



# School of Dentistry

STUDENT HANDBOOK  
ACADEMIC POLICY & PROCEDURES MANUAL  
OFFICE OF ACADEMIC SYSTEMS

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Oregon Health & Science University  
School of Dentistry

# Student Handbook

## Welcome from the Dean

Dear Colleagues,

You are about to start a new phase in your life as a dental student. This will be both the most demanding and the most fulfilling. As you read this, you have made two excellent choices. First, you chose dentistry as a career. Second, you chose the School of Dentistry at OHSU as the place to learn and begin your career as a healthcare professional. Thank you for choosing us. Oregon's school of dentistry has a long and well-deserved reputation for preparing exceptional clinicians who provide high-quality oral health care and education for their patients and advocacy for addressing the oral health needs in underserved and underrepresented areas in our communities. The preparation you receive at the OHSU School of Dentistry will enable you to serve your patients and your community as a highly competent clinician, healthcare professional, and leader.

Our role in your education is to provide an educational curriculum, teachers, and mentors who will guide you through the process of learning so you can develop the skills and knowledge you will need to care for your patients effectively. Your role in your education is to commit every day to learn and apply the skills and knowledge being shared with you to develop into a dedicated, empathetic, and skillful oral health professional. Your learning will not end when you leave us. Dental school is just the beginning of your professional journey. Please commit to becoming a life-long learner. Dental school should not be easy. You should be challenged every day with difficult decisions, skills that take time to attain, and concepts that require critical thought and an understanding of systems.

Dental education is not simply a series of completing tasks and passing exams. While assessments and examinations are necessary to assure you have met minimum standards for entering the practice of dentistry, we expect our students to think critically, write and present articulately with precision and clarity, and organize information effectively. You should leave us with new mindsets and processes for gathering and analyzing information that enable you to thrive in the profession of healthcare that is often uncertain, ambiguous, and complex.

This student handbook contains valuable information on matters that may affect you during your years at the OHSU School of Dentistry. Although it might be tempting to simply jump into your studies, please take the time to become familiar with the contents of this handbook. Keep the handbook as a reference source for questions that might come up later in your career as a dental student.

We are very happy you are here. Thank you again for choosing us as partners in your journey as an oral health care professional. We welcome you to our team and community at the School of Dentistry as faculty, staff, and students with a shared goal—for you to become the best you can be as a dentist and leader in your community.

Ronald L. Sakaguchi, DDS, MS, PhD, MBA  
Dean, School of Dentistry

## School of Dentistry Leadership

### Executive Leadership

Dean: Ronald L. Sakaguchi, DDS, MS, PhD, MBA  
Senior Associate Dean for Academic Systems: Gary L. Stafford, DMD  
Senior Associate Dean for Clinical Systems: Karan Replogle, DDS, MS  
Chief Operating Officer: Joni Elsenpeter, MA  
Associate Dean for Admissions: Susie R. Goolsby, DDS, MSHA  
Associate Dean for Finance and Administration: Anne Rudwick, MBA  
Associate Dean for Clinical Informatics and Learner Engagement: Peter Morita, DMD  
Associate Dean for Research: Hui Wu, PhD

### Department and Division Leadership

#### Oral & Craniofacial Sciences

Department Chair: Laura R. Iwasaki, DDS, MSc, PhD, *Professor*

##### Division of Orthodontics & Dentofacial Orthopedics

Director, Advanced Education Program: Jeffrey C. Nickel, DMD, MSc, PhD, *Associate Professor*  
Director, Predoctoral Education: Corey Shook, DMD, MSD, *Assistant Professor*

##### Division of Oral Diagnostic Sciences

Director, Radiology: Saulo Sousa Melo, DDS, PhD, *Associate Professor*  
Director, Biopsy Services: Dave Chandra, DMD, PHD, *Associate Professor*

#### Regenerative & Reconstructive Sciences

Department Chair: Jim Katancik, DDS, PhD, *Professor*

##### Division of Oral & Maxillofacial Surgery:

Director, Advanced Education Program: Srinivasa Chandra, MD, BDS, FDSRCS, *Associate Professor*  
Director, Predoctoral Education: Erik Richmond, DMD, *Assistant Professor*  
Director, Oncological & Head and Neck Surgery: Daniel Petrisor, DMD, MD, *Associate Professor*

Division of Endodontology:

Director, Advanced Education Program: TBD

Director, Predoctoral Education: TBD

Division of Periodontology:

Director, Advanced Education Program: Yota Stathopoulou, DDS, DMD, PhD, *Associate Professor*

Associate Director, Predoctoral Education: Joseph Califano, DDS, PhD, *Professor*

Associate Director, Predoctoral Education: Harjit Sehgal, BDS, MS, FAGE, *Associate Professor*

Division of Pediatric Dentistry:

Director, Advanced Education Program: Jacy Stauffer, DMD, *Assistant Professor*

Director, Predoctoral Education: Yifan Zhang, DDS, MS, PhD, *Assistant Professor*

## Oral Rehabilitation & Biosciences

Department Chair: Jack Ferracane, PhD, *Professor*

Division of Biomaterials & Biomedical Sciences:

Division Head, Biomaterial & Biomedical Sciences: Carmem Pfeifer, DDS, PhD, *Professor*

Division of Restorative Dentistry:

Division Head, Restorative Dentistry: Juliana Branco da Costa, DDS, MS, *Professor*

Director, Clinical Restorative Dentistry: Despina Bompolaki, DDS, MS, FACP, *Associate Professor*

Director, CAD-CAM Dentistry, Associate Director, Clinical Restorative Dentistry: Hidehiko Watanabe, DDS, *Professor*

Director, Dental Implant/Simulation Lab: Christopher Fellows, DDS, *Assistant Professor*

Director, Preclinical Restorative Dentistry: Erinne Lubisich, DMD, M ed, *Associate Professor*

General Practice Residency Program:

Program Director: Malin Friess, DMD, *Assistant Professor*

## Division of Dental Public Health

Division Head, Dental Public Health: Lyndie Foster Page, BSC, BDS, MComDent, PhD,  
*Professor*  
Director, Russell Street Clinic: Michele Pindyck, DMD, *Assistant Professor*  
Director, Social Work: TBD

## Executive Administration

### Office of the Dean

Chief Administrator, Executive Office: Angela Valles, [vallesa@ohsu.edu](mailto:vallesa@ohsu.edu)

### Office of Academic Systems

Executive Assistant to Senior Associate Dean Stafford: Coral Pipkin, [pipkinc@ohsu.edu](mailto:pipkinc@ohsu.edu)

Associate Dean for Clinical Informatics and Learner Engagement: Peter Morita, DMD,  
[moritap@ohsu.edu](mailto:moritap@ohsu.edu)

Director, Assessment & Institutional Outcomes: Crystal Paredes, MS, [paredes@ohsu.edu](mailto:paredes@ohsu.edu)

Program Technician II: Tara Moreno, [morenot@ohsu.edu](mailto:morenot@ohsu.edu)

Program Technician II: Shayna Hulbert, [hulbersh@ohsu.edu](mailto:hulbersh@ohsu.edu)

### Student Services

Director, Student Services: Jenna Wilkinson, [wilkinje@ohsu.edu](mailto:wilkinje@ohsu.edu)

Administrative Coordinator: Polina Pozdina, [pozdinap@ohsu.edu](mailto:pozdinap@ohsu.edu)

### Office of Clinical Systems

Executive Assistant to Senior Associate Dean Replogle: TBD

Dental Clinic Administration: Kelly Whitten, [whittenk@ohsu.edu](mailto:whittenk@ohsu.edu)

### Office of Admissions

Assistant Director of Admissions: Krystin Davis, [daviskry@ohsu.edu](mailto:daviskry@ohsu.edu)

Administrative Coordinator: TBD

## Department Administration

### Oral and Craniofacial Sciences

Mischelle Gowan, [gowan@ohsu.edu](mailto:gowan@ohsu.edu)

### Regenerative & Reconstructive Sciences

Samira Yusuf, [yusufs@ohsu.edu](mailto:yusufs@ohsu.edu)

### Oral Rehabilitation & Biosciences

Latch Holmgren, [holmgrela@ohsu.edu](mailto:holmgrela@ohsu.edu)

### Administrative Office Hours

School of Dentistry office hours are Mon – Fri, 8 am to 5 pm (subject to change), not including [University Holidays](#).

- The Office of Academic Systems is located on the third floor, south side of the Robertson Life Sciences Building, in suite 3S018.

Students are asked to be mindful of and respect the personal workspace of the School of Dentistry faculty and staff. Students are not permitted in faculty or administrative offices without the presence of a faculty or staff member. Students will make every effort to minimize interruptions of staff throughout the day and conduct routine business at times most convenient to the staff.

Students are encouraged to schedule appointments with faculty in advance. Course Director Office Hours can be found on each course syllabus. Appointments can be arranged with the individual or through the appropriate department administrative staff. E-mail requests for appointments are encouraged. Staff time should likewise be by appointment if an extended period is required to complete business.

## First Steps

### Activate your OHSU email address:

Go to <http://mail.ohsu.edu/> to activate your account.

Students are expected to regularly check their OHSU email address. Activation typically happens 30 days prior to the start of your first term. This is the primary address that OHSU will use to communicate with you, so please check it often.

### Complete your Integrity Web-based Training (Compass):

All students are required to complete the following online modules prior to orientation (and to complete any required “boosters” during enrollment) and at all times, adhere to the precepts outlined in these courses.

- OHSU HIPAA Privacy Education
- Information and Privacy Security Essentials
- OHSU Respect at the University
- Integrity Foundations

### Participate in OHSU Orientation:

Orientation is designed to provide new students with an overview of School of Dentistry rules, regulations, and policies as well as the many services available at OHSU. All incoming students are required to attend orientation activities.

### OHSU Identification Badges:

Per [OHSU Policy 07-15-001, Identification Cards](#), photo identification badges supplied by OHSU are to be worn at all times. Clinic barcode ID tags are provided for students and clinical faculty by the Office of Clinical Systems. These must be used to checkout instrument cassettes, equipment, and supplies from the Dispensary. These should be clipped to the outside of the clinic gown so one’s name is visible to patients, faculty, staff, and students in the clinic.

Lost or stolen badges will result in a \$25 fee to be paid directly by students to the Office of Transportation and Parking. Students must contact Public Safety immediately at 503-494-7744 to report the incident and deactivate the lost or stolen ID badge. Students must also contact Student Services to request a new badge form. Additional services like TriMet & C-TRAN stickers may result in additional fees.



## Commuting:

### Tri-Met

Students may purchase discounted Tri-Met passes at the parking office or by visiting their website. For more information contact the OHSU Parking Office at [parking@ohsu.edu](mailto:parking@ohsu.edu). Tri-met's website may be found at <http://www.trimet.org/>.

### Parking

Parking on the campus is very limited, however, students are eligible for passes under certain conditions. Requests for parking must go through the Student Services and must be approved by the Director, Student Services. If you are on campus for a doctor's appointment, you can park during your appointment for free, but you need to call transportation and parking to be placed on the "do not ticket" log (503-494-8283.) Carpools, vanpools, and public transportation are highly encouraged. [www.ohsu.edu/parking](http://www.ohsu.edu/parking)

### Carshare and Rideshare

#### Long Term Carpools

[MyCommute](#) offers a closed network of current OHSU employees and students. Explore the interactive map, post your needs, and message anonymously. OHSU log in required.

#### Lyft After Hours

Lyft Off is a commuter program intended to assist employees traveling at off-peak hours between 9:00 pm and 5:00 am to or from Marquam Hill or South Waterfront. Participants are covered, through the Lyft app, for up to \$15 a day when traveling during off-peak hours. More information can be found [here](#).

#### Bicycling

Many people choose to cycle to OHSU. Information on cycling to OHSU as well as the best routes to take can be found at the website above. Register and log your eligible [rides](#) here to earn \$3.00/day for biking at least 2 miles to OHSU!

## Student Support Services and Resources

### Accommodations for Students with Disabilities

OHSU is committed to providing equal access to qualified students who experience a disability in compliance with [Section 504 of the Rehabilitation Act of 1973](#), the [Americans with Disabilities Act \(ADA\) of 1990](#), as [amended in 2008 \(ADAAA\)](#).

As defined by the ADA and ADAAA, a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. This may include but is not limited to, physical, sensory, chronic health, psychological and learning impairments. A qualified student is a person who meets the academic and technical standards for admission and participation in a particular program of study, with or without reasonable accommodations.

The Office for Student Access (OSA) determines and facilitates the implementation of reasonable accommodations to address documented disabilities; this may include academic adjustments, auxiliary aids and/or program modifications. Reasonable accommodations enable students with disabilities to have an equal opportunity to participate in an academic program or activity by providing alternative ways to accomplish the course requirements that eliminate or reduce disability-related barriers without altering or lowering standards.

The OSA works with students with disabilities across all OHSU educational programs and campuses. Each school also has an assigned Program Accommodation Liaison (PAL), who acts as an “in-house” resource for students and faculty concerning student access once accommodations are established.

### **Requesting Academic Accommodations**

Students are advised to contact the OSA as soon as possible to discuss eligibility for disability services; accommodations may take time to implement and cannot be applied retroactively. All information regarding a student’s disability is kept in accordance with state and federal laws.

Here are the steps:

1. Review the [OSA Student Handbook](#)
2. Submit [OSA Application for Accommodations](#) and [Disability Documentation](#)
3. Complete an intake appointment. Schedule an appointment by calling 503-494-0082 or emailing [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu). Please indicate your availability to meet in your initial email or voicemail.

### **Contact Information**

Office for Student Access (Disability Services)

- Phone: 503 494-0082; Secure Fax: 503 346-8066
- Email: [studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu)

- Website: [www.ohsu.edu/student-access](http://www.ohsu.edu/student-access)

## BICC and Program Library

The Biomedical Information and Communication Center (BICC) houses the library and all of the computerized educational support for OHSU. Students are extended full privileges at the BICC, including the use of computers, access to databases, online books and journals and CD-ROM educational materials. Students will be introduced to the BICC at orientation, during which the services and student responsibilities as users will be outlined. Fees for library materials or services may not be charged against the Program account unless expressly authorized by the Office of the Dean.

When students are using the library during open hours, students must use the main 3rd floor entrance. After hours, students can access the 4th floor of the library 24 hours a day with their OHSU ID badge. Students can swipe on one of the outside sets of doors (2nd floor on either side of the building or 4th floor on the bridge side). Once inside the building students should go to the 4th floor lobby, then swipe to get into the library. Quiet study space, study rooms, and wireless access are available. OHSU library hours are posted on the [main library web page](#).

## Office of the Registrar and Financial Aid

The Office of the Registrar services include registration for courses, grade reports and official transcripts. The Registrar and Financial Aids office also receives requests for financial aid and deferral of student loans. It should be noted that many actions that affect student status are initiated at the program level before being officially recorded by the Registrar. These actions include change of grade, advancement to candidacy, and leave of absence.

The OHSU Financial Aid Office coordinates the awarding of financial aid. The priority deadline for submission of financial aid applications is January 1 preceding fall term registration. Students should contact the Financial Aid Office well in advance of the deadline in order to ensure compliance with relevant regulations. Financial Aid applications must be submitted annually in accordance with financial aid procedures, in order to be considered for federal or private loans.

### Contact Information:

Registrar:

[www.ohsu.edu/registrar](http://www.ohsu.edu/registrar) | Phone: 503.494.7800 | [regohsu@ohsu.edu](mailto:regohsu@ohsu.edu)  
Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Financial Aid:

[www.ohsu.edu/finaid](http://www.ohsu.edu/finaid) | Phone: 503.494.7800 | [finaid@ohsu.edu](mailto:finaid@ohsu.edu)  
Monday – Friday, 7:30 a.m. – 4:00 p.m. Mackenzie Hall Room 1120

Cashier's Office:

[www.ohsu.edu/education/cashiers-office](http://www.ohsu.edu/education/cashiers-office) | Phone: 503.494.8243  
Located in Marquam Plaza, Monday – Friday, 8:00 a.m. - 3:45 p.m.

## Education Records

FERPA (The Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. OHSU policies elaborate upon or qualify rights in student records to the extent the institution is authorized to do so under law. Copies of the OHSU policies may be obtained from the university Registrar's office.

## **Academic Calendar**

The current academic calendar is available from the [SOD Academic Resources](#) webpage or the [Office of the Registrar](#) webpage.

## **SOD Term Schedules**

The Senior Associate Dean for Academic Systems prepares term schedules. Students may obtain copies from the [SOD Academic Resources](#) webpage.

## **Registration**

School of Dentistry students (dental, certificate and masters) do not register for individual classes. Each term, students in good standing are registered automatically by the Student Services.

## **Learning Support**

OHSU's Student Academic Support Services (SASS) is committed to helping all learners at OHSU reach their academic potential. The Director, Emily Hillhouse, MA, PhD, and her team supports students as they adapt their study and personal habits to the demands of being a student at OHSU. Students can set up individual appointments with Dr. Hillhouse to discuss their learning needs by emailing her directly at [hillhous@ohsu.edu](mailto:hillhous@ohsu.edu).

## **Center for Diversity & Inclusion**

CDI supports and works in collaboration with the academic units, hospitals, and other campus and community resources in promoting an environment that values and nurtures an inclusive environment of diversity through various resources and programs for students, staff, and faculty. [Center for Diversity & Inclusion](#)

## **Office of International Services**

The Office of International Services (Mackenzie Hall Room 1182) provides immigration advice and services to international students, employees, and visitors. [Office of International Services](#)

## **Personal Finance and Debt Counseling**

Mike Matheny provides individualized, one-on-one appointments to advise students on personal finance. Email Mike Matheny to set up an appointment: [mathenym@ohsu.edu](mailto:mathenym@ohsu.edu)

## Pregnant and Parenting Students

Starting and growing your family can be a very exciting time, but it can also be a very challenging one, especially when you are pursuing studies in a rigorous advanced degree program. By talking with your Program Accommodation Liaison (PAL) and gaining the approval of your program director, you can make adjustments to your schedule and program requirements to meet your academic and life needs. These adjustments can be made for any student who will be welcoming a new child into their family, including both birth parents (pregnant student) and non-birth parents (such as the father, parent through surrogacy, adoptive parent, or foster parent).

[Pregnant and Parenting Students](#)

## Student Center

The OHSU Student Center is located on Campus Drive near Parking Structure F and across the street from the Doernbecher Children's Hospital. The Student Center is comprised of a meeting/study space, a Media Room with movie and sports events viewing, a pool, workout facilities, and a gym that hosts intramural sports.

[OHSU Student Center](#)

## Office of Learner Placement and Housing

The OHSU Office of Learner Placement and Housing provides housing as a benefit for all students assigned to clinical rotations in hub sites and non-commutable sites outside metropolitan Portland. Housing provided may be an apartment or a house, a room within a house, a dormitory, or a hotel room. Every effort is made to provide the necessities for the full rotation.

**The housing provided is shared (often with students from outside the Program) and co-ed.** Students will have their own room; however, the housing unit may be shared with students from other OHSU schools and programs.

Students may decline OHSU provided housing if the Office of Academic Systems is notified at least 8 weeks prior to the rotation start date. The DMD program will not pay, reimburse or subsidize alternative housing arrangements made by individual students. Any situation resulting in a student vacating OHSU provided housing (after the SOD has made the arrangements), must be reported to the Office of Academic Systems immediately. Responsibility for costs incurred as a result of the student's unexpected move may be placed on the student and will be reviewed on a case-by-case basis.

Housing is provided for student use only. Visitors, including family, are not welcome for overnight, weekend or extended periods. All housing units are non-smoking. Pets, weapons, drugs or illegal activities are not allowed. OHSU housing may be up to 45 miles from a student's assigned rotation site. Since many of our clinical rotation sites are in rural areas, public transportation and bicycling are not feasible options for many sites. It is the student's responsibility to obtain reliable transportation for all rotations.

