

College of Dentistry Student Handbook

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/prof/ed/accred/index.html>

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 Competency Document

As you progress through the curriculum, you will be expected to work toward mastery of a set of competencies. 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. Listed below are the University of Kentucky College of Dentistry competency statements (Please note that 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, & synthesize information in a scientific, critical & effective manner.
3. The new dentist must be able to communicate effectively, both orally & in writing, with colleagues, other health care providers, staff, patients & the public.
4. The new dentist must be able to manage the treatment environment of dental practice.
5. The new dentist must be able to apply the basic principles of business, legal, financial and personnel management of a (simulated) dental practice.
6. 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 use the information to implement strategies that facilitate the delivery of oral health care.
7. 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.
8. 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.
9. The new dentist must be able to promote and improve the oral health of individuals, families, and groups in the community.
10. 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.
11. The new dentist must be able to assess & manage common signs and minimize dental, oral and facial pain, anxiety and apprehension.
12. The new dentist must be able to assess & manage diseases of pulpal and periradicular origin.
13. The new dentist must be able to assess & manage periodontal diseases and monitor the effectiveness of therapy.
14. The new dentist must be able to assess & manage conditions requiring oral & maxillofacial surgical therapy.
15. The new dentist must be able to assess & manage dental & medical emergency situations encountered in the practice of general dentistry.
16. The new dentist must be able to assess and manage oral facial pain, temporomandibular disorders (TMD), bruxism, and dysfunctional dental occlusion.
17. The new dentist must be able to assess & manage developmental &/or acquired craniofacial/dental abnormalities of the primary, mixed & permanent dentitions.
18. The new dentist must be able to assess & manage oral mucosal & osseous diseases or disorders & be able to provide general dental care to most medically, physically or emotionally compromised patients in an outpatient setting.
19. The new dentist must be able to assess & manage dental needs of children & physically & mentally disabled patients.
20. The new dentist must be able to assess & manage patients needing restoration of teeth & replacement of teeth to achieve a dentition that is natural in appearance, functional, & comfortable.

I. Policies

Absence

Miscellaneous Academic Policy One: **ABSENCES POLICY** (See **APPENDIX O**)

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 twenty per cent of 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 Predoctoral Operations.

The Associate Dean for Academic Affairs will notify all involved College personnel concerning the leave of absence.

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.

Please see the University’s *Student Rights and Responsibilities* publication, <http://www.uky.edu/StudentAffairs/Code/>, Part 2, Section 5.2.4.2 if you have questions regarding absence issues.

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 may be invoked.

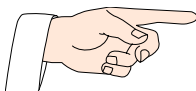
Academic Disciplinary Policies (Appendix N)

The following policies are initiated in cases involving unsatisfactory academic performance.

Probation

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

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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 Dental Board Examination
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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 are ineligible for certain curricular or extracurricular College activities.

If a student has failed a National Dental Board Examination, taking the examination the next time it is available 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., has at least a 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.

□ **Suspension (approved by faculty 3/21/05)**

The Academic Performance Committee (APC) shall recommend to the Dean that a student be suspended if the student has:

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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.
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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. American Dental Association policy now states “effective January 1, 2007, National Board Dental candidates who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination.” Students should be aware that the results of some state/regional licensure exams are valid for a limited time. Students should contact the state/regional board of interest for information on this issue.

Further information on the College's Academic Disciplinary Policies is available from the Office of Academic Affairs (M132).

Dismissal Policy (approved by faculty 3/21/05)

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

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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.
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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. American Dental Association policy now states “effective January 1, 2007, National Board Dental candidates who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination.” Students should be aware that the results of some state/regional licensure exams are valid for a limited time. Students should contact the state/regional board of interest for information on this issue.

Previously suspended students. If a student is subject to suspension or dismissal and has been previously suspended, the Academic Performance Committee 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” – Appendix N).

Academic Ombud

109 Bradley Hall; Phone 257-3737; Hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. 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. 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.

Student Advocacy

The Assistant Dean for Admission and Student Affairs is responsible for advocacy for student rights and maintains an open door policy. He and the Office of Admissions and Student Affairs staff 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 in the first floor of the dental science building, room D-155.

Academic Performance Committee (APC)

The Academic Performance Committee is comprised of four subcommittees. Each subcommittee includes an APC Chair, course directors for the specific year of the curriculum, team leaders (years 2-4), and a student representative. 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 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 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 all of the following applicable requirements have been met:

- 1) A student has obtained 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) All terms of probation have been satisfied; and
- 5) All patient responsibilities and other obligations to the College or University have been satisfied.

University graduations occur in May, August, and December of each year. All of the above requirements must be met prior to the University designated date for graduation approval in order for a candidate to receive his/her diploma at those respective dates (See miscellaneous academic policies, Appendix O)

Participation in the College's commencement and hooding ceremonies may be permitted at the discretion of the fourth year APC if the student is very close to but has not completed requirements for graduation. However, diplomas will not be awarded until all requirements for graduation are met.

Appointments with Faculty or Staff

If you need to make an appointment with a faculty or staff person, and if these individuals cannot be reached in person, leave a note on his/her door or with a department/division staff person or send them an e-mail.

