



University of Kentucky
College of Dentistry
Student Handbook
2011-2012

Please Note: The Student Handbook is available on-line on the College of Dentistry website: <http://www.mc.uky.edu/Dentistry/students/dmd/enrolled/enrolled.html> and select Student Handbook (pdf)

University of Kentucky College of Dentistry
Chandler Medical Center • Lexington, KY 40536-0297



College of Dentistry Mission Statement

The mission of the College of Dentistry is to improve oral health and general health through teaching, research, and service. The mission is supported by collaborative engagement and by networking with community and academic partners to promote oral health literacy and reduce health disparities within Kentucky and beyond.

The College educates health professionals to become active citizen leaders who are conscious of their personal and professional responsibilities in a global society. The College values diversity within its community, which includes diversity of thought and experience, in order to promote a humanistic approach to education, patient care, and community service.

2011-2012

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College of Dentistry Student Handbook

Introduction

Welcome to the University of Kentucky College of Dentistry! This Handbook is designed to answer questions you may have about student life, academic policies and the daily operations of the College and University. The policies and procedures outlined in this Handbook are designed to enhance your progress and help create balance in your student life.

The Offices of Academic Affairs and Admissions and Student Affairs are dedicated to supporting the success of all student dentists throughout the dental curriculum. If you have any questions that are not answered by this Handbook, please feel free to come by our office and speak with us or visit the website:

<http://www.mc.uky.edu/dentistry/students/dmd/enrolled/enrolled.html>

Student Support and Advocacy

The Associate Dean for Academic Affairs oversees the curriculum, accreditation, and academic performance of the students. This office provides guidance and support to students on all academic and student life related issues. The Academic Dean and the staff are available from 8:00 am - 5:00 pm or on an as needed basis. This office is located on the first floor of the dental science building, room M-132.

The Director of Admission and Student Affairs is responsible for advocacy for student rights and maintains an open door policy. This office provides support of student activities and organizations. The Director and the Office of Admissions and Student Affairs personnel are available from 8:00 am – 5:00 pm or on as needed basis if a student requests support or advocacy. This office is located on the first floor of the dental science building, rooms D-155 and D103.

For Additional Questions:

Office of Academic Affairs 323-5656
Office of Admissions and Student Affairs 323-6071

Accreditation Policy

The predoctoral educational program at the University of Kentucky College of Dentistry is fully accredited by the American Dental Association Commission on Dental Accreditation.

It is the policy of this institution and the Commission on Dental Accreditation that all students should know how to contact the Commission to obtain a copy of the Accreditation Guidelines and/or to file a complaint.

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653, or at the following website: <http://www.ada.org/314.aspx>

**The University of Kentucky College of Dentistry
Philosophy of Education
Approved by the Faculty Council, March 3, 2006**

A philosophy of education reflects the core values that determine how and what we teach.

Since its inception, the University of Kentucky College of Dentistry has been innovative in promoting the following values and educational principles:

- A student-centered approach: novice learners are guided through the dentistry curriculum in a transparent, collegial manner.
- A curriculum that is not lock-stepped and thus allows for individual differences in learning;
- An education focused on teaching comprehensive patient care in a total patient care model as opposed to a requirements based model;
- Integrated basic and clinical science instruction with early patient exposure (the diagonal curriculum required inclusion of an Oral Biology curriculum);
- Movement toward an outcomes based curriculum supported by gradients of core competencies which were assessed by measurable criteria rather than strictly norm referenced criteria;
- Emphasis on teaching community service to develop social sensitivity;
- Emphasis on formative assessment and feedback during skill or knowledge development rather than summative grading.
- A curriculum that embraces computer information technology and includes an increase in experiential, active and web-based instruction in addition to traditional lecture format.
- Implementation of a Professional Conduct Code to help students further develop and internalize moral behaviors that are critical for an autonomously practicing professional.

Under the canopy of these values and principles, students at the University of Kentucky College of Dentistry are encouraged and facilitated to develop the ability and desire:

- to master the subject matter, concepts and techniques of dentistry at the highest national standards;
- to acquire the skill required to access new knowledge and to continue learning throughout life;
- to adapt acquired knowledge to new situations;
- to communicate in English clearly, concisely and logically;
- to acquire the skills needed to embrace rapidly-changing technologies in a rapidly changing environment;
- to develop skills to undertake problem identification, analysis and solution;
- to develop a sense of personal accountability for their own learning and achievement

of outcomes;

- to develop critical thinking skills and to be open to new ideas and possibilities;
- to acquire mature judgment and to accept responsibility in supporting and advancing ethical, moral, social, and professional standards of care;
- to work effectively and efficiently, both independently and in a team;
- to acquire cross-cultural and other competencies to take leadership roles at the local, national, and even international communities.

In summary, an outcome based curriculum at the University of Kentucky College of Dentistry is an approach to education that shifts the emphasis from teaching to learning, from what the teacher will do to what the student will do. It emphasizes the student perspective by:

- clear and explicit identification of what a learner is expected to know, understand or be able to do as a result of a learning process (outcomes);
- assessment that transparently and defensibly aligns with the outcomes;
- teaching and learning activities that elicit the specified outcomes;
- assessment tasks that are detailed and evaluated consistently using explicit criteria.

University of Kentucky College of Dentistry	Policy: 02-01
Policy Name: Competencies for the new DMD program graduate	
Created: 10/26/98; reaffirmed Revised: 1/11/11; 06/10/11 Effective Date: 06/10/11 with editorial changes 1/11/11	
Purpose: To define the competencies required of the College's DMD graduates.	

Competencies are defined as a set of knowledge, skills and values that a dental graduate is expected to demonstrate consistently and independently. Successful completion of each competency evaluation is one of the requirements for graduation from the College of Dentistry. These competencies are subject to continuous review and improvement:

1. The new dentist must be able to practice ethically.
2. The new dentist must be able to acquire, analyze, and synthesize information in a scientific, critical and effective manner.
3. The new dentist must be able to communicate effectively, both orally and in writing, with colleagues, other health care providers, staff, patients, and the public.
4. The new dentist must be able to collect, record, and evaluate the biological, psychological, and social information needed to assess the patient's oral and general health. This includes the ability to recognize and manage behavioral factors that affect oral health and utilize the information to implement strategies that facilitate the delivery of oral health care.
5. The new dentist must be able to establish a differential, provisional or definitive diagnosis by interpreting and correlating findings from the history, consultations, and examination.
6. The new dentist must be able to develop, present, and discuss treatment goals and plans that address the needs, desires, and abilities of patients in diverse age groups.
7. The new dentist must be able to promote and improve the oral health of individuals, families, and groups in the community.
8. The new dentist must be able to provide care for patients of diverse ages that emphasizes prevention of oral disease and supports the maintenance of existing systemic and oral health.
9. The new dentist must be able to assess, diagnose, and manage anxiety, apprehension, and dental and orofacial pain.

10. The new dentist must be able to assess, diagnose, and manage diseases of pulpal and periradicular origin.
11. The new dentist must be able to assess, diagnose, and manage periodontal diseases and monitor the effectiveness of therapy.
12. The new dentist must be able to assess, diagnose, and manage conditions requiring oral and maxillofacial surgical therapy.
13. The new dentist must be able to assess, diagnose, and manage dental and medical emergency situations encountered in the practice of general dentistry.
14. The new dentist must be able to assess, diagnose and manage oral facial pain, temporomandibular disorders (TMD), bruxism, and dysfunctional dental occlusion.
15. The new dentist must be able to assess, diagnose, and manage developmental and/or acquired craniofacial/dental abnormalities of the primary, mixed, and permanent dentitions.
16. The new dentist must be able to assess, diagnose, and manage oral mucosal and osseous diseases or disorders and be able to provide general dental care to most medically, physically or emotionally compromised patients in an outpatient setting.
17. The new dentist must be able to assess, diagnose, and manage dental needs of children & physically and mentally disabled patients.
18. The new dentist must be able to assess, diagnose, and treat the oral conditions of patients requiring restoration and replacement of teeth in order to achieve a dentition that is comfortable, functional, and natural in appearance.

Approved: _____	Date: _____
Sharon P. Turner, DDS, JD Dean	

Characteristics of Successful Dental Students

Students who answer “yes” to the following:

1. Approaches dental school as if it's a regular, full-time job
2. Actively participates in academic activities (e.g., coming to class and advising sessions prepared with expected documents and assignments completed).
3. Attends all classes and exam reviews, and sets a daily schedule that includes study time.
4. Finishes assignments and projects before deadlines rather than procrastinates.
5. Takes class notes using Cornell Method (or comparative styles) and reviews notes within 24 hours of a class. (Does not rely on PowerPoint slides from class).
6. Participates in study groups or group discussions
7. Studies during daylight hours rather than late at night
8. Prepares in advance to study for all exams, including mid-terms and finals.
9. Makes an appointment early in the semester to meet with course faculty during office hours, as needed, and consistently communicates with faculty throughout the semester when they don't understand content.
10. Is willing to make mistakes, and learn from those mistakes.
11. Comes to each class with 5 questions having already read the material of the day's subject matter.
12. Asks for assistance from tutors, advisors and instructors.
13. Reviews questions in Dental Decks on topics from class and reads dental journals.
14. Consistently does more than is required (e.g., reads the textbook even when tests are based on notes or reads professional dental journals).
15. Comes to clinic prepared, having reviewed the patient record and procedures to be performed.
16. Knows her/his dominant learning style and how to creatively engage with a faculty member who instructs in a different style.
17. Makes appropriate personal choices (e.g., not using drugs, drinking alcohol underage or on the weekend before an exam or before seeing patients).
18. Is self aware of personal issues, prejudices, and biases that interfere with connections to people.
19. Has financially prepared for the costs of education, and lives like a student while in school (to avoid living like a student after graduation, when student loans come due).
20. Schedules time each day for personal renewal and fulfillment.
21. Practices self care (e.g., on a daily basis: exercises, eats a healthy diet, and sleeps at least 7-8 hours/night).

University of Kentucky Codes of Conduct and Policies

Student Rights and Responsibilities

The *Student Rights and Responsibilities* document is published online by the University of Kentucky and is available on the web at <http://www.uky.edu/StudentAffairs/Code/>. Part I, "Code of Student Conduct", includes rules, procedures, rights and responsibilities governing non-academic relationships. Part II is entitled "Selected Rules of the University Senate" and includes all policies and procedures on student academic affairs, including those excerpts cited in the College of Dentistry *Code of Professional and Academic Responsibility*. Part III gives regulations governing time, place, and manner of meetings, demonstrations, and other assemblies. Part IV contains the "University of Kentucky Alcohol Policy." Part V deals with student records.

Health Care Colleges Student Professional Behavior Code (HCCSPBC)

This Code provides the standards of professional conduct and procedures to be followed when questions arise about the professional, moral or ethical character of a student enrolled in courses or programs, including clinical programs, in the health care colleges. The purpose of the HCC Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program offered by any of the health care colleges (Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health). The full version is available online at http://www.uky.edu/Provost/APFA/Policy_Protocol/ under the heading of "Health Care Colleges Documents".

Code of Professional and Academic Responsibility (Honor Code of UKCD)

This document describes the College's *Code of Professional and Academic Responsibility* policies and procedures. All predoctoral students, postdoctoral students and faculty members must abide by the Code. Abiding by the Code is a condition of each student's enrollment. See Appendix A.

Sexual Harassment Awareness and Other Forms of Discrimination Awareness

Sexual harassment and other forms of Discrimination involving students, faculty, staff or patients destroy the learning environment and relationships and will not be tolerated. Furthermore, sexual harassment is prohibited by federal and state laws. Students are encouraged to review the sexual harassment website for the University of Kentucky for additional information: http://www.uky.edu/EVPFA/EEO/discrimination_faq.html. If you have questions related to possible sexual harassment issues, you are encouraged to consult with the Associate Dean for Academic Affairs (M-132); the Assistant Dean for Admissions and Student Affairs (D-103); or the Sexual Harassment Hotline (257-3100).

Substance Abuse

The University is committed to providing a healthy and safe environment for its students, faculty and staff. The University has defined conduct in relation to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Conduct that violates this definition poses unacceptable risks. Disregard for the health, safety and welfare of University community members shall result in disciplinary action up to and including Suspension, Dismissal, and Expulsion. Please note that public intoxication either on or off campus at a university sponsored event constitutes a violation of the policy and will result in appropriate disciplinary action, following appropriate due process. The policy is described in detail in the pamphlet. The Policy Statement as a Drug-free Institution can be found on the web: <http://www.uky.edu/Registrar/bulletinCurrent/dfi.pdf>

The University alcohol policy can be found at:

<http://www.uky.edu/StudentAffairs/Code/index.html>

Corporate Compliance and Responsibility

UK HealthCare employees are required to deal fairly and honestly with patients and their families, suppliers, third-party payers, as well as with their professional associates. UK HealthCare has, and continues to maintain, a reputation for ethical and lawful behavior. Each employee has an obligation to help UK HealthCare maintain this positive reputation that former and current employees have worked hard to establish. Simply put, the institution's reputation is too valuable and its mission too critical for anyone to jeopardize it. As part of its commitment to excellence in health care, UK HealthCare has implemented a Corporate Compliance Program to further the institution's efforts to prevent and detect illegal, unethical, and abusive conduct.

Potential issues or areas of concern include, but are not limited to:

- Patient care
- Patient referrals and referral sources
- Vendor and supplier relationships
- Operational, business and financial integrity
- Soliciting, receiving, providing or offering illegal compensation
- Conflicts of interest, duty of loyalty, and duty of care
- False statements, claims and representations
- Research and scientific integrity
- Coding and billing practices
- Confidentiality of medical information
- Responding to governmental officials and regulatory agencies
- Abuse of controlled substances
- Drug and device misuse
- Fraud, theft, abuse
- Embezzlement

As a student at the University Of Kentucky College Of Dentistry in the Chandler Medical Center, you must be aware of the Corporate Compliance program and report any conduct that you

believe is illegal, unethical, or abusive. To report an issue or behavior that you believe may compromise our efforts to comply with all local, state, and federal guidelines and regulations, contact the Office of Corporate Compliance at 859-323-8002, through the Comply-Line 877-898-6072, or visit the website and select “How to Make a Report”:

http://www.ukhealthcare.uky.edu/forstaff/compliance/comply_howto.htm

Gifts and Benefits

Gifts and Benefits include, but are not limited to anything of value provided at no charge or at discount such as; loans, cash, gift certificates, services, prizes, art objects, transportation, meals, use of a vehicle or vacation facility, stocks or other securities, participation in stock offerings, home improvements, and tickets to sporting and cultural events. The potential list is endless – these are only intended as examples. Gifts do not include reimbursement for reasonable business expenses paid by faculty practice plans or other University of Kentucky related organizations. In accepting any gift or benefit, the following guidelines must be observed:

1. Clinical Enterprise faculty, staff and students may not accept gifts or other benefits that take into account the volume or value of referrals, purchases, or other business generated.
2. Clinical Enterprise faculty, staff and students may not accept gifts or other benefits in exchange for prescribing certain products or services, or to induce referrals.
3. Clinical Enterprise faculty, staff and students may not accept gifts or other benefits that could be perceived as an attempt by a vendor to interfere with their independent judgment.
4. Discounted goods and services, or those that eliminate or reduce an expense that would have otherwise been incurred, are also considered gifts under this code of conduct.
5. Appropriate gifts must primarily benefit patients or have genuine educational value. (e.g., textbooks and anatomical models.)
6. When otherwise appropriate, gifts to individuals (or to members of their immediate family) from any one source should have a fair market value of less than \$100.00 per gift. Even appropriate gifts should only be accepted occasionally and the annual aggregate should not exceed \$300.00. Single gifts or benefits to individuals valued above \$100.00 or aggregate annual gifts valued at above \$300.00 must be directed to the Vice President for Development, where they can be acknowledged and accepted on behalf of the University in accordance with University policy.
7. Items of nominal value are appropriate if they are primarily related to business. (E.g. pens, notepads, or similar promotional or advertising items with or without company logo).
8. Items intended for the personal benefit of the recipient are not appropriate. (e.g., golf bags, tickets to sporting or entertainment events, sponsorship of departmental parties or social events).
9. Perishable or consumable gifts given occasionally, such as a holiday gift basket or floral arrangement, may be accepted as long as the value is nominal and the items are shared

among the clinical area employees or donated to charity. Cash or cash equivalents are not appropriate. (e.g., checks, gift certificates, and stocks)

10. Gifts intended to be passed on to patients for their use must be limited to \$10 per item (maximum \$50 per year). Federal law prohibits offering or transferring to a Medicare or Medicaid beneficiary anything of value that is likely to influence the patient's selection of a particular provider or supplier.

Please note: Collections of money for gifts of appreciation of faculty, while well intended, are *forbidden* by items 8 and 9 above. Students who would like to honor faculty may wish to establish scholarship funds or endowed professorships in the names of university faculty.

HIPAA at UK

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates health care providers adopt unprecedented standards related to the protection and security of individually identifiable patient information. All dental students are required to successfully complete HIPAA training prior to treating patients or accessing patient information.

Because of the scope of the legislation and its impact on the University, we have adopted a centralized approach to HIPAA compliance efforts to ensure coordination, prevent duplication, and leverage resources. The Patient Privacy Compliance Committee has been created to oversee assessment, planning and implementation of HIPAA-related activities for UK HealthCare such as adopting policies and procedures, and training faculty and staff.

HITECH at UK

The Health Information Technology for Economic and Clinical Health Act enacted as part of the American Recovery and Reinvestment Act of 2009 widened the scope of privacy and security protections available under HIPAA by increasing the potential legal liability for non-compliance and providing for more enforcement. The HITECH Act imposes breach notification requirements for unauthorized uses and disclosures of "unsecured PHI." Under the new law patients must be notified of unsecured breaches. If a breach impacts 500 patients or more then HHS must also be notified as well as the local media. The covered entity must establish a toll-free number for patients to call and post information about the breach on the company's website. These breach notification requirements are also applicable to the covered entities business associates and vendors. For more information, please see UK HealthCare policy A06-100 Privacy Investigations and Breach Notification at <http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=3740>

Questions or issues regarding the University's response to HIPAA or HITECH should be addressed to Lynn Crothers, Privacy Officer, Office of Corporate Compliance, 2333 Alumni Park Plaza, or sent via e-mail to lynn.crothers@uky.edu. You may reach the Compliance Office by phone at 323-8002 and find them on the web:

http://www.ukhealthcare.uky.edu/forstaff/compliance/comply_about.htm or
<http://mcsharepoint/evpha/ops/comp/default.aspx>.