## [Learner Placement and Housing](#)

### Student Organizations

#### Student Service on School Committees

Students serve on several committees of the School of Dentistry (e.g., Curriculum Committee), focus groups, or other activities as requested.

#### Student Interest Group Recognition

Any group of students, faculty and staff acting together, electing officers, and/or assessing dues or fees for their mutual benefit may apply with the Office of Student Life to be recognized by OHSU as an official student interest group. All voting members and officers of a recognized interest group must be students currently enrolled at OHSU for a minimum of six (6) credits as an undergraduate student or five (5) credits as a graduate student. All participants within recognized student interest groups are responsible for adhering to student conduct regulations, OHSU policies, and are accountable for their behavior as part of a group at OHSU sponsored events. It is the responsibility of the group's officer(s) to communicate these expectations to all participants.

No recognized student interest group shall use the OHSU name or reference to OHSU affiliation except to designate its location at OHSU. For example, it is inappropriate to refer to a group as the "OHSU Asian American Club". It is appropriate to refer to a group as the "Asian-American Students at OHSU". Advertisements and promotional material shall not imply that a function is sponsored or sanctioned by OHSU unless the event is formally co-sponsored with an administrative or academic unit. OHSU recognition of a student interest group entitles groups to:

- The use of some institution owned or controlled facilities for meetings without charge.
- Request the use of OHSU funds from schools, the Vice President for Student Affairs or the All-Hill Council.
- Request approval under [OHSU Policy No. 07-90-025, Serving of Alcohol](#), where applicable, from the Vice President for Student Affairs to host functions.
- Request student interest group representation on the webpage hosted by the Office of Student Life.
- Post activity/event notices to [OHSU Student Central](#).

For more information please refer to [OHSU Policy No. 02-90-001, Student Interest Group Recognition](#). A complete list of student interest groups is available on the [OHSU Student Central](#) website.

Listed below is a partial list of active groups within the School of Dentistry:

- [American Dental Education Association \(ADEA\)](#)
- [American Student Dental Association \(ASDA\)](#)

- Community Outreach, Advocacy, Service Training (COAST)
- [Delta Sigma Delta \(Delts\) – Dental Fraternity](#)
- [Hispanic Student Dental Association \(HSDA\)](#)
- Pediatric Dentistry Club
- School of Dentistry Dental Student Government (DSG)
- [SOD Student Research Group \(SRG\)](#)
- Student National Dental Association (SNDA)
- Student Patient Assistance Program (SPAP)
- [Student Professionalism and Ethics Association \(SPEA\)](#)
- Voices for Inclusion, Belonging, and Equity (VIBE)

### **Dental Student Government**

The primary student affairs organization within the School of Dentistry is the Dental Student Government (DSG). This group, which has 10 voting members, is composed of the following:

- The student government officers, who are elected from the entire student body by ballot every spring. The officers include president (votes in case of tie), vice-president/secretary, treasurer, and student activities chairperson.
- One student council vote is allocated to a representative of each of the following student organizations: American Student Dental Association, the American Dental Education Association.
- One student council vote is allotted to each dental class. Each class selects a president and other officers to coordinate its academic and social activities. These officers also act as a line of communication between the students, faculty, staff, and the dean as needed. DS1, DS2, DS3, and DS4 classes are represented.

The coordinating group for student government for the whole campus is the OHSU All-Hill Student Council. The OHSU All-Hill Student Council serves as the governing body for this group. The School of Dentistry contributes 8 members to the council; the president of each class and an additional representative specially elected from each class to serve on the council. The OHSU All-Hill Student Council elects its own officers. The contact phone number is 503-494-7878.

### **All-Hill Council**

The All-Hill Council comprises OHSU's student body government. Each school contributes members to the Council. Graduate students may have up to eight representatives: to find out about

being a representative, attend one of the meetings and/or talk to a Council or GSO officer. Student Council meetings are held the second Friday of the month at 12:00 pm and are open to anyone. In addition to facilitating communication about OHSU news and policies to students and acting as a voice of students to administrators, the Council also provides funding for events bringing together students across schools and programs.

[All-Hill Council](#) | [scouncil@ohsu.edu](mailto:scouncil@ohsu.edu)



## Health and Safety

### General Information

#### **BLS/ACLS Certification**

All dental students, Advanced Education students and residents are required to maintain current BLS/ACLS certification while at OHSU School of Dentistry. Upon matriculation, Student Services will assist incoming first-year dental students to register for BLS training with the OHSU [CARE program](#). Once completed, all students are required to keep a copy of their certification card as well as send a copy of the BLS card to the Quality Assurance Coordinator. The Office of Clinical Systems will keep a log of expiration dates but will not keep copies of BLS cards. When a dental student enters their third year, they will be reminded by the Office of Clinical Systems to recertify BLS with the CARE program, and once again will be asked to submit the renewal card to the Quality Assurance Coordinator. If BLS certification lapses at any point during the program, axiUm access will be shut off, and students will be unable to perform or assist in clinical care. It is the responsibility of all students to maintain their current BLS certification. BLS/ACLS certification status for Advanced Education students and residents is monitored by the individual programs.

#### **Public Safety**

The Department of Public Safety is dedicated to assisting all members of the OHSU community whenever possible. Public Safety maintains a comprehensive communications center (dispatch) staffed 24 hours a day, 7 days a week by professional dispatchers who are trained to triage requests for service, including emergencies and initiate the appropriate response. If they are unable to provide the requested service with our resources, they will make all reasonable attempts to locate someone who can.

[Public Safety](#) | Emergency on Campus: 4-4444 | Non-emergency: 503-494-7744

#### **Jeanne Clery Act**

The Clery Act requires colleges and universities to publish an annual report by October 1 that contains 3 consecutive years of crime statistics and certain security policy statements. The OHSU Department of Public Safety in compliance with the Clery Act keeps information available that summarizes programs, policies and procedures designed to enhance personal and property safety while at OHSU.

#### **Medical Emergencies**

For all medical emergencies call 4-4444. Public Safety will respond to all emergencies. They are trained to assess and respond to medical emergencies. Please refer to OHSU's Emergency Resource Books located throughout RLSB for additional information.

#### **Criminal Background Checks**

All admitted students must comply with [OHSU Policy No. 03-10-011, Background Checks](#) and complete a criminal history review as part of the matriculation process. Prior conviction does not necessarily disqualify an admitted applicant from matriculation. The admitted applicant has the right to inspect and challenge the results of the inquiry. Information about federal civil rights law and arrest records may be obtained through the Bureau of Labor and Industries. After the initial background check, students are required to disclose to Public Safety any criminal conviction (except a traffic offense) within 15 days of the conviction.

### **Drug Free Policy**

OHSU is committed to maintaining a drug-free institution. Students are referred to OHSU's Policies and Procedures and OHSU Code of Conduct regarding the use of alcohol or other drugs while an OHSU student. Additionally, OHSU provides a required reference, [OHSU Alcohol, and Drug Guide](#) which applies to both employees and students at OHSU.

### **Mandatory Drug Screening**

As a health science institution dedicated to the education of competent and professional health care providers, OHSU has the responsibility for the critical assessment of the professionalism of our students, and the health, safety and wellbeing of the patients we serve. OHSU has established a drug testing program consisting of pre-clinical experience testing of students and "for cause" testing for any student suspected of being under the influence of unlawful drugs or alcohol during their course of study. (See [OHSU Policy No. 02-01-003, Student Drug and Alcohol Testing](#))

All incoming students are required to pass a confidential drug screening prior to matriculation, which detects unlawful drugs, including marijuana, which is prohibited by OHSU policy and federal law. Students must also be willing to submit to drug screening if there is reasonable suspicion that a student is under the influence of any unlawful drug, any alcohol, or misused prescription drug while on campus or affiliated clinics. Students who refuse to submit to, or do not pass the drug screening process may be suspended or dismissed from the program.

### **Tobacco Free Campus**

The use of all tobacco products, including cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and other products made primarily with tobacco is strictly prohibited while at any Portland area OHSU facility or on OHSU grounds.

### **Latex Allergies**

Latex products are extremely common in the medical environment. Students with a history of latex allergy are at risk for future severe reactions upon exposure to latex products. Any student with a known latex allergy, or having or describing symptoms consistent with latex allergy, is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. Any student found to be latex allergic must determine whether or not to continue with clinical training, acknowledging the risk of becoming ill even if reasonable precautions are taken, and accommodations are made.

### **Liability**

The Dean of the School of Dentistry explicitly authorizes DMD students, as a part of their academic responsibilities, to participate in clinical activities, including care and treatment of patients, taking histories, and performing examinations at OHSU, OHSU facilities or affiliated non-OHSU sites. Such authorization is to be for academic activities (including clinical) under the direction of faculty. To be covered by OHSU's liability insurance policy, a DMD student must be registered for an approved course including all electives on and off campus.

## Student Health and Wellness Center

The Student Health & Wellness Center is your "medical home" providing routine outpatient care and counseling services to meet a wide variety of your health care needs. They are open Monday through Friday from 8:30 am until 4:30 pm and are in room 18 (Primary Care) and room 6 (Counseling and Wellness Services) of Baird Hall. Services offered include primary care, well-woman exams, contraception, travel medicine, immunizations, counseling, and medication management. All registered full-time students in degree and certificate training programs that pay the required health fees in addition to their tuition at OHSU are eligible for health and counseling services at SHW.

A referral is required to see any health care provider outside of SHW, with the exception of women's health providers. There is no cost for an SHW visit, so this should be considered your primary care place and is always cheaper than seeking outside providers.

### [Student Health and Wellness Center](#)

[shw@ohsu.edu](mailto:shw@ohsu.edu) | 503-494-8665 | Baird Hall Room 18

### Immunization Requirements

OHSU follows the guidelines for required immunizations issued by the Centers for Disease Control and Prevention (CDC) and by the State of Oregon. Students must comply with pre-entrance immunization requirements and remain in compliance for the duration of their enrollment at OHSU, as specified by the Student Health & Wellness (SHW) Center.

Failure to provide proof of immunization or compliance with [OHSU Policy No. 02-90-010, Student Health](#) within 30 days of matriculation, or when notified by SHW that a student has fallen out of compliance, will result in a student being restricted from registering and attending classes.

### Infectious Disease

DMD students exposed to an infectious disease (through a needle stick, bodily fluids, etc.) should follow the protocols established by SOD Office of Clinical Systems located in the SOD Clinic Manual. Student must promptly report the incident to the Office of Clinical Systems. Following such exposure, students are **required** to notify SHW at 503-494-8665 to solicit additional advice regarding follow up. *Please review the instructions related to [Blood-Borne Pathogen Exposure](#).*

- It is the responsibility of the clinical site to provide adequate Personal Protective Equipment (PPE) for use in a clinical setting (e.g., disposable gloves, masks, gowns, eye protection, etc.) unless otherwise specified by the Program.
- It is the responsibility of the program and the clinical site to instruct the student about accepted infection control procedures applicable to the student's activities.
- It is the responsibility of the student to use the Personal Protective Equipment provided, and to follow the instructions given, to minimize the risk of being infected by or transmitting any infectious diseases.

Additional guidance related to infection control measures, including [standard precautions](#) and proper use of [PPE](#), may be found on the [Infection Control](#) website.

## March Wellness Center

The March Wellness Center is located on the Waterfront Campus and is accessible via the Tram. The center offers a wide variety of fitness classes, equipment, and programs for OHSU students and fitness center members. OHSU Students are members of the March Wellness Center and can access the center and its classes for free.

[March Wellness Center](#) | 503-418-6272

## OHSU Ombuds

The OHSU Ombuds offers a safe, confidential place to discuss campus-related issues and explore possibilities for informally addressing concerns. The Ombuds will listen and review matters; help identify options; make inquiries and make referrals as appropriate; and/or facilitate resolutions in an impartial manner.

[OHSU Ombuds](#)

## OHSU Confidential Advocate Program

The OHSU Confidential Advocate Program provides confidential consultation, referral, and support services related to sexual harassment and discrimination. CAP can be reached at [CAPsupport@ohsu.edu](mailto:CAPsupport@ohsu.edu)

## Using Information Technology

You are responsible for the computer and mobile devices you use during your studies at OHSU. If you wish to use a computer to access OHSU resources, please ensure that you are using an up-to-date, vendor-supported operating system. See [Private Wi-Fi \(OHSU-Secure\)](#) for details on the various software required to connect to OHSU's private Wi-Fi network.

In addition, you must abide by [OHSU Policy No. 11-20-010, Acceptable Use of Computing and Telecommuting Resources](#). The following information will help you use your computing resources in line with that policy as well as OHSU's additional information privacy and security policies. For a complete list of policies, visit the [OHSU Information Privacy and Security](#) section on the O<sup>2</sup> (intranet) site.

### **Wireless Internet Access**

OHSU has both public (open/unsecure) and private (secure) wireless networks available while onsite at most OHSU locations. Use a secure network when connecting to OHSU internal resources:

#### **OHSU – Student**

A secured wireless network available for OHSU students with an active OHSU login. Students may connect to *OHSU-Student* with their personally owned computers, tablets and smartphones. The network allows secure access to the internet. *OHSU-Student* is intended for students only — OHSU staff members may connect to eduroam with their personally owned devices.

#### **eduroam**

OHSU participates in eduroam, a secure, shared wireless service used by academic and research institutions around the world. eduroam allows visiting students, faculty, researchers and staff from participating institutions to access OHSU's network with their home organization's credentials. eduroam is also the preferred network for OHSU staff members using personally owned laptops, smartphones and tablets.

#### **OHSU-Secure**

A secured wireless network available to anyone with an active OHSU login using an OHSU-managed device. OHSU-managed devices are configured to connect to this network when available as it provides the greatest level of security and should be used when possible.

Refer to eduroam and OHSU-Student sections for information on connecting personally owned devices.

#### **Dell Data Protection**

Dell Data Protection is required to connect a Windows computer to OHSU's secure networks (e.g., the wired network, the OHSU-Secure wireless network, Virtual Private Network). It encrypts removable storage devices, such as USB sticks and external hard

drives. It also prevents data from moving from OHSU's secure networks to unencrypted removable storage devices.

Dell Data Protection is **not** required on computers that connect only to *eduroam* or *OHSU-Student* wireless network.

## OHSU-Guest

An unsecured wireless network that is provided for OHSU patients, visitors, vendors and others who need internet connectivity. OHSU-Guest should not be used by staff, students or affiliates and should not be used to conduct OHSU business, or access or transmit confidential, proprietary or protected information.

## Mobile Device Management

Many students want their OHSU email delivered straight to their personally owned mobile devices. If you're among them, get the Boxer app for convenient access to your OHSU email, calendar and contacts. In addition, you can get the Web and Content apps for secure internet browsing and file saving, respectively.

If you don't want to use Boxer, you can use a mobile browser to check your OHSU email at outlook.office.com. You'll enter your username and password, and then authenticate with Duo Mobile when your mobile device isn't connected to the OHSU network.

To learn more, go to the [personally owned mobile devices page on O<sub>2</sub>](#).

## Two-step Authentication

Two-step authentication (also called multi-factor authentication) is required to log in to certain OHSU systems from **outside** the OHSU-Secure wireless network — for example, when you log in to mail.ohsu.edu from your home Wi-Fi network or from eduroam. It is also required to remotely log in to applications that use single sign-on, including Banner Self-Service, Compass and Sakai.

OHSU uses Duo Mobile for two-step authentication. Duo Mobile is a free app that you can download from your smartphone's app store. If your smartphone is enrolled in Intelligent Hub as part of mobile device management, the Duo Mobile app is also available from the OHSU App Catalog. Smartphone apps like Duo Mobile are popular tools for two-step authentication because of their convenience — if you have a smartphone, you probably don't go anywhere without it.

If you cannot or do not want to use the Duo Mobile app, you can request a security token (key fob). Send an email to [duo@ohsu.edu](mailto:duo@ohsu.edu), and please include your telephone number and your campus mail code (or your USPS address, if you do not have a campus mail code).

To learn more, go to the [Duo Mobile page on O<sub>2</sub>](#).

## Cloud Storage

OneDrive is OHSU members' primary individual cloud storage solution. It provides seamless integration with the other Microsoft 365 applications, is approved for use with PHI and other restricted information and is enabled for collaboration with internal and external partners. Users are given 5TB of storage in OneDrive.

You can access OneDrive through Teams and the web at [office.com](https://office.com).

From Teams: Select Files from the left rail of the window and click on OneDrive under the Cloud Storage section.

From the web: Go to [office.com](https://office.com) and log in using your OHSU email address and password. Click on the OneDrive icon on the left rail of the browser window.

From desktop: Select the OneDrive app for desktop.

### **Removable Storage Devices (e.g., thumb drives and external hard drives)**

Removable storage devices, such as USB sticks (thumb drives) and external hard drives, must be encrypted with Dell Data Protection if they contain restricted information (see the *Protecting restricted information* section).

The Dell Data Protection software is required for computers that need access to internal resources on the secure network. It ensures that restricted information cannot be moved from the secure network to unencrypted removable storage devices. In addition, it can be used to encrypt unencrypted removable storage devices.

To learn more, go to the [Dell Data Protection page on O<sub>2</sub>](#).

### **Additional Resources**

- [Help and How To](#): Help and How To provides solutions for the most common information technology issues at OHSU, as well as FAQ on a variety of topics.
- [Phish Bowl](#): The Phish Bowl is where you can find recent examples of phishing emails reported by others at OHSU. If you receive a suspicious email at your OHSU email address, report it by forwarding it to [antispam@ohsu.edu](mailto:antispam@ohsu.edu). Also, be aware that OHSU occasionally sends phishing training exercises to help you practice identifying and reporting suspicious emails. Examples of past exercises are also accessible from the Phish Bowl.

### **Protecting Restricted Information**

You are responsible for protecting all restricted information that you come across at OHSU. Restricted information is anything that is not meant for the public, such as information about patients, employees or students, and research data. Often, it is protected by federal regulations. For example, Protected Health Information (PHI) is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As a health professions student, you may work with PHI and other kinds of restricted information during your studies at OHSU. You can help keep that information safe by following these guidelines.

### Text Messages

Do **not** use mobile devices, such as smartphones, to text PHI. Mobile devices that are used to receive OHSU pages can and should be encrypted. Follow these instructions to encrypt an [iOS](#) or [Android](#) device. Note that these steps encrypt the **device** — not the pages it receives. Therefore, the following additional precautions should be taken:

- Limit PHI to the minimum necessary for effective patient care.
- Change your smartphone settings so that the “preview” does not display on the locked screen. If the “preview” is set to “on” then any patient information sent may be viewable without authentication.
- Delete pages containing patient information after reading them.

### Photos and Videos

- Photos and videos of patients for personal purposes are not permitted.
- If photos are being taken for education purposes, the patient must sign a release prior to being photographed.
- If photos are being taken for treatment purposes, the photos must be incorporated into the patient’s chart in axiUm/Epic.

### Additional Tips

- Do not include any identifying patient information in written history and physicals (H&Ps) that you complete.
- Never send patient information to personal email accounts (e.g., Gmail, Hotmail).
- Only access the electronic health records of patients for whom you are directly providing care. Do not access the records of your family members or friends.

Be aware that failure to comply with HIPAA regulations may result in serious consequences, up to and including dismissal from professional school. If you have questions about protecting restricted information, including PHI, contact the Information Privacy and Security Office at 503-494-0219 or [oips@ohsu.edu](mailto:oips@ohsu.edu).

### If you see something, say something.

OHSU is responsible for protecting the personal information of thousands of employees, students, and patients. If you have a concern about the security or privacy of that information, report it as soon as possible. Even if you aren't sure something is really an incident, go ahead and report it — the privacy experts will take it from there.