Cheating, Plagiarism and Other Academic Infractions

Refer to the College of Dentistry *Code of Professional and Academic Responsibility* (see Appendix G and the University's Student Rights and Responsibilities publication – <http://www.uky.edu/studentaffairs/code1>). Students

will receive a physical copy of this code and must sign at orientation to indicate they did review the policy and that they know they are responsible to follow the procedures outlined therein to preserve their rights.

Student Rights and Responsibilities

The *Student Rights and Responsibilities* is published online by the University of Kentucky. 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 Governing Academic Relationships of the University Senate Rules" 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. This document is available on the web at <http://www.uky.edu/studentaffairs/code/>.

Health Sciences Student Professional Behavior Code

This Code provides the standards and procedures to be used in the health sciences colleges of the Medical Center where questions of character, to be defined in terms of professional conduct, arise regarding a student enrolled in courses or programs, including clinical programs, in any of the colleges of the Medical Center. It applies to all students enrolled in colleges of the Medical Center, including graduate students enrolled in the courses or programs offered by the colleges, and students licensed to practice (See Appendix H for excerpt). The full version may be found at <http://www.uky.edu/Regulations/AR/ar083.pdf> (Please note: The code is currently under review and will be updated during the fall of 2007)

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. The Code is reviewed in detail with first-year students in CDS 819. It is also referred to by all classes during the August orientation. See Appendix G.

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. Students who believe that grades have not been assigned in a fair and impartial manner have the right to seek review and/or appeal of the grade.

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

Course directors will evaluate the performance of each student on course objectives and assign a grade as follows:

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.

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.
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*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.

Questions regarding policies may be directed to the Associate Dean for Academic Affairs (323-5656).

Appeal of Course Grade

In accordance with College Policy, 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, (see miscellaneous academic policy 11, Appendix O) 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. If a failing grade subjects the student to possible Suspension or Dismissal, the grade review shall become the responsibility of the Dean. 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* Section VI, "Student Academic Affairs", specifically 6.5.1.2b.

Unsatisfactory Examination Grades

Students, who receive an unsatisfactory grade on any exam, including practicals, 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.

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 (D155), for information regarding further financial aid including work-study.

Sexual Harassment Awareness

All students must participate in a Sexual Harassment Awareness seminar which will be scheduled during your first fall term. Sexual harassment involving students, faculty, staff or patients destroys the learning environment and relationships and will not be tolerated. Furthermore, sexual harassment is prohibited by federal and state laws. If you have questions related to possible sexual harassment issues, you are encouraged to consult with the Associate Dean for Academic Affairs (MN-132); your advisor; or the University's Human Relations Advisor (257-3100).

Smoking Policy:

Smoking at the University of Kentucky Medical Center is permitted only in approved smoking areas as described. The term "smoking" as used in this policy includes the use of **all** forms of tobacco products.

a. Inside Buildings

There are no approved smoking areas inside any Medical Center building. Smoking is not permitted inside any building.

b. Outside Buildings

Smoking may occur anywhere outside except in certain areas designated as no smoking areas. These outdoor areas are marked with signage as “no smoking areas.” There are outdoor enclosed or sheltered areas provided especially for smoking. These sheltered areas have been marked as smoking areas. The outdoor areas adjacent to every entrance and exit door of Hospital buildings are no smoking areas and are posted with “no smoking” signage. Smokers, please be considerate of UK’s desire to have a clean, litter free campus and dispose of cigar and cigarette butts in trash recepticals.

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 "*Policy Statement as a Drug-free Institution*," Appendix K.

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 F.

Clinic Standards

□ **Barrier technique policy**

For your protection as well as the patient's, you must wear safety glasses with side shields in the clinics and laboratories when any rotary instruments or tools are being used. Safety glasses and other devices (i.e. rubber dams) will be worn by dental patients during treatment unless directed otherwise by supervising faculty. Gowns and masks must be worn in accordance with your clinical manuals. These policies are for your health and safety as well as that of your patients and are dictated by federal guidelines. All federal regulations issued by the Occupational Safety and Health Administration (OHS) and The Center for Disease Control (CDC), as well as college regulations on protection from bloodborne pathogens must be followed. Initial training for first-year students occurs in CDS 815. Regulations are updated annually as part of the patient management courses CDS 823, CDS 833 and CDS 843. Not only is this training required, but regulation compliance is part of the patient management

grade.

For infection control requirements and information on protection from bloodborne pathogens, please refer to the College *Regulatory Compliance Manual for Bloodborne Pathogens*. Violations of this policy are not only harmful to your own health and safety, but also those of patients, employees and other students. Such violations will be dealt with very seriously, and may impact student academic performance.

□ **BLS requirement:**

All students must maintain current **Health 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 Health Provider BLS certification (may include instructor or higher status) by the American Heart Association or the Red Cross 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.

Dress code:

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 waiting 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. Students 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 seeing 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. Students may be counseled if personal attire or appearance in classes or clinics is considered “unprofessional” and appropriate dress code adherence will be expected. More detailed policies are listed in the Clinical Manual.