Academic Services

On occasion, student dentists sometimes encounter academic difficulty. It is important to familiarize yourself with the College's Academic Disciplinary Policies (Appendix B), and strive for academic excellence and success. If you are experiencing any problems in class or clinic, please seek guidance from the Office of Academic Affairs immediately. Failure to maintain satisfactory academic performance may lead to probation, and possibly suspension or dismissal from the College.

Academic Advisors

Advisor assignments are made when the student enrolls and students will usually meet with their advisor during Orientation. You are encouraged to get together with your advisor periodically to discuss your progress in the curriculum and your plans following graduation. Advisor changes may be made on request with the consent of the new advisor; contact the College Registrar in D-103 to make a change.

Tutorial Assistance

The Offices of Academic and Student Affairs offer programs to help facilitate student success in the dental curriculum. Student dentists are employed by the offices as tutors for individuals seeking additional help in specific courses to improve their overall performance. If you would like a tutor; contact the Director of Student Affairs in D-103. There is no charge to the student requesting tutorial services due to academic difficulties. Students are encouraged to proactively request this assistance.

University Counseling Center: Consultation and Psychological Services

The UK Counseling Center provides counseling/therapy: for personal concerns [including alcohol and other drug use], in support of academic success [e.g., motivation and difficulty concentrating], and to address issues around life and career decision-making processes. Center services include individual, couples, and general group therapy, and there are several support groups and topic-specific groups on issues such as stress management, social confidence, and eating/body image concerns. The Counseling Center also offers psycho-educational outreach programs, consultation, training, suicide prevention, and community service to help students to succeed academically; develop and make progress toward life goals; and be productive members of the university and society. The Counseling Center is staffed by licensed psychologists and trainees from Clinical or Counseling Psychology doctoral programs. The Counseling Center often refers to the University Health Service [psychiatrists and other medical professionals], to the Academic Enhancement Program [for study skills and strategies], to the Career Center [to continue their career development], to the Disability Resource Center, to academic advisors, and to other campus/community resources as appropriate. To schedule an appointment, call (859) 257-8701 or go to 201 Frazee Hall to request an appointment in person. The UK Counseling Center is located on the second and third floors of Frazee Hall, on Administration Drive next to the Student Center.

Disability Resource Center

The goal of the Disability Resource Center is to provide equal access to students who are eligible. They advocate for reasonable accommodations, removal of barriers, and acceptance of different learning methods. In partnership with students, faculty, and staff, their purpose is to achieve an accessible educational environment where students with disabilities have an equal opportunity to fully participate in all aspects of the university community.

Students with documentation of the following diagnoses should contact the Disability Resource Center:

- Attention Deficit/Hyperactivity Disorder
- Learning Disability
- Communication Disorder
- Neurological Disorder
- Psychological Disorder
- Visual Impairment
- Hearing Impairment
- Permanent Disability
- Temporary Disability
- Chronic Health Conditions

It is recommended that students contact the Disability Resource Center early to request specific assistance so that the required medical or psychological documentation can be reviewed and reasonable accommodations can be provided from the beginning of class work in order to achieve the greatest benefit to the student. For more information about documentation guidelines and specific requirements to providing accommodations to students, stop by or visit the website. The Disability Resource Center is located in the Alumni Gym, in room 2. For more information call 257-2754 or visit the website:

<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/documentation.html>

Cheating, Plagiarism and Other Academic Infractions

Refer to the College of Dentistry Code of Professional and Academic Responsibility (see Appendix A) and the University's Student Rights and Responsibilities publication ([http://www.uky.edu/StudentAffairs/Code/.](http://www.uky.edu/StudentAffairs/Code/)) Students are provide the links to these policies at Orientation each year must sign a document at orientation to indicate they have reviewed these policies and are responsible to follow the procedures outlined therein to preserve their rights.

Attendance

Enrollment in a professional curriculum is often compared to full-time employment, and is very different from undergraduate education. Student dentists often attribute their success in the curriculum to the mindset that dental school is a full-time job. They also understand that work-life balance is essential to their overall success and well-being. Ensure your success by attending all classes and clinics. Attendance is **mandatory**, unless excused by course directors and the Associate Dean for Academic Affairs. Additionally, even if there

appears to be an open time on your schedule, last minute changes can and will occur. It is the student's responsibility to understand that they are available from 8-5pm Monday through Friday unless the College is closed. The College has a detailed *-Absences Policy* (Appendix C: Miscellaneous Academic Policies- Policy One) which describes the procedures for requesting an excused absence.

See the University's *Student Rights and Responsibilities* publication, Part II, Section 5.2.4.2 if you have questions regarding excused absences. The website: <http://www.uky.edu/StudentAffairs/Code/> then select Part II.

Tardiness

Tardiness is disruptive to the students and lecturer. Repeated tardiness will not be tolerated. Course directors have the option of incorporating a "tardiness" policy with appropriate ramifications in their course syllabus. It is the course director's prerogative to determine what constitutes a tardiness and when "being late for class" constitutes an absence. The lecturer or course director has the authority and responsibility to deal with discipline issues.

University Closing

The College's clinical operations remain open during emergency delays or closings. Academic classes and seminars are suspended along with other UK classes when a cancellation or delay of classes is announced. See Appendix D: Inclement Weather Emergency Closing Operation.

UK Alert SystemThe University of Kentucky has an emergency notification system, UK Alert, to communicate official information during an emergency or crisis situation that disrupts normal operation of the campus or threatens the health or safety of members of the campus community. Interested students may self-subscribe through the website. Users may enter as many devices (i.e., e-mail, phone, and fax) as they would like to receive notifications. Visit the website to sign up: <http://www.uky.edu/EM/UKAlert/>

Classroom Decorum

Scholarly behavior is a necessary outcome in all professional coursework. The classroom demands certain behavior that creates the **decorum** in the classroom, with one important ingredient being **civility**. Scholars (faculty and students alike) expect a certain degree of respect from other scholars regardless of the similarity or divergence of viewpoint and irrespective of age or experience. If students demonstrate any disrespectful or disruptive behavior, such as talking in class, sleeping, text-messaging, reading non-class-related material, tardy arrivals, or failing to turn off a cell phone, it is the prerogative of the instructor to ask the student to leave the classroom, laboratory or clinic. The definition of disruptive behavior will be at the course director or faculty's discretion. They may also elect not to give credit for classroom participation for that day. Penalties for disruptive behavior, absences or tardiness may also be found in course syllabi. In addition, if the behavior is severe, the Code of Student Conduct (Appendix A) may be invoked.

Restricted Exam Policy

Each course director will determine if an exam is restricted (copies not to be circulated). Students must consult the course director if they come into possession of an old exam which they know or believe to have been restricted. Possession and use of restricted examinations is a violation of College policy and is considered cheating and will be prosecuted under the College's Code of Professional and Academic Responsibility. See Appendix A: College of Dentistry Code of Professional and Academic Responsibility.

Part-time Employment

Attending dental school is your **primary** responsibility. Consequently, outside employment is strongly discouraged, especially during the first year. Students who need additional income should first consult the College's Financial Aid Coordinator (D-155), for information regarding further financial aid including work-study.

Professional Appearance

The Clinical Dress and Professional Appearance Policy are designed to provide a standard of dress and appearance appropriate for College of Dentistry personnel in clinic and reception areas. Information regarding this policy will be provided to student dentists, faculty and staff during the clinic orientation. The policy will apply whenever care is being provided in the clinics. Student dentists are expected to adhere to the "dress code" whenever they are "in clinic" whether treating patients, in preclinical courses, seeking assistance from faculty or removing items from lockers. Student dentists are expected to wear surgical gowns when treating patients and are **strongly** encouraged to wear scrubs under the gown. Hair must be clean and well-maintained to insure that it is not in the patient's face during care. Accordingly, long hair must be tied back and pinned back. Men are expected to be either clean-shaven or have facial hair that is well maintained to convey a professional appearance. Student dentists will be counseled if personal attire or appearance in classes/clinics is considered "unprofessional" as adherence to this policy is expected. More details regarding this policy may be found in the UKCD Clinical Manual.

UK Tobacco-Free Initiative In November, 2007, Michael Karpf, MD, Executive Vice President for Health Affairs, announced that UK HealthCare had joined the Kentucky Hospital Association's Tobacco-free Healthcare Collaborative. This group of health care providers in Lexington and surrounding communities worked together to implement tobacco-free policies and committed to going completely tobacco-free in conjunction with the Great American Smokeout. UK HealthCare went tobacco-free on November 20, 2008. The entire UK campus became tobacco free on November 19, 2009.

Technical Standards

The College has approved a policy that defines the non-academic criteria for admission into, continued enrollment in, and graduation from the Doctor of Dental Medicine program. See Appendix E: Policy on Technical Standards for Dental Students.

UK/UK HealthCare Fitness for Duty Evaluations

Impaired workers pose unnecessary and unacceptable safety and health risks to themselves and others with whom they work. Impairment also poses a threat to the well-being of UK College of Dentistry patients and visitors. The Fitness for Duty Evaluation Policy (Appendix F) has been developed to promote a safe working environment for all UK College of Dentistry members, to provide patients with quality patient care and related services and to assist UK College of Dentistry members in receiving appropriate assessment, counseling, referral and treatment for alcohol and drug abuse and other problems that may adversely affect satisfactory job performance.

The University of Kentucky College of Dentistry has adopted the UK HealthCare Policy #A09-005 (Fitness for Duty Evaluations) as its Fitness for Duty Evaluations Policy which may be accessed via the link below:

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=928>

UK College of Dentistry Results and Personnel Action addendum to UK HealthCare's Policy #A09-005:

UK College of Dentistry dentists and dental hygienists will be referred to the Kentucky Board of Dentistry's Well Being Committee when fitness for duty issues arise. Students will be referred to the College of Dentistry's Office of Admissions and Student Affairs for "prophylactic monitoring" with positive background check indicating past DUI or other alcohol/drug related offenses or when fitness for duty issues arise. Non-clinicians and staff members will be referred to the University of Kentucky Employee Assistance Program as indicated in the UK HealthCare's Policy #A09-005.

Clinic Standards

Please see the current Clinic Manual located on the College of Dentistry website: <http://www.mc.uky.edu/Dentistry/students/dmd/enrolled/enrolled.html> and select Clinic Manual (pdf).

Textbooks/Bookstores

The textbook list is distributed at Orientation. If requested by your class president, a spring booklist update can be sent out before the winter holiday break. The Kennedy Bookstore will also have the student booklists. The textbook list is generated by the Curriculum Office (M-132).

Frequently Called Telephone Numbers and Helpful Websites:

Office of the Dean	323-1884	
Office of Student Affairs	323-6071	
Office of Academic Affairs	323-5656	
College Registrar	323-6691	
Curriculum and Scheduling	323-5763	
Clinical Affairs	323-5876	
Student Health Center	323-2778	http://www.ukhealthcare.uky.edu/uhs/
Campus Computer Helpdesk	257-1300	http://www.uky.edu/UKIT/
Medical Center Information Systems (MCIS)	323-8586	http://www.uky.edu/UKIT/medicalcenter.htm
Medical Center Security	323-6156	
Medical Center Library	323-5300	http://www.uky.edu/Libraries/lib.php?lib_id=12
Parking	257-5757	http://www.uky.edu/pts/
UKCOD homepage		http://www.mc.uky.edu/Dentistry/
UK homepage		http://www.uky.edu/

Academic Evaluation and Promotion

Evaluation and Grading

Students have the right to receive grades based only upon a fair and just evaluation of their performance in a course as measured by the standards announced by their instructor(s) at the first or second class meeting of each course. This information should also appear in the course syllabus (i.e. nature of the course, the content, the activities to be evaluated, the grading practice to be followed, and the attendance policy). Evaluations by anything other than a good faith judgment based on explicit statements of the above standards are improper.

Approved by the University Senate on November 8, 1999, the grading system (A, B+, B, C, and E plus I, W, and P/F) applies to all students. Questions regarding policies may be directed to the Associate Dean for Academic Affairs, 323-5656.

Course Directors will evaluate the performance of each student on course objectives and assign a grade as follows (Appendix C, Policy Five):

1. Passing Grades:

- A = Exceptionally high level of performance;
four (4) quality points are awarded for each credit hour.

- B+ = A high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.
- B = The minimum expected level of performance; three (3) quality points are awarded for each credit hour.
- C = A marginal level of performance; two (2.0) quality points are awarded for each credit hour.
- P = A passing grade in courses taken on a pass-fail basis. It is not used in G.P.A. calculations.

2. Failing Grades:

- E = An unacceptable level of performance; zero (0) quality points are awarded for each credit hour.
- F = Represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in G.P.A. calculations.

3. Incomplete Grade:

- I = Course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An I grade shall be given only when there is a reasonable possibility that a passing grade will result when work is completed. An I must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an I grade will automatically convert to an E or an F grade as appropriate.

Please Note: A written report must accompany the I grade. The report shall include the reasons for issuing the I and the work that the student must complete to receive a passing grade.

4. Withdrawal:

- W = This grade will be awarded to a student who withdraws from a course or from the College. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the Dean.

Please Note: The college does not permit withdrawal from specific required courses, but rather permits "leaves of absence", allowing withdrawal from all courses during the involved instructional period.

Appeal of Course Grade

In accordance with College Policy (Appendix C, Policy Eleven), a student has the right to receive a grade review if the person believes that a course director has not followed grading policy as published in the course syllabus. Before requesting the review, the student will attempt to resolve the issues with the course director, division chief, or next administrative level. Should this fail to resolve the issue, the student may submit a written request (which should include the basis for the grade review) to the Associate Dean for Academic Affairs. A grade review committee will be appointed. A meeting will be held among all involved

parties and the committee, usually within thirty days of the request's receipt to review the issue. A recommendation will be made to the department chair, division chief, and the course director. This appeal recommendation is non-binding and the committee will not have the prerogative of changing the grade. The student may wish to consult the Academic Ombud (257-3737) for further information regarding his/her rights of appeal. Also read the *Student Rights and Responsibilities PART II*, Section VI, "Student Academic Affairs", specifically 6.5.1.2b. <http://www.uky.edu/StudentAffairs/Code/>

Unsatisfactory Examination Grades

Students, who receive an unsatisfactory grade on any exam, including practical exams, are expected to make an appointment with the course director to discuss a plan of action. Students are expected to be very proactive in dealing with academic difficulties.

Academic Ombud

When students are unable to resolve grievances or complaints at the College level, the Ombud will be able to counsel and advise him/her on the University procedures to follow. All inquiries are treated with discretion. Students are encouraged to begin resolving an academic grievance or complaint by contacting the faculty member, advisor, Division Chief, Chair of the Department, Associate Dean for Academic Affairs, Office of Admissions and Student Affairs, or the Dean. Examples of grievances could include a dispute over a final grade, or inconsistent application of policy standards as stated in the syllabus. The Academic Ombud may be contacted at 109 Bradley Hall • (859) 257-3737 • Confidential FAX 859-257-5346 • Email: ombud@uky.edu ; Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Walk-in visits are welcomed at any time. Call-in and e-mail inquiries are encouraged too. Often speaking with the well-qualified and helpful Ombud Office staff can resolve a problem, and an appointment with the Ombud isn't even necessary.

Academic Performance Committee (APC)

The University of Kentucky College of Dentistry Academic Performance Committee is comprised of four subcommittees. Each subcommittee includes an APC Chair, course directors for the specific year of the curriculum and team leaders (years 2-4). In addition, the Associate Dean for Academic Affairs and the Assistant Dean of Admissions and Student Affairs are members of all four groups. This is a proactive committee that meets periodically to keep abreast of student progress. The members attempt to identify, as early as possible, problems or potential problems in student performance in order to provide assistance to help the student succeed in the curriculum.

Academic Promotion

Students will be promoted to the next year in the curriculum when they have successfully completed all required courses and competency evaluations scheduled for that year. A course retake is necessary for any course in which a final unsatisfactory grade was received (a course may be substituted for the retake at the Associate Dean for Academic Affairs' discretion). The student will be expected to repeat the course during the next academic year unless other arrangements have been made, providing he/she is not subject to Academic

Suspension or Dismissal. This may result in the student not advancing to the next level of courses in the curriculum and either repeating the entire academic year or being placed on a special curriculum, depending on the individual's circumstances. The student's graduation may also be delayed. In accordance with the College's educational philosophy of comprehensive care, successful completion of all preclinical courses is required for students to proceed into more advanced clinical course work.

Graduation Policy

A student will be eligible for graduation when all courses and competency assessments have been satisfactorily completed and the applicable requirements have been met. See Appendix C: Miscellaneous Academic Disciplinary Policies.

National Boards and Licensure Examinations

National Board Dental Examinations

The purpose of the National Board Dental Examinations is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. These examinations assess both the candidate's knowledge of basic biomedical and dental sciences and the cognitive skills to apply such information in a problem-solving context.

National Board Dental Examinations are electronic exams, composed of multiple-choice test-item and are administered in two parts.

Part I:

Part I is usually taken in summer after two years of dental school. It consists of a "comprehensive computer-based examination" that is administered in one day. The comprehensive Part 1 is comprised 400 multiple choice items which are evenly distributed across the following topical areas:

Anatomical Sciences, Biochemistry-Physiology, Microbiology-Pathology, Dental Anatomy and Occlusion

Approximately 20% of the items are grouped in testlets with interdisciplinary focus and clinical application." Approval to take the examination is given by the Associate Dean for Academic Affairs once all prerequisite coursework has been satisfactorily completed.