### What to Report



Information privacy and security incidents happen when restricted information is accessed, acquired, used, or disclosed without authorization. Some common examples include:

- Sending to the wrong address a fax or email that contains restricted information.
- Sending an unencrypted email that contains restricted information.
- Losing equipment that is used to store or work with restricted information, such as laptops, mobile phones, and removable storage devices (e.g., thumb drives, external hard drives). This also includes cases of theft.
- Sharing OHSU network passwords, which is a violation of OHSU policy.
- Inappropriately accessing records in a patient-care tool, such as Epic.
- Inappropriately sharing PHI. Patients file complaints when they suspect the privacy of their information has been compromised - for example, if it has been verbally disclosed when it shouldn't have been.
- Storing PHI in unapproved cloud-based services. Remember, Box.com is OHSU's approved cloud storage solution.
- Inappropriately disposing of PHI, such as putting an after-visit summary in a recycling bin instead of a locked, confidential shred bin managed by OHSU.

### **How to Report**

To report a concern, contact the Information Privacy and Security Office at 503-494-0219 or [oips@ohsu.edu](mailto:oips@ohsu.edu). Alternatively, you may [report a concern anonymously](#) through the Office of Integrity.

## School of Dentistry Guidelines & Expectations

### SOD Curriculum Development and Review Process

#### **Student Participation**

The SOD Curriculum Committee is responsible for curricular matters associated with the program leading to the DMD degree. The Committee includes faculty members who are appointed by the dean, ex-officio faculty members and four dental students, one from each class. Student members are appointed by the Senior Associate Dean for Academic Systems on recommendation from the Director, Student Services.

#### **Student Role in Course Review and Evaluation**

For the evaluation of course and instructional effectiveness, OHSU utilizes blue<sup>®</sup>, an electronic based software system (Explorance, Montreal, Canada) that meets the diverse needs of the University's multiple programs. blue<sup>®</sup> allows the student to respond to a set of questions regarding didactic, laboratory or clinical courses online, via the web, within a specific window of time, and with complete anonymity. There is also an open-ended option for the student to comment freely on any aspect of the course they have just completed.

Students are required to perform this evaluation process during class each academic term. The faculty and administration use the results of these evaluations to enhance the pre-doctoral dental education program thus meeting the requirements of the CODA and the NWCCU. Course evaluations are also reviewed when considering faculty performance, promotion, and tenure. Outcomes from course evaluations from previous iterations can be found in each course syllabus.

#### **Advanced Standing for Students**

The School of Dentistry highly values academic preparation and previous experience in its evaluation of applicants. However, it is the policy of the School of Dentistry not to award advanced placement for, or to accept for credit, any previous academic or other experiential learning. All matriculated students are required to participate in and complete the entire curriculum of the School of Dentistry to meet the requirements for graduation.

### Academic Support

#### **Requesting an Academic Advisor**

The student advising program is coordinated by the Director of Student Services. The purpose of the advising program is to facilitate rapport and foster a humanistic relationship between students and faculty and to provide academic advice. Should you wish to be assigned an academic advisor you must make arrangements with the Director, Student Services. Upon completion of the second-year curriculum, students may request a "clinical" advisor who will monitor and advise students on their clinical competence and completion of graduation requirements. Once an advisor is assigned, at least

one advising contact per term is desirable in order to benefit from the advisor/advisee relationship. Advisor assignments may be changed by request.

## **Tutoring**

The tutoring program at the School of Dentistry was started officially in 1971 as a component of a federally funded minority student affairs program that was open to all students regardless of race. Federal support for the program expired in 1978, and since then the School of Dentistry has sponsored the program.

The purpose of the program is to aid students encountering academic difficulties and to prevent such difficulties from recurring. The program is free and available to all dental students. The program is designed to prevent small problems from becoming overwhelming problems, and students are encouraged to ask for help as soon as there is a need.

Student Services is responsible for administering the tutor program, including arranging the student tutors and monitoring the program. Dental students who wish to use the tutoring service should contact Student Services to start the process.

As a student in the dental program, you are entitled to the following:

- To receive tutoring upon request; and,
- To choose tutors and change tutors if you wish.
  
- You also have the following responsibilities:
  - To apply for help when needed;
  - To attend tutoring sessions on time; and,
  - To prepare in advance for tutoring sessions.
  
- There are several options for getting academic assistance in addition to the tutoring program. These options include the following:
  - Direct help from course instructors;
  - Elective help sessions scheduled by course instructors;
  - Informal study sessions with other students; and,
  - Use of study aids such as educational applications, videos, slides, reference tests, and test files.

Please remember that the faculty are here to assist you in the learning process. Do not hesitate to request help or reassurance when you need it!

## **Awarding of Degree**

The degree of Doctor of Dental Medicine (DMD) is awarded by OHSU upon recommendation of the faculty, presented by the Student Performance Committee (SPC) to the Dean and certified by the Dean to the President of OHSU. Candidates must have satisfactorily passed all courses in the DMD curriculum and have passed the Integrated National Board Dental Examination (INBDE), be

of good professional and moral character, and comply with all necessary legal and financial requirements.

### **SOD Commencement and Hooding Ceremony**

The graduation commencement and hooding ceremonies are organized by the University through the Office of Student Life and the School of Dentistry's Student Services. Relatives and friends are welcome to attend the ceremonies and school reception (space may be limited).

### **SOD Alumni Association**

The School of Dentistry Alumni Association, numbering almost 6,000 individuals, exists to cultivate and sustain relationships between current and future alumni and the OHSU School of Dentistry. Members of the Association and Board welcome students to the school, support them through the curriculum with social and mentoring opportunities, and mark their passage as graduates with a reception. Supported by the Dean from discretionary funds provided by alumni and friends of the school, the Association provides several benefits and opportunities for alumni to engage in support of the school, its students, and each other. These include the school magazine *Caementum*; the Cantwell Memorial Golf Tournament; the Cantwell Memorial Lecture and Margaret M. Ryan Dental Hygiene Update; and gatherings at the Oregon Dental Conference, the ADA Annual Meeting, and at meetings of local and national specialty groups. The Association's Awards program recognizes exceptional achievement and advocacy for the school and the profession.

### **Dental Student Work and Employment**

The School of Dentistry curriculum is fast-paced and rigorous, and successful completion requires students' full attention.

#### **Expectations of Dental Students**

Students are strongly discouraged from working while enrolled in the School of Dentistry. The School of Dentistry reserves the option to require students on academic probation to give up their employment as a condition of continuing in the Program.

#### **OHSU Employees as Students**

It is the responsibility of OHSU employees seeking to pursue individual courses for academic credit or an academic degree or certificate within OHSU to notify the academic program of their employment status prior to registering or accepting admissions to ensure the activity does not impact their work schedule and to minimize potential conflicts of interest.

Current OHSU students intending to accept an employment offer (excluding positions identified as Student Employment or Student Work Study) from an OHSU department must notify their academic program prior to accepting the position.

### **Communication – Read Your OHSU email!**

The Offices of Academic Systems via Student Services shall serve as a clearinghouse for all School of Dentistry messages directed to students. In almost all instances, students will be contacted via

email. Students are required to view and respond to their email daily. A member of the faculty or staff should be notified immediately if, for any reason, a student is not able to communicate using email. Students are responsible for notifying the Student Services and the Office of the Registrar of changes in name, address, phone numbers, and other directory information in a timely manner.

### **Appropriate Use of OHSU email lists**

While enrolled in the School of Dentistry students may have a need to communicate with groups of faculty, staff, or students from the wider OHSU community. OHSU's [Policy No. 08-10-005, Internal Communications](#), stipulates that any email sent to more than 50 addresses across departments or a program be approved in advance through Strategic Communications.

OHSU leadership utilizes broadcast emails strategically and for priority communications. Frequent emails can frustrate recipients and cause them to request removal from email groups, which is a problem for leadership when they have important information they need to disseminate to the entire organization. Instead of directly emailing distribution groups for other schools or programs within OHSU, students should contact representatives from individual schools/programs to discuss the best way to disseminate information. Other OHSU resources that can be used to disseminate information are:

- [O2 \(OHSU Intranet\)](#)
- [OHSU Student Central](#)
- [OHSU Classified's](#)
- [OHSU Student Speak](#)
- [OHSU Now](#)
- [Graduate Student Organization Blog Site](#)

### **RLSB Student Lounge/Learning Resource Center**

The RLSB Student Lounge is shared with students of other programs, including Medical, Physician Assistant, Radiation Therapy and OSU School of Pharmacy. Access to the lounge is by badge only, and all students are expected to facilitate maintaining the area's security. The Assistant Vice Provost for Student Life is responsible for maintaining this space. Any problems should be reported by a single class spokesperson to 494-8295 or [seresunk@ohsu.edu](mailto:seresunk@ohsu.edu). Kitchen facilities, including refrigerators and microwaves, are provided. Students are expected to help maintain the cleanliness of the lounge, the furniture, and equipment. Refrigerators should be cleaned out on a regular basis.

### **Study/Computer Space**

The Learning Resource Center located on the fourth-floor atrium of the RLSB is designed to provide study areas, small group rooms, and computer space for students in the School of Dentistry and other OHSU/OSU graduate programs.

The room can be accessed via badge only. We also ask that students not leave personal items behind and clean up after themselves when done using any common spaces.

## Student Records

The School of Dentistry shall create and maintain education records on students that matriculate into the program. The education record contains information including but not limited to, copies of application materials, records of grades earned, assignments, faculty evaluation of student performance, information concerning discipline and counseling for academic and/or professionalism issues and clinical performance in accordance with the Family Educational Records and Privacy Act (FERPA). Official academic records and original application documentation are maintained by OHSU's Office of the Registrar.

Additional information, including the Annual Notification of Student Rights, the Student Records Policy and the Request to Restrict Directory Information can be obtained on the [Registrar's website](#). OHSU policies elaborate upon or qualify these rights to the extent the institution is authorized to do so under law (see [OHSU Policy No. 2-20-005, Verification of Student Identity](#)).

## Community Rotations and Experiences

Students will be assigned and may volunteer to participate in community-based service-learning experiences only if they receive authorization from their Group Leader and concurrence from the Student Performance Committee (SPC). These experiences will provide exposure to diverse and underserved populations, challenging dental settings, and the opportunity to enrich communities through public service. Students who have participated in these experiences come away with increased confidence in their abilities as a developing dentist.

Experiences off-campus can be local, regional, or international and are a requirement for graduation. Each student, through the Division of Dental Public Health, will be assigned to a one-week community-based rotation at the OHSU Russell Street Clinic in Portland and a minimum of eight weeks at rural or underserved sites in Oregon, or at locations throughout the Pacific Northwest. Upon registration in CDEN 740, students are required to sign an Extramural Rotation Contract indicating they understand the expectations of their extramural rotations.

International opportunities can come through many sources such as philanthropic organizations, service, or church groups. To participate in these trips or missions, a student must have the financial requirements and have demonstrated the necessary skill level to be a contributing member of the medical/dental team. Students should also complete an OHSU Off-Campus Authorization (OCA) form from the Office of Risk Management. It is a student's responsibility to ensure the proper insurance coverage is acquired before participating in non-OHSU sanctioned external experiences. OHSU will not approve nor recommend travel to any country that has a U.S. State Department Level 3 or 4 Travel Advisory.

Time away from your on-site responsibilities with your patients, assigned rotations, and progress toward competency must be approved by the Office of Academic Systems prior to scheduling international trips or external experiences.

## Storage Facility Policy

The School of Dentistry provides lockers and lockable drawers for students to store dental instruments, supplies, and personal belongings.

Students are required to use school-issued combination locks on lockers located in the locker rooms. Only use the locker and lock assigned to you. Personal locks will be forcibly removed. Students are assigned only one locker for the duration of their enrollment and may not migrate into open or unassigned lockers. Do not affix anything to the inside or outside of your locker that cannot be easily removed. This includes permanently attaching shelving inside, stickers, or anything else that may damage the surfaces of the locker. (Anything that requires a tool or adhesive remover to remove it would not be considered an appropriate choice.)

The locker rooms are accessible by ID Badge and are only for registered School of Dentistry students. Do not prop open the locker room doors. Aisles need to be clean and clear at all times. Do not store anything outside of your assigned locker. Be aware of perishable items. Refrigerators are located in the Graduate Student Lounge (4th level of the atrium) if you need to refrigerate any consumables.

The University reserves the right to open lockers and drawers without prior notice for the purpose of repair, maintenance, or inspection of contents. Neither the University nor its employees are responsible for lost, stolen, or damaged belongings stored in lockers, cabinets, or drawers.

In the event a locker, cabinet, or drawer is not emptied of all contents during the process of, 1) graduation, 2) class transition, 3) withdrawal/dismissal, or as directed by a school official, students will be notified and its contents will be held for one week, then disposed of.

## Guidelines for Internet/Computer Use in the Classroom

To maximize learning in the classroom, students are expected to stay on task and participate fully in classroom activities. Use of computers in the classroom is encouraged for class-related activities such as taking notes or other research-related activities as directed by an instructor. The use of computers during class time for anything other than class-related activities is a distraction to fellow students, an annoyance to faculty and lecturers and will not be tolerated. Such action may result in the issuance of a Professional Monitoring Form and referred to the Student Performance Committee (SPC) for appropriate action.

## Confidentiality

Students will comply with [OHSU Policy No. 01-05-012, Confidentiality of Health Information](#) with regard to patient confidentiality at all times. Patient information is to be discussed only in the context of consultation with preceptors or professional discussion with other health care providers.

To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students will delete or code patient/location identifying information during oral presentations to program faculty and students and on any write-ups submitted to the faculty for evaluation.

## Patient Confidentiality Policy

OHSU protects the confidentiality of patient information, as required by law and the professional codes of ethics. Every individual at OHSU has the responsibility to protect the confidentiality of patient information.

The OHSU Patient Confidentiality Policy prohibits any unauthorized access, discussion, review, disclosure, transmission, alteration, or destruction of patient information, except as required to fulfill OHSU educational responsibilities.

All patient information, including but not limited to, paper, verbal, or electronic data, contained in a patient record, stored in the computerized data, or comprising the ePortfolio is confidential and shall not be discussed with individuals not directly involved in the care of the patient.

Patient-specific discussion shall not be conducted in public areas such as hallways, elevators, waiting areas, lounges, buses, or cafeterias.

Patient-specific information and medical records, including information on computer screens, shall not be left unattended in public areas or areas visible to the public.

Computer monitors that might be viewed in clinic aisles by those other than the patient or provider must have privacy screens. Removal of screens to allow instructors to view or to diagnose from an image is allowed, but screens must be replaced when finished.

No one shall access records of anyone for whom there is no clinical or business reason to access the record.

Individuals are responsible for confidential information moved from the network to other media, such as printers, fax machines, home, or laptop computers. Students, Faculty, Residents and Staff are responsible to secure this information according to the OHSU security policy. See the OHSU information security directive ([ISD 700-00006](#)).

Posting of any OHSU patient information or other OHSU confidential information to social networking sites is never permitted.

Use of cloud services for storing or sharing patient information or any other university business purposes are not permitted unless OHSU has a signed license agreement with the vendor. The following cloud storage tools are approved for use at OHSU and supported by ITG:

**OneDrive for Business (OneDrive):** OneDrive is OHSU's primary individual file management solution available to all OHSU members. It features built-in integration with Microsoft productivity software. OHSU members may use their OHSU OneDrive accounts to store restricted information, including protected health information (PHI).

**Teams with SharePoint Online:** OHSU members may use OHSU SharePoint Online to store restricted information, including PHI. The file management platform that stores files in your Teams workspace, SharePoint Online can store, manage, and distribute files to users with different access levels and permissions.



Dropbox Enterprise (Dropbox): An optional storage solution available by request only. Members must complete a mandatory training available through the request form. Like OneDrive, Dropbox can be accessed from any device connected to the internet.

As described in the Guidelines on Clinician/Patient Email or Texting Communication, the above restriction also extends to online services used for voice mail and text messaging services such as Google Voice, iMessage, and the “visual voice mail” services offered by all major carriers.

For the protection of computerized information, passwords must not be shared, and workstations must be logged off when leaving the work area. Security monitoring systems are in place to monitor inappropriate access or use of confidential patient information.

OHSU School of Dentistry employees, students and residents may obtain copies of their own dental record after contacting the Office of Clinical Systems and completing the required authorization.

Violation of the OHSU Confidentiality Policy, including unauthorized use, disclosure, alteration or destruction of patient information, will result in disciplinary action, up to and including termination of employment or other relationship with OHSU, loss of clinical privileges and/or removal of access to patient records at OHSU.

## Guidelines on Clinician/Patient email or Texting Communications

Communications may occur between dental care providers and three categories of patients: established OHSU patients known to the dental care provider, established OHSU patients not known to the dental care provider, and non-OHSU patients unknown to the dental care provider. As with any verbal or written communication, dental care providers are advised to be extremely cautious and use their own judgment as to what they say, as this is a written form of communication.

### Clinician/Patient email communication

OHSU has adopted the American Medical Informatics Association guidelines for email communications between individual patients and their dental care provider. All email communication regarding patient care must be sent from an OHSU email account. If a patient prefers not to use a specific form of communication (email, text or voice mail) the patient should inform the Patient Reception & Registration staff. Email communication involving clinical care should be documented in the patient’s EHR.

It is suggested that all emails be labeled as CONFIDENTIAL and contain the following statement at the bottom of the message ([OHSU Healthcare Provider-Patient Electronic Communication, HC-RC-116-POL](#)):

### CONFIDENTIALITY NOTICE:

This message and any attachments to it are for use by the intended recipient(s) only and may contain confidential or privileged information. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the

contents of these documents is strictly prohibited (Federal Regulation 42 CFR, Part 2, and 45 CFR, Part 160).

Please notify the sender of this email of the error and copy the Office of Information Privacy & Security at [oips@ohsu.edu](mailto:oips@ohsu.edu) and permanently delete or destroy the original and any copy of this message and any attachments without reading them. If you are the intended recipient and you are a health care provider or are otherwise subject to requirements regarding patient privacy, you are responsible for securing the contents of this email in a manner that conforms to all applicable state and/or federal requirements related to privacy and confidentiality of such information. Unless expressly permitted by law or the consent of the person to whom the information pertains, you are not authorized to copy or forward the contents of this message.

Email communications that contain patient identifiable information sent to anyone, other than the patient, outside of OHSU (individuals or emails that are not ohsu.edu email addresses) can only be made in those situations that fall under HIPAA allowable communications and MUST be made using a SECURE message system. For example, if a communication needs to be sent to a dental laboratory or to an outside provider (with patient consent), then the SECURE method must be used. Text messaging cannot be used for external communications (other than to the patient directly) that contain patient identifiers.

To send a secure email, you must be using your OHSU email Microsoft Outlook or Outlook Web Access account. Type SECURE as the first word in the subject line of an email. Do not use quotes or parentheses around the word secure. It does not matter if you type the word SECURE in all caps, lowercase, or a combination. After the word SECURE, you can fill in an appropriate subject description. This option works for both PC and Mac users. For more information read the [Information Security Secure Messaging FAQ](#) on O<sub>2</sub>.

### **Clinician/Patient Text Messaging and Voicemail**

Communication with patients must not use online services for voice mail and text messaging services such as Google Voice, iMessage, and the “visual voice mail” services offered by all major carriers. Because of this, personal voicemail/texting services should not be used for patient communication. When calling a patient via a personal phone, the caller ID should first be blocked, and the appropriate OHSU department number should be provided to the patient for return calls. Please check with your carrier for instructions on blocking caller ID.

Patient identifiers, including names and phone numbers, must never be stored on personally owned mobile devices. Personal devices may be enrolled in OHSU’s Mobile Device Management in order to access OHSU email, contacts, or other OHSU internal sites, such as SmartWeb, from the personal device. For more information, see <https://o2.ohsu.edu/information-technology-group/information-privacy-security-ips/secure-mobile-device/personally-owned.cfm>.