□ **Immunizations:**

First year students must show proof of immunization before participating in the clinical clerkships. All students participating in clinical experiences must be immunized for Hepatitis B, Varicella (Chicken Pox), Measles, Mumps, and Rubella (MMR) and Tetanus, Diphtheria, Acellular Pertussis. An annual Tuberculosis (TB) skin test is also required. Students are strongly encouraged to complete the Hepatitis B series before they enroll. The complete series consists of one dose each at 0, 1 and 6 months. A titer is taken at 7 months following the third dose to determine efficacy of the immunization. Further

information can be found on the Immunization Compliance Form provided by the Office of Admissions and Student Affairs (D155). 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. The University Health Service gives immunizations by appointment; phone: 323-2778. (See University Health Service Section, Pg. 29)

Corporate Compliance

The University of Kentucky Chandler Medical Center adopted a Corporate Compliance Program in May 1998. The Compliance Program has two primary goals:

- ◆ First, to enhance and further demonstrate to our patients, the community, employees, staff, the government, and third-party payors our commitment to honest and fair dealing;
- ◆ Second, to centralize and intensify our efforts in preventing and detecting illegal, unethical, or abusive conduct.

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

- ◆ Patient Care/ Patient Care Records Accuracy
- ◆ 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
- ◆ Theft or 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, call the UK Comply Line at 1-877-898-6072.

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 projected impact on the University, we have adopted a centralized approach to HIPAA compliance efforts to ensure coordination, prevent duplication, and leverage resources. The **HIPAA Project Team** has been created to oversee assessment, planning and implementation of

HIPAA-related activities at the University such as adopting policies and procedures, and training faculty and staff.

Questions or issues regarding the University's response to HIPAA should be addressed to Brett Short, Privacy Officer, Office of Corporate Compliance, A301 Kentucky Clinic, 0284, or sent via e-mail to brett.short@uky.edu.

II. *Curriculum and Examinations*

Board Exams and Licensure

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).

Regional Board Competency Exam or Mock Board Exam

All students must satisfactorily complete a generic Regional Competency Examination or Mock Board Exam as preparation for their board licensure examination in conjunction with the fourth year curriculum.

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.

□ **Regional Board Examinations**

Clinical examinations are conducted by individual state boards of dentistry or by regional dental testing agencies. The University of Kentucky College of Dentistry hosts 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. 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.

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 “Course Eval” 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 semester basis. All students must complete all course evaluations online 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.

Elective and Selective Courses

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

Offsite Volunteer Selectives – Students must be registered in a course to participate in off site 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.

Graphical Representation of the Curriculum See appendices B, C, D and E.

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 the College of Dentistry *Code of Professional and Academic Responsibility – Appendix G*).

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. ***Weekly schedule changes will be posted on the bulletin boards outside the Curriculum Office (M-127) and on the website. 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.***

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 signatures from all students on class roster. (If less than 5 people do not agree to change, it will be explained to the whole class and a re-vote may occur). Once **unanimous** agreement has been reached, complete the Exam or Class Date Change Form, including the course director's signature. 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. Submit completed form and roster to the Curriculum Office at least 24 hours prior to requested change and requests room reservation.*

*Curriculum Office will submit exam change requests to Academic Dean for 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
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, <http://www.uky.edu/StudentAffairs/Code/>, Part 2, Section 5.2.4.2.

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 found in the

Student Research Group Handbook. You may pick up a copy of this publication from the Student Research Group Advisor.

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's Registrar, (D155) 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. **Only two hours of research/elective/selective credit can be counted toward class rank/GPA.**

Textbooks/ Bookstores

The textbook list is distributed at the Fall Orientation. If requested by your class president, a spring booklist update will be placed in your mailbox before the winter holiday break. The Kennedy Bookstore will also have the student booklists. The textbook list is generated by the Curriculum Coordinator (M-129).

Frequently Called Telephone Numbers	
Office of the Dean.....	323 1884
Office of Student Affairs.....	323 6071
Office of Academic Affairs.....	323 5656
Clinical Affairs.....	323 5876
Curriculum and Scheduling.....	323 5763
Student Health Center.....	323 2778
Medical Center Security.....	323 6156
Medical Center Bookstore.....	257 2947

III: Academic Issues

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 grades are released and 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 (D155).

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

Extramural experience

□ Required extramural experience

The required extramural experience occurs during the summer following the third-year under the course CDE 841, Community-Based Dental Education. 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.

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

Tuition Payment/Instruments/PTS Policy (Prepared Tray & Sterilization)

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 will be collected at the University of Kentucky College of Dentistry until a designated date. After that date payments must be made on Main Campus. Late fees of 1.25% of remaining balance will be added to the students account after the 22nd of each month.

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

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. Students who withdraw within one week of the first day of class are entitled to an 80% tuition refund. A student is eligible for a

50% tuition refund through the end of the fourth week of the fall or spring semesters as designated by the College of Dentistry academic calendar. 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 on 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.

IV. Student Organizations

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.