Part II:

Part II is usually taken in fall/winter of the fourth-year of dental school. It consists of one comprehensive examination covering the clinical subjects of Operative Dentistry, Pharmacology, Prosthodontics, Oral and Maxillofacial Surgery-Pain Control, Orthodontics-Pediatric Dentistry, Endodontics-Periodontics, Oral Pathology, Dental Radiology, Behavioral Science, Dental Public Health, and Occupational Safety. The comprehensive Part II exam consists of 500 multiple-choice test items. Approximately 100 of these test items deal with

patient case problems based on a patient history, dental chart, radiographs and clinical photographs. The discipline-based component includes 400 items and the case-based component includes 100 items based on 8-10 case problems. Part II examinations will include test items (approximately 30%) that have references pertinent to the basic sciences.

Approval to take the examination is given by the Associate Dean for Academic Affairs once all prerequisite coursework has been satisfactorily completed.

Licensure

The Kentucky Board of Dentistry issues dental licenses under laws adopted by the state legislature. Specific licensure requirements vary among states/jurisdictions, but all have three types of requirements: 1) an educational requirement, 2) a written examination requirement, and 3) a clinical examination requirement. All jurisdictions recognize graduates of dental schools accredited directly by the Commission on Dental Accreditation (CODA) as having fulfilled the educational requirement. The written requirement may be satisfied by passage of Parts I and II of the National Board Examination in dentistry administered by the Joint Commission on National Dental Examinations. Documentation of credentials needed for licensure **will not** be provided to the Board of Dentistry until a graduating student has checked out of the College (i.e. has fulfilled all obligations to the institution and his/her patients).

Please Note: It is the responsibility of the student dentist to understand the licensing requirements in the state(s) he/she intends to practice dentistry. Contact the respective board of dentistry to learn more about licensing requirements.

Mock Board Exam

During the fourth year, all students must successfully pass a Mock Board competency exam. This is an examination given in similar format to the Regional Board exam needed for state licensure and provides opportunity for students to prepare for their board licensure examinations.

Regional Board Examinations

Clinical examinations are conducted by individual state boards of dentistry or by regional dental testing agencies. Clinical examinations are conducted by individual state boards of dentistry or by regional dental testing agencies. The University of Kentucky College of Dentistry offers examinations under the auspices of the Southern Regional Testing Agency (SRTA) and the Western Regional Examining Board (WREB) licensing exams, usually in the spring of the fourth year. The WREB exam is hosted alternately by UK or University of Louisville every other year, this year, WREB will be held at UofL (2012). Students wishing to take these examinations must be approved to do so, based on completion of an adequate portion of the clinical curriculum. Successful candidates for the exams must complete all other licensure requirements; including passing both parts of National Boards and graduation within a designated time of clinical board examination passage, or the results are invalidated.

Students wishing to take these examinations must be approved to do so, based on completion of an adequate portion of the clinical curriculum. Successful candidates for the exams must complete all other licensure requirements; including passing both parts of National Boards and graduation within a designated time of clinical board examination passage, or the results are invalidated.

Please Note: It is the responsibility of the student dentist to understand the licensing requirements in the state(s) he/she intends to practice dentistry. Contact the respective board of dentistry to learn more about licensing requirements.

Curriculum

Curriculum Evaluation

In compliance with policies of the Commission on Dental Accreditation, the curriculum is regularly evaluated by dental students and the Curriculum Committee. Online evaluation using the *CourseEval* software system is utilized. A written report of the results is then submitted to the Associate Dean for Academic Affairs, the Curriculum Committee, the appropriate department chair, division chief, and the course director. In addition, focus groups consisting of a sampling of members of each class will be conducted on a regular basis. All students **should** complete all course evaluations online within 2 weeks of the end of the course and after receipt of their final grade. The evaluations must be completed before checking out for the summer. Not only are these evaluations mandatory, to retain accreditation they form the basis for changes made to assure continuing quality enhancement of the curriculum. Students who fail to comply with the current course evaluation policy may not be registered for subsequent coursework until the required course evaluations are completed.

Elective Courses

All fourth-year students must complete two elective courses. A list of courses will be distributed near the beginning of the academic year. Although only two elective courses are required, some students may be allowed to take additional elective courses with the approval of the APC and the course director. Electives cannot conflict with the regular curriculum schedule. Students will be instructed when and how to register for these courses.

Offsite Volunteer Electives

Students must be registered in a course to participate in offsite activities in order for the college's professional liability coverage to be in place. Students may not participate in clinical activity not endorsed by the College of Dentistry. Operating without professional liability insurance places a student in the position of potential *substantial* personal financial liability.

Student Class Schedules

Class Schedules are prepared by the Curriculum Coordinator. Fall schedules are distributed at Orientation. Spring schedules will be distributed at spring orientation or placed in student mailboxes during the winter holiday break. Schedules may also be found on the UKCD website and on each individual class's SharePoint calendar. The College academic calendar lists official holidays and events. See Appendix G: College of Dentistry Academic Calendar.

Please Note: *Weekly* schedule changes will be posted on the bulletin boards outside the Curriculum Office (M-128) and on the website. These changes will also occur in the SharePoint calendar and if alerts are set, students will be notified of changes. It is the responsibility of each student to check for changes as students are expected to be available for classes between the hours of 8 a.m.-5 p.m. and any other specifically instructed hours. Going to dental school is your occupation for the four years that you are enrolled in UKCD. Last minute additions to the schedule should be expected, and failure to check the schedule and attend all classes, even late additions, will be considered an unexcused absence (unless the reason for missing class falls into the definition of an excused absence as defined in the University's *Student Rights and Responsibilities* publication, Part II, Section 5.2.4.2).

Exam and Class Date Change Policy

Changes in exam and class times are strongly discouraged because class space and faculty responsibilities are considered when original schedules are developed. Requests for change must be related to true academic hardship caused by the schedule.

When a class of students desires to change the date or time of a class or examination, the class must:

1. Discuss the change with the entire class and course director and identify tentative dates for rescheduling. The President or Vice President then checks with the Curriculum Coordinator, in the Curriculum Office, M-127, for potential room availability on the proposed new examination or class date/time.
2. Obtain, by ANONYMOUS BALLOT, votes to change the exam or class. If 5 or less negative votes are returned, the class can discuss the change options again, and a re-vote may occur. However, it is improper and unprofessional for class members to pressure classmates and faculty who do not agree to proposed changes in scheduled examinations or classes.
3. Once **unanimous** agreement has been reached, obtain signatures from all students on class roster and complete the Exam or Class Date Change Form, including the course director's signature.
4. Submit completed form and roster to the Curriculum Office at least 24 hours prior to the requested change and requests room reservation.

Please Note: Curriculum Office will submit exam change requests to Academic Dean for final approval.

Criteria for Changing Exams/Classes

1. Multiple exams in one week (more than three)
2. Course director requests the change and submits change request in the same course
3. Any subsequent exam/class date changes must have **prior** approval by the Associate Dean for Academic Affairs (see above)
4. Only individual class or exam times and dates will be changed, not multiple class meetings
5. A minimum of 24 hours notice is required for a class or exam already scheduled to be changed.

Other Required Activities

Periodically throughout the academic year, students are **required** to attend and participate in various professional seminars, lectures, meetings, conferences, or other activities that contribute to their professional education. These may be locally or at locations within a reasonable driving distance (they will appear on the student's schedule and the students will be notified by e-mail or in writing if attendance is required). The same absence/tardiness policy applies to these instances as in any scheduled course in the curriculum. Excused absences from these types of activities must be approved by the Associate Dean of Academic Affairs prior to the absence. The Office of Admissions and Student Affairs must be contacted as well. See the University's *Student Rights and Responsibilities* publication, Part II, Section 5.2.4.2. Visit the website: <http://www.uky.edu/StudentAffairs/Code/>

Extramural Experience

• Required Extramural Experience

The required extramural experience occurs during the summer following the third-year under the course CDE 841: Dental Practice and Field Experience. The four (4) week extramural program is designed to help the student dentist develop awareness and better understanding of dental health problems in underserved areas as well as a positive attitude and willingness to contribute to the solution of such problems. Students spend an average of forty (40) hours each week participating in patient treatment under the supervision of a dentist who is an adjunct faculty of UKCD. At the end of the course the student dentist will understand different primary dental health care service modalities available to underserved populations. Potential sites include community health centers, hospital-based dental clinics, Indian Health Services (IHS) facilities, private practices, and others. Placements in Kentucky's AHEC regions at primary care centers or practices are a priority. Most of the extramural sites will be located in rural Kentucky. Under special circumstances student dentists are placed in urban areas or other states. The course director meets with the students during the third year to initiate the placement process.

• Elective Extramural Experience

Students may enroll in CDE 850, "Individualized Externship" with the approval of the course director and the APC. This experience is completed on evenings, weekends and holidays during the summer or the academic year. This course may be taken for a maximum of 10

credit hours depending on the length of time spent in the experience. This selective course does not replace the required extramural experience CDE 841.

Please Note: Only 2 hours of elective/research credit can be counted toward a student's class rank.

Research Opportunities

Student Research

Students may become involved in research through selective/elective courses, the Federal Work-Study Program, student research fellowships, or employment using grant funds generated by faculty. Further details on identifying a research topic, selective/ elective courses, and student research fellowships can be provided by Student Research Group Advisor and the College Center for Oral Health Research website: <http://www.mc.uky.edu/COHR/> .

Registration for Research Selectives/Electives OHP 850/OHS 850

To receive credit for research in either OHP850 or OHS850, students must receive prior approval from the course director and the APC committee. Students must write a brief explanation of the research to be conducted. This should be signed by the student's research mentor and the course director. The signed document must be submitted to the College Registrar, (D-103) two weeks in advance of the academic term and after the course director and the APC approve the student to receive credit. Appropriate credit hours will be given depending on the amount of time spent by the student in the activity (1-3). Exceptions must have approval from the course director. Students are allowed a maximum of 12 credit hours for these courses or selective course work.

Please Note: Only two hours of research/elective credit can be counted toward class rank/GPA.

Assurances

All student dentists must demonstrate that they are qualified to participate in patient care by providing the following assurances:

Student Criminal Background Check Policy University of Kentucky Chandler Medical Center

All conditionally admitted applicants must consent, submit to, and satisfactorily complete a criminal background investigation as a condition of matriculation into UK health professions programs in the *Colleges of Medicine, Dentistry, Pharmacy, and participating programs in Health Sciences and Nursing*. Enrollment will not be final until the completion of the criminal background check with results deemed acceptable to the applicable college/program. All

expenses associated with the CBC are the responsibility of the applicant/student, either directly or through arrangements with an appropriate centralized application service. Students, who do not consent to the required background check, refuse to provide information necessary to conduct the background check, or provide false or misleading information in regard to the background check will be subject to disciplinary action up to, and including, refusal of admission or dismissal from the program. The full version is available online under *Health Care Colleges Documents*:

http://www.uky.edu/Provost/APFA/Policy_Protocol/

Basic Life Support (BLS) Requirement

All students must maintain current ***Healthcare Provider Basic Life Support*** certification from the beginning to the end of the academic year. BLS has been scheduled as part of clinical courses in the first and third years. If a student can provide proof of Healthcare Provider BLS certification (may include instructor or higher status) by the American Heart Association for **the entire academic year and subsequent years**, he/she may be excused from taking the dentistry course. Proof of the Health Provider BLS certification must be verified by the Assistant Dean of Pre-Doctoral Clinical Operations, Office of Clinical Affairs M-128, and 323-5877.

Immunizations

All students involved in clinical activities in academic programs at the University of Kentucky are required to be immunized for Hepatitis B, Varicella (Chicken Pox), Measles, Mumps, and Rubella (MMR) and Tetanus, Diphtheria, and Acellular Pertussis. An annual Tuberculosis (TB) skin test is also required.

Please note: INCOMING STUDENTS – must be in compliance with University of Kentucky Prematriculation Requirements. Additional requirements include Meningitis vaccination for students living in UK residence halls and documented Polio immunity. More information can be found at the University Health Service website, under *For Students; Vaccination and Compliance Information*:

<http://ukhealthcare.uky.edu/UHS/student/vaccinationandcompliance.asp>

Students are encouraged to have all immunizations prior to initial enrollment. However, immunizations are available for students through the University Health Service (UHS) once you are enrolled. Appointments are necessary and may be made by calling 323-2778. Prior to coming to UHS to get immunizations or your compliance form completed, you must access My UK Health Service to pre-enter your immunizations at <https://uhs.mc.uky.edu/> Documentation is required to show that you are up to date on your immunizations. Failure to comply will result in the loss of your privilege to treat patients or to engage in other clinical activities.

Financial Considerations

Tuition Payment, Instruments, PTS Policy

Tuition and fee payments are due each fall on August 22 and each spring on January 22 as designated by the University calendar. Temporary payment deferments can be authorized by the College of Dentistry Financial Aid Coordinator if warranted by a delay in financial aid beyond the student's control.

Tuition and fees can be paid in the University of Kentucky College of Dentistry Business Office (D131), online or in the Student Billing Office on main campus. Late fees of 1.25% of remaining balance will be added to the students account after the 22nd of each month until the balance has been paid in full.

The University of Kentucky College of Dentistry accepts Visa, MasterCard, American Express and Discover, with no handling fees assessed.

In addition to being assessed late fees, students with financial delinquencies (tuition and fees not paid in full by August 22 or January 22) may be prohibited from attending classes, clinics and/or commencement at the discretion of the Associate Dean for Academic Affairs.

Withdrawal/Refund

In accordance with University policy, a student who withdraws from the College of Dentistry may be eligible to receive a partial refund of the current semester tuition depending on the withdrawal date. Refer to the Academic Calendar for specific withdrawal deadlines and the University Registrar's Refund and Fee Liability Policy for specific refund amounts. Since students purchase their dental instrument kits, there is no instrument fee refund. Also, in the event of withdrawal, students are responsible for any balance owed for instruments.

Satisfactory Academic Progress Policy

For the purpose of awarding financial aid, any student shall be considered making satisfactory academic progress unless suspended from the College. Suspension shall result in immediate loss of eligibility. To re-establish eligibility, a student, at his/her expense, must satisfactorily complete a semester of either the standard curriculum or a specialized curriculum approved by the Academic Performance Committee. Notification by this Committee, in writing, to the Financial Aid Coordinator, or satisfactory achievement will restore eligibility for aid. Financial Aid can be received for a total of twelve semesters. (This same policy is found in the *Guide to Financial Aid Handbook*)

A student may appeal a denial of Financial Aid for failure to maintain satisfactory progress by submitting the justification ***in writing*** to the Dean of the College. The decision of the Dean is final.

Procedures for RAP Appeal

To initiate an appeal, the student must (1) complete the Reasonable Academic Progress (RAP) Appeal Form and (2) submit the above form with a letter and appropriate documentation, if required, containing the following:

1. The reason(s) the student feels he or she should be considered to have made satisfactory progress.
2. Mitigating or extraordinary circumstances beyond the student's control, which may have adversely affected academic performance, preventing the student from earning the required grade point average and/or number of credit hours. **Documentation** of such circumstances should be included with the written appeal. Note that inability to attend class due to lack of funds is **not** an extenuating circumstance.
3. Specify what measure(s) are being taken or have been taken to ensure that academic performance will improve if the appeal is approved, as well as any plans the student has developed with his/her academic advisor to address academic performance.
4. A statement from the student's faculty advisor, Dean, or Department Chairman, if the student believes it appropriate.
5. The reason(s) for withdrawal (in cases where the student withdrew during the semester) along with *documentation*, if appropriate (medical advice, illness, personal, or family problems, et cetera).
6. Other information that the student may believe is pertinent or helpful.

Examples of circumstances which might be considered in evaluating appeals include, but are not limited to, (a) medical (physical or mental) problems, (b) employment-related problems, (c) financial problems, (d) academic-related situations (e.g., change in major, academic bankruptcy, attendance at own expense with positive performance, attendance at another school with positive performance), and/or (e) family problems (e.g., divorce or separation, spousal abuse, death and/or illness, unexpected daycare problems).

Debt Management Counseling

Students are encouraged to limit expenditures to maintain loan debt at a manageable level. The amount of loan debt at graduation significantly affects career choices. The ability to obtain finances to open a dental practice or to buy an existing practice can be affected by prior financial obligations.

All borrowers are required by federal regulation to participate in pre-loan entrance and exit interviews. Student dentists are invited to discuss their individual financial situations with the College's Financial Aid Coordinator (D 155). Computer software and Internet calculators estimate repayment as new loans are considered. This information is useful in planning career options and developing debt management strategies; please utilize the following websites.

Education Investment Planner

<http://www.salliemae.com/plan>

<https://www.aamc.org/services/first>

Financial Planning Tools

<http://finlife.co.za>

<http://www.geezeo.com>

<http://www.mint.com/>

<http://www.gosimplifi.com/>

<http://www.smartypig.com/>

Your Federal Student Loans – Learn the Basics and Manage Your Debt

http://www.adea.org/policy_advocacy/financing_dental_education/Pages/default.aspx

http://salliemae.com/before_college/planning-wisely/debtsavvy/debtsavvy.htm

Department of Education’s Approved Loan Servicers

<http://www.ed.gov>

<http://mygreatlakes.com>

<http://www.nelnet.com/>

<http://www.pheaa.org/>

<http://salliemae.com/>

Federal Work/Study Program

Federal Work/Study provides employment for a limited number of students to work part-time during the summer months of June and July. This program is a financial aid source and counts toward meeting cost of attendance, in the following year, which includes tuition, books, fees, supplies, instruments and living expenses (explained in the *Guide to Financial Aid Handbook*). Applications are available from the College’s Financial Aid Coordinator in May for summer employment.

Financial Aid / Loan Repayment

A dental education is an expensive investment. External agencies, such as the federal government, assist students largely through loan programs. Detailed information on the application process, the different types and amounts of financial assistance available, and eligibility requirements can be found in the *Guide to Financial Aid*, issued to all first year student dentists applying for financial assistance.