### **Guidelines for Online Social Networking**

Social networking sites are changing the way we work and interact with others. Social networking can help you build stronger relationships with others, both on a personal level and a professional level. However, it also provides a potential avenue for lapses in professionalism and professional

behavior. As a healthcare professional, you need to scrutinize the way you present yourself to the world at large via social media, including your personal profiles. Social sites may give you the impression of privacy, but you need to consider all postings and other data such as photos and videos to be in the public realm and therefore potentially visible to everyone online.

a) **Professionalism**

- i. Postings on social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Please review the OHSU School of Dentistry Honor Code. Student conduct is also governed by the OHSU Code of Conduct. Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.
- ii. Think before you write! Everything you write online should be considered as permanent – there is no undo online. You may be able to delete a post or comment, but it is usually archived somewhere online and therefore accessible in the future. If you would be embarrassed if the Dean, faculty, or patients read your statements, then DON'T POST THEM!
- iii. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
- iv. Use good judgment and avoid criticizing your school, faculty, and fellow students online.
- v. Do not violate copyrighted or trademarked materials. If you post content, including photos, video, or other media, you are acknowledging that you own or have the right to use these items.
- vi. Online social networks blur the lines between public and private, personal and professional. Just by identifying yourself as an OHSU School of Dentistry student, you are creating perceptions about OHSU by those who have access to your social network profile or blog. Be sure that all content associated with you is consistent with your role as a School of Dentistry student and with OHSU's values and professional standards.
- vii. Any medically oriented blogs should contain the disclaimer: The contents, including all opinions and views expressed, in my profile [or on my page] are entirely personal and do not necessarily represent the opinions or views of anyone else, including other faculty, students, or staff in my program or at OHSU. My program and OHSU have not approved and are not responsible for the material contained in this profile [or on this page].
- viii. The use of social networking sites or blogs can have legal ramifications. Comments made that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (i.e., State Licensing Boards).
- ix. Pick your "friends" carefully. Unprofessional postings by others on your page reflect very poorly on you. Monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. Delete questionable or unprofessional content immediately. Consider having two profiles on social networking sites – a personal one for family and friends and a professional one for fellow students and other colleagues. However, you still need to maintain professional content on your personal profile since others could possibly obtain access via a third-party friend request or other methods.

- x. If fellow students make unprofessional or potentially offensive comments online, you are encouraged to alert them so they can avoid future indiscretions and refer them to this document. It may not be readily apparent to them that their comments are out of line.
  - xi. Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires.
  - xii. Cyberstalking, sexting, and other inappropriate social media interactions can all be considered forms of sexual harassment. Please see the [OHSU Sexual Harassment Policy](#) as well as [Safety Tips for Using Social Networking Sites](#). If you believe you are the target of any cyber-bullying, harassment, stalking or threat, please call OHSU Public Safety at (503) 494-7744.
- b) **Privacy**
- Due to continuous changes in social networking sites, closely monitor the privacy settings of your social network accounts to optimize your privacy and security:
- i. Strongly consider setting your privacy profile so that only those people to whom you provide access can see your personal information and photos. Remember that these controls are only a deterrent, not an absolute insulator.
  - ii. Avoid sharing identification numbers on your personal profile such as address, phone number, social security number, passport number, driver's license number, birth date, or any data that can be used to obtain your personal records and/or steal your identity.
  - iii. Others may post photos of you and 'tag' you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to "untag" yourself from any photos as a general rule. Resist tagging others unless you have their explicit permission to do so. Ask friends to remove any compromising photos.
  - iv. Maintain the privacy of fellow students, faculty, health care providers and other OHSU employees when referring to them professionally unless they have permission for their name or likeness to be used.
  - v. Do not provide medical advice. Make sure you differentiate your medical opinion from medical fact. The world of medicine is foreign to many, so readers may take your words at face value. Make clear what statements reflect your own personal beliefs.
- c) **Confidentiality in Social Media Context**
- i. Regardless of whether you are posting items for OHSU business purposes or personal use, you are never permitted to post patient information.
- d) **Social Media in Clinical Settings**
- i. Avoid accessing personal social networking sites while in clinical work areas.
  - ii. Make a point to know the social networking policies in each clinical setting where you are providing patient care.

## Instrument, Equipment, and Lab Usage Agreement

The School of Dentistry operates under a school owned instrument and materials management system (Clinical Infrastructure Assessment: CIA). This system provides assurance of properly sterilized and maintained equipment, consistency, and continuity of care throughout the OHSU School of Dentistry educational and patient care programs.

Instruments are organized into cassettes and distributed as ‘kits. Kits will be checked (scanned) out to students for use in pre-clinical courses. Each kit is expected to be returned by the designated return date, complete, and in good working condition. This includes instrument and cassette functionality (hinges, etc.).

Materials may be issued to individual students or be made available in the pre-clinic/simulation clinic and in the clinics for “communal use”. Anything ‘issued’ will be returned to the school upon course/term completion. Students are expected to use materials and equipment appropriately and to limit waste. Abusing equipment will not be tolerated. Laboratories are provided in the clinical setting. Proper use of equipment and maintenance of the cleanliness of the laboratories is the responsibility of all users.

Pre-clinical kits will be distributed as needed, dictated by the curriculum. In the pre-clinical setting, students will be provided an itemized list of the content of each kit(s) and materials and are allowed a 48-hour period to confirm the contents. In both pre-clinic and clinic, assignment and distribution of instruments will be tracked via axiUm using student ID badges and unique barcoding on individual kits and/or equipment. Please know a scan against your ID card is a binding agreement that you acknowledge receipt and assume responsibility for the kit(s). Kits will NOT be signed out or permitted to be turned in without presenting your student ID badge.

### **OHSU School of Dentistry Administration agrees to provide the students:**

- appropriate instrumentation and equipment for learning and patient care;
- prepping, packing, delivery, and sterilization service according to established protocols;
- complete and functional instruments and equipment; and,
- other necessary materials and supplies for learning and patient care.

### **Student Responsibilities:**

- Verify completeness of kits (within 48 hours of receipt);
- Take proper care of instruments;
- Use instruments for their intended purpose;
- Do not use instruments to pry – for example, periodontal probe;
- Agreement that kits are only used for the purpose assigned (e.g., most designated preclinical kits are not to be used in the patient care setting);
- Assume financial responsibility for lost, stolen, damaged via misuse, etc. items/ instruments, NO EXCEPTIONS. Students can be charged replacement cost for such items. Replacement cost is the cost to the school for the broken/missing item;

- Return each kit and/or piece of equipment, complete and functional, within designated timeline;
- Each kit has been systematically organized according to procedure type; when returning a kit, instruments are required to be in the same ‘order’ as when they were distributed;
- Failure to return kits within the designated timeline may result in charges for lost instruments;
- Do not attempt to remove barcodes or colored banding from instruments, cassettes, or equipment;
- Will utilize clinical and laboratory spaces according to expectations;
- Ensure use of equipment in the clinical and laboratory settings is within manufacturer and school protocols;
- Report any damage or malfunction in a timely manner;
- Maintain a clean workspace in the clinic and laboratory; and,
- Restock supplies as appropriate or notify of the need for more supplies.

This agreement may be amended at the discretion of the School of Dentistry. If the agreement is changed, students will be provided with and asked to sign the new agreement.

If you have any questions or concerns, please direct them to the OHSU School of Dentistry Materials Coordinator at 503-494-4483 or to Ms. Anne Rudwick, Associate Dean for Finance and Administration at [stemwede@ohsu.edu](mailto:stemwede@ohsu.edu).

### CITA/WREB/CDCA (ADEX)

During Spring Term, students may be asked to temporarily return their instruments for use by the DS4 class during the Mock or actual CITA/WREB/CITA (ADEX) exams. If you are asked to return your instruments, please do so as directed, in a timely fashion.

### Pre-clinic (SIM) Procedures for Lost and Broken Items

Pre-clinical kits, instrumentation and specific supplies are checked out to students with their ID badge by the Material Group member assigned.

#### **Lost Item/Kit**

If an item within a kit is broken, the student will need to bring the kit that housed the broken item to the SOD Materials Group member. The Materials Group member will:

- Scan the kit.
- Note the item in question as broken (or out for repair) in axiUm.
- Provide the student with a replacement item.
- Lost or broken items will not be replaced if the student does not bring the scannable portion of the kit with them when requesting a replacement item.

If the entire kit is broken and needs repair/replacement (e.g., Articulator), the kit will be scanned in as broken (or out for repair), and a new kit will be checked out to the student. Students are able to see in the personal planner all the lost and broken items assigned to them.

## OHSU Simulation Clinic Protocol

Students are responsible for compliance with predoctoral clinic and Simulation clinic protocol as listed in the OHSU School of Dentistry Clinic and Infection Control Manual. Accountability for the state-of-the-art Simulation Clinic will be the sole responsibility of the preclinical course directors, DS1 & DS2 students themselves. The facility is to be thought of as a simulated clinic environment that will prepare the student for the dental school patient clinic and will be supported by the following protocol guidelines:

### Cleanliness and Safety

A portion of each student's grade will reflect the ability to always maintain a clean and professional workspace (PJE).

- No food, drink or chewing gum is allowed in the Simulation Clinic;
- No backpacks or tackle boxes are allowed in the Simulation Clinic – Day lockers are provided;
- Mixing of dental materials is acceptable, but clean-up of rubber bowls, etc. must be done in the support lab so as not to clog or dirty the Simulation clinic sinks;
- Butcher paper or white paper is required on the countertops in each unit;
- Only equipment is allowed on raised countertops between station rows. No gloves, rubber bowls, or communal supplies are to be left on the countertops;
- Countertops must be wiped down with Cavicide at the end of a session any time extracted teeth have been used;
- Nothing is to be left on the countertops after a clinic session, including models, jars of extracted teeth, books, papers, etc. All left items will be collected and placed in a collective lost and found area;
- No children are allowed in the Simulation Clinic; and,
- Dexters must be cleaned after every SIM Clinic Session.

DS1 & DS2 Students will be expected to clean the SIM Clinic each week. Assignments are based on class and Bridge group. Cleaning duties and assignment breakdowns are posted in several locations in and near the SIM Clinic.

### Professional Attire and OSHA Compliance

- Student ID badges are to be always worn in the Simulation Clinic;
- Full scrubs with an over-gown must be worn;
- Open-toed shoes and baseball caps are not allowed;
- Hair longer than shoulder length is to be pulled back;
- Fingernails should be less than 1/4" long (CDC regulation); no acrylic nails;

- Radios, personal CD players and headphones are not allowed;
- The use of OSHA-compliant barrier devices (gloves, masks, and protective eyewear with side shields) is required any time cutting or grinding occurs; and
- Scrap amalgam is to be disposed of in the proper liquid-filled containers that are located on the countertops throughout the lab. Empty amalgam capsules may be disposed of in regular trash containers.

Students who repeatedly fail to meet SIM station cleanliness standards or fail to meet professional attire and OSHA compliance expectations will receive a warning letter from the Office of Academic Systems. Repeated warnings will result in a meeting with the Student Performance Committee (SPC).

## Appearance Guide for Students

### Objective

To define minimum acceptable appearance standards for employees, students, staff, and faculty (otherwise known as the Dental School personnel) and their responsibility to adhere to them.

### Policy

The personal appearance of School of Dentistry personnel is an important contributory factor in the impressions made on clinic patients, members of the public, health care professionals and others who have occasion to use or visit our facilities. Therefore, it is the policy of the Dental School to maintain guidelines on dress and grooming practices that foster a professional image. All School of Dentistry members are responsible for dressing in a professional manner that is appropriate for their assignment.

Departmental dress and grooming requirements will be enforced by Department directors.

Personal appearance is expected to reflect a professional image in the School of Dentistry. Dress and grooming should be appropriate for an individual's duties and meet acceptable standards of cleanliness and safety. Additional requirements for students, faculty and staff in patient treatment areas are outlined in the Clinic Manual (III.A. Personal Hygiene in SECTION 5. INFECTION CONTROL).

### Student Pre-clinic and Clinic Attire

All students are required to wear solid color scrubs of a dark or medium hue (NO light blue, pastel, or very light colors) in the pre-clinic lab and simulation clinic and all clinical areas. Scrubs should be in good repair, unwrinkled, well-sized, of appropriate length (hemmed so as not to drag on the floor), and worn in a non-revealing manner.

Shoes must be clean and in good repair with no open toes or heels (including slingbacks). Sandals are not appropriate. Examples of appropriate footwear are dress shoes with heels no higher than 2 inches, flats, loafers, etc., and/or clean athletic or clinic shoes. Clogs are acceptable but must have a closed heel and must not be perforated.



DS2, DS3 and DS4 students are encouraged to wear their white coats in non-clinical areas and when entering the clinic for other than patient care. White coats are considered “professional attire” and are not to be used as personal protective equipment.

### **Attire for Students in Non-clinical Areas**

Dress practices, which distract from the orderly conduct of business with the patients, the public, and others are not permitted. Unacceptable dressing practices include, but are not limited to the following:

- Tops that expose midriffs;
- Skirts or shorts that are shorter than knee length;
- See-through fabrics;
- Sweatshirts and sweatpants;
- Head coverings for other than religious or medical reasons or for surgical asepsis (e.g., baseball caps);
- Tank tops or halter tops;
- Torn, threadbare or faded clothing;
- Tight stretch pants (loose stretch pants OK);
- Low cut necklines; and,
- Clothing that reveals undergarments.

### **Jewelry/Body Art/Cologne**

Jewelry, if worn, will be clean and safe, and appropriate for the environment. Jewelry in piercings must project a professional appearance and be consistent with infection control and safety requirements.

Dangling jewelry worn by personnel who work in patient care areas is unsafe and may not be worn. Tattoos are to be covered by clothing if possible. Colognes, perfumes, and aftershaves should be applied minimally if at all.

### **Personal Grooming**

Bathing, clean fingernails, hair of appropriate length and color, and good personal hygiene are required. Hair should be clean, neatly arranged, safe, and appropriate for the work assignment. Hair sculptures (i.e., designs cut into hair) are not appropriate for the workplace environment. Beards, mustaches, and sideburns must be clean, neat, and trimmed. Chewing gum, while dealing with the public, is not acceptable and is not permitted.

### **Enforcement**

Students' personal hygiene and appearance will be rated as part of the Professional Skills and Judgment evaluation in each clinic session and as a component of the DEN comprehensive course series.

Inadequacy in this area could adversely affect a student's grade. In cases in which dress or hygiene standards are not satisfied, faculty have authority to take appropriate actions, including warnings and denial of access to clinics and laboratories. All students should have readily available clean, neat scrubs to wear in such circumstances. Students who repeatedly fail to comply with the dress code may lose clinic privileges.

\*\*A complete version of the 'Appearance Guide for Students, Faculty and Classified Staff' can be found in the Clinic Manual.



Oregon Health & Science University  
School of Dentistry

# Academic Policy & Procedures Manual

## Introduction

The Academic Policies & Procedures Manual is the official document detailing the expectations, policies, procedures, rights, and due process for student learners attending Oregon Health & Science University School of Dentistry. The academic policies and procedures at the School of Dentistry are in alignment with the overarching [academic policies](#) of the University.

By virtue of their enrollment in programs at OHSU SOD, all student learners voluntarily place themselves under these policies and procedures and agree to know, understand, and abide by them and any subsequent changes that might be made. Therefore, students, faculty, and administrative personnel need to be familiar with the contents found in this manual. This manual is intended to serve as an easy reference and as such, is by no means all-inclusive. Instead, it was written with the intent to include only the most pertinent policies and procedures for our student learners.

The Student Performance Committee (SPC) is the body of faculty charged with interpreting and applying the provisions herein. While every effort has been made to ensure the accuracy and most current information, OHSU and the School of Dentistry reserves the right to modify the policies and/or procedures in this manual without notice when circumstances dictate.

This edition of the Academic Policies & Procedures Manual supersedes any previous documents and all policies and procedures listed remain in effect until such time that they are amended, changed, or deleted.

The commitment to a supportive culture that will foster a positive learning environment is a core principle behind the policies and procedures outlined in this manual. Understanding and following these policies will serve to enhance your overall learning experiences at the School of Dentistry.

Gary L. Stafford DMD  
Senior Associate Dean for Academic Systems  
Oregon Health & Science University  
School of Dentistry

## Office of Academic Systems

### Contact Information

| Name                 | Title  | email  | Phone        |
|----------------------|--|--|--------------|
|                      | Office of Academic Systems                                     | <a href="mailto:sodacademic@ohsu.edu">sodacademic@ohsu.edu</a> | 503.418.8090 |
| Gary L. Stafford DMD | Senior Associate Dean for Academic Systems                     | <a href="mailto:staffoga@ohsu.edu">staffoga@ohsu.edu</a>       | 503.494.8541 |
| Coral Pipkin         | Executive Administrative Assistant                             | <a href="mailto:pipkinc@ohsu.edu">pipkinc@ohsu.edu</a>         | 503.494.8541 |
| Peter Morita DMD     | Associate Dean for Clinical Informatics and Learner Engagement | <a href="mailto:moritap@ohsu.edu">moritap@ohsu.edu</a>         | 503.494.1289 |
| Crystal Paredes MS   | Director, Assessment & Institutional Outcomes                  | <a href="mailto:paredes@ohsu.edu">paredes@ohsu.edu</a>         | 503.810.0914 |
| Jenna Wilkinson      | Director, Student Services                                     | <a href="mailto:wilkinje@ohsu.edu">wilkinje@ohsu.edu</a>       | 503.494.4876 |
| Tara Moreno          | Program Technician II  | <a href="mailto:morenot@ohsu.edu">morenot@ohsu.edu</a>         | 503.346.4722 |
| Shayna Hulbert       | Program Technician II  | <a href="mailto:hulbersh@ohsu.edu">hulbersh@ohsu.edu</a>       | 801.347.5844 |
| Polina Pozdina       | Administrative Coordinator                                     | <a href="mailto:pozdinap@ohsu.edu">pozdinap@ohsu.edu</a>       | 503.494.8826 |

### Administrative Office Hours

- School of Dentistry office hours are Mon – Fri, 8 am to 5 pm (subject to change), not including [University Holidays](#).
- The Office of Academic Systems is located on the third floor, south side of the Robertson Life Science Building (RLSB) in Rm 3S018

## Accreditation

### University

Oregon Health & Science University (OHSU) is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body approved by the U.S. Department of Education. Institutional accreditation serves as the most important means of assuring the quality of higher education through rigorous peer-review and evaluation. OHSU has maintained continuous accreditation with the Commission, earning reaffirmation of accreditation in its last full-scale accreditation review.

For further information, please contact The Commission Office, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052; 425/558-4224, [www.nwccu.org](http://www.nwccu.org).

### School of Dentistry

The OHSU School of Dentistry is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of "full accreditation." CODA, which operates under the auspices of the American Dental Association (ADA), is recognized by the U.S. Department of Education as the national accrediting body for dental education programs at the post-secondary level in the United States.

The Commission on Dental Accreditation serves the public and profession by developing and implementing accreditation standards that promote and monitor the continuous quality and improvement of dental education programs. Currently, there are more than 1,400 accredited programs in the following discipline-specific education areas: predoctoral dental education, advanced dental education programs in advanced education in general dentistry, general practice residency, dental anesthesiology, orofacial pain, oral medicine, dental public health, endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics and prosthodontics, and allied dental education programs in dental hygiene, dental therapy, dental assisting and dental laboratory technology. The Commission develops standards for educational programs and makes accreditation decisions about individual educational programs.

For further information, please contact the American Dental Association, 211 E. Chicago Avenue, Chicago, IL 60611; 800/621-8099, [www.ada.org](http://www.ada.org).

### Licensure Disclosure

OHSU is required under [\*34 CFR Part 668.43 - Student Assistance General Provisions\*](#) to make the following notification to students in programs that lead to licensure.

OHSU holds institutional and specialized accreditation, which attests to the rigor of its academic programs. As such, OHSU's programs meet the accreditation standards required by these agencies.