Class Officers and Representatives

Each College of Dentistry class has a President, Vice-President, Secretary, Treasurer, Social Chair, Academic Performance Committee Representative, ASDA Representative, Alumni Representative, two representatives to the College Code Committee, and two representatives to the College Admission Committee.

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).

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, the president 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 and the Assistant Dean of Admissions and 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
 - * Telling students about post-graduate dental research opportunities
-

V. Services

Audiovisual Library (AV)

The AV library is located on the 6th floor of the College of Nursing Building (CON), phone 323-6571. 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, have access to the audiovisual collection (1/2" VHS, DVD, CD, audiocassettes, slides). There are group study rooms and partitioned study modules; VCR/DVD combos; Smart Cart with wireless capability (data projector/laptop computer/VCR-DVD combo); a data projector/laptop computer with wireless capability; slide projectors and audiocassette players (all equipment is for library use only); and a coin and vending card photocopy machine. In addition, there is

an adjacent lounge with tables, chairs, vending machines and an outdoor balcony with benches.

Hours:

<u>May 5- August 19</u>	<u>August 27 – December 14</u>
Mon – Fri. 7:30 a.m. – 5:00 p.m.	Mon.-Thurs. 7:30 a.m. – 10:00 p.m.
Sat. & Sun. CLOSED	Fri. 7:30 a.m. – 5:00 p.m.
<u>August 20 – August 26</u>	Sat. 11:00 a.m. – 6:00 p.m.
Mon. –Thurs. 7:30 a.m. – 8:00 p.m.	Sun. 2:00 p.m. – 10:00 p.m.
Fri. 7:30 a.m. – 5:00 p.m.	<u>Labor Day</u>
Sat. & Sun. CLOSED	September 1–3 CLOSED
<u>August 25</u> (Sat.) 11:00 p.m. – 5:00 p.m.	<u>Thanksgiving</u>
<u>August 26</u> (Sun.) 2:00 p.m. – 10:00 p.m.	November 23-26 CLOSED

Hours are reduced during the summer and on holidays. Call 323-6571.

❑ College of Nursing Computer Lab

The computer lab is available to all UK students, faculty and staff. The following hardware is available: 49 Dell computers, 2 laser printers (1 black & white; 1 color-operational with printer card-student ID or temporary DART card) 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 student login account is required 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, and computer lab printers accept PLUS cards campus wide. For more information call 323-4233.

❑ College of Nursing Computer Classroom

The computer classroom is located in Room 602J within the AV Library on the sixth floor of the College of Nursing Building. The classroom is equipped with 58 Dell computers (57 student & 1 instructor’s station); a data projection system with an automated large viewing screen. The classroom may be reserved by instructors only. When it is not reserved for a class, students may use the computers in that room. A 3 week schedule is posted outside the door. A student login account is required to access all computer applications from this classroom. For assistance, please check with the Student Consultants in the classroom or the computer lab.

Computer Access

Computer labs CON 6th floor, Medical Center. Chandler Medical Center also has wireless transmission.

College of Dentistry Web Site

Please browse our Web site at <http://www.mc.uky.edu/Dentistry/>

E-Mail (Electronic Mail)

All students receive a UK e-mail 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 e-mail address. The e-mail system provided by the University of Kentucky is for communications related to the business of the School 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 e-mail system. Students are responsible for reviewing the following campus policies related to responsible computing and rules of use for our campus: www.uky.edu/UKIT/files/acceptableusagepolicy.pdf. Violations of these policies will result in disciplinary action.

If you have questions about use of the e-mail privilege, please contact the Office of Student Affairs.

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/MCL> present new services and products, including the following: InfoKat, the online library catalog for UK libraries, MEDLINE, CINAHL, TOXLINE, SPORT, Bioethics line and other SilverPlatter databases via the WWW, PubMed and other free resources from the National Library of Medicine accessed through the WWW, MD Consult, Up-to-Date, Micromedex, Web of Science, SciFinder Scholar, over 26,000 full text electronic journals, and community of science and discipline-oriented web-sites. All are available from offices, labs, or any library on campus. Proxy server access is also available for 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. 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.

The Medical Center library is 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, our new multi-million dollar facility. 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.

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.

Office of Admissions and Student Affairs, D155, phone: 323-6071

□ Academic Advisors

Advisor assignments are made when the student enrolls. Usually students will 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.

□ **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 member. They attend weekly Committee meetings between September 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 (D155).

University Counseling Center

The Office of Admissions and Student Affairs offers many services including academic, career and personal counseling. The staff also works closely with other offices to refer individuals needing the assistance of licensed psychologists, psychiatrists, and professional counselors. The University offers a broad range of services in counseling, addiction/substance abuse, learning skills, and other areas.

□ **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.

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.

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."

Locker and Storage Space

Student 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.

Locks will be cut and contents removed from those lockers not properly assigned. A \$10.00 fee is assessed by the UK Physical Plant Division and is paid in D155.

Clinics and D-611 Storage Space

Your lockers in the Student Lounge and outside D611 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 Office of Admissions and Student Affairs, D155. There is an information form to complete and a nominal 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, D155. Put a notice in the student lounge, on the bulletin board outside D155, 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 M127 daily for schedule changes.