Student Affairs Services

Admissions

Applicants to the College of Dentistry are reviewed by the Admissions Committee. Two students from the third-year class and two students from the fourth-year class are members and one student from each class is a voting members. They attend weekly Committee meetings between August and February when the applicant interviews are conducted.

Class Rankings

An official class ranking is compiled at the end of the academic year once all grades have been posted. Class rank will be determined from letter grades (and quality points) received in all required courses and the two required electives. Questions regarding class rank can be answered by the Office of Admissions and Student Affairs (D-103).

Graduation Honors

The graduation honors are "With High Distinction" and "With Distinction". Students are chosen according to their class rank when they apply for a May degree. The top 12% of the class receive "*With High Distinction*;" the next 8% receive "*With Distinction*."

Lockers

Students are assigned a locker in the student lounge by the College Registrar prior to the Pre-Enrollment Workshop. You are strongly encouraged to use a **combination lock** rather than a key/pad lock.

Please Note: Locks will be cut, contents removed from those lockers not properly assigned.

Clinics and D-611 Storage Space

Your lockers in the Student Lounge and outside D-611 are the most secure places to store instruments and other valuables.

Letters of Evaluation

You may request letters of evaluation for admission to graduate programs, advanced training, or employment signed by the Dean through the College Registrar, Office of Admissions and Student Affairs, D-103. There is an information form (Dean's Packet Request) to complete; FERPA consent form and a \$25 fee for processing.

Lost and Found

There is no official Medical Center lost and found department. However, the main Hospital information desk does collect lost items. If any instruments are lost or found, you should go to the Central Sterilization window on the ground floor of the College of Dentistry. Occasionally, items are brought to the Office of Admissions and Student Affairs, D-155. Put a notice in the student lounge, on the blackboard in D-611 and contact Medical Center Security at 323-6156.

Messages

- **Urgent:** If someone needs to contact you in an emergency, they should call you on your pager, or contact the Office of Admissions and Student Affairs (323-6071) and a staff member will contact you immediately.
- **Non-urgent:** Messages that are not urgent will be sent to you via your university account e-mail. Also, check the bulletin board outside M-127 daily for schedule changes.
- **Pagers:** Student dentists are issued University pagers. These pagers are used during school hours as well as after hours (7am-7pm, Monday – Friday). Electronic communication is very useful for quick contact with patients and by UKCD administration. There should be no misuse of the pagers and students will be financially responsible for lost pagers. Additional details regarding the “Pager Protocol” may be found in the UKCD Clinic Manual.

Transcripts

Transcripts may be obtained from the College Registrar, Office of Admissions and Student Affairs (D-103). Students will need to complete a release form. Official transcripts are included in the Dean's Packet that is prepared during the postgraduate education application process. The fee for the entire packet is \$25. Unofficial transcripts can be obtained from the Registrar upon request.

Records & Registration

All information concerning your academic record and registration is handled through the Office of Admissions and Student Affairs. You can review your academic file by making arrangements with the College Registrar (D-103). The file may not be removed from the Office of Admissions and Student Affairs.

The University of Kentucky and the College of Dentistry abide by the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), which allows students to review, inspect, and challenge the accuracy of information contained in their records. This act also provides guidance governing the release of information from that record. A copy of the FERPA policy can be obtained from the Office of Admissions and Student Affairs.

Registration for classes is done by the College Registrar. Students, who want to register for additional classes, i.e., research, extramural, individualized externship, etc., should check with the Office of Academic Affairs for the proper procedures.

Check-out Procedure

All student dentists must complete a College of Dentistry "Check-Out Sheet" and all course evaluations before leaving for the summer break. The sheet must be completed with the appropriate signatures before a student can re-enroll the following academic year. Students granted a leave of absence or who are withdrawing from the College must also complete the forms. Check-Out Sheets may be obtained from the Office of Admissions and Student Affairs (D-155).

Please Note: Graduating student dentists should allow at least one week after graduation to complete the check out process.

Student Organizations

Student Organization Registration

The Office of Student Involvement (OSI) at the University of Kentucky is committed to student involvement on the UK campus and in the Lexington community. Located in the UK Student Center, the office is responsible for advising and assisting with student programming, event management and leadership development initiatives as well as overseeing the Student Center Ticket Office and Wildcard Student ID office. In all, more than 350 student organizations are coordinated and advised through this office.

In order to register your organization with UK, a group must complete the online registration application found linked from the OSI webpage: <http://www.uky.edu/GetInvolved/>. Students will use their LinkBlue credentials to log into the system, update members/officers or change any other aspect of the organization's information. Each group must meet the following criteria to become a registered student organization:

- Complete the online application
- Upload all organizational constitutions and/or bylaws
- Must have at least three currently enrolled students in good standing listed as officers
- Must have a full-time faculty/staff member sign as the advisor

Once the online application has been completed, the Center for Student Involvement (CSI) verifies information and approves the organization's registration application. If you experience any problems, please stop by the CSI, email Todd Cox (Todd.Cox@uky.edu) or call (859) 257-7242.

Please Note: New groups will always have to input all the information, but re-registering groups from year to year will primarily be verifying information from the previous year.

American Dental Education Association – Council of Students

The College has two delegates to the American Dental Education Association (ADEA) Council of Students. Their responsibilities include dealing with a wide variety of issues of concern to all students attending the nation's dental schools. Students are encouraged to contact the first or second delegate (see Student Directory) regarding issues of importance (e.g. tax deferments on student loans, regional licensing, etc.) to most student dentists.

American Association of Women Dentists

The American Association of Women Dentists (AAWD) is a national organization that represents, serves, and supports the specific needs and interests of women dentists. Information on membership is provided annually by the local chapter.

American Student Dental Association

The American Student Dental Association (ASDA) was established in 1971 to represent, serve, and support the needs and interests of all student dentists as they prepare to enter the dental profession. ASDA is the affiliate student organization of the American Dental Association (ADA). Structured as a network of local chapters, ASDA is uniquely geared to respond to the concerns of its members at the local, regional, and national levels. ASDA members from each chapter elect two individuals as delegates to serve in ASDA's House of Delegates, to represent their schools at association meetings and to serve as representatives in KDA's House of Delegates.

The University of Kentucky chapter has a history of being active at all levels. The local chapter sponsors an annual student convention with exhibitors, table clinic/research competition, and continuing education courses. The chapter also serves the community through its Saturday Morning Clinics, a program that provides dental care to children from low-income families. Additionally, the chapter sponsors a number of professional and social activities for its members. ASDA members are also encouraged to join the Kentucky Student Dental Society (KSDS), the affiliate organization to the Kentucky Dental Association. Information on KSDS is available from any ASDA officer.

Hispanic Dental Association

Founded in 1990, the Hispanic Dental Association (HDA) is the national organization dedicated to provide leadership and represent professionals who share a common commitment to improve the oral health of the Hispanic community.

Omicron Kappa Upsilon

Omicron Kappa Upsilon is a national dental honor society founded in 1914. Every dental school in the United States has an active chapter. The Delta Epsilon Chapter of OKU is the chapter at the University of Kentucky College of Dentistry. Each year, the chapters elect alumni members from the graduating class. Only students in the top 20% of their class are eligible. From the top 20%, a number equal to no more than 12% of the entire class, who, in addition to scholarship, have demonstrated exemplary traits of character and potential qualities of future professional growth and attainment, may be elected by the active members of the chapter. Our chapter also recognizes the scholastic achievement of students through the Basic Science Award (awarded to a second year student) and the Kramer Award (awarded to a third year student).

Class Officers and Representatives

Each College of Dentistry class has a President, Vice-President, Secretary, Treasurer, Social Chair, ASDA Representative, Alumni Representative, two representatives to the College Code Committee, two representatives to the College Curriculum Committee and the 3rd and 4th year classes will also have two representatives to the College Admission Committee.

Student Advisory Council

The Student Advisory Council (SAC) serves in an advisory capacity to the Dean by providing information and making recommendations to improve the quality of students' educational experience. SAC also serves as a forum through which students may exchange information, develop ideas, express concerns, and identify problems related to College educational or administrative policies.

SAC membership consists of the president and vice-president of each class of each student organization (e.g. ASDA, ADEA, SNDA, AAWD, HDA, and SRG), the UK Student Government senator, the first delegate of the ADEA Council of Students Association and a postdoctoral student dentist. The College's Dean, Assistant Dean of Admissions and Student Affairs and Director of Student Affairs also attend SAC meetings.

Student Government Association Senator

The purpose of the University of Kentucky Student Government Association (SGA) is to increase student influence over academic policy; to provide necessary student services; to protect and expand student substantive and procedural rights; and to better represent the student body in relations with the faculty, administration, Board of Trustees, and the Commonwealth of Kentucky. Annually, students of each College in the University elect an SGA senator who serves as a member of the Student Senate.

Student National Dental Association

The Student National Dental Association (SNDA) is the national organization that addresses the specific needs and interests of minority students. SNDA is the affiliate student organization to the National Dental Association (NDA). Information is provided annually by the Chapter's officers on membership and its many activities. The SNDA Chapter engages in several community service programs throughout the year.

Student Research Group

The Student Research Group (SRG) is affiliated with the American Association of Dental Research (AADR). Its primary purpose is to foster student involvement in research at the College. Student research is promoted by:

- Informing students about College research opportunities and support (i.e. elective courses, work-study, fellowships)
- Acquainting students with on-going research projects
- Providing students with information on how to do research, write abstracts and present the results of research studies through table clinics, posters and oral presentations
- Providing a forum for students to present and discuss research results
- Informing students about post-graduate dental research opportunities

Services

AudioVisual Library (AV)

The AV Library that was previously located on the 6th floor of the College of Nursing Building (CON), has had all of its AV content relocated to the Medical Center Library. The primary mission of the AV Library is to provide study and lecture support for students, faculty and staff of the six Medical Center Colleges. The entire University, along with the residents of Kentucky involved in health care delivery, can access the audiovisual collection in its new location. For all AV library-related questions, contact the Medical Center Library User Services Desk (323-5300) or Bev Hilton (323-8008).

http://www.uky.edu/Libraries/libhours.php?lib_id=15

College of Nursing Main Computer Lab

The computer lab is available to all UK students, faculty and staff. The following hardware is available: 42 Dell computers 8 Macintosh computers, 2 black and white multifunctional printer/copiers and 1 scanner. There is a variety of software available including word processing, spreadsheet, graphics and faculty developed applications. The lab is also fully networked and its computers may be used to communicate with any of the mainframes on campus. In addition, wireless networking is available. A Link-Blue student login account is required to access all computer applications from this lab. All computers are available on a first come/first serve basis. The computer lab closes 15 minutes before the closing of the AV Library. DART machines are available to add monies to PLUS accounts, also computer lab printers and self serve copiers accept PLUS cards campus wide as well as. For more information call the lab at 323-4233.

College of Dentistry Web Site

Enrolled dental students should periodically browse the College website for student related information <http://www.mc.uky.edu/Dentistry/students/index.html> and to gain access to web enhanced courses <http://www.mc.uky.edu/Dentistry/academics/courses.html>. The College website is also updated periodically: <http://www.mc.uky.edu/Dentistry/>

College of Dentistry Clinical Information System (AxiUm)

The University of Kentucky College of Dentistry uses a clinic information system called AxiUm which is designed with state-of-the-art capabilities. The system is easy to learn and use, yet its great flexibility allows us to meet our clinical and financial information needs. The system has also allowed us to pursue a true electronic patient record with online charting, forms, progress notes, and digital radiographs.

Student Listservs

Through the University listserv system, group accounts have been established as an easy means to send emails to a given class. Faculty, staff and students may send to these accounts. Any questions or concerns about the student listservs, please contact Deana Taulbee.

First year Students: Dent15@lsv.uky.edu
Second Year Students: Dent14@lsv.uky.edu
Third Year Students: Dent13@lsv.uky.edu
Fourth Year Students: Dent12@lsv.uky.edu

Email (Electronic Mail)

All students receive a UK email account to send and receive electronic mail. Students must use their UK account while enrolled in the College as this is only the address that the College will use for communication. The student is responsible for all information sent to their UK email address. The email system provided by the University of Kentucky is for communications related to the business of the College or University, only. Reasonable exception can be made for important personal communications among two or a few persons. Personal communications such as these should not be distributed to distribution lists or other large groups via the campus email system. Students are responsible for reviewing the following campus policies related to responsible computing and rules of use for our campus: <http://www.uky.edu/Regs/files/ar/ar064.pdf>. Violations of these policies will result in disciplinary action.

Students must maintain their official University exchange email accounts to be certain to receive emails from the class listservs. The University listserv system does not recognize forwarded accounts from systems such as yahoo, gmail, etc. If you have questions about use of the email or email privilege, please contact the Office of Student Affairs.

Social Media Guidelines

UK HealthCare recognizes the impact of social media websites like Facebook, Twitter and MySpace on our workforce. Our expectation is that faculty, trainees, students and employees know what is expected in our environment of health care and observe our policies on behavioral standards, patient privacy, use of personal electronic devices and hospital resources. Patient privacy is vitally important to us. We train regularly on our obligations related to privacy and security matters (HIPAA). Recent changes to the HIPAA rules require us to notify the federal government when patient privacy has been violated.

Below are some expectations when using social media sites:

- Do not "friend" patients
- Do not accept "friend requests" from patients or their family members
- Never share any patient information via Facebook or other social media
- Never post pictures of patients or pose with patients for pictures
- Never give medical advice via social media

Please view our [Social Media Guidance 2011 FAQ](#) for further information on UK HealthCare's social media guidelines.

Summary:

Incidental and occasional use of Internet and Web resources are permissible, but personal use should not adversely affect the responsibilities/productivity of any employee; nor should it detract from the professional perception of the work environment. Use discretion when posting on social media sites; remember this is public information that can be viewed by the public and our patients. Your supervisor has the responsibility to determine excessive usage or negative impact of assigned responsibilities. The supervisor will determine if access should be revoked and any disciplinary action if warranted.

Reference:

HP08-01 Behavioral Standards

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=897>

HP01-12 Confidentiality

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=779>

A09-040 Use of Portable Personal Electronic Devices

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=3368>

HP01-14 Management of Hospital Personal Computer Resources

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=781>

Medical Center Library

Located on the first floor of the Medical Sciences wing of the Chandler Medical Center across from the elevators; phone: 323-5300. The mission of the Medical Center Library (MCL) is to provide access to information essential for education, research, and patient care and to promote health information literacy. The MCL is a valuable resource for the six medical center colleges, the UK Hospitals, and Kentucky health professionals. It contains a variety of journals, texts, and non-print media and has rapid access to resources it does not own. It provides automated systems for accessing its own collection and for conducting broad information searches over electronic networks.

The MCL web pages at http://www.uky.edu/Libraries/lib.php?lib_id=12 present new services and products, including the following: *InfoKat*, the online library catalog for UK libraries, *MEDLINE*, *CINAHL*, *TOXLINE*, *SPORT*, *Bioethics line* and other *OvidSP* databases via the web, *PubMed* and other free resources from the National Library of Medicine accessed through the web, *Stat!Ref*, *MD Consult*, *Up-to-Date*, *Micromedex*, *Web of Science*, *SciFinder Scholar*, over 26,000 full text electronic journals, evidenced based resources and community of science and discipline-oriented websites.

Exam Master Online, a board preparatory and review package is available at no charge. For dental students seeking to build a strong knowledge foundation in preparation for the National Board Dental Exam Part I, Exam Master® offers Dental Subject Review for NBDE Part I. This combination product offers questions designed to supplement classroom study in the dental sciences as well as many board review-type questions to help in your preparation for the dental boards. All programs are available from offices, labs, or any

library on campus. Proxy server access is also available for literature searching and other off-campus use.

A user services desk is staffed to assist in using MCL's resources. An educational program is offered in more than 13 areas to improve research and searching skills. Scheduled group classes and individual or curriculum-oriented instruction are available. Classes are held in the MCL 16-seat training room or can be taught in other locations as necessary. Electronic forms for requesting document delivery and interlibrary loan, asking a reference question, performing a literature search, scheduling a class, ordering materials to improve our collection, etc., are available on the home page.

For reading email, printing and other computer based activities, student dentists may use the public access computers (including wireless transmission) available throughout the Chandler Medical Center library including those located on the first floor in the back of the library. The Medical Center library and the enclosed computer lab are open Monday-Thursday, 6:00 a.m. – Midnight; Friday, 6:00 a.m. - 8:00 p.m.; Saturday, 8:00 a.m. – 8:00 p.m.; Sunday, Noon – Midnight. Please check with the library for holiday exceptions.

W.T. Young Library

In April 1998 the University of Kentucky opened the doors of the W.T. Young Library. Physical access to the UK Libraries' social sciences, humanities and life sciences collections has become much easier, with widely scattered material brought together in one site. The building contains 361,000 square feet (including a basement and five floors), seats over 4,000 patrons and will house 1.2 million volumes (in 198,828 linear feet or 37 miles of shelving). The library includes 21 group study/seminar rooms and seating for 350 in faculty/dissertation study areas. The building has six elevators and is fully accessible to people with physical disabilities. Visit the website:

http://www.uky.edu/Libraries/lib.php?lib_id=14

The William T. Young Library combines the humanities, social sciences and life sciences collections to assist patrons in research and to support multidisciplinary programs. It provides a state-of-the-art electronic infrastructure to take full advantage of current and emerging technology. It provides open, flexible space so that its services and facilities can adapt to future changes in patrons' needs.

The Library supports the University Libraries' role in meeting the information needs of off-campus users, including agriculture extension agents, 4-H agents, dentists and physicians in rural areas, public libraries, businesses, and public and private educational institutions throughout the state.

All books and journals from 1987 to the present and selected reference and textbook reserves regardless of age are housed in the Medical Center Library. Books and journals prior to 1987 are maintained in the W.T. Young Library. Contact the Library for hours of operation.