The OHSU School of Dentistry is accredited by The Commission on Dental Accreditations and fulfills the academic requirements for licensure in all 50 US states.

Additional information regarding licensure can be found on the [OHSU out-of-state authorization webpage](#) under licensure.

# OHSU Mission & Vision Statements

## **Overview**

Oregon Health & Science University (OHSU) is the state's only comprehensive public academic health center. Its fundamental purpose is to improve the health and wellbeing of people in Oregon and beyond. A nine-member [Board of Directors](#) nominated by the Governor and confirmed by the Oregon Senate governs the university.

## **OHSU Vision Statement**

Our vision is to partner to make Oregon a national leader in health and science innovation for the purpose of improving the health and well-being of Oregonians and beyond.

OHSU's focus on healing, teaching, and discovery – combined with our deep history in Oregon – is unique. We are the state's only academic health center and one of the only universities in the U.S. devoted exclusively to educating doctors, dentists, nurses, pharmacists, and public health professionals. We not only treat the most complex health needs in the region, but we also make discoveries that save lives and train leaders to address the societal issues that impede health.

## **OHSU Mission Statement**

As part of its multifaceted public mission, OHSU strives for excellence in education, research and scholarship, clinical practice, and community service. Through its dynamic interdisciplinary environment, OHSU stimulates the spirit of inquiry, initiative, and cooperation among students, faculty, and staff.

Setting the example for integrity, compassion and leadership, OHSU strives to:

- Educate tomorrow's health professionals, scientists, engineers, and managers in top-tier programs that prepare them for a lifetime of learning, leadership, and contribution.
- Explore new basic, clinical, and applied research frontiers in health and biomedical sciences, environmental and biomedical engineering, and information sciences, and translate these discoveries, wherever possible, into applications in the health and commercial sectors.
- Deliver excellence in health care, emphasizing the creation and implementation of new knowledge and cutting-edge technologies.
- Lead and advocate for programs that improve health for all Oregonians, and extend OHSU's education, research, and healthcare missions through community service, partnerships, and outreach.



## OHSU School of Dentistry Mission & Purpose Statements

### **OHSU School of Dentistry Mission Statement**

The mission of the School of Dentistry is to provide excellence in oral health education, patient care, research, and community service.

### **OHSU School of Dentistry Purpose Statement**

The purpose of the School of Dentistry is to educate oral health professionals for lifelong excellence in science, ethical clinical practice, and professional growth.

# OHSU Administrative Policies, Procedures, and Guidelines

## Applicable Policies

The DMD program is housed within the School of Dentistry at OHSU. The program provides a four-year competency-based education consisting of both didactic and clinical courses. The program has its own established and approved admission and graduation requirements and has primary responsibility for designing and implementing the education program and procedural guidelines and regulations deemed necessary to carry out educational objectives.

Upon matriculation into the DMD program, each student agrees to be bound by the [Code of Conduct](#), rules, policies, procedures and administrative regulations of OHSU, the School of Dentistry, and the program as they exist at the time of admission, **and as they may be changed during the student's continued enrollment**. Students must be familiar with the policies and procedures of the program as delineated in this manual and are also required to familiarize themselves with all policies and procedures of OHSU as published on 'O<sup>2</sup>', the OHSU Intranet. [Academic policies](#) may also be found on the O<sup>2</sup> website.

## Registration Policy

School of Dentistry students (dental, certificate, and masters) do not register for individual classes. Each term, students in good standing are registered automatically by Student Services. Students complete the scheduled classes for each term. Class schedules for each term are made available by the Office of Academic Systems.

The dental curriculum is restricted to students who have been competitively selected by the Faculty of the School of Dentistry. The only exception to this policy is students selected to participate in an OHSU graduate degree or special program. These students and/or their advisors may seek permission from the Senior Associate Dean for Academic Systems to participate in selected courses in the dental school curriculum.

**OHSU Grade Mode Selection:** Available grade modes include P, NP, Audit, and letter grades (A, A-, B+, B, B-, etc.) unless otherwise indicated. All courses in the DMD program are Pass/No Pass or Audit.

**Add/Drop:** Courses may be added up until the first week of classes in the current term of enrollment. Courses dropped before the end of the first week of classes will not appear on the student's transcript. Students must officially add or drop courses through Student Services. Adding or dropping courses may impact a student's academic progress.

## Tuition Policy

Tuition and fee payment is due during the first week of each term. Term charges are based on the OHSU Academic Year Tuition & Fee Book and include, but may not be limited to, tuition, prorated cost for equipment/equipment lease, the University Fee, other required fees, and major medical and

dental insurance. The major medical and dental insurance fee may be waived on an annual basis if the student provides satisfactory proof of equivalent coverage through the process established in a given academic year. The insurance waiver must be renewed each academic year of enrollment.

All enrolled School of Dentistry students are required to pay annual tuition and fees in quarterly installments for the length of their academic/clinical training program.

Pre-doctoral students who extend their curriculum beyond four years due to unsatisfactory academic/clinical performance, or by not fulfilling all graduation requirements, will be enrolled for each subsequent term until all academic/clinical expectations or graduation requirements are met. In this case, students will be required to pay tuition and fees for a full term until all academic/clinical expectations or graduation requirements are met. Students must complete all graduation requirements within five years.

“Non-degree” students admitted to special clinical programs at the School of Dentistry will be assessed tuition and fees according to the OHSU Academic Year Tuition & Fee Book.

Incoming School of Dentistry students can expect an annual increase in tuition and fees. Students matriculating in the DMD degree program in 2023-24 and before will have a locked tuition rate for the remainder of their studies, if they complete the degree within the normal timeframe specified by the degree program (OHSU Tuition Promise). While the tuition rate for students matriculating in the DMD degree in 2023-24 and before will remain the same under the OHSU Tuition Promise, other expenses such as fees, books, supplies, or equipment charges are subject to change. The University and the School of Dentistry reserve the right to modify tuition, fees, and other costs which range from minimal to substantial without advance notice.

## Tuition Payment Policy

Students are expected to pay tuition and fees within the first week of each term.

The Student Accounts Receivable Office will provide the students with bills regarding delinquent payments.

Students will be notified of an outstanding balance for that academic term and will receive a request for payment in full before they are registered for the next academic year or quarter. Additional fees are assessed for late registration.

## Required Books and Supplies

Students receive disbursements from financial aid in order to purchase mandatory books and other supplies (e.g., loupes, lights, clinic cameras, INBDE board preparation applications, board and license exam fees).

## Refund Policy

A student who withdraws in accordance with School of Dentistry regulations may be eligible for a refund, as listed in the OHSU Refund Schedule available through the University Registrar’s Office. A

student considering withdrawal should contact the Student Services and the Office of Academic Systems as early as possible.

## Curriculum Timeline and Timeline Modification Policy

All students are expected to progress through the DMD program without delay in meeting their graduation requirements, and the curriculum is structured to support this timely progression. The DMD program is 47 months in length and the time from matriculation to granting of the DMD degree shall be limited to 20 terms (5 academic years), including any requested Leave(s) of Absence (LOA).

As per [OHSU Policy No. 02-70-030, Voluntary Leave of Absence, Excused Military Absence, and Withdrawal](#), a documented Leave of Absence may extend time to degree by no more than one year (four consecutive quarters). Only one leave of absence is allowed during the four academic years and of no more than one year in duration. Concurrent Degree Programs are excluded from this provision. Students who repeat an academic year in its entirety are held to these standards.

### Curriculum Modification (Leave of Absence)

A Leave of Absence (LOA) is a type of withdrawal that interrupts study temporarily to accommodate extenuating circumstances. A student on LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take a LOA in excess of one year without re-applying for admissions.

A student can request a LOA for a maximum of one year (four consecutive terms). Extensions beyond one year require a student to complete a new LOA request, and approval is not guaranteed. LOA's do not obviate time-to-degree parameters.

Requests for leaves of absence, not to exceed 12 months, may be granted by the Senior Associate Dean for Academic Systems to any student in good academic standing who finds it impossible to continue their education because of health or personal reasons. A leave of absence is a type of withdrawal that temporarily interrupts study in order to accommodate extenuating circumstances.

### Procedure

Students requesting a LOA should follow the related [procedure](#) for OHSU Policy No. 02-70-030.

In compliance with [OHSU Policy No. 02-70-030, Voluntary Leaves of Absence, Excused Absence, and Withdrawal](#), and [OHSU Policy No. 02-70-055, Excused Absence for Active Duty Service, Related Medical Treatment, or Firefighting Activities](#), additional documentation may be required.

Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to OHSU or program facilities and services and use

of faculty or staff time may be restricted according to policies established by the OHSU and the SOD DMD program.

### **Time Limits**

During the academic year, if the leave of absence is of substantial duration, the student is responsible for completing all course requirements and making up all missed work. The student may be required to repeat the missed coursework with the following year's class. Additional requirements, including the possibility of repeating the entire didactic year, may be imposed after review by the Student Performance Committee and subsequent recommendation to the Senior Associate Dean for Academic Systems.

### **Special Curriculum**

A Special Curriculum may be granted by the Senior Associate Dean of Academic Systems to a student in the School of Dentistry satisfying the following conditions:

1. A documented personal, medical, or emergency situation that interferes substantially with the student's ability to proceed with the normal curriculum.
2. Approval by the appropriate person or body, as follows:
  - a. For a student in good academic standing, approval is granted by the Dean or Senior Associate Dean for Academic Systems.
  - b. For a student on academic probation or a student who has a failing grade, approval is granted by the Dean or Senior Associate Dean for Academic Systems in consultation with the SPC.

While on a special curriculum, the student is subject to the usual academic standards and other regulations of the School of Dentistry that apply to the student's program on a case-by-case basis. If a special curriculum is granted, the curriculum will be arranged by the Senior Associate Dean for Academic Systems in consultation with the departments involved. Special curriculum is limited to one term.

A request for a special curriculum must be made in writing to the Senior Associate Dean for Academic Systems explaining the rationale for the request.

## **Commitment to Equity and Inclusion and Equal Opportunity Non-discrimination Policy**

Oregon Health & Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. Inclusion means we honor, respect, embrace and value the unique contributions and perspectives of all employees, patients, students, volunteers, and our local and global communities. It is fundamental to OHSU's ability to attract and retain top talent. Inclusive cultures also foster innovation and creativity, flourish in a competitive market, maximize the return on our investment in people, and ensure flexibility to thrive.

If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity or expression, disability or any other protected status please contact the [Affirmative Action and Equal Opportunity Department](#) at 503-494-5148 or [aaeo@ohsu.edu](mailto:aaeo@ohsu.edu). Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the [OHSU Title IX Coordinator](#) at 503-494-0258 or [titleix@ohsu.edu](mailto:titleix@ohsu.edu).

OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender, gender identity or expression, military service, or any other status protected by law. It does not discriminate on any status protected by law. This policy applies to all employment, education, volunteer, and patient care related activities or in any other aspect of OHSU's operation. Such compliance efforts are coordinated by the OHSU AAEO Department. [OHSU Policy No. 03-05-030, Equal Opportunity](#) outlines further details of OHSU's commitment and stance on this important issue.

Title IX of the Education Amendments Act of 1972 protects individuals from discrimination on the basis of sex in any educational program or activity operated by recipients of federal aid. OHSU complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination in education programs, activities, employment, and admissions.

The AAEO office at OHSU has published a Resource Guidebook entitled, "[Respect for All. Discrimination, Harassment, and Bullying: Resources and Support for Employees and Students](#)" which offers tools and resources to assist OHSU members in managing, responding, and dealing with incidents of discrimination, harassment, and bullying.

### **What to do if you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination at a regional, or off-campus site:**

OHSU's commitment to creating and fostering a learning and working environment based on open communication and mutual respect extends to all students, whether they are located on or off campus. If you are located off-campus or off-site and experience or witness an incident that you want to report, please contact AAEO. If you wish to report it confidentially, please contact the [Student Health and Wellness Center](#) and set up an appointment by phone, at 503-494-8665.

### **Patient Requests for, or refusal of, Healthcare Professionals or Other Personnel with Specific Characteristics**

OHSU will not accommodate requests for or refusal of healthcare professionals or other personnel because of a specific characteristic of the healthcare professional or other personnel. Please refer to Healthcare Policy [HC-RI-133-POL](#).

### **Emergency Preparedness**

OHSU has established an [Emergency Management website](#) with information for an organized and effective response to emergencies. This site includes links to sign up for text alerts, inclement weather updates, and other valuable information.

### On Campus

If an emergency should occur while you are in the RLSB, the School of Dentistry has established the Schnitzer parking lot to the north of the RLSB as the meeting point to gather and assess the situation.

### Extramural Clinical Sites

If an emergency should occur while you are at an extramural clinical site, students will comply with established policies and practice at each clinical site.

For more information regarding campus resources in case of emergency, please refer to the [OHSU Emergency Resource Book](#).

### Modified Operations

The Modified Operations policy supports an all-hazards approach to emergency preparedness, recognizing that inclement weather is not the only thing that may cause OHSU to need to curtail some functions. This approach also acknowledges that there may be times when inclement weather is clearly present, but operations haven't been modified because every effort will be made to maintain operations.

As an element of Emergency Management, the [Modified Operations website](#) provides information related to curtailing certain activities to maintain the safety of OHSU members, patients, and visitors. More information can be found in [OHSU Policy No. 01-40-010, Modified Operations](#).

## DMD Curriculum Structure, Policies, and Procedures

### The DMD Curriculum

The dental curriculum is designed to prepare graduates for the practice of general dentistry. Emphasis is placed on the prevention of dental diseases as well as on technical, diagnostic, and treatment planning skills essential to treating patients.

Students see their first patient during the fall quarter of their freshman year as part of a course dealing with the prevention of dental diseases. During the first two years, there is additional clinical experience, although most emphasis is placed on the biological sciences and preclinical techniques. The summer session between the second and third years focuses on clinical experience and oral pathology. The third and fourth years deal mostly, but not entirely, with clinical practice and include courses in practice planning and management. Honors clinical electives are offered in advanced restorative techniques, implantology, and advanced education areas (e.g., endodontology, behavioral sciences). Development of ethical standards of practice, opportunities for community service, and elective courses augment the development of clinical skills.

### OHSU School of Dentistry Competency Philosophy

The faculty believe that affirming a student competent is not a statement of fact, but rather, based upon four years of interaction with the student, the statement of “competent” specifically means that School of Dentistry faculty predict that when faced with a clinical or professional problem, the student will be able to reach a professionally acceptable outcome consistent with an entry-level general practitioner.

To confidently make this prediction, the faculty regularly sample evidence from four domains of the **Competency Model**. (Reference Appendix 1)

1. Varied Experiences
  - a. the body of work generated by the student during the dental school curriculum to include didactic, preclinic, clinic and extramural settings.
2. Faculty/Peer Evaluation
  - a. the formative and summative feedback provided to the student during the curriculum to include evaluation of the student knowledge and skill and the use of that evaluative feedback.
3. Clinical Skills Assessments/Practice Readiness Assessments
  - a. the performance of the student during demonstrations of independent generation of products, procedures and practices required in the curriculum that include written examinations, clinical and preclinical examinations, patient care presentations and evidence-based portfolios.
4. Student Self-evaluation
  - a. the demonstrated ability of the student to consistently, systematically and accurately evaluate personal performance related to products, procedures and practices requisite in the curriculum.



## OHSU School of Dentistry Competency Statement

The School of Dentistry maintains that when asserting that a learner is competent, it is a prediction that the next time the learner is confronted by a problem that an entry-level practitioner should be able to address, our learner will do so independently and at a clinically acceptable level.

## OHSU School of Dentistry Student Learning Outcomes

Student Learning Outcomes (SLO's) are statements that specify what students will know, be able to do, or be able to demonstrate when they have completed or participated in a Course or Program. SLO's specify an action by the student that must be observable, measurable, and able to be demonstrated.

Student Learning outcomes are statements of the knowledge, skills, and attitudes individual student learners should possess and can demonstrate upon completion of a learning experience or sequence of learning experiences.

The School of Dentistry uses SLO's to determine competency in the following five domains or core competencies:

1. Foundational Knowledge (FK)
2. Communication (COM)
3. Patient Assessment (PA)
4. Diagnosis (Dx)
5. Treatment Planning (TP)
6. Patient Care (PC)
7. Outcome Evaluation (EVAL)

### **Foundational Knowledge**

The graduate of the OHSU School of Dentistry is competent to apply established and emerging scientific principles fundamental to healthcare in the prevention, diagnosis and management of oral and systemic disease and the promotion and maintenance of oral health in patients and populations.

As evidenced by the following Student Learning Outcomes:

FK 1:

- Demonstrate knowledge of physics, chemistry, and molecular, cellular and systems-level scientific principles of development, structure, and function to explain normal biology and pathobiology.

FK 2:

- Demonstrate knowledge of pathology as well as the principles of genetic, congenital, and developmental diseases and conditions and their clinical features to assess patient risk.

FK 3:

- Demonstrate knowledge of the biology of microorganisms in physiology and pathology, and of the cellular and molecular basis of host defense mechanisms.

FK 4:

- Demonstrate knowledge of physics and chemistry to explain the characteristics of technologies and materials and how they are utilized.

FK 5:

- Demonstrate knowledge of pharmacology in the prevention, diagnosis, and management of oral and systemic disease.

FK 6:

- Demonstrate knowledge of sociology, psychology, ethics, and other behavioral sciences.

FK 7:

- Demonstrate critical thinking, and understanding of quantitative methods and informatics, in the prevention, diagnosis, and management of oral and systemic disease.

## **Communication**

COMMUNICATE with patients and health care professionals in a culturally sensitive, ethical, and professional manner to determine the values, needs, and preferences related to oral and systemic health.

As evidenced by the following Student Learning Outcomes:

COM 1:

- Interact and communicate with patients using psychological, social, and behavioral principles, recognizing how patient attributes (e.g., gender, age, race, ethnicity, and special needs), social background, and values influence the provision of oral health care at all stages of life.

COM 2:

- Communicate with patients/caregivers to enable them to make informed decisions concerning the management of their care.

COM 3:

- Collaborate with dental team members and other health care professionals to promote health and manage disease in communities.

## **Patient Assessment**

Through a systematic and comprehensive PATIENT ASSESSMENT, identify and record all relevant findings related to the patient's social, physical, behavioral/psychological, and oral health status.

As evidenced by the following Student Learning Outcomes:

PA 1:

- Identify the chief complaint, identify the contributing factors, and complete a history of the present illness.

PA 2:

- Perform head and neck (extraoral and intraoral) and physical examinations within the scope of practice, interpreting and evaluating the clinical findings, recognizing the normal range of clinical presentation, and distinguishing significant deviations that require monitoring, treatment, or management.

PA 3:

- Collect and interpret information from available resources (e.g., patient history, physical exam, diagnostic tools, patient records, and other healthcare professionals) to assess and manage patients.

PA 4:

- Describe the manifestations of systemic disease and the interrelationships with oral health, and how the disease and its management may affect the delivery of dental care.

PA 5:

- Recognize abuse and neglect (e.g., substance, physical, emotional, and potential self-abuse) and refer for appropriate management.

## Diagnosis

Generate working/differential DIAGNOSES with supporting prognosis statements that reflect and are consistent with the assessment data and communicate this information to the patient.

As evidenced by the following Student Learning Outcomes:

Dx 1:

- Formulate a comprehensive problem list.

Dx 2:

- Use clinical and epidemiological data to diagnose and establish a prognosis for dental abnormalities and pathology.

Dx 3:

- Use etiologies, risk factors, and scientific data to establish prognoses.

## Treatment Plan

SELECT the SEQUENCED TREATMENT PLAN in consultation with the patient that addresses each diagnosis and reflects therapies supported by evidence and including prognoses to restore health that is congruent with patient needs, patient preferences, clinical standards, and provider's skill.