Pagers: Medical Center Pagers are provided at no cost and dental students are expected to wear them during all

school/working hours. 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 or damaged pagers.

□ **Official Transcripts**

Transcripts may be obtained through the Office of Admissions and Student Affairs. Students will need to complete a release form. The fee for a transcript is \$5.

□ **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 (D155A). 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 FERPA 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 College Registrar for the proper procedures.

□ **Research Applications**

Information can be found in the Student Research Handbook for sponsored summer research experiences or contact the Center for Oral Health Research.

□ **Schedules and Schedule Changes**

See Student Class Schedules under Section II (Curriculum and Examinations)

□ **Tutorial Assistance**

The Office of Academic Affairs offers programs to help facilitate student success in the dental curriculum. Student dentists are employed by the office as tutors for individuals seeking additional help in specific courses to improve their overall performance. If you would like a tutor, first consult your course director for advice and then contact the Office of Academic Affairs in M132. There is no charge to the student requesting tutorial services due to academic difficulties. Students are encouraged to proactively request this assistance.

Liability Coverage (Malpractice Insurance)

All students are covered by the Medical Center occurrence coverage through the UK Medical Center 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 the Executive Associate Dean for Clinical Affairs.

Parking and Security

□ **Parking and Security Office**

Emergency number: 911

University Safety Division, 305 Euclid Ave.;

Phone: 257-5770

University Parking Office 721 Press Avenue.,

Phone: 257-5757

Medical Center Security Office, H105A;

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

□ **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.

University Health Service

The University Health Service is open Monday - Friday, from 8:00 a.m. to 6:00 p.m. during the fall and spring when school is in session. Summer hours are 8:00 a.m.-4:00 p.m. Full-time students automatically pay for basic acute care outpatient clinical and mental health services as part of their tuition and fees. Dental students have year round health fee coverage, however this level of coverage in no way replaces or substitutes for health insurance. For more details on coverage see pages 5 and 6 of the *University Health Service Handbook*. The University Health Service operates by appointment, so be sure to call ahead or visit their website at www.uky.edu/studentaffairs/UHS.

□ ***Important Phone Numbers:***

Health Service Information:	323-5823
Appointments (General Medical):	323-APPT (2778)
Appointments (Mental Health Service):	323-5511

Health Insurance

Students are expected to have their own health insurance to pay for hospitalization, surgical procedures, specialist referral 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. Annual enrollment is necessary and should be done on or before August 31 for the current year. For more information call 323-5823, ext. 230, visit the UHS website at www.uky.edu/studentaffairs/UHS, or check with Student Affairs.

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.

VI. Campus Information

Campus Recreation

→ Boone Indoor Tennis Center

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 257-2777 after 11:30 a.m.

→ Intramural / Club Sports

Go to room 172 A in Johnson Center or call 257-9383

→ Lancaster Aquatic Center

Located at the Seaton Center; phone: 257-SWIM. You must show your student I.D. to use the 50-meter pool facility.

Hours:

Monday - Friday: 10 a.m. - 2 p.m. and 5:15 p.m. - 9 p.m.
Saturday and Sunday: noon - 5 p.m.

Summer hours (June 1 - August 1):

Monday - Friday: 11 a.m. - 8 p.m., closed weekends

→ Nutter Field House

Phone: 257-7122

The Field House has an indoor jogging track open to students, faculty and staff

during the fall and spring semesters.

Monday - Thursday	8-9am, 11-1 pm, 8-10 pm.
Fridays	morning hours only (as above)

→ **Outdoor Track**

There is an outdoor jogging track near the Cooperstown apartment complex. It is available whenever the gate is unlocked.

→ **Johnson Center**

Phone: 257-3928 or go by room 177 for Campus Recreation information. You must show your student I.D. to use the facility which has a 12,000 square foot 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. - 11:00 p.m.
Saturday	10:00 a.m. - 9:00 p.m.
Sunday	11:00 a.m. - 10:00 p.m.

Campus Bus Information (257-7433)

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 "Stadium Route" or "UK". Buses are scheduled every 7-10 minutes. Call Parking and Transportation for additional schedules or details or visit their website for complete details : www.uky.edu/parking/transportation-buses-shuttle.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 124 Student Center and is open Monday through Friday from 10:00 am to 6:00 p.m.

→ **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 the ticket office at 257-4929.

→ **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 four art galleries: the Center for Contemporary Art in the Fine Arts Building, the Student Center Gallery, the Raymond Barnhart Gallery in the Reynolds Building and the Pence Hall Gallery. Annual exhibitions, group shows, works by major artists, and student/faculty works are featured.

→ **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.

→ **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. Call for more information.

Medical Center Eating Facilities

The Wildcat Cafe is located across the street on the second floor of the Kentucky Clinic.

Cafeteria located on the first floor of the medical center.

Coffee Shop located at the front entrance of the hospital.

V.A. Café located in the Veterans Hospital on the ground floor.

Sporting Events

→ **Ticket Information (257-1818)**

Block seating is available for ASDA members. For more information, see your ASDA class representative.

