionalism Board. Unless he/she has requested a hearing, the Associate Dean for Admissions and Student Affairs will serve as an *ex officio* member of the Student Professionalism Board representing the College Administration. If the Associate Dean for Admissions and Student Affairs has requested the hearing, the Dean will appoint either the Associate Dean for Academic Affairs or Associate Dean for Clinical Affairs and Patient Services and Patient Services to serve as the *ex officio* member representing the College Administration on the Board. The Student Professionalism Board can convene only when the *ex officio* college administrator, three faculty members, and three student members of the Board are present for the meeting. All Student Professionalism Board members are also considered present if they are linked to the meeting either telephonically or via videoconference.

If any member of the Student Professionalism Board is unable to attend a hearing, or feels that a conflict of interest in a particular case exists, said member shall notify the Chair. In the case of a student who has been recused or is unable to attend the hearing, the appropriate alternate student representative shall serve in his/her absence while faculty replacements will be appointed by the Dean following a written petition from the Chair. If any member of the Board feels a conflict of interest exists where a Board member has not recused him/herself, the Board may, by a majority vote, require the recusal of the individual in question.

c. Procedure for Hearings Regarding Violations of the Standards of Professional Conduct

1. The Chair of the Student Professionalism Board will provide appropriate notification to the student by the aforementioned process.
2. Except as provided below, the hearing will be closed to all individuals not directly involved.
3. With the faculty member's expressed consent, the student may petition the Student Professionalism Board to allow a non-administrative faculty member to serve in an advisory capacity during the hearing. This petition must be sent to the Chair via e-mail at least three (3) business days prior to the hearing, and must identify the faculty member the student wishes to have present. A faculty member involved in the incident and/or who has been called as a witness is prohibited from serving in this role during the hearing. The role of a faculty member who agrees to assist a student called before the Board is limited to advising the student during the hearing, and is therefore accordingly not allowed to make statements or question witnesses on behalf of the student.
4. The student may testify and present evidence and witnesses on his/her behalf. All documentation (including written affidavits) and names of witnesses the student intends to present (either in person or linked to the hearing via telephone or

videoconference) need to be provided to the Chair via email at least three (3) business days prior to the hearing. Failure to do so will prevent said evidence and witness testimony from being considered by the Board. The student and all witnesses are subject to questioning by members of the Student Professionalism Board.

5. All documentation (including written affidavits) and names of witnesses the Student Professionalism Board intends to present (either in person or linked to the hearing via telephone or videoconference), need to be provided to the student via email at least three (3) business days prior to the hearing. Any witnesses called by the Student Professionalism Board are subject to questioning by the student. Witnesses called by the student are subject to the same requirements.
6. Upon conclusion of the hearing and consideration of the evidence presented, the Student Professionalism Board shall, by a majority vote, determine whether it is more likely than not that the charges are true based upon the evidence presented.
7. The Student Professionalism Board shall forward its majority decision with respect to findings of fact to the Assistant/Associate Deans within 5 business days of the hearing. If the Student Professionalism Board determines that the charges are true, it may make a recommendation to the Assistant/Associate Deans with respect to the sanctions (if any) to be imposed. In making its recommendation, the Board may consider any prior disciplinary action against the student or any other information it deems pertinent to such recommendation. As any recommendations from the Student Professionalism Board must represent a majority opinion, in the event of a 3-3 tie, a written summary of findings of fact only will be forwarded to the aforementioned individuals.
8. The Assistant/Associate Deans will meet to consider the Student Professionalism Board's report. It is solely the responsibility of the Assistant/Associate Deans to determine appropriate sanctions should the Professionalism Board determine that it is more likely than not that the charges made are true. In their final determination, the Assistant/Associate Deans may accept some, all, or none of the Professionalism Board's recommendations as to appropriate sanctions. The Assistant/Associate Deans will make a final determination as to the disposition of the matter and will forward this decision in writing along with the Student Professionalism Board's findings of fact, to the Dean, the Chair, and the student within 5 business days following receipt of the Student Professionalism Board's report.

As the above proceedings are considered a confidential matter, no member of the Student Professionalism Board shall discuss any of the charges, documentation, or proceedings with any individuals not directly involved in the matter.

Sanctions may include, but are not limited to: Failure of one or more blocks of instruction, repeat of an academic year, mandatory assessment or counseling, probation through separation from the University. A permanent record of the violation will be recorded in the student's academic file. Academic or disciplinary misconduct will be noted on the student's transcripts.

In case of violations of the Computer and Network "Acceptable Usage Policy," sanctions may range from being barred from the campus electronic network to suspension from the University.

The student may appeal the decision of the Assistant/Associate Deans according to the Student Appeal Process.

STUDENT GOVERNMENT

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a. **Class Officers**

Each class shall conduct elections for class officers during the first month of class. The Associate Dean for Admissions and Student Services will collaborate with students to accomplish this task. Each class will elect a President, Vice President, Secretary, and Treasurer. Class officers will serve as primary liaison with the CODM administration. Individual classes (D-1, D-2, D-3 and D-4) may also select individuals to serve as course or block liaison to enhance communication with individual course directors.

b. **Student Council**

The Student Council 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 Student Council meets with the Dean, Associate Dean for Academic Affairs, Associate Dean for Admissions and Student Affairs and Associate Dean for Clinical Affairs and Patient Services on a regular basis to discuss student, professional, college and community issues.

c. **Student Organizations**

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

ACCREDITATION STATUS

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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 “initial accreditation”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60691. The Commission’s web address is: <http://www.ada.org/100.aspx>

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

Questions regarding eligibility for licensure as a dentist in Utah should be directed to:

Utah Division of Occupational and Professional Licensure
160 East 300 South
Salt Lake City, Utah 84111

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