As evidenced by the following Student Learning Outcomes:

TP 1:

- Evaluate scientific literature and integrate new knowledge and best research outcomes with patient values and other sources of information to formulate a comprehensive treatment plan and alternatives that address each diagnosis.

TP 2:

- Use patient education strategies to maximize oral health and the prevention of disease.

## **Patient Care**

PROVIDE or MANAGE PATIENT CARE that is of high quality, compassionate, ethical, based upon the best current evidence, and employs sound business practices.

As evidenced by the following Student Learning Outcomes:

PC 1:

- Restore orofacial function, structure, and esthetics while promoting soft and hard tissue health by preventing and/or managing:
  - a. Medical emergencies (e.g., cardiac arrest);
  - b. Dental emergencies (e.g., acute pain, hemorrhage, trauma, and infection of the orofacial complex);
  - c. Pain during treatment;
  - d. Endodontic conditions, including pulpal and periradicular diseases;
  - e. Caries;
  - f. Periodontal diseases;
  - g. Oral mucosal and osseous diseases;
  - h. Restorative needs of the partially or completely edentulous patient;
  - i. Oral surgical treatment needs;
  - j. Developmental or acquired occlusal problems;
  - k. Temporomandibular disorders;
  - l. Oral esthetic needs of patients; and,
  - m. Complications arising from the use of therapeutic and pharmacological agents in patient care.

PC 2:

- Select and administer or prescribe pharmacological agents in the treatment of dental patients with consideration of patient systemic health conditions and current medications.

PC 3:

- Practice within the general dentist's scope of competence and consult with or refer to professional colleagues when indicated.

PC 4:

- Provide oral health care in a manner that manages risk, ensures patient safety and is consistent with jurisprudence (e.g., OSHA and HIPAA) and ethical business and financial operations requirements for dentistry and healthcare.

PC 5:

- Adhere to standard precautions for infection control for all clinical procedures.

PC 6:

- Communicate case design to laboratory technicians and evaluate the resultant appliance or prosthesis.

## **Outcome Evaluation**

EVALUATE and MANAGE the OUTCOME of the treatment provided and utilize these evaluations to direct professional development.

As evidenced by the following Student Learning Outcomes:

EVAL 1:

- Demonstrate a commitment to carrying out professional responsibilities, an adherence to ethical principles, and the qualities required to sustain lifelong personal and professional growth by evaluating outcomes of comprehensive dental care and personal level of skills and knowledge.

EVAL 2:

- Evaluate the patient response to treatment in the context of emerging trends in science health care, social determinants of health, and economics and apply this information to enhance patient care, practice management, professional development, and the needs of patient populations served.

EVAL 3:

- Describe the components of a catastrophe preparedness plan for the dental practice to include records, equipment, continuity of care and contributions to the community well-being.

## **OHSU School of Dentistry Minimum Standards for Graduation**

To qualify for a degree or certificate and in order to be recommended for graduation, a student must meet OHSU and program-level graduation requirements in the following ways:

### **DMD Students**

- Satisfied the competencies and degree requirements established by the Faculty of the School of Dentistry and attained the stated degree and certificate standards.
- Earn an official OHSU recorded grade of Pass (P) in every required course in the student's academic course catalog. Any student who has not remediated a No Pass (NP) or successfully completed an Incomplete (I) grade shall not be recommended for graduation.

- All students must pass the Integrated National Board Dental Examination (INBDE).
- Attained endorsement by the faculty whose action will be based upon the recommendation of the Student Performance Committee (SPC) and reported by the Senior Associate Dean for Academic Systems.

### **Advanced Education Students/Residents**

- Satisfied the competencies and degree requirements established by the Faculty of the School of Dentistry and attained the stated degree and certificate standards.
- Passed all required courses.
- Attained endorsement by the faculty whose action will be based upon the recommendation of the Advanced Education Committee (AEC) and reported by the Senior Associate Dean for Academic Systems.

### **Integrated National Board Dental Examination (INBDE)**

To be awarded a DMD degree from OHSU, all students must pass the Integrated National Board Dental Examination (INBDE). To help prepare students to successfully challenge the INBDE, the School of Dentistry will require all DS1, DS2, and DS3 students to challenge Annual Comprehensive, Qualifying, or Mock Board Examinations. Permission to challenge the INBDE is granted by the Office of Academic Systems and all criteria below must be met to challenge the national exams:

**DS1 students:** must challenge and pass the Comprehensive Examination given at the end of the DS1 year.

**DS2 students:** must challenge and pass the Qualifying Examination given at the end of the DS2 year.

**DS3 students:** Will challenge 3 Mock INBDE Exams: Baseline, Check-In, and a 2 Day Simulated Mock Exam. Students who fail to pass the Simulated Mock Exam will be required to complete a remediation activity and direct patient care may be delayed until identified deficiencies are remediated. Students must pass the INBDE to graduate. Those who fail to pass the INBDE prior to the graduation deadline will be provided with additional academic resources to use during independent study as they prepare to challenge the INBDE for a second time.

## **OHSU School of Dentistry Commencement**

### **Commencement Ceremony Participation**

To graduate from the School of Dentistry, a student must have satisfied the requirements listed for granting of the DMD degree. A student who has not completed the requirements by the June commencement date will be permitted to participate in the commencement ceremonies if it is deemed possible for the student to complete all academic requirements by the end of the following Fall Term.

A student who participates in the commencement ceremonies before completing all degree requirements is not given a diploma at the commencement ceremony, nor will the School of Dentistry certify to licensing boards or other agencies that the student has completed the curriculum.

## Awarding of Diploma

The student must complete all degree requirements before a diploma will be awarded or the School of Dentistry will certify that the student has completed the curriculum. Students who have not fulfilled all degree or financial requirements will not receive a diploma. All University accounts must be cleared or satisfied for the release of the official diploma.

## OHSU School of Dentistry Awarding of Academic Distinction

Per [OHSU Policy No. 02-70-040 – Degrees Awarded with Honors](#), honors are awarded upon graduation based on earned grade point average (GPA) while enrolled in an eligible academic program. Since the DMD program utilizes a P/NP grading scheme, students are ineligible for University Honors at commencement. However, academic programs that do not utilize a GPA may acknowledge individual student accomplishments through school or program specific awards (e.g. letters of commendation).

### Academic Distinction

Based on Letters of Commendation which are used to determine Class Rank, the School of Dentistry will recognize superior academic and clinical achievement through the awarding of Academic Distinction cords that may be worn during the Hooding Ceremony that immediately follows the OHSU Commencement.

*Regardless of final class rank, academic distinction cords will not be awarded to a student who has been on academic probation during the DMD program.*

During the DS4 Hooding Ceremony, qualifying students will be awarded gold, silver, or bronze cords based on the following criteria.

#### Gold

**Top 5%** of students based on the total number of Letters of Commendation awarded through the end of the DS4 Winter Term.

#### Silver

**Top 10%** of students based on the total number of Letters of Commendation awarded through the end of the DS4 Winter Term.

#### Bronze

**Top 20%** of students based on the total number of Letters of Commendation awarded through the end of the DS4 Winter Term.

## OHSU School of Dentistry Teaching and Learning Environment

It is the intent of the faculty to create a positive and consistent learning environment in all courses and learning activities offered in the School of Dentistry. Faculty teaching schedules are developed at

the departmental level, and it is the department chairperson's responsibility to assign and provide oversight of all course offerings with the concurrence of the Curriculum Committee.

1. Faculty members meet with students regularly, communicate Student Learning Outcomes clearly in writing, determine grades fairly, maintain accurate records of students' progress, and report final grades promptly. Each faculty member desires to treat students as future health care professionals and facilitate student learning.
2. It is the responsibility of the course director to assure that students receive written or electronic information describing the course on or before the first day of class and reviewed with the students as required by [OHSU Policy No. 02-50-050, Course Syllabi](#). For didactic, pre-clinical and clinical courses, this information shall be presented in a course syllabus, which shall consist of the following:
  - a. Meeting Times (clock hours and credit hours assigned to the course)
  - b. Contact Information
  - c. OHSU School of Dentistry Competencies
  - d. Course Description
  - e. Course Goals (Competencies addressed in the course)
  - f. Materials
  - g. Assessment Measures
  - h. Grading Rubric
  - i. Course & Instructor Evaluation
  - j. Schedule (including dates and times, locations, topics, scheduled examinations, and learning objectives for each session)
  - k. Institutional Policies

## OHSU School of Dentistry Student Learner Classifications

A regularly enrolled full-time student is defined as one who is accepted for admission by the Dental Admissions Committee or the Advanced Education Admissions Committee. Students are enrolled at the School of Dentistry in one of the following classifications:

1. Dental Student – Any student who is enrolled in the pre-doctoral dental curriculum.
2. Advanced Education Student – Any student who is enrolled in either of the two basic programs of advanced education (or both when admission is predicated on simultaneous effort), namely:
  - a. graduate education leading to the Master of Science degree; or
  - b. advanced clinical training and graduate education leading to the non-GME Specialty Certificate.
3. Resident – Any student who is enrolled in a GME post-graduate training program.

## OHSU School of Dentistry Exam Day Policy

The purpose of this policy is to ensure the academic integrity in the completion of in-person exams in the School of Dentistry (SOD) and to establish expectations for student conduct on exam days. It is the expectation of the School of Dentistry that all written exams will be administered electronically. Note: Accommodated exams under [OHSU Policy No. 02-01-002, Equal Access for](#)



[Students with Disabilities](#) and proctored exams that meet the OHSU definition of remote proctoring, OHSU campus testing center, or other approved proctoring services established in [OHSU Policy No. 02-70-050, Exam Proctoring](#) and the [Exam Proctoring Procedure](#).

## Exam Definitions

Original Exam:

- An assessment identified in a Course Syllabus Schedule

Deferred Exam\*:

- An assessment rescheduled due to flexible attendance or a disability-related illness accommodation (only for students with approved accommodations).

Delayed Exam:

- An assessment in which an exam download extension was necessary due to the failure of the student to download the exam prior to the download deadline or an assessment started late due student tardiness.
  - Download Deadline Missed: Students are expected to Download the exam prior to entering the exam room. Notify the OAS Team via email or Microsoft Teams as soon as possible, but no later than the scheduled exam start time, if download problems are encountered. Students arriving to challenge an exam without having downloaded the exam must go directly to the OAS Office (3S020) to receive a download extension. Extended time will not be provided.
  - Tardiness: Students must arrive on time and be ready to begin the exam at the scheduled time. Students arriving late without an excused absence will not be provided with extended time to complete the exam. Instructors will require students to upload their exam at the scheduled end time, regardless of the progress made by the student. Students arriving late will receive a Professional Monitoring Form.

Rescheduled Exam:

- An assessment challenged at a date or time other than the original examination date per approval based on [OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#).

Remediated Exam:

- An assessment intended to bring underperforming students to a level of competency expected of students to develop and demonstrate required knowledge, skills, and/or attitudes.

\*Students deferring or rescheduling exams must take the examination within one week of the original examination date, absent extenuating circumstances. Failure to do so may be cause for assigning a grade of Incomplete "I," or No-Pass "NP." Students who are approved for

examination deferral must reschedule the examination through the Office of Academic Systems.

## Procedure

### Before the Exam:

- Students must download the exam prior to arriving to class. If the student encounters any problems during the download process, they must notify the OAS via email as soon as possible, but no later than the scheduled exam start time. Failure to do so will result in a Delayed Exam.
- The exam download deadline will coincide with the exam start time. For example: If the exam is scheduled for 8:00 am, the download deadline is 8:00 am. Students requiring a Delayed Exam must seek a download extension from the Office of Academic Systems.
- Students must ensure their anti-virus software is disabled prior to beginning the exam.
- Students must download the exam and arrive and/or be ready to begin the exam at the scheduled time. If a student arrives after any student has completed the exam and departed the room, the instructor may *deny* the tardy student the opportunity to take the exam as scheduled regardless of the elapsed time.
- All personal items, backpacks, purses, cell phones, smart watches, etc. should be left in student lockers. Do not place personal items at the front of the exam room. Students will be asked to place personal items in their locker if they arrive with them. If not worn, jackets (outerwear) must be placed on the back of the seat.
- Whiteboards and dry erase markers are available during exams for note taking purposes. Both must be returned prior to exiting the examination room. .
- During the Exam
- Students are expected to remain silent during the exam and not speak to their peers. Students may not ask proctors nor may proctors answer content questions during the exam. Students may use the Notes & Feedback feature in ExamSoft™ if they have questions about exam questions.
- Students should refrain from glancing around. Focus should be on personal devices.
- Students should not expect to be excused to use the restroom unless there is an emergency or if they have an accommodation for a documented disability.
- Students must complete the exam during the allotted time. Students arriving late will not be given additional time.

### After the Exam:

- When the exam is scheduled to end, the proctor will ask the student to save and exit the exam. Students must return the whiteboard & dry erase marker and show the proctor the Green Screen prior to exiting the room. If an instructor chooses to provide paper for note taking purposes, the paper should be returned to the instructor prior to exiting the examination room. Failure to turn in scratch paper may result in a “no pass” on the exam.

## OHSU School of Dentistry Accommodated Testing Procedures

### Accommodated Requests

Consistent with [OHSU Policy No. 02-01-002, Equal Access for Students with Disabilities](#), the Office of Student Access (OSA) works with students with disabilities across all OHSU educational programs and campuses. It is the responsibility of the student with a disability to register with the OSA, provide appropriate disability documentation, and work with OSA to determine reasonable accommodations.

### Student Responsibilities

Students are responsible for requesting accommodations each term by providing their accommodation letter to faculty or requesting that the Program Accommodation Liaison (PAL) provide the letter to the faculty. The Office of Academic Systems must also be notified when testing accommodations are requested. Students are responsible for adhering to the following procedures outlined in this document:

- Scheduling your exams
- Late exam requests
- Canceling an accommodated exam request
- For students who have Consideration for Flexibility with Attendance and Ability to Defer Exams for a Disability-Related Illness
- For all other circumstances
- Late/No Show

### Scheduling your Exams

- Exam accommodations should be requested via email to Student Services at the beginning of the term. The Director for Student Services, Ms. Jenna Wilkinson is the Program Accommodation Liaison (PAL) and the primary point of contact.
- Students are encouraged to schedule all accommodated exams within the first week of each new term to ensure testing stations within the testing room are available and reserved.
- Students who choose to utilize approved OSA Accommodations on an as-needed basis, must notify Student Services at least five (5) business days prior to the date of the scheduled exam. Late requests will be handled on a case-by-case basis.
- Exam instructions/check-in information will be sent by Student Services at least 24 hours prior to the scheduled examination.
- The student is expected to arrive 5 minutes prior to the scheduled examination with the exam downloaded to ensure they are prepared by the start time.
- Students should schedule and take exams the same time as their class peers. If an extended time accommodation will create a schedule conflict, Student Services may approve an exception. Students may be asked to start an accommodated exam up to 1 hour earlier to ensure the ability to attend required activities after the exam.
- Student Services reserves all testing stations based on accommodation type and availability of testing space. Accommodated testing will occur with exam proctoring in spaces identified by the Program Accommodation Liaison (PAL) or an alternative site as approved by the Office of Academic Systems.

## Late Exam Requests

Late exam requests made to the Student Services 2-4 business days prior to an exam will be considered on a case-by-case basis. If a space and proctor are available, the SOD will proctor the exam.

Same day requests will usually not be considered. A request to modify the exam start time on the day of the exam is considered a same-day request. If a student fails to schedule an exam in a timely manner and the School of Dentistry is unable to find a space or a proctor, the student should plan to take the exam with their class, without accommodations. Students should not be penalized if the faculty or program changes the date/time of the exam, rendering the student unable to make a timely request. Exams scheduled after 4:00 pm for the following day are considered same-day exam requests. If a student consistently makes late requests, they may be required to attend an academic coaching session with the Office for Student Access.

## Canceling an Accommodated Exam Request

If you do not wish to use your accommodations for an exam, please provide a minimum of 24-hour's notice as a courtesy so that staff time and space can be redistributed. Providing advanced notice that you do not want to use your accommodations is expected professional conduct; repeated failures to notify Student Services of not wanting to use accommodations prior to the start of the exam may result in a required academic coaching session with the Office for Student Access.

## Procedures for Students who have an Approved Accommodation for Flexibility with Attendance and Ability to Defer Exams Due to a Disability Related Illness.

### Deferring an Exam

The student is responsible for notifying Student Services in a timely manner that they need to defer the exam due to a disability related illness. If a student is unable to *notify* Student Services prior to the start of the exam, medical documentation may be required to demonstrate that the student was functionally impaired, rendering them unable to communicate. This documentation should be provided to the Office for Student Access (OSA) to protect the student's privacy. The documentation should be provided within five (5) business days to meet the one-week requirement to take scheduled examinations under [OHSU Policy No. 02-70-045, Change in Scheduled Exam and Other Assessments](#).

This accommodation is generally intended to accommodate absences from exams when the disability-related symptoms are so severe that the individual is unable to perform basic activities of daily living. In accordance with OHSU policy, students must take the exam within one week of the original exam date. The one-week requirement is designed to maintain coherence of the curriculum and to ensure that students are being evaluated in a timely manner. If an exam assesses readiness to perform clinical skills, the student may be asked not to participate in clinical activities until the exam is passed. Exceptions to the one-week requirement will be reviewed by the SOD Senior Associate Dean of Academic Systems.

When Student Services receives a request for an exam deferral, they will notify the SOD Office of Academic Systems. The SOD Office of Academic Systems will set the date for the deferred exam,

post the deferred exam, and inform the student, the course director, and the Director of Student Services.

If a student is unable to adhere to the procedures and fails to *notify* Student Services regarding the need to defer an exam due to a disability related illness and does not provide medical documentation of incapacitation, the School of Dentistry will count the exam as an attempt and the student will receive a “no pass” on the exam.

If a student fails to *challenge* the deferred exam as set by the SOD Office of Academic Systems due to a disability related illness, the student may be asked to provide medical documentation of incapacitation to the Office for Student Access (OSA). If documentation is requested, but not provided, the School of Dentistry will count the deferred exam as an attempt and the student will receive a “no pass” on the exam.

A student with flexible attendance or disability related illness accommodations may request exam deferrals no more than two times per term before the OAS may request medical documentation be provided to the Office for Student Access (OSA) to ensure the student’s ability to meet technical standards and progress academically is not hindered due to the disability related illness.

For all other circumstances, please see [OHSU Policy No. 02-70-045, Change in Scheduled Examination or Other Assessments](#).

### **Late/No Show**

Students should arrive prepared to take the exam, with the exam downloaded, 5 minutes before the designated exam start time. Additional study time is not allowed, nor is additional time added for students arriving late or for students who do not finish within the allotted time frame. No additional time will be provided to download the exam.

If a student is late for a scheduled exam for any reason, the student forfeits the missed time; no additional time will be granted to make up for the student's late arrival.

If a student fails to show up for an exam for any reason, except suspension, the exam will be counted as a Missed Exam and will result in a “no pass” for the exam. Students are responsible for seeking permission to reschedule any missed exams in accordance with the Change in Scheduled Examination policy and/or procedures outlined in this document for students with flexibility with attendance accommodations.

## **OHSU School of Dentistry Grading Policy and Guidelines**

### **Grading Policy and Guidelines**

The School of Dentistry adheres to [OHSU Policy No. 02-70-020, University Grading](#). For DMD students, the Faculty of the School of Dentistry has adopted a Pass (P)/ No Pass (NP) grading system as allowed in the OHSU Policy. (Approved by Faculty January 25, 2016)

The School of Dentistry has adopted competency-based education as its preferred method of instruction and has also adopted a School of Dentistry Competency Statement and supporting

Competency Assessment Model. These faculty-approved curricular modifications are consistent with CODA recommendations for competency-based instruction and assessment. Furthermore, in a competency-based system, the assessment outcome measure is whether a student has achieved competency. It is for this reason that a Pass(P)/No Pass (NP) grading system has been implemented to replace the previously used letter grade scale. This grading system also allows a method of assessment that permits the awarding of Letters of Commendation to acknowledge superior student performance.