→ **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

Call UK Sports Information (257-3838) or view the UK website for schedules and other information.

Student Center (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.

Questions?

**Contact the Office of Admissions
and
Student Affairs
323-6071**

APPENDICES

- A. Academic Calendar
- B. First Year Curriculum: Science and Preclinical Courses
- C. Second Year Curriculum: Science and Preclinical Courses
- D. Third Year Curriculum: Science and Preclinical Courses
- E. Fourth Year Curriculum: Science and Preclinical Courses
- F. Policy on Technical Standards for Dental Students (Approved December 14,1998)
- G. Code of Professional and Academic Responsibility (rules for infractions)
- H. Expected Professional Standards, Excerpts from *Health Sciences Student Professional Behavior Code* (Revision, January 29,1988)/*Administrative Regulations (AR 11-7.0-6)*
- I. Expected Behaviors Regarding Academic Infractions and Definitions, Excerpts from *University Student Rights and Responsibilities* (Effective August 16, 1990)/*Rules of the University Senate, Section Vi, Student Academic Affairs*
- J. Listing of Disciplinary Offenses, Excerpts from *University Student Rights and Responsibilities* (Effective August 16, 1990)
- K. Expected Standards of Conduct, Excerpts from *Policy Statement as a Drug Free institution*, University of Kentucky, August 1990
- L. Expected Responsibilities, Excerpts from Rules of the University Senate, Section Vii, Code of Faculty Responsibilities, August 16, 1989
- M. Expected Responsibilities, Excerpts from *University Policy on Ethical Standards and Misconduct in Research* (May 22, 1990)/ *Administrative Regulations (AR 11-4.0-2)*
- N. Academic Disciplinary Policies
- O. Miscellaneous Academic Disciplinary Policies

Policy on Technical Standards for Dental Students

(Approved by UK Senate on 12/14/98)

Appendix F

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.

Code of Professional and Academic Responsibility- Appendix G

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.

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.

I. Introduction and Overview

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.

2. 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.

Predocctoral 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 students(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).
3. 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).

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 H

**Expected Professional Standards, Excerpts from
Health Sciences Student Professional Behavior Code,
Revision January 29, 1988
*Administrative Regulations (AR 11-7.0-6)***

Standards

Upon graduation or licensure, the health sciences student will be expected to adhere to accepted standards of professional practice.

Character, moral or ethical, is an important component of professional behavior and of the overall assessment of the performance of each health science student. A student's continued enrollment depends in part on the student's ability to adhere to recognized standards of professional practice and conduct. The standards are drawn from the duly legislated practice acts of the professions that have educational programs in the Medical Center.

Violation of one or more of the standards shall be sufficient grounds for the dean of a Medical Center college to *initiate* a review of the appropriateness of the student's continuing enrollment in courses or programs of the College.

Unprofessional conduct of a student includes conduct leading to or associated with, one or more of the following in a context or manner which is relevant to professional practice when such conduct occurs at any site which is the subject of a clinical affiliation agreement or at any site where the student is engaged in a course or other learning experience for credit toward graduation or upon University property as that term is defined in the University's Code of Student Conduct:

1. Conviction for a felony;
2. Abuse of a controlled substance or drug;
3. Misappropriation or illegal use of drugs or other pharmacologically active agents;
4. Chronic or persistent abuse of alcohol;
5. Any condition or behavior which may endanger clients, patients, or the public, including failure to carry out the appropriate or assigned duties where lack of doing so may endanger the health or well-being of a patient or client;
6. Behavior or action which deceives, defrauds, or harms the public and/or profession;
7. Falsifying or, through negligence, making incorrect entries or failing to make essential entries in health records;
8. Deliberate deception of a patient or client through failure of the student to identify student status;
9. Failure to maintain client or patient confidentiality;
10. Obtaining any fee by fraud or misrepresentation;
11. Removal or suspension from any clinical setting by appropriate administrative authority for unprofessional conduct; or
12. Commission of any act which has the effect of bringing the student, the University, or the student's intended profession into disrepute, including, but not limited to, any departure from or failure to conform to the standards of acceptable and prevailing professional practice with the state and any departure from or failure to conform to the principles or code of ethics recognized by the licensing, certifying, or professional association or agency of the student's intended profession.

APPENDIX I

**Expected Behaviors Regarding Academic Infractions and Definitions, Excerpts from
University Student Rights and Responsibilities,
Effective August 16, 1990
Rules of the University Senate, Section Vi,
*Student Academic Affairs***

Part II, Section 3.0

3.0 Academic Offenses and Procedures

Students shall not plagiarize, cheat, or falsify or misuse academic records. (US: 3/7/88; 3/20/89)

3.1 Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it is a published article, chapter of a book, a paper from a friend or some file or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work in which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add in appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these *Rules* shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

3.2 Cheating

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Any question of definition shall be referred to the University Appeals Board.

3.3 Falsification or Misuse of Academic Records (US: 3120189)

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification or attempted falsification or

other misuse of academic records as described in this section is suspension for one semester.