Parking and Security

Parking and Security Offices

University Parking Office 721 Press Avenue

Phone: 257-5757

University Safety Division, 305 Euclid Ave

Phone: 257-5770

The federally mandated annual Campus Security Report is published and distributed by the U.K. Campus Police Dept. and is available for review

<http://www.uky.edu/EM/campus-security-and-crime-statistics-reporting.html>

Medical Center Security Office

Chandler Medical Center (UKMC), Room Pavilion A00.806

Phone: 3-2356

Please Note: If you are within the Chandler Medical Center do not call 911. The College of Dentistry has an emergency response:

Patient Responsive, Has Pulse, Is Breathing – Contact **Nearest** Faculty – If No Faculty Contact OMFS 3-3955

Patient Unresponsive, Has Pulse, Is Breathing – Contact OMFS 3-3955

Patient Unresponsive, No Pulse, Not Breathing – Contact **UKMC Code Team 3-5200 and OMFS 3-3955**

Hospital Personnel **will contact** the ER (3-5901) if a patient goes down and the patient is breathing.

On evenings and weekends – call 3-5200. If there is an emergency **on campus** – Dial 911.

• Parking Permits

All students parking on University property must have a valid hangtag parking permit. First and second-year student dentists are eligible for "K" lot (Commonwealth Stadium) permits only. Third and fourth-year student dentists are eligible for "K" or "E" permits. There is a fee for all parking permits; summer permits are prorated. Contact the Office of Admissions and Student Affairs for more information and a parking application.

Liability Coverage (Malpractice Insurance)

All students are covered by the UK HealthCare occurrence coverage through the UK HealthCare self insurance program, while participating in approved patient care activities. This coverage does not always apply to off campus voluntary activities, especially those outside the region, state or country, unless the student is formally enrolled in a selective course offered by UKCD. For questions or additional information contact the Associate Dean for Administration or Associate Dean for Clinical Affairs.

University Health Service

If you are a full-time University of Kentucky student, you have access to University Health Service through your tuition and mandatory fees. University Health Service is open Monday through Friday from 8 a.m. to 6 p.m. during the fall & spring semesters. **Please note:** Appointment registration and check-in begins at 8:45 a.m. on Thursdays. Saturday Hours are 9 a.m. to 11 a.m. (fall and spring semesters only, when school is in session. There are no Saturday hours during the summer). Saturday hours are for urgent medical issues and follow-up visits from previous appointments. All Saturday visits are on a walk-in basis. Appointment phone lines are **not open** on Saturday. University Health Service will be **closed** for the Thanksgiving Holiday (Thursday through Sunday) and will also be **closed** Christmas, New Year's Day, Martin Luther King Day, Memorial Day, July 4th and Labor Day.

Phone Numbers:

- University Health Service Information: (859) 323-5823
- Appointments - Medical or Gynecology: (859) 323-APPT (2778)
- Appointments - Behavioral Health: (859) 323-5511
- Phone Information Nurse: (859) 323-INFO (4636)
- Health Education Information or Presentations: (859) 323-5823, ext 8-3258
- Student Health Advisory Council (SHAC): (859) 323-5823 ext 8-3258.
- Student Pharmacy: (859) 257-6451

Student Health Insurance Information

Students have access to a two-part health care system by utilizing the services provided by the mandatory *health fee* at University Health Service (UHS) and the benefits offered by Academic HealthPlans in the school-sponsored *student insurance* program. Students are **expected** to have their own major medical health insurance to pay for hospitalization, surgical procedures, specialist consultation and other services not covered by the health fee. We strongly advise students to purchase a comprehensive plan.

The University Health Service can assist students in obtaining affordable, comprehensive student health insurance plans for themselves, their spouses and/or children. For more information visit <https://www.academichealthplans.com/uky/2010-2011/> or contact Emily Duncan, Student Health Insurance Coordinator, at 859-218-3208 or Emily.duncan@uky.edu Academic Health Plans Inc, in corporation with Humana Health Care Inc., is your University-endorsed health insurance plan for 2010-2011.

Hospitalization Insurance

Services related to hospitalization, surgical procedures and specialist consultation (typically "insured services") are NOT covered by the health fee. Students are **expected** to have their own health insurance to pay these expenses (Note: International Students are required to have health insurance). Many students are covered by their parents' insurance. Students who are no longer considered dependents on a family policy or who otherwise need their own policy should consider purchasing the University-endorsed health insurance plan.

UK Student Group Insurance Plan

The University of Kentucky student health insurance plan is underwritten by Humana. This annual plan provides year-round coverage. University of Kentucky undergraduate students taking six credit hours or more and enrolled graduate students are eligible for enrollment. Students may also purchase coverage for their spouse and/or children. The premium may be paid by e-check or any major credit card.

Although students are encouraged to enroll at the beginning of the school year, enrollment is available throughout the policy year. For further information and enrollment dates visit Academic HealthPlans/Humana or call University Health Service (859) 323-5823. For detailed information on the UK Student Insurance Plan, you may browse through the Insurance FAQs page on the Academic HealthPlans/Humana website:

<https://www.academichealthplans.com/uky/2010-2011/>

International Students

All International students are required by the University to have health insurance which meets the University of Kentucky minimum criteria. If you are on an F-1, J-1, or J-2 Visa, you are automatically enrolled in the Student Health Insurance Plan when you register for classes. The charge for insurance is applied directly to your student bill. If you have any questions, please call, Health Insurance Coordinator 859-218-3208.

Funded Graduate Students

All enrolled, degree-seeking graduate students with full-time assistantships or institutional fellowships (or a combination of the two) are automatically enrolled in the University's student insurance plan through the Graduate School Funding Office. For more information about funded student insurance, see <http://www.gradschool.uky.edu/> or contact the Graduate School Funding Office at (859) 257-6608.

University I.D. and Medical Center I.D. Badges

Students must have both a Medical Center I.D. badge and a University of Kentucky Wildcat I.D. You are expected to wear your Medical Center I.D. in UKMC facilities, and wearing the badge is required when not gowned. Badges are also required for admittance to the facilities on evenings and weekends.

Campus Information

Campus Recreation

- **Boone Indoor Tennis Center (257-2777)**

Four indoor courts located near the Seaton Center are open to students with I.D. from mid-October to mid-April. You must reserve a court in advance by calling after 11:30 a.m.

- **Intramural / Club Sports** (257-6584)
Go to room 172A, Johnson Center or call 257-6584
Website: <http://www.uky.edu/StudentAffairs/CampusRec/intramurals/index.html>
- **Lancaster Aquatic Center** (257-7940 or 257 7943)
Located at the Seaton Center. You must show your student I.D. to use the 50-meter pool facility. Hours are Monday - Friday: 10:00 a.m. – 2:00 p.m. and 5:15 p.m. -9:00 p.m. Summer hours from June 1, August 1: Monday – Friday 11:00 a.m. – 7:00 p.m., closed weekends. Visit the website:
<http://uky.edu/studentaffairs/campusrec/aquatics>
- **Nutter Field House** (257-7122)
The Field House has an indoor jogging track open to students, faculty and staff during the fall and spring semesters. The facility is open Monday – Friday 11:30 a.m. – 1:00 p.m.
- **Outdoor Track**
There is an outdoor jogging track near the Cooperstown apartment complex. The track is available whenever the gate is unlocked.
- **Johnson Center** (257-9383)
Room 177 for Campus Recreation information. You must show your student I.D. to use the facility which has a 12,000 square feet fitness center with free weights and plate loaded stations, 75 Cardiovascular and selectorized stations, racquetball courts, multi-purpose gymnasium, elevated 200 yard Run-Walk Track, climbing wall, aerobic studios, locker and shower facilities. The fall and spring hours are different than summer hours, so be sure to call. The racquet ball courts should be reserved two days in advance (257-3928). Guest passes are available by calling 257-3298 or go to room 177 Johnson Center. Fall and spring hours:

Monday – Friday 6:00 a.m. - Midnight
Saturday 10:00 a.m. - 9:00 p.m.
Sunday 11:00 a.m. - 10:00 p.m.
- **The Arboretum** (227-6955) The Arboretum, located behind the football stadium, 500 Alumni Drive began in 1991 and is continuing to boast 100 acres of year-round color and plants. The gardens are open from dawn until dusk each day. Admission is free. Open 365 days a year. Walk through them at your leisure or Docent-led free tours through the gardens are available for groups, year round. Call us at 859-257-6955 between 8:30am to 2:30pm on weekdays to schedule a tour. For more information visit the website:
<http://www.ca.uky.edu/arboretum/>

- **Campus Bus Information (257-5757)**

The University provides a free bus from the Commonwealth Stadium (K lot) to the campus and Medical Center. The buses resemble the large city buses but are marked "Medical Center Route" or "Stadium Route". Buses are scheduled every 5-10 minutes. Call Parking and Transportation for additional schedules or details or visit their website:

www.uky.edu/pts

- **Bicycle Information**

As the campus and its activities change and grow, the University desires to enhance the use of bicycles on campus as a means of alternative transportation. Please call (257-5757) or visit the website to learn about routes, parking locations and related campus policies. Website:

www.uky.edu/pts

For information on the free bike checkout open to students visit the website:

<http://www.uky.edu/HR/wellness/wildcatwheels.html>

Cultural Opportunities on Campus

- **Martin Luther King, Jr. Cultural Center (257-4130)**

The Martin Luther King, Jr. Cultural Center provides year round cultural and educational activities including lectures, workshops, seminars, art exhibits, theatre, music and dance. The Center maintains a collection of books, periodicals, audio and videotapes related to many diverse aspects of African-American culture. The Center is located in 133 Student Center and is open Monday through Friday from 10:00 am to 6:00 p.m.

Website: <http://www.uky.edu/MLKCC/index.html>

- **Otis A. Singletary Center for the Arts (257-1706)**

The Singletary Center for the Arts is the performance facility for University, community, and regional events. The Center includes a 1500-seat Concert Hall and a 400-seat Recital Hall both designed for acoustical excellence. Programs include the Lexington Philharmonic Orchestra, the University Artist Series featuring classical concerts by world-renowned musicians, and the Central Kentucky Chamber Music Society. Many programs at the Center are free or offer discounts for students. For more information call 257-1706 or visit the website: <http://www.uky.edu/SCFA/index.php>

For the ticket office call 257-4929 or online:

http://www.singletarytickets.com/store/one/index.html?store_id=8493&page_type=sched

- **Guignol Theatre (257-3297)**

The Department of Theatre, College of Fine Arts, produces several staged works each year that offer a range of dramatic performances for the University and the community. Call for more information.

- **University Art Galleries (257-2808)**

The University has five main art galleries. The Tuska Gallery in the Fine Arts Building presents a series of exhibitions each year, including group shows, student exhibitions in various media, and works by major artists. These exhibitions feature painting, drawing, graphic arts, photography and sculpture, as well as experimental forms and media. The Student Center Gallery is run by a student board and offers a similar fare. The Raymond Barnhart Gallery in the Reynolds Building serves students and faculty in the art studio program. The Pence Hall Gallery, under the direction of the College of Architecture, combines exhibits of architectural interest featuring painting, drawing and sculpture.

- **University Art Museum (257-5716)**

The University Art Museum, one of the major art museums in the state, serves a regional audience of over 400,000 people in fifty Kentucky counties. Located in the Singletary Center for the Arts, it offers a variety of changing exhibitions and education programs. The museum is open noon to 5:00 p.m., Tuesday through Sunday (except University holidays). Admission is free. Visit the website: <http://www.uky.edu/ArtMuseum/>

- **University Concerts (257-4900)**

The School of Music, College of Fine Arts, sponsors a variety of faculty and student recitals and concerts throughout the year. Most faculty recitals, faculty ensemble concerts, and concerts by student organizations are free to students, faculty, staff and the community.

- **College of Medicine Humanities Festival (323-5261)**

The festival was inspired by Sue Fosson, former assistant dean of Student Affairs for the UK College of Medicine. It is held twice a year and sponsored by the College of Medicine Student Affairs Office. Students, staff and faculty from the Colleges of Medicine and Dentistry will showcase their talents in the performing arts in a festival of music, movement and poetry. For more information please contact **Carlene Hodges** at (859) 323-5261.

Medical Center Eating Facilities

- *Hospital Cafeteria* located on the first floor of the Chandler Medical Center.
- *Coffee Shop* located at the front entrance of the hospital.
- *Whitney-Hendrickson Café* is located on the first floor of the Whitney-Hendrickson building and serves breakfast and lunch Monday - Friday.
- *The Wildcat Deli* is located across the street on the third floor of the Kentucky Clinic.
- *Starbucks coffee* is located on the first floor of the Kentucky Clinic
- *The V.A. Café* located in the Veterans Hospital on the ground floor.
- *Terrace Café* is located on the ground floor of the New Hospital-Pavilion A
- *Outtakes* is located on the ground floor of the New Hospital-Pavilion A

Sporting Events

- **Ticket Information**

Block seating is available for ASDA members. For more information, see your ASDA class representative or call the Joe Craft Center ticker office (257-1818)

- **UK vs. U of L Games**

The College of Dentistry competes in an annual flag football game with the University of Louisville School of Dentistry, fielding both a men's and women's team each year. The game is played in conjunction with the UK/U of L men's football game in the fall.

- **Football and Basketball Schedules**

For any fan information call UK Sports Information (257-3838) or view the UK website for schedules and other information: <http://www.ukathletics.com/>

Student Center (257-6627 or 257-5781)

The Student Center is a community center offering cultural, recreational, and organizational outlets for the University population. Students can take in a movie at the Worsham Theatre, browse through the University Bookstore, stop at the food court or Starbucks, or relax with friends in one of several lounges or the game room. For more information call the Director's Office at 257-5781 or visit the Website: <http://www.uky.edu/StudentCenter/>

APPENDICES

- A. College of Dentistry Code of Professional and Academic Responsibility
- B. Academic Disciplinary Policies
- C. Miscellaneous Academic Policies
- D. Inclement Weather Emergency Closing Operation
- E. Policy on Technical Standards for Dental Students
- F. Fitness for Duty Evaluations
- G. College of Dentistry Academic Calendar

APPENDIX A

College of Dentistry Code of Professional and Academic Responsibility

The faculty of the University of Kentucky College of Dentistry believes that health professionals have unique responsibilities to society. The dental profession requires men and women of integrity who live private and professional lives that exemplify high moral conduct. The service relationship of clinicians with patients is based on trust. Health professional students must understand the moral implications of such a relationship and the responsibilities they incur in becoming a health professional. Dentists may be scientifically knowledgeable and clinically capable, but lacking honesty, they betray both their patients and the profession.

I. Introduction and Overview

While individuals must assume responsibility for their own behavior, educational institutions have a responsibility to instruct students in ethics and to encourage moral behavior. The College of Dentistry stands for, and seeks to instill in its graduates, high moral standards. Faculty and students share the responsibility to insure that a College community is maintained that supports these values. The goals of the College Code are to:

- engage predoctoral, postdoctoral students, fellows and faculty in professional self-regulation, so that the College becomes a laboratory to reinforce principles of ethics and professional responsibility.
- establish and clearly communicate standards for professional and academic behavior that are expected from members of the College community.
- help students and faculty consider in the context of everyday College life, moral obligations they have as members of society, and what additional responsibilities they incur as dentists.
- link College expectations for integrity and professional behavior to University policies.

This document describes the policies and procedures for the College of Dentistry Code of Professional and Academic Responsibility. All predoctoral, postdoctoral students, fellows and faculty members are expected to abide by the Code. A College Code Committee determines guilt concerning reported student academic infractions of the Code. Penalties will be recommended and administered upon rendering of a guilty verdict after a hearing with appropriate subcommittee of the honor code committee, where appropriate, by the Dean of the College, following University policies and procedures. Faculty infractions will be resolved by the department chairperson and the Dean using existing University policies and procedures.

II. Student Participation

All students enrolled in courses for the DMD curriculum, graduate programs or postdoctoral residencies and fellowships offered by the College of Dentistry are bound by the Code.

Enrollment in the College of Dentistry's programs is conditioned upon execution of an agreement to follow the Code.

III. Intent and Scope of the Code

The Code is intended to engage predoctoral, postdoctoral students, fellows and faculty in professional self-regulation, so that the College becomes a laboratory for reinforcing principles of ethics and professional responsibility. An important objective is preparation for professional practice. **The Code is based on the concepts that integrity is an essential professional trait; and self-governance is an important professional responsibility. Thus responsibility, in the case of student compliance will be primarily vested with students to help them govern their own conduct.** The Code includes all examinations, patient care and preclinical projects, independent assignments and extramural education activities carried out in the College, the Medical Center or at extramural education sites. Professional responsibilities described in documents approved by the University Senate and/or the Board of Trustees is as follows;

- Implementation Effective July 1, 1992
Approved by University Senate, April 13, 1992

A. Medical Center Health Sciences Student Professional Behavior Code

(Effective June 19, 1984. Revision effective January 29, 1988) This Code covers standards of professional practice drawn from the legislated practice acts of the professions with education programs in the Medical Center. These standards form the basis of expected professional conduct. Examples of unprofessional conduct are: any behavior or action that deceives defrauds or harms the public and/or the profession; abuse of a controlled substance or drug; and chronic or persistent abuse of alcohol. Appendix I includes a listing of expected professional standards from the *Health Sciences Student Professional Behavior Code*.

B. Student Rights and Responsibilities, University of Kentucky

(Revised and published usually annually)

These policies and procedures outline the University expectations regarding academic offenses (plagiarism, cheating, and falsification or misuse of academic records) and non-academic disciplinary offenses. Examples include theft and lying. Appendix J lists expectations from the *Student Rights and Responsibilities* document.

Note: Section VI of the University Senate Rules includes all policies and procedures on student academic affairs, including those excerpts on academic offenses cited in *Student Rights and Responsibilities*.

C. Other Policy Statements

Appendix L describes the University's expectations regarding drugs and alcohol. Faculty responsibilities are described in the Faculty Code (Section VII, *University Senate Rules*) and the *University Policy on Ethical Standards and Misconduct in Research*. Appendices M and N list responsibilities and definitions.