**All courses in the pre-doctoral curriculum shall be graded on a P/NP basis. The following guidelines will be in effect:**

1. The Course Director will determine the minimum passing score, but in no instance may that score be lower than 70%. It is permissible to set a higher score to achieve a Passing grade;
2. All courses should assure there are multiple assessment components (e.g., written examinations, assigned papers, practical examinations, attendance, etc.) and that assessments are non-compensatory requiring the student to achieve a passing assessment in each of the identified components and;
3. All courses must provide a method to award Letters of Commendation for those students achieving superior performance. The Course Director will determine the minimum overall score to be obtained to award a Letter of Commendation, but in no instance may that score be lower than 92% for written assessments and with a first-time passing score in each of the course components.

### **Rounding of Grades**

Rounding of grades is carried out at the discretion of the Course Director and will be calculated to two decimal points. If a Course Director elects to round grades, they must do so for every assessment within the course and for every student enrolled in the course.

*“Grades on course assignments, quizzes, mid-term examinations, final examinations or any other assessment that is determined by percentages involving decimals, should be rounded up to the next whole number when equal to .50 or greater. When the decimal is less than .50, the grade is to be rounded down (e.g., 69.50% would be rounded up to 70% and 69.49% and below would be rounded down to 69%).”*

### **Grade Submission Timeline**

Course directors must submit student grades to the Registrar via BANNER within one week following the end of the teaching interval (term).

### **Grade Changes**

A course director may change a student’s recorded grade (term grade report on permanent transcript) for a course, with the approval of the Senior Associate Dean of Academic Systems by sending a written notification to the Registrar of the replacement grade. This action must be done within two weeks (14 days) of when the grades are released to the students by the Registrar. Any exceptions to this policy must be approved by the Senior Associate Dean for Academic Systems.

## NP Course Grade

Upon the posting of an NP grade in any course, the following applies for the remediation of that course:

- One and only one opportunity to pass a failed course by remediation examination and/or by remedial preclinical or clinical work shall be allowed.
- Each course director will have the responsibility of submitting a remediation plan to the SPC which will work together to determine the content, type, and extent of the material to be included in the remediation examination and/or work. The SPC has final authority.
- For all non-clinical (lecture/seminar), preclinical and clinical coursework, any remediation work assigned to a student must be approved by the SPC and sufficient to determine a grade within one term following the term in which the NP grade was earned.
- The specific date(s) for examinations and/or work will be coordinated by the SPC in conjunction with the course director and student, and if necessary, in consultation with the OAS.
- For just cause, the Senior Associate Dean for Academic Systems may grant permission for giving remediation examinations (following consultation with the departments concerned) at times other than those specified under this policy.

## Remediation

In terms of this policy, remediation is defined as a sequence of examinations or educational activities, beyond the standard course curriculum, designed to bring underperforming students to a level of competency expected of the students to develop and demonstrate required knowledge, skills, and/or attitudes through additional written assessments, self-directed learning, and purposeful interactions with faculty. These assessments and events are designed to address academic deficiencies pursuant to a student failing an assessment or a course in the SOD curriculum. Remediation of any assessment or event disqualifies students from earning a Letter of Commendation (LOC) in the course in which remediation was required.

- All remediation assessments must be of similar rigor of the original assessment.
- Any failed remediation assessment or event will result in a No Pass for the Course and may result in a Hearing with the Student Performance Committee.
- All assessments, including remediation assessments, must be proctored on site.

## OHSU School of Dentistry Letters of Commendation Policy

In addition to passing all assessment areas, some students may achieve an overall standard of excellence for a course. Letters of Commendation (LOC) are awarded to recognize this overall standard of excellence in performance and the requirements for eligibility are outlined in each course's syllabus. Students requiring any remediation during the term are ineligible for LOCs. The Office of Academic Systems tracks the awarding of LOC's and class rank is determined by the number of LOC's received by each student.

## Confidentiality Policy for Duplicating Course Content or Assessment Materials

All course content materials provided to OHSU dental students are for the educational use of OHSU dental students. All course materials provided by faculty through written or electronic format are considered the intellectual property of the author and OHSU and are private and legally protected. Classroom sessions may be digitally captured on a routine basis with Echo360 and made available on Sakai (following processing) for all students enrolled.

Copyrighted material will be kept on reserve in the library or made available online for student access. Copyright law allows for making one personal copy of each article from the original article. This limit also applies to electronic sources.

Duplication or sharing of course materials outside of the OHSU School of Dentistry in any form, including content captured on personal devices, is strictly prohibited. These course materials include but are not limited to, lecture materials, lecture capture recordings, audio or video presentations, small group, laboratory, and syllabi materials, as well as postings on Sakai. Duplication of quizzes, examinations, or assessments of any kind is strictly prohibited.

Any violation of this policy will be considered a breach of professionalism and will result in disciplinary action.

## Confidentiality of Health Information Policy

Students will comply with [OHSU Policy No. 01-05-012, Confidentiality of Health Information](#) with regard to patient confidentiality at all times. Patient information is to be discussed only in the context of consultation with preceptors or professional discussion with other health care providers.

To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students will delete or code patient/location-identifying information during oral presentations to program faculty and students and on any write-ups submitted to the faculty for evaluation.

## School of Dentistry Visitor Policy – Classroom and Clinical Settings

### Unaccompanied Visitors

Visitors, patients, and guests are welcome within the facilities of the School of Dentistry unaccompanied, in the public access areas such as patient reception areas and restrooms, and those areas designated as public areas in the RLSB.

### Accompanied Visitors

Visitors must always be accompanied, by School of Dentistry escorts, where patients are receiving care (clinics), where classes are being taught (simulation clinic, pre-clinic, and clinic laboratories), where classes are in session, and where research is conducted.



Requests by escorts to accompany visitors must be approved by a Department Chair, Program Director, Division Director, Associate Dean, Senior Associate Dean, or the Dean. Escorts must assure student, patient, employee, and visitor safety; must protect patient and student privacy and prevent education and/or patient care disruptions. Escorts must always accompany guests in patient care areas, teaching sites and research areas.

By being sensitive to safety and privacy while being courteous and informative, every visitor will be able to gain some insight into our missions of teaching, research, and service.

## Attendance Policy for DMD Students

### Overview

The policy of the School of Dentistry is that attendance for all students enrolled in the DMD Program is mandatory at *all* scheduled classes, pre-clinic, and clinic sessions unless stated otherwise by the course director(s) and/or course syllabus.

Absence is defined as the failure of a student to attend any scheduled class or clinic activity.

Absences may be classified as either “Excused” or “Unexcused”. All absences are considered Unexcused until approved by the Office of Academic Systems.

An “Extended Excused Absence” refers to absences extending for five (5) consecutive days or longer.

### Purpose

This policy establishes the expectations for student attendance while enrolled in the School of Dentistry at OHSU and sets forth notification requirements in the event of absence.

### Attendance Expectations

Student attendance at scheduled classes, small group sessions, seminars, presentations, intramural clinics and rotations, extramural clinics and rotations, and official School or University required functions is *mandatory*. Students are expected to challenge all assessments given as part of the DMD program of study at the times scheduled by the course director. A score of NP will be recorded for assessments that have been missed without an excused absence. At the discretion of Course Directors, attendance may be part of the course grading rubric and in general, there is no make-up for quizzes or assessments that require laboratories, or simulation activities.

Acceptable reasons a student may be allowed to reschedule an assessment are defined by [OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#), and include the following:

- Serious illness
- Hospitalization
- Death in the immediate family
- Approved religious observance

- Approved accommodations for disabilities
- Unique academic or professional opportunities (pre-approved by the Office of Academic Systems)
- SOD approved Events (pre-approved by the Office of Academic Systems [Student Services])
- Jury Duty
- Other compelling reason (pre-approved by the Office of Academic Systems)

Students who seek to reschedule an examination for medical reasons may be required to provide appropriate documentation.

Students anticipating an absence that conflicts with a scheduled assessment must inform the Office of Academic Systems in writing, OHSU email ([sodacademic@ohsu.edu](mailto:sodacademic@ohsu.edu)) preferred, at least **two weeks** before the anticipated absence. For absences due to illness or unexpected emergencies, students must notify the Office of Academic Systems via phone or email before the scheduled exam. Students who miss an assessment for medical reasons will be required to provide appropriate documentation.

Students who will miss a scheduled assessment due to attendance at a SOD-approved event must notify the Director of Student Services no later than **30 days** before the SOD-approved event in which they would like to participate. Student Services will provide the Office of Academic Systems with a list of students approved to participate in each SOD-approved event **two weeks** before the scheduled event. Only pre-approved students will be allowed to reschedule any missed assessments.

The Senior Associate Dean for Academic Systems, in consultation with the course director, has the authority to reschedule assessments for students who have missed a scheduled assessment due to a reasonably excused absence.

### **Attendance during Final Exam Week**

Students should refrain from making any travel plans until no sooner than 5:00 pm on Friday of Final Exam Week. While the exam schedule may not show scheduled exams, remediation exams may be offered on Friday afternoon. Missing a scheduled exam due to travel without an excused absence will result in a No-Pass (NP) course grade.

### **Attendance during Extramural Patient Care Sessions**

The student shall notify the Division of Dental Public Health before the scheduled session that will be missed due to the absence. The Division of Dental Public Health will notify the appropriate community site(s) and the Office of Academic Systems. Depending on the length of the absence, students may be required to make up missed community rotation absences.

### **Special Conditions**

From time-to-time special situations will arise that need individualized planning and considerations. Among these situations are personal health issues, family obligations, post-graduate interviews, externships, National Board Dental Examinations, and volunteer opportunities.

### **Personal Health Issues and Family Obligations**

The student is advised to meet with the Director of Student Services and/or the Senior Associate Dean for Academic Systems preferably **two weeks** before the expected absence. OHSU and the School of Dentistry have resources available to help address personal health issues. School bylaws permit the granting of leaves of absence to facilitate this process. Accommodating remedial work will be determined by the Student Performance Committee (SPC). The plan will be communicated to the student and the appropriate Course Directors, Group Leader, Division of Dental Public Health, and Student Services. **Students who have ongoing personal health issues that extend beyond their allotted number of discretionary days, will be required to meet with the Director of Student Services and/or the Senior Associate Dean for Academic Systems to discuss their request.**

### **Post-graduate, GPR, AEGD, and Private Practice Interviews**

Interviews should be conducted outside of regularly scheduled school hours whenever possible. If students are unable to arrange interviews outside of school hours and the interview falls on an examination or test date, prior approval must be obtained from the course director and the Office of Academic Systems at least **two weeks** in advance. If a student's interview schedule extends for five (5) days or more, the student will need to follow the *Extended Absence Policy and Procedure*. Course instructors are not obligated to provide make-up exams for absences due to interviews. **Students whose interview schedule extends beyond their allotted number of discretionary days, will be required to meet with the Senior Associate Dean for Academic Systems to discuss their request.**

### **Externships**

Externships should be scheduled during break weeks between terms whenever possible. All externships must be pre-approved by the Senior Associate Dean for Academic Systems in conjunction with the Senior Associate Dean for Clinical Systems. If the externship will be scheduled for five (5) days or more, students will need to follow the *Extended Absence Policy and Procedure*. **Students whose proposed externship schedule extends beyond their allotted number of discretionary days, will be required to meet with the Senior Associate Dean for Academic Systems to discuss their request.**

### **National Board Dental Examinations**

Students are expected to schedule National Board examinations during term breaks whenever possible. It is understood that limitations related to testing sites and dates occur. In these circumstances, students must request an excused absence from the Office of Academic Systems at least **two weeks** in advance of challenging the exam. **Students will not be charged discretionary days when testing for the INBDE or for other licensure exams.**

### **Volunteer Opportunities**

Periodically, students may have an opportunity to volunteer in the local community for a variety of oral health-related events. The volunteer opportunity and a student's participation must be pre-approved by the Office of Academic Systems no later than 30 days prior to the

event. **If approved, students will not be charged a discretionary day for their participation.**

Examples of currently approved volunteer activities include, but are not limited to:

- American Student Dental Association (ASDA) National Meetings;
- Community Outreach, Advocacy, Service Training (COAST) approved volunteer opportunities; and,
- Bridges Collaborative Care Clinic (BCCC).

## **Faculty Responsibility**

There is no intent in this policy to mandate monitoring of student attendance by faculty. However, Course Directors may choose to include attendance in their course assessment measures and to document the expectation in the course syllabus. In addition, if a faculty is aware of student attendance issues, the faculty may submit a Professional Monitoring Form to the Office of Academic Systems.

## **Absence Request Policy for DMD Students**

### **Submission of an Absence Request**

Whenever any class, clinic, or other required activity is missed, students must submit an online DMD Absence Request (accessed via [https://ohsu.ca1.qualtrics.com/jfe/form/SV\\_7NzHXQIL4RPcLoa](https://ohsu.ca1.qualtrics.com/jfe/form/SV_7NzHXQIL4RPcLoa)). Timely notification of the absence is imperative so that the school administration can notify relevant class and/or clinic administrators, as appropriate.

Absence requests for planned absences must be submitted at least **two weeks** in advance. For unplanned absences (e.g., illness, emergency), the student must submit the absence request on the day of or as soon as reasonably possible. A student who cannot access the online system must contact the Office of Academic Systems during regular business hours. Delays in submitting an absence request may require the submission of further documentation and/or result in an Excused Absence being denied (i.e., the student will receive an Unexcused Absence).

For students requiring absences extending five (5) consecutive days or longer, an Extended Absence is needed. Refer to the *Extended Absence Policy and Procedure* section for more details.

### **Review/Approval Process**

All absences are considered unexcused until classified as excused by the Office of Academic Systems.

DMD students requesting an excused absence must follow the absence request procedure outlined in the absence request flow chart. **Reference Appendix 2.**

### **Excused Absences (i.e. the use of Discretionary Days)**

#### Definitions

An excused absence occurs when the following conditions are met:

1. If missing an assessment, the absence request is for an approved situation or activity (see [OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#), for details);
2. For the use of planned Discretionary Day absences, the student submits the absence request at least **two weeks** in advance;
3. For the use of unplanned Discretionary Day absences (e.g., illness, emergency), the student submits the absence request the day of, or as soon as reasonably possible; and,
4. The absence request is approved by the Office of Academic Systems.

### Discretionary Days

The School of Dentistry allows each student a set number of discretionary days for use during an academic year. Students are expected to use discretionary days judiciously for such events as medical appointments or illness, legal obligations, postgraduate or employment interviews, or other school-sponsored trips or events. The use of Discretionary Days will be considered Excused Absences, however, there may be sessions/days held by Course Directors and/or the School of Dentistry for events that will be considered mandatory and thus you will not be allowed to use a Discretionary Day.

Discretionary Days for each class year is as follows:

- DS1 year – five (5) full days with no carry-over to the DS2 year.
- DS2 year – five (5) full days with no carry-over to the DS3 year.
- DS3 year – eight (8) full days that carry-over to the DS4 year.
- DS4 year – eight (8) full days.

Decisions on any absence requests beyond the allotted number of Discretionary Days will be at the discretion of the Office of Academic Systems.

### Guidelines for the use of Discretionary Days

1. Use your allotted Discretionary Days wisely!
2. Your Discretionary Days may only be used for approved situations or activities (see *Examples of Absences* for details).
3. Half-days can be used for events lasting less than a full day (e.g., medical appointments). However, students who report an illness for a morning session will be excused for the entire day. **Students who request a Monday afternoon Discretionary Day will be charged for the entire day.**
4. For any absence of more than **two (2) consecutive days**, documentation supporting the absence must be submitted promptly to the Office of Academic Systems.
  - a. “Bunching” of unused days at the end of an academic year is prohibited by this policy.

5. **Discretionary days are not to be used when a written examination or practical examination is scheduled.** However, [OHSU Policy No. 02-70-045, Change in Scheduled Examination and Other Assessments](#) defines acceptable reasons a student may be allowed to reschedule an assessment.
6. Discretionary days may not be used retroactively.
7. A discretionary day is forfeited whenever an unreported absence is discovered or otherwise reported to the Office of Academic Systems; this absence is considered unexcused.
8. **Absences over the number of allotted Discretionary Days and/or the failure to make up missed clinic/course activities may be referred to the Student Performance Committee and could impact decisions regarding program advancement and/or graduation.**

Students who use more than their approved number of Discretionary Days will be required to make up the missed sessions or will forfeit future Discretionary Days. Missed clinical sessions may be made up during evening and/or clinically related volunteer activities such as the BCCC. Between the fall and winter term, Intersession is offered which provides another opportunity to make up any absences over the number of allotted Discretionary Days.

## **Unexcused Absences**

### Definition

An Unexcused Absence occurs when the student fails to meet any of the conditions of an Excused Absence.

### Didactic Courses

Instructors are not required to offer make-up work to students who do not attend didactic courses and do not have excused absences.

### Clinical Courses

Students who are not present in the clinic and do not have an excused absence will be charged a Discretionary Day and reported to the Senior Associate Dean for Academic Systems and the Senior Associate Dean for Clinical Systems. Students will remain enrolled in the School of Dentistry if they have a negative Discretionary Day balance at the time of graduation until their balance is zero unless there is an approved exemption from the Student Performance Committee (SPC).

### Important Considerations

If more than one (1) Unexcused Absence is recorded in any given term, students will be required to meet with the Senior Associate Dean for Academic Systems and/or the Senior Associate Dean for Clinical Systems, or their designee(s) to review the reason(s) for the Unexcused Absences.

A remediation plan may be developed for the student to address the Unexcused Absence(s) and any missed class and/or clinic activities.

Multiple Unexcused Absences and/or the failure to make up missed clinic/course activities may be referred to the Student Performance Committee and could impact decisions regarding program advancement and/or graduation.

## **Extended Absences**

An Extended Absence refers to any absence extending **five (5) consecutive days or longer** and is covered by a different policy. For more information, see the *Extended Absence Policy and Procedure*.

### Examples of Absences

The online Absence Request Form provides space for you to describe/explain the circumstances behind your absence request. Documentation, including doctor's note, jury duty notice, exam date confirmations, interview confirmations, etc., should be submitted with your absence request.

Some examples of commonly approved situations/activities include:

#### *Illness/Emergency:*

Illness or hospitalization

Death in the family

Personal/family emergency (e.g., car troubles, sick child, hospitalization/serious illness of immediate family members, etc.)

#### *Allowed under university policy:*

Maternity, paternity, or adoption leave

Approved religious observances

#### *Allowed under governmental requirements:*

Jury duty

Military obligation

#### *Allowed for professional reasons (with prior approval)*

Integrated National Board Dental Examination (INDBE)

Dental licensure examinations

Attendance at professional meetings

Residency and/or job interviews

Externships

#### *Allowed for personal reasons (with prior approval)*

Personal or family obligations

Wellness (physical and/or mental)

Weddings

## **Extended Absence Policy and Procedure**

### Overview

Students must notify the Senior Associate Dean for Academic Systems of any illness or other unusual circumstances that may necessitate an extended absence, five (5) or more consecutive days, from classes, laboratory work, clinic sessions, or other required activities. Students must also notify and consult with affected course or clinic directors, who will determine the indication and nature of any make-up work. It is the student's responsibility to consult with each course or clinic director and plan for the prescribed make-up work or sessions.

### Submission of Request for an Extended Absence

A request for an extended absence must be presented in writing and addressed to the Senior Associate Dean for Academic Systems. The written notification must state the start date of the requested absence, the intended return date to the program, and the justification for the extended absence. Extended absence application may include but is not limited to the below circumstances:

- Extended Absence to Resolve Personal or Health Problems
  - When health is at issue, the request should contain documentation and a recommendation from the student's physician or other health care provider. All submitted materials will be kept in confidence to the extent provided by law.
- Extended Absence to Participate in an Educational Program, Research, or Service Engagement
  - The student must submit a petition specifying the goals and scope of the educational program, research, or service engagement opportunity to the Senior Associate Dean for Academic Systems.