APPENDIX J

Listing of Disciplinary Offenses, Excerpts from *Student Rights and Responsibilities* Effective August 16, 1990

Part I, Section 1.21

1.21 Offenses as defined below are punishable disciplinary offenses.

- a. Interference, coercion, or disruption, which impedes, impairs or disrupts University missions, processes or functions or interferes with the rights of others on University property. (Examples of conduct falling within this section are described under Section 6.32);
- b. Use, possession, or distribution on University property of narcotic or dangerous drugs, such as marijuana and lysergic acid diethylamide (LSD) except as expressly permitted by law;
- c. Abusive, drunken, violent or excessively noisy behavior or expression upon University property;
- d. Indecent or obscene behavior or the distribution of obscene matter upon University property (see Definition Section following 1.21);
- e. The threat or commission of physical violence against any person present on University property;
- f. The commission of acts which constitute a violation of local, state or federal law upon University property;
- g. Unauthorized entry or use of University facilities or any violation of University rules regarding the use of University property. Where entry to or occupation of premises or facilities was initially authorized, opportunity to comply with a lawful order to leave the premises must be given;
- h. Failure to comply with directions of University officials acting in the performance of their duties;
- i. The threat or commission of physical violence against any University employee for the purpose of influencing the employee's official actions;
- j. Falsifying, altering or forging any official University records or documents, employing official University documents or records for purposes of misrepresentation, or causing any official University documents or records to be falsified by means of any misrepresentations;
- k. Hazing by subjecting University students to unnecessary and excessive abuse, humiliation, or physical danger, or by committing any action or causing any situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization;
- l. Knowingly passing a worthless check or money order to the University or to a member of the University community acting in an official capacity;
- m. Stealing any item of tangible or intangible public or private property upon University property;
- n. Possessing stolen property upon University property;

- o. Possessing a firearm on University property without authorization of the Dean of Students;
- p. Defacing, disfiguring, damaging or destroying public or private property upon University property;
- q. Listing, taking or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the University community;
- r. Giving false testimony or other evidence at any official hearing of the University or giving false information to any faculty or staff members acting in the performance of their duties;
- s. Bribing any University employee;
- t. Harassing anyone present on University property;
- u. Unauthorized access to or misuse of University computers, computing programs or services;
- v. An attempt to violate subsections g, j, m, p, q, or s;
- w. Violation of conditions imposed in connection with one or more of the sanctions enumerated in Section 1.81 through 1.87.

Note 1: As used in the offenses specified in subsections a. through t. herein, University property is defined as all property owned, or leased to, and operated exclusively by the University, and all such property leased to or operated by student and non-student organizations which are under the control and regulation of the Board of Trustees of the University of Kentucky.

Note 2: In addition to the offenses defined above, certain other disciplinary offenses involving conduct which is destructive of academic freedom, the rights of others and the orderly operation of the University are set out in Section 6.3.

Note 3: Lack of intent may be asserted as an affirmative defense by any student charged with an offense listed above.

APPENDIX K
Expected Standards of Conduct, Excerpts from
Policy Statement as a Drug-Free Institution
University of Kentucky
Effective August 1990

Standards of Conduct

By University regulations, by federal law, by state law and in some instances, by local ordinance, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on University property, on University business and/or at University sponsored activities.

Under University regulations, students, faculty and staff are required to abide by state laws concerning alcoholic beverages. Basically, Kentucky laws state that, if one is under the age of 21, it is unlawful to:

1. possess or consume alcoholic beverages,
2. misrepresent one's age for the purpose of purchasing alcoholic beverages, or
3. use a fake ID in an attempt to purchase alcoholic beverages. No matter what one's age, Kentucky law states that is unlawful to:

No matter what one's age, Kentucky law states that it is unlawful to:

1. procure any alcoholic beverages for anyone under 21 years of age, or
2. drink or be drunk in a public place.

University campuses and buildings are considered as public places for purposes of these laws, except for a facility licensed to serve alcoholic beverages, and except for a facility used as a private residence, unless University regulations state otherwise.

Ordinances of the Lexington-Fayette Urban County Government basically parallel the state laws.

Any member of the University student body, faculty, or staff who violates these defined standards of conduct shall be subject to appropriate disciplinary action up to and including suspension and/or termination. The specifically defined standards of conduct, the disciplinary procedures, and the appropriate sanctions are detailed in the codes of student conduct and in the Administrative Regulations (AR II-1.1-4, AR II-1.1-10, AR 11-1.1-11 and Personnel AR Numbers 13.0 and 14.0).

In addition, it is a violation of state law to operate a motor vehicle while under the influence of any substance which may impair one's driving ability (drugs or alcoholic beverages).

The University of Kentucky Policy Statement also includes Sanctions, Notice of Drug-Related Conviction, Health Risks, Training and Counseling Resources, and Policy Review.

APPENDIX L

Expected Responsibilities, Excerpts from *Rules of the University Senate,* Effective August 16, 1989

SECTION VII CODE OF FACULTY RESPONSIBILITIES

1.0 Applicability

This Code shall apply to all faculty members associated with the University System of the University of Kentucky and to all graduate students or other personnel having teaching or research assignments in that System hereinafter referred to as the teaching and research personnel.