IV. Responsibilities of the College Code Committee

A. General Responsibilities

1. To inform students and faculty about the College Code during a bi-annual hospital auditorium meeting,
2. To secure acknowledgment statements from new statements from new pre-

doctoral students, new postdoctoral students, fellows and new faculty

3. To review annually how the Code is working and recommend improvements.
4. To submit an annual report of committee activities recommendations to the Dean.

B. Student Hearings

1. To conduct hearings to determine guilt or innocence for students accused of infractions as defined in Sections III and VIII of this document.
2. To insure that due process as provided by this code is followed in all student hearings.
3. To report hearing actions, with supporting information, to the Dean.

The College Code Committee will conduct hearings to determine the guilt or innocence of students charged with:

- a. the academic offenses of plagiarism, cheating, or falsification or misuse of academic records;
- b. infractions involving professional behavior that occur in conjunction with the curriculum, including extramural education sites;
- c. infractions for non-academic offenses that occur within the College or associated with the curriculum, including extramural sites.

For non-academic offenses and professional behavior infractions that occur **external** to the curriculum and the College, the College Code Committee shall communicate the reported infraction within three days from the time it is made aware of the infraction to the Dean. These infractions will be addressed using College, Medical Center and University policies and procedures. Nothing contained herein will be construed to mandate waiver of any student rights granted by the Board of Trustees and the University Senate.

V. Penalties for Student Infractions

Penalties for students found guilty of an infraction by the appropriate subcommittee of the honor code committee will be recommended and administered, where appropriate, by the Dean, using policies and procedures in the *Health Sciences Student Professional Behavior Code*, *Student Rights and Responsibilities*, the *University Senate Rules*, and *Drug Free Institution*. Penalties and procedures are described in these documents. Copies of penalties (sanctions) excerpted from the various University policies are available for review in the Office of Student Affairs and the Office of the Education Program Head.* It is the responsibility of the Dean to inform the Registrar of the proceedings and the outcome according to Senate Rules VI - 6.4.9.

VI. Code Rules for Student Infractions

Rules of conduct and responsibility are essential for a profession and for the College to function harmoniously. Failure to deal with infractions or suspected infractions is also an infraction. To establish a successful Code system, individuals must assume personal responsibility and practice self-governance. The student and faculty responsibilities are listed below.

A. Student Infractions: Student Identified

1. If a student **suspects a Code infraction**, he or she **must** choose one of three options:

Option One

The student speaks to the entire class, stating the nature of the **suspected infraction** without identifying individuals, and requests that the activity stop. This option warns anyone who may have placed her/himself in a compromising position.

In the College of Dentistry, academic and professional and other offenses raise serious questions about the student's suitability for professional practice. Accordingly it is customary in the College to use strong sanctions. For example, recent precedent for academic infractions is suspension from the College for an extended period, usually involving one full academic year or an equivalent sanction.

Option Two

The student delivers a direct oral warning to the individual or individuals, pointing out the **suspected Code infraction**.

Option Three

The student reports a **suspected infraction** to a Code Committee member.

2. If a student **has strong reason to conclude either by personal observation or by other convincing evidence that an infraction has occurred**, then he/she must inform a Code Committee member who will then, at the student's request, advise the accuser of his/her options, which include:
 - a. Code member has discussion with the student who allegedly committed the infraction
 - b. Code member has discussion with appropriate faculty member
 - c. Code member informs the hearing officer to initiate a preliminary inquiry

B. Student Infractions: Faculty Identified

1. If a faculty member **suspects a Code infraction**, he or she must choose one of three options:

Option One

The faculty member speaks to the entire class, stating the nature of the **suspected infraction** without identifying individuals, and requests that the activity stop. This option warns anyone who may have placed her/himself in a compromising position.

Option Two

The faculty member directly warns the individual or individuals, pointing out the **suspected infraction**.

Option Three

The faculty member reports a **suspected infraction** to a Code Committee member.

1. If a faculty member **has strong reason to conclude either by personal observation or by other convincing evidence that an infraction has occurred**, then he/she **must** inform a Code Committee member who will then at the faculty member's request, advise the accuser of his/her options, which include:
 - a. Code member has discussion with the student who allegedly committed the infraction
 - b. Code member informs the hearing officer to initiate a preliminary inquiry

VII. College Code Committee

This Committee administers the Code for all students enrolled in courses for the DMD curriculum, in graduate programs and/or all College postdoctoral residencies and fellowships.

A. Composition

The College Code Committee will have 20 members:

Two representatives from each class of predoctoral students (8 representatives),

Eight postdoctoral student representatives,

Four faculty appointed by the Dean and College Council

A quorum of the Committee will be 10 members, including at least two faculty.

Predoctoral Student Representatives

The class president and vice-president will represent the first-year class. Thereafter, each class will annually elect its Committee representatives. Elections will be held in late spring for the following academic year. If a student committee member is charged with a Code infraction, a replacement representative will be randomly assigned from that individual's class by the Office of Student Affairs.

Postdoctoral Student Representatives

Each year, two representatives of each program will be randomly selected by the Office of Student Affairs from the graduate students, residents and fellows enrolled in four of these programs:

Pediatric Dentistry

Periodontics

Orthodontics

Oral and Maxillofacial Surgery

Orofacial Pain

General Practice Residency

A rotation schedule will be established to distribute this responsibility among four of the six programs each year. If a postdoctoral representative is charged with a Code infraction, a replacement will be randomly assigned by the Office of Student Affairs from the postdoctoral student roster.

Faculty Representatives

Four members will be appointed by the Dean after recommendation of the College Council. Terms will be staggered, with two new members each year. Each member serves for two years.

B. Hearing Subcommittees

Predoctoral Student Hearing Subcommittee

Subcommittees will be used to conduct hearings for predoctoral student infractions. The subcommittee will consist of the **eight** student dentist representatives and the **four** faculty representatives.

Postdoctoral Student Hearing Subcommittee

The subcommittee for reported postdoctoral student infractions will consist of the **eight** postdoctoral student representatives and the **four** faculty representatives.

C. Committee Officers

The Committee will elect a predoctoral student Hearing Officer for the predoctoral student subcommittee from the student dentist representatives. A student Hearing Officer will be elected from the postdoctoral student representatives for the Postdoctoral Subcommittee. A secretary will be elected from the faculty representatives to work with both subcommittees. If a majority decision is not reached concerning selection as hearing officer or secretary, a random draw will be used by the members to determine the holders of these positions

D. Quorum for Hearings

The quorum will be **eight**, including at least **two** faculty.

VIII. Subcommittee Procedures

Staff support, record maintenance and procedures for hearings will be provided by the Office of Student Affairs. All information will be confidential.

A. Reported Infractions and Due Process

A. Reported Infractions and Due process (changes approved by the College Code Committee on April 24, 1996)

When a preliminary inquiry is requested by a student or faculty member, the College Code Committee member will immediately inform the Hearing Officer, who will initiate a preliminary inquiry. The inquiry is intended to ascertain if there is sufficient evidence supporting the allegation to warrant calling a subcommittee planning meeting. This decision will be made following the preliminary inquiry meeting by the Hearing Officer, a second predoctoral student, and a faculty member. In addition, the inquiry will include:

1. a meeting with the person(s) named in the allegation, the student(s) and/or faculty presenting the allegation, others chosen by the Hearing Officer who have direct knowledge of the incident, and the three members representing the appropriate peer subcommittee involved in the inquiry (four persons are elected: a Hearing Officer, a faculty member, a second student not in the Hearing Officer's class, and an alternate student who will only serve in the place of the Officer or second student, as needed; the

student members who participate in the preliminary inquiry cannot be members of the same class as the accused)

2. careful consideration of the evidence;
3. a review of University policies, standards and rules that apply; and
4. a simple majority decision by the three members conducting the preliminary inquiry to call a subcommittee meeting or to dismiss the allegation based on the evidence presented.

If a planning meeting is called, the College Code Subcommittee will:

1. clarify the infraction and the nature of the evidence;
2. review University policies, standards and rules that apply;
3. set a date and time for the student hearing; and
4. review student hearing procedures.

Following this meeting, the accused individual(s) will be informed of the charge with a written statement setting forth:

- a. the reported infraction;
- b. the identity of the party reporting the infraction;
- c. the grounds or information provided by that party as the basis for reporting the infraction;
- d. the University, Medical Center or College policies, standards or rules which are claimed to have been violated by the reported infraction;
- e. a listing of witnesses who may be needed to provide further information about the reported infraction
- f. the party's rights to be heard before an impartial committee:
- g. the party's right to decline to give testimony, the exercise of which right shall not be considered evidence of guilt;
- h. notification that the written statement is not a conclusion on the merits of the reported infraction;
- i. the date and time for the student hearing;
- j. the procedures to be used for the student hearing.

Except in extenuating circumstances (e.g. illness, University holidays, student and faculty breaks, acts

of God, and faculty or student absences), the preliminary inquiry, which includes informing the accused student(s), and, if appropriate, the planning meeting should occur within ten days of the reported allegation.

B. Student Hearings

1. The Subcommittee will start hearings for the accused as soon as possible following the planning meeting. The hearing must be completed within 20 school days after the student is informed via the written statement, except in extenuating circumstances (e.g., illness, University holidays, student and faculty breaks, and acts of God).
2. The Hearing Officer will preside at the hearing. A quorum of at least eight must be present, including a minimum of two faculty and six students.
3. A member of the Code Committee accused of an infraction will be disqualified as a member of that Subcommittee.
4. The Subcommittee may request information from any source and will interview all parties involved.
5. A **guilty** verdict requires a majority vote of members who have been present for all the proceedings. A verdict of **not guilty** may be made either by an equal vote or a majority vote of members who have been present for all the proceedings. A tie vote will be considered a not guilty verdict.
6. If the predoctoral or postdoctoral student is found **guilty**, the case is forwarded to the Dean, who will recommend and administer penalties, where appropriate, according to College, Graduate School, Medical Center and University policies and procedures. Penalties for graduate students will be assigned after consultation with the Dean of the Graduate School. If the student dentist or postdoctoral student is found **not guilty** in a hearing, the case is dismissed and all reference to the incident will be deleted from the academic record and file of the student.

IX. Provisions for Student Appeal

A student found guilty by the Code Committee will have all rights of appeal granted by University policies.

X. Faculty Responsibilities

Faculty are full participants in the College Code. They are expected to be models of professional behavior. They have the following responsibilities in addition to those in the state dental practice act.

A. Course Responsibilities

Faculty **must**:

1. explain, at the beginning of every course, the type and amount of work a student should do on his/her own, without advice or assistance from anyone. These instructions must be included in the course syllabus.
2. state, orally or in writing, all general rules and directions for an examination or exercise. Special conditions about examinations should be attached in writing to the examination, e.g., where the test may be taken and how long the student has to take the examination. These conditions must define how questions will be addressed during the examination. The faculty member will have the option not to answer questions.
3. help students avoid situations where Code violations may occur easily. At the discretion of the faculty, this includes the proctoring of exams using qualified individuals, using

random pre-assigned seating and designated storage areas for notebooks and texts. Other provisions may be used based on class recommendations through their officers.

4. administer examinations in a manner consistent with the intent and spirit of the Code. Some examinations may require the presence of faculty during the entire examination or at predetermined intervals (for example, practical examinations). However, the intent is for a faculty not to play a policing role during examinations by proctoring exams.

B. University Code of Faculty Responsibility

Faculty are responsible for standards and procedures described in the Faculty Code (Senate Rules, Section VII.). (Appendix E)

C. Policy on Ethical Standards and Misconduct in Research

Faculty are responsible for appropriate conduct in scientific investigations. University administrative regulations contain procedures for handling allegations of scientific misconduct (Section AR 11-4.0-2). (Appendix F)

D. Policy on Drug Free Institution

Faculty are responsible for standards described in the *University Policy on Drug Free Institution* (August 1990). (Appendix D)

XI. Code Rules: Student Reports of Faculty Infractions

Student reports of faculty infractions will be made according to University policies and procedures, including the opportunity for consultation and assistance, including mediation from the University Ombud. (*Senate Rules*, Sections VI. and VI I.)

- A.** If a student **suspects a faculty member has committed an infraction**, he or she must choose one of four options.

Option One

He or she discusses the **suspected infraction** directly with the faculty member.

Option Two

He or she reports the **suspected infraction** to a College Code Committee member and requests that the committee discuss it, without identifying individuals, with the appropriate faculty.

Option Three

He or she reports the **suspected infraction** to a College Code Committee member with a request that the report of alleged infraction be forwarded to the Chairperson of the academic department where the faculty member has his/her primary appointment.

Option Four

He or she reports the **suspected infraction** directly to the Chairperson of the academic

department where the faculty member has his/her primary appointment.

- B.** If a student **has strong reason to conclude either by personal observation or by other convincing evidence that a faculty infraction has occurred**, then he/she **must** report this infraction. The report can be made directly to the chairperson of the academic department where the faculty member has his/ her primary appointment. A student may also seek the advice and support of a faculty member with whom he/she is familiar prior to reporting to the chairperson or to one of the following individuals:
- Member, College Code Committee Course Director
 - Associate Dean of Academic Affairs
 - Associate Dean of Clinical Affairs
 - Associate Dean of Research and Graduate Studies
 - Program Director of appropriate Postdoctoral Program
 - Dean, College of Dentistry
- These individuals or the Secretary of the College Code Committee will immediately forward notice of the alleged infraction to the Department Chair.

XII. Code Rules: Faculty Reports of Faculty Infractions

- A.** If a faculty member of the College **suspects that a faculty member has committed an infraction**, he or she must choose from one of three options.

Option One

He or she discusses the **suspected infraction** directly with the faculty member.

Option Two

He or she reports the **suspected infraction** to a College Code Committee member and requests that the Committee discuss this, without identifying individuals, with the appropriate faculty.

Option Three

He or she reports the **suspected infraction** to the chairperson of the academic department where the faculty member has his/her primary appointment.

- B.** If a faculty member **has strong reason to conclude either by personal observation or by other convincing evidence that a faculty infraction has occurred**, then he/she must report person of the academic department where the faculty member has his/her primary appointment. Individuals may also report an infraction to the following:
- Member, College Code Committee
 - Associate Dean of Academic Affairs
 - Associate Dean of Clinical Affairs
 - Associate Dean of Research and Graduate Studies
 - Program Director of appropriate postdoctoral program
 - Dean, College of Dentistry

These individuals or the Secretary of the College Code Committee will immediately forward notice of the alleged infraction to the Department Chair.

APPENDIX B

Academic Disciplinary Policies

Academic Disciplinary Policy Number One: BASIS FOR ACADEMIC DISCIPLINE

Objective of the Policy: To define the basis for academic discipline in the D.M.D. Program.

Policy Statement: Disciplinary action for students in the D.M.D. Program will be initiated upon unsatisfactory academic performance.

Responsible Agent: The Dean.

Methods and Procedures: Requests to alter academic disciplinary policy will be made in writing to the Faculty Council. (Refer to the Bylaws of the Faculty, Section II, 4.3)

Academic Disciplinary Policy Number Two: PROBATION

Objective of the Policy: To describe the conditions that will result in a student being placed on probation, the terms of probation, and the conditions for removal from probation.

Policy Statement: A student will be placed on probation if he or she has:

1. a grade point average (G.P.A.) for the academic year less than 2.75;
2. received a failing grade (E or F); or,
3. failed one or more parts of either Part 1 or Part 2 of the National Board Examination.

Terms of probation. The terms of probation will be established by the Academic Performance Committee. The duration of probation will be at least one semester. Passing a course that has been failed is a condition of all Probations. Additional terms of probation may be established by the Academic Performance Committee. Students on probation may be ineligible for certain curricular or extracurricular College activities (see Curriculum Policy Number Seven).

If a student has failed a National Dental Board Examination, taking the examination the next time it is offered and passing it shall be among the terms of probation. The terms shall also include required activities to help the student prepare to pass the examination.

Removal from Probation. A student will be removed from probation by the Academic Performance Committee when he or she has at least a cumulative 2.75 G.P.A. in the current academic year, has passed any failed course, and has satisfied the terms of probation in the judgment of the Academic Performance Committee.

Responsible Agent: The Academic Performance Committee.

Academic Disciplinary Policy Number Three: SUSPENSION

Objective of the Policy: To describe the conditions that will result in a student being suspended from the College, the process for requesting an appeal of the suspension, and the method for setting the conditions for reinstatement after suspension.

Policy Statement: The Academic Performance Committee (APC) shall suspend a student if the student has:

1. Received two or more failing (E or F) grades; or
2. Received a failing grade (**E or F**) while on probation; or
3. Failed to meet the terms of probation; or,
4. At any time after the second year of the curriculum, achieved a cumulative GPA of less than 2.75; or,
5. Failed Part 1 or 2 of the National Dental Board Examination a second time.
6. Failed Part 1 or 2 of the National Board Examination while on probation.
7. Received a failing grade (E or F) and fails Part 1 or 2 of the National Board Examination.

In addition to satisfying one of the seven criteria above, the APC must have determined based on available evidence that the student is capable of completing the curriculum after receiving counseling and/or completing work outside the College. The Academic Performance Committee will recommend the terms for the consideration of reinstatement following suspension and make recommendations to the Dean regarding these terms.

Review. A suspended student may request an appeal hearing. The request must be made in writing to the Chair of the Faculty Council within 5 working days of notification of suspension (see Academic Disciplinary Policy Five “Appeal Procedures”).

Reinstatement following suspension. When the student has met the terms of suspension, has demonstrated that he or she can perform at the level required to graduate from the College, and has met the terms of reinstatement recommended by the APC, the Dean may reinstate him or her. However, granting a request for reinstatement is not automatic. A reinstated student will be placed on probation, subject to terms recommended by the Academic Performance Committee and approved by the Dean. A student who has not been reinstated within 18 months of the original suspension date will be considered dismissed and will no longer be eligible for reinstatement.

A student who has been suspended because of a second failure of Part 1 or 2 of the National Dental Board Examination shall not be readmitted until she or he takes and passes Part 1 or 2 of the National Board Examination. If a student who has been suspended for a second failure of Part 1 or 2 of the National Board Examination does not retake and pass the Boards within six months of the date of the second failure, that student will be dismissed.

Responsible Agent: The Academic Performance Committee

Academic Disciplinary Policy Number Four: DISMISSAL

Objective of the Policy: To describe the conditions that will result in a student being dismissed from the College and the process for requesting an appeal of the dismissal.

Policy Statement: The Academic Performance Committee (APC) shall dismiss a student if the student has:

1. Received two or more failing (E or F) grades; or,
2. Received a failing grade (E or F) while on probation ;or,
3. Failed to meet the terms of probation; or,
4. At any time after the second year of the curriculum, achieved a cumulative G.P.A. of less than 2.75; or,
5. Failed Part 1 or 2 of the National Board Examination a second time; or,

6. Failed Part 1 or 2 of the National Board Examination while on probation; or,
7. Received a failing grade (E or F) and fails Part 1 or 2 of the National Board Examination.

In addition to satisfying one of the seven criteria above, based on the available evidence, the APC has determined that the student is not academically capable of completing the curriculum or is otherwise unsuitable for dentistry for reasons that include, but are not limited to: unacceptable personal hygiene; inability to establish rapport with patients; inability to work effectively with other health care team members; undependability; lack of integrity, initiative or interest..

Suspended students. A suspended student who has failed Part 1 or 2 of the Boards for the second time shall be dismissed if he or she does not take and pass the Boards within 6 months of the date the student took and failed the Boards for the second time. A student who has not been reinstated within 18 months of the original suspension date will be considered dismissed and will no longer be eligible for reinstatement.

Previously suspended students. If a student is subject to suspension or dismissal and has been previously suspended, the APC shall dismiss that student rather than suspend him/her again.

Reinstatement following dismissal: A dismissed student shall not be reinstated.

Appeal. A dismissed student may request an appeal hearing. The request must be made in writing to the Chair of the Faculty Council within 5 working days of notification of dismissal (see Academic Disciplinary Policy Five “Appeal Procedures”).

Responsible Agent: The Academic Performance Committee

Academic Disciplinary Policy Number Five: APPEAL PROCEDURES

Objective of the Policy: To define the appeal process in consideration of any academic disciplinary action or academic interruption

Policy Statement: A student who is suspended or dismissed may request an appeal hearing.

Responsible Agent(s): Faculty Council

Methods and Procedures: The procedures for the appeal of any disciplinary action or academic interruption, suspension or dismissal will include the following:

1. An appeal hearing will be granted if requested by the student who has been disciplined for conduct or suspended or dismissed on academic grounds. This request must be in writing and received by the Chair of the Faculty Council within five (5) working days of notification of academic disciplinary action, suspension or dismissal.
2. The student shall state in this written request the basis for the request for a hearing. Acceptable bases for appeal include but are not limited to the following:
 - a) The suspension or dismissal occurred as a result of circumstances beyond the student’s control.
 - b) The suspension involved circumstances not known by the Academic Performance Committee or the Dean at the time of decision regarding suspension or dismissal.
3. Prior to the Chair’s receipt of the appeal, the student will not be allowed to participate in any COD activities after having received written notification of discipline involving interruption in instructional time, suspension or dismissal. Upon receipt of the written appeal by the Chair and

prior to the decision made by the Dean following the hearing, the student will be allowed to continue in clinical and didactic classes except where patient safety is involved.

4. The date of an appeal hearing will occur no later than 10 working days following notification to the student of disciplinary action, suspension or dismissal.
5. Upon receipt of a student appeal, the Faculty Council will select 3 faculty members neutral to this situation to serve on the Appeals Committee for that student's hearing and will designate one of those three to be Chair. A student will also be chosen for this Committee. The Committee will be convened prior to the hearing to review the case.
6. A student for whom an appeal hearing has been scheduled:
 - a. will be allowed to inspect his/her academic record
 - b. will be entitled to choose a member of the faculty and a fellow student to be present at the hearing and present supporting statements.
 - c. No other parties will be permitted in an appeal hearing.
7. During the hearing, the following conditions apply:
 - a. All committee members shall be in attendance for the entire duration of the hearing and deliberations. (If a break is needed, the hearing and deliberations will be suspended during that time period.)
 - b. A staff employee shall be present to take minutes of the hearing and deliberations.
8. During the hearing, opportunity for presentation of the following will be allowed:
 - a. Statement of procedures to be followed during the appeal hearing.
 - b. Student statement of the basis for appeal request.
 - c. Statements from faculty and student attending in support of the student requesting appeal.
 - d. Statements from any faculty or course director whose testimony would oppose or clarify a specific point or argument upon which the student has based his/her appealIn addition, the committee is only allowed to question the student appellant. Questioning of any other persons is not permitted.
9. Following completion of deliberations and within 3 working days after the hearing, the committee will render to the Dean:
 - a. a recommendation and rationale for that recommendation. This recommendation is advisory in nature to the Dean.
 - b. the minutes of the appeal proceedings.
10. The Dean will meet with the student to hear his or her justification for appeal before rendering a decision.
11. After taking into consideration the student's rationale for appealing their suspension or dismissal and the recommendation from the Appeals Committee, the Dean or the Dean's designee and the Assistant Dean for Student Affairs will meet again with the student to inform the student of the final decision within 3 working days after the Dean's receipt of the Committee's report and the Dean's meeting with the student, whichever is later.
12. The decision of the Dean is final for the College.
13. A student who is suspended or dismissed must complete check out procedures within 5 working days after meeting with the Dean and the Assistant Dean for Student Affairs.

14. If the student disagrees with the Dean's decision, further appeal may be directed through the University Appeals Board as described in Senate Rules 6.2.1.3 and 6.5.1.2.

The basis for external appeal may include:

- a. Failure of the College of Dentistry to follow the approved policies and procedures of the College.
- b. Evidence of bias during the appeal process.

Student dissatisfaction with the Dean's decision outside the two circumstances listed above, is not a valid basis for appeal. The University Appeals Board shall determine the validity of the stated ground(s) should the student appeal the Dean's decision.

15. Should the appeal for disciplinary action, dismissal or suspension be accepted by the University Appeals Board, the student will remain eligible to participate in any College of Dentistry activities, except in instances where patient safety is involved, until a final decision is rendered by the Appeals Board.

Academic Disciplinary Policy Number Six: PARTICIPATION IN CURRICULAR PRIVILEGES OR EXTRACURRICULAR ACTIVITIES WHILE ON ACADEMIC PROBATION

Objective of the Policy: To define curricular and extracurricular restrictions for students on academic probation.

Policy Statement: A student who is on academic probation will be excluded from participation in curricular privileges or extracurricular activities of the College of Dentistry. Curricular and extracurricular exclusions consist of:

1. taking non-required selective courses
2. beginning a totally self-instructional course before the official starting date unless this course is part of a special curriculum developed by the Academic Performance Committee.
3. Serving as an officer or committee member of any College of Dentistry organization or committee.
4. Participating in any extracurricular research activities or other College of Dentistry extracurricular activities, such as in College of Dentistry organizations, if the participation involves the expenditure of an appreciable amount of time.

Participation in these activities will be considered a violation of the terms of probation.

Responsible Agent: Associate Dean for Academic Affairs and Assistant Dean for Admissions and Student Affairs.

Methods and Procedures: The Dean will include these restrictions in the terms of probation.

Academic Disciplinary Policy Number Seven: REINSTATEMENT FOLLOWING ACADEMIC SUSPENSION

Objective of the Policy: To define the process for reinstatement following academic suspension.

Policy Statement: A student on academic suspension may apply for reinstatement under probation.

Responsible Agent: The Dean.

Methods and Procedures:

1. A student may be considered for reinstatement upon submission of a written request to the Dean.

2. The Dean will appoint an Ad Hoc Committee of three (3) faculty to review the case.
3. The student will be given the opportunity to present the basis for requesting a review.
4. The Committee will be given the opportunity to ask relevant questions of the student.
5. The recommendations of the Ad Hoc Committee will be forwarded to the Dean.

After reviewing the recommendations of the Committee,

6. The Dean will make a decision and communicate that decision to the student.
7. The decision of the Dean is final for the College.
8. If reinstated by the Dean, the student will be placed on academic probation, the terms of which will be recommended by the Academic Performance Committee.

APPENDIX C

Miscellaneous Academic Policies

Miscellaneous Academic Policy One: ABSENCES POLICY

Objective of the Policy: To describe the circumstances under which approved absences from the College of Dentistry are granted.

Policy Statement: Absences of short duration not exceeding 1/5 the total number of class contact hours from the College of Dentistry during the academic year must be approved by the faculty course directors through the Office of Academic Affairs, following University policies in 5.2.4.2 of the Student Rights and Responsibilities Handbook.

Approval for absences of a longer nature (leaves of absence) must be requested in advance from the Dean through the Associate Dean for Academic Affairs. Before such a leave is granted, the Associate Dean must formulate general items of the leave, taking into account that re-entry into the College following a leave of absence usually occurs at the beginning of the academic year. Leaves of absence must be formally approved by the Dean.

Responsible Agent: Faculty, Dean of College, Associate Dean for Academic Affairs.

Methods and Procedures: Approval for short absences of a foreseeable nature must be requested in advance. Students must contact their course directors and the Office of Admissions and Student Affairs prior to the absence. The course directors in consultation with the Associate Dean of Academic Affairs will determine if the request is approved as an excused absence.

In the event of absences of an unforeseen nature due to illness or other personal misfortune, students must notify the Course Directors, the Associate Dean for Academic Affairs and the Office of Admissions and Student Affairs as to the reason and expected duration of the absence within one week of the absence. The Course Directors, following University Policies 5.2.4.2, their published absence policy in their course syllabi, and in consultation with the Office of Academic Affairs, will determine if the absence is excused or not. Makeup for excused absences will follow the university policies outlined in 5.2.4.2.

Students desiring a leave of absence from the College will submit written requests to the Associate Dean for Academic Affairs. If the Associate Dean decides that the leave is in the best interest of the student and the College, the leave will be recommended to the Dean who will make the final decision. The general terms of the leave of absence will be developed by the Associate Dean. These terms of the leave of absence will include the duration of the leave and the general conditions for re-entry into the College. When the student requests to re-enter the College, the student's curriculum will be developed by an ad hoc committee consisting of the Associate Dean for Academic Affairs, Chairperson of the appropriate Academic Performance Committee, the Assistant Dean for Admissions and Student Affairs, and the Assistant Dean for Undergraduate Clinics. The Associate Dean for Academic Affairs will notify all involved College personnel concerning the leave of absence.

Miscellaneous Academic Policy Two: ACADEMIC ADVISING POLICY

Objective of the Policy: To establish an academic advisory system.

Policy Statement: All students will have an Academic Advisor assigned to them. The responsibility of the Advisor will include the following:

1. Be available to students for advising by posting office hours and/or by allowing advisees to arrange for appointments at other mutually convenient times consistent with Senate Rule 7.2.3.D.
2. Know the current academic policies of the College of Dentistry affecting students whom they advise.
3. Counsel students in an effort to encourage academic excellence.

Responsible Agent: The Assistant Dean for Admissions and Student Affairs.

Methods and Procedures: At the beginning of each academic year, students will be assigned an Academic Advisor.

Miscellaneous Academic Policy Three: COLLEGE CALENDAR GUIDELINES POLICY

Objective of the Policy: To set forth guidelines for the preparation of the academic calendar of the College of Dentistry.

Policy Statement: The College of Dentistry shall comply with University Senate Rule II, 1.1 (i), which states that the Colleges of Medicine, Dentistry and Law may adopt special calendars and “shall prepare calendars at least three years in advance, forwarding them to the Registrar to be presented to the University Senate Council, along with the University Calendar, for approval. Such calendars shall conform with the University Calendar as nearly as possible.” In addition, “Any variation from the printed schedule of classes must be authorized by the dean of the college in which the change is to be made upon recommendation of the chairman of the department concerned. The dean shall report the change to the Registrar” (consistent with Senate Rule 8.1.0.)

The Chairperson of the Curriculum Committee shall prepare the academic calendar for the College according to the above University Senate rule and the following guidelines:

The College of Dentistry will be in session twelve months of the year with formal classes scheduled as outlined in Curriculum Policy Number Three.

The College of Dentistry will observe Christmas Holidays, Spring Vacation and national holidays observed by the University as academic holidays.

Provisions will be made for faculty conferences and student-related events.

When the College Calendar is prepared or revised, it shall be presented to the Faculty Council and University Senate or Senate Council for approval.

Responsible Agent: The Faculty Council.

Methods and Procedures: The Faculty Council shall examine the College Calendar prepared by the Chairperson of the Curriculum Committee to ensure that it conforms with the guidelines. After the Council has approved the calendar, it will be submitted to the Registrar of the University.

Miscellaneous Academic Policy Four: EVALUATION POLICY

Objective of the Policy: To define the evaluation system for the D.M.D. Program.

Policy Statement: The evaluation system will be criterion-referenced.* Written evaluation will be provided to all students during each course with respect to progress in fulfillment of course objectives; also, written comments will be provided on strengths, areas for improvement and suggested modes for higher attainment wherever appropriate.

Responsible Agent: The Course Director.

Methods and Procedures: The Course Director will be responsible for providing written evaluation to each student. The Course Director will inform students of the method and frequency of evaluation at the first or second meeting of the course (refer to Curriculum Policy Number Twelve).

* In the criterion-referenced evaluation system, an absolute norm is established and students are evaluated on the basis of whether this level has been achieved or not. The student is in competition only with a standard criterion of performance in the criterion-referenced system.

Miscellaneous Academic Policy Five: GRADING POLICY

Objective of the Policy: To describe the Doctor of Dental Medicine program grading system.

Policy Statement:

An **A**, **B+** or **B** is within the expected range of performance. A **C** is a marginal level of performance. To remain in good academic standing and to graduate, a student must maintain a grade point average (G.P.A.) of 2.75 or more. Student performance will be reported to the Registrar's Office as follows:

Grade	Performance Level
A	Represents exceptionally high level of performance; four (4) quality points are awarded for each credit hour.
B+	Represents a high level of performance; three and one-half (3.5) quality points are awarded for each credit hour.
B	Represents the minimum expected level of performance; three (3) quality points are awarded for each credit hour.
C	Represents a marginal level of performance; two (2) quality points are awarded for each credit hour.
E	Represents an unacceptable level of performance; zero (0) quality points are awarded for each credit hour.
P	Represents a passing grade in courses taken on a pass/fail basis. It is not used in G.P.A. calculations.
F	Represents an unacceptable level of performance in courses taught on a pass/fail basis. It is not used in G.P.A. calculations.
I	Incomplete; course objectives have not been completed during the allotted course time due to circumstances usually beyond the student's control. An I grade shall be given only when there is a reasonable possibility that a passing grade will result when work is completed. An I must be replaced by another grade within 12 months or before graduation, whichever occurs sooner. After this period, an I grade will automatically convert to an E or an F grade as appropriate.
W	Withdrawn; this grade will be awarded to a student who withdraws from a course or from the College. It shall be awarded only after recommendation by the Academic Performance Committee and approval by the Dean.

The expectation is for all course directors to outline criteria for achieving each grade. If there are exceptions, they must be petitioned to the Curriculum Committee (Miscellaneous Academic Policy Six: Policy on Changing a Grading System in Individual DMD Courses).

Responsible Agent: The Course Director.

Methods and Procedures: The Course Director will evaluate the performance of each student with respect to the course objectives and assign the appropriate grade. (See Miscellaneous Academic Policy Four: Evaluation Policy.)

Miscellaneous Academic Policy Six: POLICY ON CHANGING A GRADING SYSTEM IN INDIVIDUAL DMD COURSES

Objective: To outline the procedure for requesting changing a grading system for a DMD course.

Policy Statement: A course director may petition the Curriculum Committee to use the pass/fail grading option or the letter grading option in a specific DMD course.

Responsible Agent: The Curriculum Committee

Methods and Procedures:

1. A course director may submit a written petition to the Curriculum Committee requesting that he/she be allowed to change the grading option for a specific DMD course that he/she directs. The petition must outline the goals of the course and the rationale for changing the grading policy. The course director must show evidence of support for the change in use of the grading policy from both the course director's division as a whole and the division chief. The use of the changed grading policy in the individual course must be reviewed annually and must be re-approved by the division and the division chief. The course director must also present an evaluation plan for assessing outcomes of the use of the changed grading policy.
2. The Curriculum Committee will review the petition and discuss the rationale presented by the course director.
3. The course director and the division chief will be invited to attend the Curriculum Committee meeting. During the meeting, the course director will verbally summarize the rationale for his/her request and answer any questions posed by members of the Curriculum Committee. The division chief will confirm his/her agreement of the change in use of policy.
4. The Curriculum Committee will vote on the petition. A majority decision will constitute approval.
5. The Chair of the Curriculum Committee will notify the course director and division chief of the outcome of the vote. The course director will abide by the final decision of the Curriculum Committee. Petitions may be resubmitted on an annual basis.
6. Approval of a course for a change in use of a grading option will be in effect until a new petition requesting a change has been submitted.

Miscellaneous Academic Policy Seven: MOCK BOARD EXAMINATION POLICY:

Objective of the Policy: To define the circumstances under which all fourth-year students will take the Mock Board Examination.

Policy Statement: All students must take and pass the Mock Board Examination during their fourth academic year. Passing the Examination is a requirement for participation in a Regional Board Examination.

Responsible Agent: The Associate Dean for Clinical Affairs and the Assistant Dean for Undergraduate Clinics.

Methods and Procedures:

The Mock Board will be patterned after a selected regional licensing examination.

1. The appropriate number of days will be set aside during the fourth year to give the examination.
2. Both departmental faculty and external examiners may participate in the examination.

3. Each student will receive evaluation and feedback information from respective departmental faculty that may contain both grades and comments from the external examiners and departmental faculty.
4. The Assistant Dean for Undergraduate Clinics will work with students in the case of patient procurement problems.
5. The Assistant Dean for Undergraduate Clinics will monitor student attendance and performance.