2.0 Responsibilities

The teaching and research personnel of the University System of the University of Kentucky hereby subscribe to the following specific responsibilities which can be enforced under this Code.

2.1 General Relations

- a. The teaching and research personnel shall respect the rights of all campus members to pursue their academic and administrative activities.
- b. They shall respect the rights of all campus members to free and orderly expression.
- c. They shall act with propriety in all dealings with members of the University community.
- d. They shall respect the right of any member of the University community to privacy, including privacy of desk, carrel, and office space, and refrain from improper or false disclosure of such member's social or political views or activities. (It is not improper for a faculty member to make a disclosure upon request of a person entitled to such information.)
- e. They shall respect the rights of all campus members to be given fair treatment and to be judged on basis other than race, religion, political belief, age, or sex. Sexual harassment is considered by the University of Kentucky to be one form of sexual discrimination. (See Board of Trustees Minutes, March 1, 1983.) Unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature constitute sexual harassment when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, promotion, or academic standing; as a basis for employment, promotion, or academic decisions; or substantially interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive academic environment. (US: 4/11/83)

2.2 Administrative Regulations

- a. The teaching and research personnel shall utilize the property of the University in accordance with the official rules.
- b. They shall comply with the Governing Regulations, the Administrative Regulations, and the rules and regulations promulgated and approved by the University Senate.
- c. They shall engage in consulting outside the University assignment only in accordance with the established provisions.
- d. They shall state, when speaking as a private person and the institutional affiliation is

mentioned, that he or she does not speak for the University of Kentucky.

2.3 Student Regulations

- a. The teaching and research personnel shall uphold the student academic rights as set forth in the *Rules of the University Senate* (see Section VI).
- b. They shall present the subject matter of a course as announced and approved by the faculty in accordance with the procedures set forth by the University Senate. and
- c. They shall meet classes as scheduled in accordance with University regulations. (Absences caused by illness or emergencies are clearly excusable; absence owing to attendance at scholarly meetings, occasional professional service, pedagogical experimentation, and the like, are exceptions which should be approved by the department chair and, where appropriate, substitution or rescheduling should be arranged.)
- d. They shall be available to students for advising and other conferences, preferably by posting office hours and/or by allowing students to arrange for appointments at other mutually convenient times.
- e. They shall arrange for appropriate interaction and communication with graduate students in the direction of their theses.
- f. They shall return to, discuss with, or make available to students all papers, quizzes and examinations within a reasonable period of time, unless the confidentiality of the examination precludes. If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 365 days subsequent to the conclusion of the academic term in which the problem occurred. In addition, student records and grading policy procedures including roll books, syllabi and attendance records (if applicable)-or copies of this information-shall be on file with the instructor or the department office whenever the instructor will no longer be available. (US: 10/16/89)
- g. To give final examinations in accordance with procedures approved in Section V., 5.2.4.6.
- h. They shall inform students when their individual or collective efforts are to be used for professional or personal advancement of a faculty member, or when the student(s) is (are) to be used as research subject(s), and in either case, to ensure that the student may elect not to participate without prejudice to his or her academic standing; and to recognize appropriately any significant contribution by the student(s).
- i. They shall know the academic requirements and the various degree programs of the University affecting students whom they advise.

APPENDIX M

Expected Responsibilities, Excerpts from
University Policy on Ethical Standards and Misconduct in Research
May22, 1990
Administrative Regulations (AR 11-4.0-2)

Preamble

An underlying principle of all research is the quest for truth. The credibility of such research must be above reproach if the public trust is to be maintained. Any compromise of the ethical standards required for conducting academic research cannot be condoned. Breaches in such standards are rare; however, these must be dealt with promptly and fairly by all parties in order to preserve the integrity of the research community.

Definition

"Misconduct," as used herein, is defined as: (1) fraudulent or improper practice in proposing, conducting, or reporting research, including intentional falsification or fabrication of data, plagiarism, or intentional misrepresentation of data collection and analysis; (2) material failure to comply with federal or University requirements affecting specific aspects of the conduct of research, e.g., the protection of human subjects and the welfare of laboratory animals; or (3) serious misappropriation of research funds, including but not limited to diversion of such funds to personal or non-University use. The phrase "serious misappropriation" as used herein is not contemplated to include minor deviations within budget categories.

APPENDIX N

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., has at least a 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:

8. Received two or more failing (E or F) grades; or,
9. Received a failing grade (E or F) while on probation ;or,
10. Failed to meet the terms of probation; or,
11. At any time after the second year of the curriculum, achieved a cumulative G.P.A. of less than 2.75; or,
12. Failed Part 1 or 2 of the National Board Examination a second time; or,
13. Failed Part 1 or 2 of the National Board Examination while on probation; or,
14. 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.

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 10: 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 11: 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 O

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:

1. The Mock Board will be patterned after a selected regional licensing examination.
2. The appropriate number of days will be set aside during the fourth year to give the examination.
3. Both departmental faculty and external examiners may participate in the examination.
4. 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.
5. The Assistant Dean for Undergraduate Clinics will work with students in the case of patient procurement problems.

6. 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.