Miscellaneous Academic Policy Eight: NATIONAL BOARD EXAMINATION POLICY

Objective of the Policy: To define circumstances under which all students will take Part 1 and Part 2 National Board Examination.

Policy Statement: In the absence of circumstances approved by the Associate Dean for Academic Affairs, all eligible students must take Part 1 of the National Board Examination between the second and third years of their curriculum.

In the absence of circumstances approved by the Associate Dean of Academic Affairs, all eligible students must take Part 2 of the National Board Examination during the final year of their curriculum.

In the absence of circumstances approved by the Associate Dean for Academic Affairs, all eligible students must take and pass Parts I and II of the National Board Examination as a prerequisite for graduation (see Miscellaneous Academic Policy 10, 'Graduation Policy').

Responsible Agent: The Associate Dean for Academic Affairs.

Methods and Procedures:

1. Time will be set aside in the curriculum to take the examinations.
2. The Associate Dean for Academic Affairs will monitor student eligibility for examinations.

Miscellaneous Academic Policy Nine: PROMOTION POLICY

Objective of the Policy: To define the conditions for promotion in the D.M.D. Program.

Policy Statement: Students will be promoted when they have successfully completed all courses in an academic year.

Responsible Agent: The Dean.

Methods and Procedures: Promotion of first, second or third year students:

1. All courses in an academic year must be completed satisfactorily before promotion into the next academic year.
2. Promotion will usually occur no later than 15 working days after the last day of scheduled classes in each academic year.
3. If resources and facilities at the University of Kentucky College of Dentistry prevent a student from being able to complete a course requirement for promotion in any of the basic sciences, prior to the beginning of the next academic year, permission may be granted by the Academic Performance Committee, in

consultation with the Course Director, to complete an equivalent course either at the University of Kentucky or another accredited institution at a prescribed level of performance.

Miscellaneous Academic Policy Ten: GRADUATION POLICY

Objective of the Policy: To define the Doctor of Dental Medicine program graduation requirements.

Policy Statement: A student will be eligible for graduation when all courses have been satisfactorily completed and all of the applicable requirements that follow are met:

1. a student has at least a 2.75 cumulative G.P.A;
2. a student has passed Parts 1 and 2 of the National Dental Board Examination;
3. a student has taken and passed a Mock Board Examination;
4. advanced standing students must complete the curriculum within one year following the time period agreed to at admission;
5. all terms of probation have been satisfied; and
6. all patient responsibilities and other obligations to the College or University have been satisfied.

Responsible Agent: The Dean.

Miscellaneous Academic Policy Eleven: GRADE REVIEW POLICY

Objective of the Policy: To define the process for student grade review.

Policy Statement: A Student has the right to request and receive a grade review.

Responsible Agent: Associate Dean for Academic Affairs

Methods and Procedures:

1. A student, before requesting a grade review, will attempt to resolve the issues with the Course Director and the Division Chief (or next administrative level, should the course director also be the division chief).
2. Should this meeting fail to resolve the issue, the student may submit a written request (which should include the basis for the grade review) to the Associate Dean for Academic Affairs for the formation of a Grade Review Committee. The student is not bound to exercise this in-house process.
3. The Grade Review Committee will consist of three (3) voting members (two neutral faculty and one neutral student) appointed by the Associate Dean for Academic Affairs. The Associate Dean will appoint the Chairperson of the Committee.
4. The Associate Dean for Academic Affairs will designate the time and place for the meeting and ensure that a recommendation is made within thirty (30) days of the formation of the Committee. The student, the advisor, the department chair, the course director and any other persons having information relevant to the case in question will be requested to attend the meeting, at which time, the situation will be fully discussed by all parties concerned. Following this open discussion, the Committee will make a recommendation to the department chair and

the course director involved. This appeal recommendation is non-binding and the Committee will not have the prerogative of changing the grade.

5. If the student grade review continues to be unresolved, the student may file a grievance with the Academic Ombudsman regarding academic evaluation as described in 6.0 Section VI Student Academic Affairs of the Universities Student Rights and Responsibilities Handbook.

APPENDIX D:
Inclement Weather Emergency Closing Operation

University of Kentucky College of Dentistry	Policy: 01-09	
Policy Name: Inclement Weather and Emergency Closing Operations		
Created: 07/01/2002	Revised: 07/20/2009	Effective Date: 07/20/2009
Purpose: To outline the College’s response during times of inclement weather and/or an emergency closing of the university.		

The College’s clinical operations remain open during emergency delays/closings. Academic classes/seminars that are not related to these clinical activities are suspended along with other UK classes when a cancellation or delay of classes is announced.

University of Kentucky operations that are deemed to provide “essential services” remain in operation during inclement weather. Examples of these essential services are the University Hospital and its clinics, Residence Halls, and Physical Plant operations. The College of Dentistry also operates clinical services that provide direct or indirect patient care. Consequently, individuals responsible for these clinical services ensure that adequate personnel are deemed to be essential employees (classified as Plan B) to serve these clinical operations (see Plan B Operations Schedule/Plan on Page Two).

Faculty who provide essential clinical services are required to report to work during an emergency closing to cover previously scheduled clinical supervision or instruction, or to provide direct or indirect patient care. Student dentists and Residents who also provide essential services through direct or indirect patient care are required to report to the appropriate clinic to cover previously scheduled appointments or the walk-in clinics.

College of Dentistry employees, who have not been officially classified as Plan B, follow the emergency closing instructions on when to report to work. Faculty and staff not designated “Plan B employees” must be available on an “on-call basis.” Should a governmental emergency be issued that dictates otherwise, the College of Dentistry will follow those directives.

The College of Dentistry provides care and services to off site locations such as K-12 schools. These “school-based activities” will be cancelled when a local school system has announced a closing or cancellation. If these employees are deemed to be essential employees (Plan B), they should report to their campus home location at their normally scheduled start time and request instructions from their immediate supervisor regarding work assignments. Off site services provided at operations not managed by the College of Dentistry, should follow the emergency closing instructions provided by that management.

NOTIFICATION & PROCEDURE

The University of Kentucky has an emergency notification system, UK Alert, to communicate official information during an emergency or crisis situation that disrupts normal operation of the campus or threatens the health or safety of members of the campus community. UK Alert is available to UK students, staff, faculty, visitors and other interested parties on a self-subscription basis. Users may request that notification from the system be delivered to multiple devices (e-mail, cell phone, home phone, text, etc.).

<http://www.uky.edu/EM/UKAlert/>

This alert system is designed to complement the University's other communication tools such as broadcast e-mail, website, local news outlets, and Insight Cable channels 16, 19 & 50.

The College of Dentistry requests that all faculty, staff, residents and student dentists register with the UK Alert system to receive these announcements. All Plan B employees and all faculty, residents and student dentists who provide essential clinical services are required to register for these announcements. It is the responsibility of all employees, faculty, residents and students to receive notification of emergency closings through one of the above mentioned means.

PLAN B OPERATIONS SCHEDULE/PLAN

During an announced Plan B or emergency closing, the College of Dentistry will maintain essential services in the areas shown below. Individuals responsible for the indicated areas will ensure that adequate personnel to provide continued essential services are designated as "PLAN B employees." Positions responsible for maintenance of services in these areas are listed below:

AREA/UNIT	POSITION
Academic Affairs	Associate Dean for Academic Affairs
Administrative Affairs	Associate Dean for Administration & Finance
Clinical Business Operations Patient Intake & Records Sterilization Stores	Assistant Dean for Clinical Business Operations
Dean's Office	Dean
Center for Oral Health Research Mobile Outreach Programs	Associate Dean for Research & Graduate Studies
Clinical Affairs Radiology Predoctoral/Student Clinics Emergency/Urgent Care Clinic Twilight Dental Clinics	Assistant Dean for Clinical Affairs
Faculty Patient Care	Faculty Patient Care Director
General Practice Residency Program	GPR Residency Program Director
Oral & Maxillofacial Surgery	OMFS Division Chief
Oral Pathology Service	Oral Pathology Division Chief
Orofacial Pain Program	Orofacial Pain Division Chief
Orthodontic Dentistry	Orthodontics Division Chief
Pediatric Dentistry Program	Pediatric Dentistry Division Chief
Periodontology	Periodontology Division Chief
Student Affairs	Assistant Dean for Admissions and Student Affairs

CONSEQUENCES OF NONCOMPLIANCE

Employees who fail to comply with this policy can be subject to disciplinary action in accordance with University policy and procedure. Faculty who fail to comply with this policy are subject to consequences related to annual performance evaluations. Student dentists who fail to comply with this policy will be subject to academic consequences associated with specific course requirements.

<p>Approved: _____</p> <p style="text-align: center;">Sharon P. Turner, DDS, JD Dean</p>	<p>Date: _____</p>
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APPENDIX E

Policy on Technical Standards for Dental Students (Approved by UK Senate on 12/14/98)

Miscellaneous Academic Policies: **Policy on Technical Standards for Dental Students**

Policy Objective: To define the non-academic criteria for admission into, continued enrollment in, and graduation from the Doctor of Dental Medicine program.

Policy Statement:

The University of Kentucky College of Dentistry is committed to ensuring that the opportunity to pursue oral health education is available to all qualified persons. In this spirit, all qualified individuals will be considered for admission. Moreover, the College will work to ensure that all qualified students, consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, will have the opportunity to succeed in the College's programs of study.

The College recognizes that the Doctor of Dental Medicine (D.M.D.) degree carries with it the full authority of the institution and communicates to those who might seek the services of the bearer that he or she is competent to practice dentistry. The D.M.D. degree is unique in that the graduate is prepared and, when licensed, is allowed to practice all disciplines of the dental profession. Therefore, the student must demonstrate the knowledge, skills, and attitudes that the faculty has determined are essential for the practice of dentistry. The student must acquire both cognitive and technical skills to negotiate the curriculum.

The following technical standards describe the essential functions that students must demonstrate in order to fulfill the requirements of a general dental education, and thus, are prerequisites for *entrance, continuation, and graduation* from the College. Students must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of dental education. While enrolled in dental school, students must direct and perform treatment of the College's patients. The College has the responsibility for ensuring the safety of the patients. Treatment must be completed safely and within an acceptable time.

The University of Kentucky College of Dentistry will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Continued enrollment and graduation will depend on the successful demonstration of both the knowledge and the skills listed in this document. The College's Academic Performance Committee will monitor each student's demonstration of such knowledge and skills. Applicants are not required to disclose the nature of their disability (ies) to the Admissions Committee; however, any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Admissions Committee Chair before the interview. Upon the request of an applicant or a student, reasonable accommodations will be provided.

Standards

1. Motor Skills

GENERAL: A student should have sufficient motor function to execute movements reasonably required to provide general care to patients.

SPECIFIC: A student must possess the motor skills to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests, and diagnostic procedures. Such actions require coordination of gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision.

SPECIFIC: A student must be able to perform basic life support including CPR, transfer and position disabled patients, physically restrain adults and children who lack motor control, and position and reposition himself or herself around patient and chair in a sitting or standing position. A student must not hinder the ability of co-workers to perform prompt care. A student must be able to operate controls, move high-speed or low-speed dental drills with precision of less than one millimeter, and use hand instrumentation including scalpels for surgical procedures.

2. Sensory/Observation

GENERAL: A student must be able to acquire a predetermined level of required information through demonstrations and experiences in basic and dental science courses.

SPECIFIC: Such information includes, but is not limited to, information conveyed through: 1) physiologic and pharmacological demonstrations in animals; 2) microbiological cultures; 3) microscopic images of microorganisms and tissues in normal and pathologic states; and 4) demonstration of techniques using dental models. A student must be able to acquire information from written documents, and to evaluate information presented as images from paper, films, slides, or video. A student must be able to interpret x-ray and other graphic images. A student must be able to benefit from electronic and other instrumentation that enhances visual, auditory, and somatic sensations needed for examination or treatment.

GENERAL: A student must be able to accurately observe a patient, at a distance and close at hand, and observe and accurately interpret non-verbal communications when performing dental operations or administering medications.

SPECIFIC: A student must be able to perform dental examinations and treatment that requires the use of sight and touch. He or she must be able to see fine detail, focus at a variety of distances, and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues. He or she must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments. A student must also possess the visual acuity to read charts, records, radiographs, small print and handwritten notation, and distinguish colors intra- and extra-orally.

3. Communication

GENERAL: A student must be able to: communicate effectively and sensitively with patients; convey or exchange information at a level allowing development of a health history; identify problems; explain alternative solutions; and give directions during treatment and post-treatment. Communication includes speech and writing. A student must be able to communicate effectively and efficiently in oral and written English with all members of the health care team.

SPECIFIC: A student must have sufficient facility with English to: retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity, and posture; and coordinate patient care with all members of the health care team. A student must be able to communicate in lay language so that patients and their families can understand the patient's conditions and, thereby, be more likely to comply with treatment and preventive regimes.

SPECIFIC: In any case where a student's ability to communicate through these sensory modalities is compromised, he or she must demonstrate alternative means of communicating with instructors, patients, and other members of the health care team.

4. Cognitive

GENERAL: A student must be able to measure, calculate reason, analyze, integrate, and synthesize.

SPECIFIC: A student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, a critical skill demanded of dentists, requires all of these intellectual abilities. A student must be able to perform these problem-solving skills in a timely fashion.

5. Behavioral

GENERAL: A student must possess the emotional health required for full use of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients.

SPECIFIC: A student must be able to tolerate physically taxing workloads and to function effectively under stress. He or she must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interests, and motivation, are all personal qualities that will be assessed during the admissions and educational processes. A student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. A student must be able to accept criticism and respond by appropriate modification of behavior.

Responsible Agent: The Dean

Methods and Procedures: To be developed.

APPENDIX F

University of Kentucky College of Dentistry		Policy: 01-24
Policy Name: Fitness for Duty Evaluations		
Created: 07/20/2011	Revised:	Last Review Date: 07/20/2011
Purpose: To establish procedures for assessing a UK College of Dentistry member's fitness for duty.		

Impaired workers pose unnecessary and unacceptable safety and health risks to themselves and others with whom they work. Impairment also poses a threat to the well-being of UK College of Dentistry patients and visitors. The Fitness for Duty Evaluation Policy has been developed to promote a safe working environment for all UK College of Dentistry members, to provide patients with quality patient care and related services and to assist UK College of Dentistry members in receiving appropriate assessment, counseling, referral and treatment for alcohol and drug abuse and other problems that may adversely affect satisfactory job performance.

The University of Kentucky College of Dentistry has adopted the UK HealthCare Policy #A09-005 (Fitness for Duty Evaluations) as its Fitness for Duty Evaluations Policy which may be accessed via the link below:

<http://www.hosp.uky.edu/policies/viewpolicy.asp?PolicyID=928>

UK College of Dentistry Results and Personnel Action addendum to UK HealthCare's Policy #A09-005:

UK College of Dentistry dentists and dental hygienists will be referred to the Kentucky Board of Dentistry's Well Being Committee when fitness for duty issues arise as detailed by the UK HealthCare Fitness for Duty Evaluations Policy. Students will be referred to the College administrator responsible for student affairs for "prophylactic monitoring" with positive background check indicating past DUI or other alcohol/drug related offenses or when fitness for duty issues arise as detailed by the UK HealthCare Fitness for Duty Evaluations Policy. Non-clinicians and staff members will be referred to the University of Kentucky Employee Assistance Program as indicated in the UK HealthCare's Policy #A09-005.

Approved: <i>Signature on File</i>	Date: <u>7/20/2011</u>
Sharon P. Turner, DDS, JD	
Dean	

APPENDIX G

COLLEGE OF DENTISTRY DMD Academic Calendar 2011 - 2012

Fall 2011

June 13 Monday	Academic Year Begins for 4 th Year Students (Externship)
July 4 Monday	Independence Day July 4 th
August 1 Monday	Academic Year Begins for 1 st and 2 nd and 3 rd Year Students Last day a 1 st , 2 nd , and 3 rd Year DMD Student can officially withdraw from the College of Dentistry for a full refund for the current term
August 8 Monday	Clinical Year Begins for 4 th Year Students Last day a 4 th Year DMD Student can officially withdraw from the College of Dentistry for a full refund for the current term Last day a 1 st , 2 nd , 3 rd Year DMD Student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
August 15 Monday	Last day a 4 th Year DMD Student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
August 29 Monday	Last day a 1 st , 2 nd , and 3 rd Year DMD Student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
September 5 Monday	Labor Day: Academic Holiday
September 6 Tuesday	Last day a 4 th Year DMD Student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
November 24, 25 Thursday and Friday	Thanksgiving Holidays: Academic Holidays
December 16 Friday	Winter Break Begins After Last Class or Clinic

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January 3 Tuesday	Classes Resume for All Students Last day a DMD Student can officially withdraw from the College of Dentistry and receive full refund for the current term
January 10 Tuesday	Last day a DMD Student can officially withdraw from the College of Dentistry and receive an 80 percent refund for the current term
January 16 Monday	Martin Luther King, Jr.'s Birthday Observed: Academic Holiday
February 1 Wednesday	Last day a DMD Student can officially withdraw from the College of Dentistry and receive a 50 percent refund for the current term
February 10 Friday	ASDA Day/Barr Lecture: All Classes Will Attend <ul style="list-style-type: none">• Chicago Mid-Winter February 23-25• ADEA March 17 – March 21• AADR March 21 - 24
March 27 Tuesday	Sue Fosson Festival
March 29 Thursday	Research Day
April 2 – 6	Spring Break
May 4 Friday	Academic Year Ends for Graduating Students
May 6 Sunday	University Commencement College of Dentistry Hooding Ceremony
May 28 Monday	Memorial Day: Academic Holiday
June 8 Friday	Academic Year Ends for 3 rd Year Students
June 15 Friday	Academic Year Ends for 2 nd Year Students
June 29 Friday	Academic Year Ends for 1 st Year Students

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