### Absence Request Policy for DMD Students

DMD students who wish to request an absence must follow the procedure as outlined in the absence request flow chart.

### Absence Request Procedure

Reference Appendix 2.

### COVID-19 Novel Coronavirus Related Policies and Procedures

As a result of the Covid-19 Pandemic, OHSU has developed several policies and procedures that continue to be updated on a regular basis. As a starting point for resources that students may find helpful, please refer to [COVID-19 \(Novel Coronavirus\) Students Onward](#) for the most up-to-date and relevant information.



## Student Standards and Other Policies

### Technical Standards

#### **OHSU Technical Standards**

OHSU's Technical Standards, which apply to all candidates for an OHSU degree or certificate, can be found in the [OHSU Policy No. 02-70-010, Technical Standards](#). This policy ensures that these candidates possess the essential skills and abilities necessary to complete the curriculum successfully. To be qualified for health science programs at OHSU those individuals must be able to meet both OHSU's academic standards and the technical standards, with or without reasonable accommodations. Health Sciences programs have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge and well-honed technical skills. A number of individuals with disabilities, as defined by [Section 504 of the Rehabilitation Act and the Americans with Disabilities Act](#), are qualified to study and work as healthcare professionals and scientists with the use of reasonable accommodations. These technical standards are nonacademic criteria, basic to all of OHSU's educational programs.

OHSU's Technical Standards include:

- Ability to acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other formats.
- Ability to recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- Ability to manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice, or research.
- Ability to follow universal precautions against contamination and cross-contamination with infectious pathogens, toxins, and other hazardous chemicals.
- Ability to solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment).
- Ability to synthesize information to develop and defend conclusions regarding observations and outcomes.
- Ability to use intellectual ability, exercise proper judgment, and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Ability to maintain effective, mature, and sensitive relationships under all circumstances (e.g., clients, patients, students, faculty, staff, and other professionals).
- Ability to communicate effectively and efficiently with faculty, colleagues, and all other persons encountered in any OHSU setting.
- Ability to work in a safe manner and respond appropriately to emergencies and urgencies.
- Ability to demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical practice, health care, and biomedical sciences and engineering.

For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office for Student Access ([studentaccess@ohsu.edu](mailto:studentaccess@ohsu.edu)).

## **SOD Technical Standards**

The Oregon Health & Science University School of Dentistry is the only academic health center in the state and its fundamental purpose is to ensure and improve the health of all Oregonians. The ethical practice of dentistry requires intellectual ability, physical competence, and personal responsibility. Therefore, each applicant must satisfactorily complete all requirements for admission to the School of Dentistry. In addition to demonstrating personal characteristics appropriate for a career in a health care profession, qualification for admission to, and, following completion of the curriculum, graduation from the School of Dentistry requires satisfaction of the following standards:

1. sufficient intellectual capacity to fulfill the curricular requirements of the various required basic science and clinical courses;
2. ability to communicate effectively with patients, colleagues, faculty, staff, and other members of the healthcare community;
3. ability to learn and safely perform the various technical skills required to complete the dental curriculum; and,
4. sufficient emotional stability and responsibility to withstand the stresses, uncertainties, and changing circumstances that characterize the practice of dentistry and dental specialties.

## **OHSU Code of Conduct**

The [Code of Conduct](#) provides the guidelines and expectations for conducting business on behalf of OHSU. This Code of Conduct has been approved by the following: Boards of Directors, OHSU, Doernbecher Children's Hospital, and the FPP. It has been adopted as policy and all OHSU Members are held to its standards. As with other OHSU policies, those who violate the Code of Conduct are subject to disciplinary action.

## **Conduct Expectations for Students in the DMD Program**

### **Expectations for Academic Performance**

Students are expected to acquire the knowledge and skills presented in the curriculum to the best of their ability. Faculty members recognize that students cannot learn all there is to know about any subject. However, they do expect students to learn those concepts, facts, and skills that are important to their profession. The faculty will guide students in identifying relevant knowledge, skills, and attitudes.

Scientific knowledge is continually expanding and being reevaluated. Because of this, students are expected to develop a habit of life-long learning. Students are expected to learn to know the limits of their knowledge and skills and seek help when those limits are reached.

### **Expectations for Professional Conduct**

Through their professional conduct, students represent OHSU, the School of Dentistry, and the profession of Dentistry. The students at the School of Dentistry at OHSU are expected to conduct

themselves in an ethical, prudent, and humanitarian manner while engaging in all phases of their professional and academic life. The following behaviors and attitudes embody some of the key requirements for professional conduct expected of students in the School of Dentistry.

Deviation from expected conduct may result in disciplinary action.

1. Honesty is a necessary professional virtue. Students are expected to be honest in their academic and professional interactions with each other and in their dealings with peers, patients, and the OHSU professional community.
2. It is expected that students will discharge their professional obligations in a timely and responsible manner.
3. Society sanctions health professionals to help people endure physical and emotional distress, entrusts them to examine intimate areas of the body and grants them the privilege of listening empathetically to closely guarded secrets and fears. Consequently, it is expected that health professionals will treat patients and their families with dignity and respect and will hold the information that they acquire in the strictest confidence.
  - a. Patient information is to be discussed only in the context of consultation with mentors or preceptors, or professional discussion with other health care providers at the clinical site.
  - b. To maintain patient confidentiality and comply with the Health Information Portability and Accountability Act (HIPAA), students will delete or code patient/location-identifying information during oral presentations to Program faculty and students, and on any write-ups submitted to the faculty for evaluation.
4. Faculty and students should assist each other to identify and maintain professional standards of conduct in a dignified and helpful manner.
5. Faculty and students should show respect for each other and for those who support the care of patients and the academic programs.
6. Conflicts among students and faculty should be addressed and resolved in an equitable and professional manner.
7. Professional responsibilities require mental and physical abilities that are unimpaired by the use of drugs or alcohol.
8. Students will not allow personal concerns and biases to interfere with the welfare of their patients.

### **Expectations for Classroom Conduct**

Students, while at OHSU or any clinical affiliate, will conduct themselves in a professional manner.

During a presentation, common courtesy is expected. Students will remain seated during a lecture and not leave prior to the end of the presentation. Students are expected to arrive on time and not delay the presentation by reason of tardiness.

Arriving at class on time is an expectation of all students. Tardiness is unacceptable to the School of Dentistry. Chronic tardiness will not be tolerated and will be viewed as a professional development issue and may result in the issuance of a Professional Monitoring Form and be referred to the Student Performance Committee (SPC) for appropriate action.

The class will generally start on the hour and will usually be 50 minutes (didactic) to 3 hours (SIM) in length. Break periods are not guaranteed and, at the discretion of the instructor, may be for periods of time less than ten minutes. Students should not disrupt the presentation to leave class in the event a break is not granted. However, students may tactfully request a break, if a class exceeds an hour and a half without one. Students are expected to return to the classroom promptly for the next scheduled presentation, without a summons from faculty or staff.

After a presentation begins, tardy students should enter the classroom quietly to avoid disrupting the class.

The School of Dentistry will not tolerate disruption of class due to cell phone notifications. During all class situations (lectures, SIM, clinic) such devices, if used, must be maintained either in “vibrate” or “silent” mode. In addition, it is expected that students will await an appropriate break to respond to messages.

If an instructor is more than fifteen minutes late for a scheduled presentation and a School of Dentistry representative is not in attendance, a student representative should contact the Office of Academic Systems for instructions (503-494-8541).

The School of Dentistry has had a long-standing policy allowing beverage and reasonable food consumption in the classroom during class (lectures and small group activities). Eating is not allowed in SIM clinic nor during exams, however. Students may also eat in the classroom at other times with the provision that the classroom must remain clean and free of objectionable odors. Please dispose of foodstuffs with this in mind.

### **Code of Ethics and Professional Behavior**

It is the position of the student body of the OHSU School of Dentistry that all dental and dental graduate students are expected to maintain the highest standards of ethical behavior and to always conduct themselves in a professional manner. This applies to the clinic, laboratory, classroom, and any other facility relating to or representing the OHSU School of Dentistry.

The ethical and professional obligations are characterized by, but are not limited to, honesty, fairness, and integrity in all circumstances. Students are expected to show respect for the rights, differences, and property of others. A high degree of ethical and professional behavior is to be practiced in the classroom as well as in treating patients. Standards of care are to include concern for the welfare of patients, competence in the delivery of dental care, conscientious patient communication including education, proper referrals when indicated, and the preservation of confidentiality in all situations, including but not limited to conversations with peers or instructors, phone calls, voicemails, e-mail, social media, and electronic patient records.

Each student is responsible for upholding the ethical standards of the School of Dentistry. Therefore, it is also the responsibility of each student to confront or report any behavior that does not comply with these standards. Violations of the Code of Ethics should first be reported to and addressed by the student body through the appropriate mediation channels. If efforts for cessation and reparation are unsuccessful, violations will be reported to the administration.

Behavior believed to be unacceptable includes, but is not limited to, forgery, intentionally deceptive alteration of documents, and unauthorized possession of another's property, plagiarism, and cheating by either seeking, giving, or receiving aid. Students should consider using respectful language when communicating with others. All students should refrain from abusive acts, sexual harassment, discriminatory behavior or the infliction or threat of harm to others.

Reviewed, revised, and approved by the Dental Student Government and the Student Professionalism and Ethics Association (SPEA) – 2017

## Honor Code

Ethical conduct, particularly honesty, is one of the most important attributes of a competent healthcare professional. Students are accountable for their own professional behavior. They are also charged with reporting to the program any unprofessional behavior or infractions of this honor code on the part of others.

Students will not consult resources during examinations or quizzes unless specifically authorized. Violations of this honor code are a breach of the behavioral standards defined in the sections “*Expectations for Professional Conduct*” and “*Standards of Behavior*.”

For testing purposes, students are required at the beginning of each exam, to agree to abide by the following honor code:

I understand that ethical conduct is one of the most important attributes of a competent healthcare professional. Cheating on an examination will ultimately deprive my future patients of the quality health care they deserve.

Upon matriculation, I agreed to abide by the policies and procedures of the University and the School of Dentistry. As a member of the dental school study body, I affirmed that I would personally uphold the honor code and would report any suspected or known infractions of the honor code committed by any member of my class.

During this exam, I affirm that I will not use any outside sources of information, including but not limited to books, websites, journals, computers, smart phones, tablets, or any other emerging technologies. In addition, I will not seek or accept help from another person by phone, in person or via any electronic means.

The content of this examination is proprietary and confidential and is not to be transcribed or reproduced in any manner at any time, or through any means. I understand that the use of technology designed to capture test content or override test security measures represents a violation of the honor code. Possession, re-creation and/or distribution of the examination or content of the examination is prohibited. Students are expected to always respect test security. Anyone in possession of unauthorized examination content in any form will be subject to academic disciplinary action, up to and including potential dismissal from the program, for failing to meet professional standards.

Continuing this examination indicates that I understand and agree to abide by the honor code outlined in the policies and procedures of the University and the School of Dentistry.

The faculty considers adherence to this honor code to be essential for every School of Dentistry student. Failure to adhere to this honor code constitutes cheating. Cheating on an exam or any other program activity or assignment cheats your future patients and is grounds for dismissal from the Program.

## **Standards of Behavior**

Students are expected to conduct themselves in accordance with the high ethical standards expected of health professionals. Because School of Dentistry graduates will assume responsibility for the health and welfare of the public as dental care practitioners, students are expected to demonstrate levels of competence and patterns of behavior deserving of the public trust with which they will be vested. OHSU has the right and responsibility to sever the relationship with any student considered unfit for a career in health-related professions. Allegations of prohibited conduct (misconduct) are reviewed by the School of Dentistry Student Performance Committee (SPC).

Prohibited conduct (misconduct) includes but is not limited to:

1. Submitting material in assignments, examinations or other academic work that is based upon sources prohibited by the instructor or the furnishing of materials to another person for the purposes of aiding another person to cheat.
2. Submitting material in assignments, examinations or other academic work that is fabricated, or is not the work of the student in question and where there is no indication (citation) in writing that the work is not that of the student.
3. Knowingly producing false information or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to educational or professional matters.
  - a. Note: To uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin® to compare a student's submitted work against multiple sources.
4. Falsification or misuse of university records, permits, or documents.
5. Violating existing Program, School or University policies or regulations.
6. Exhibiting behavior that is disruptive to the learning process or to the academic community environment.
7. Conviction of or pleading guilty to or not guilty by reason of insanity to a crime bearing upon the suitability to practice a health-related profession while a student or after acceptance into the program and prior to matriculation. All students are required to disclose criminal charges to the Program.
8. Disregard for the ethical standards appropriate to the practice of a health or related profession while a student.
9. Illegal use, possession, manufacture, diversion, sale, dispensation, or distribution of drugs or controlled substances, including being under the influence or impaired on institutionally

owned or controlled property (absence of criminal penalties shall not be considered express authorization).

10. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the institution's public service functions or other authorized activities on institutionally owned or controlled property.
11. Obstruction or disruption interfering with freedom of movement, either pedestrian or vehicular, on institutionally owned or controlled property.
12. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instruments on institutionally owned or controlled property, in contravention of law or institutional rules.
13. Detention or physical abuse of any person or conduct intended to threaten imminent bodily harm or endanger the health of any person on any institutionally owned or controlled property.
14. Malicious damage, misuse, or theft of institutional property, or the property of any other person where such property is located on institutionally owned or controlled property or, regardless of location, is in the care, custody, or control of the institution.
15. Refusal while on institutional property to comply with an order of the OHSU President or authorized official to leave such premises because of conduct that constitutes a danger to personal safety, property, or educational or other institutional activities on such premises.
16. Unauthorized entry to or use of institutional facilities, including buildings and grounds.
17. Inciting others to engage in any of the conduct or to perform any of the acts prohibited herein. Inciting means that advocacy of proscribed conduct which calls upon a person or persons addressed for imminent action and is coupled with a reasonable apprehension of imminent danger to the functions and purposes of the institution, including the safety of persons and the protection of its property.
18. See separate *Guidelines for Social Networking* in the SOD Student Handbook for additional prohibited conduct related to online social networking.

### **Procedures for Alleged Misconduct**

1. The alleged misconduct is reviewed by the Student Performance Committee (SPC).
2. Recommendations are sent to the Dean of the School of Dentistry.
3. The Dean is responsible for making a final decision for the School of Dentistry.
4. The student may appeal the Dean's decision to the Provost.

### **Professionalism and the Professionalism Monitoring Form (PMF)**

#### **Background**

Professionalism is one of the core competencies in dentistry. As such, the OHSU School of Dentistry has embraced professionalism as one of the Student Learning Outcomes for all students that are enrolled in the DMD program. The purpose of the Professionalism Monitoring Form (PMF) is to provide a formal mechanism by which individuals may submit information concerning the professional behavior of any OHSU dental student. Examples of professional behavior can be found on page 2 of the form. Note that the School of Dentistry is interested in hearing about exemplary behavior as well as behavior that is of concern. As such, the school encourages submission of this

form and individuals should have a low threshold to describe both exemplary and concerning behavior they have witnessed for documentation.

## Procedure

The PMF may be submitted by any person (e.g., students, staff members, or faculty members) at any time while a dental student is enrolled at OHSU. The Office of Academic Systems will be the recipient of the PMF and will act on the information as necessary using the process described in this section. In addition to the completed form being filed in the student's confidential record, the school's Senior Associate Dean for Academic Systems (or other authorized personnel) will review the information submitted and then one of two actions will occur within two weeks of receipt of the form. The Senior Associate Dean for Academic Systems (or other authorized personnel) will either communicate directly with the student and/or the student will be notified that the situation will be reviewed by the Student Performance Committee (SPC) at an upcoming meeting. If the Senior Associate Dean for Academic Systems (or other authorized personnel) decides to refer the incident/situation/issue to the SPC, the chairperson of that committee will determine whether the student must appear in person before the SPC. Importantly, any student that has three or more of these forms submitted about them that describe concerning behavior will automatically be discussed by the SPC. Finally, persons who submit this form will be informed by the Senior Associate Dean for Academic Systems (or other authorized personnel) of the actions taken (e.g., direct communication with the student and/or referral to the SPC) within 30 days of receipt of the form.

## Professionalism Monitoring Form

Reference Appendix 3

## Standards of Electronic Information Conduct

You are responsible for the computer and mobile devices you use during your studies at OHSU. If you wish to use a computer to access OHSU resources, please ensure that you are using an up-to-date, vendor-supported operating system. See [Private Wi-Fi \(OHSU-Secure\)](#) for details on the various software required to connect to OHSU's private Wi-Fi network.

In addition, you must abide by [OHSU Policy No. 11-20-010, Acceptable Use of Computing and Telecommuting Resources](#). The following information will help you use your computing resources in line with that policy as well as OHSU's additional information privacy and security policies. For a complete list of policies, visit the [OHSU Information Privacy and Security](#) section on the O<sup>2</sup> (intranet) site.

## DMD Student Grievance Policy for Non-Discrimination Issues

### Introduction

Students have the right to grieve matters related to but not restricted to the following areas: role as a student, activities within a school/program, and decisions made on the basis of any policies or procedures thought to be unfair. Students may not grieve assigned grades or disciplinary actions. Issues regarding grades may be submitted to the specific Course Director or Office of



Academic Systems only if unfair or unreasonable procedures are alleged. Please refer to [OHSU Policy No. 02-30-055, Student Grievance and Appeal](#) and the [Procedure](#) for more information about the Informal and Formal Grievance Process.

If the grievance involves discrimination or harassment, it will be referred to the Office of Affirmative Action/Equal Opportunity.

### **Informal Procedure**

The School of Dentistry recognizes that health care professionals should learn to address disagreements and conflicts in a mature and responsible manner and problems in human relationships may be resolved best informally and locally between the parties involved.

Students who wish to grieve a matter are encouraged to first discuss the problem with the individual(s) directly involved in the issue and see whether the matter can be resolved informally. Students who do not feel comfortable in doing so, or otherwise choose not to, should discuss the potential grievance with the Director, Student Services. If the student feels that the situation is such that the Director, Student Services cannot be approached, the student should communicate with the Senior Associate Dean for Academic Systems. The individual approached will meet with the grievant and/or the person or persons complained against and try to reach an informal resolution of the matter.

### **Formal Procedure**

If the parties are unable to resolve the issue to their mutual satisfaction through the informal resolution process, the grievant may file a written grievance with the Director of Student Services within ten (10) business days after the termination of the informal grievance resolution procedures. The document should describe the nature of the grievance, the circumstances surrounding the grievance, previous efforts to resolve the problem, and the requested remedial action. The Director of Student Services will appoint, within ten (10) business days, a five (5) member Grievance Panel composed of three (3) faculty members and two (2) students. The Director of Student Services will designate one of the members to serve as Chair of the Grievance Panel. The Grievance Panel will meet within ten (10) business days of its appointment at a time and place determined by the Chair. The Chair is responsible for sending written notification to the parties involved.

The Grievance Panel is responsible for conducting an impartial review of the grievance. The Grievance Panel will notify the student of any guidelines related to the submission of documents, requested witnesses, and other supporting materials for the purposes of the proceedings. If the student perceives a bias in the appointment of certain grievance panel members, the student may challenge for cause by notifying the Senior Associate Dean for Academic Systems within five (5) business days.

All Committee sessions, except for the Committee's deliberations, will be audio-recorded. At any stage of the proceeding, each party to the grievance may be accompanied by an advisor of that party's choice. If the advisor or support person is an attorney, the student must notify the Senior Associate Dean for Academic Systems at least five (5) business days prior to the proceedings. The advisor will not be permitted to speak on behalf of the party or participate in any other manner not approved by the Grievance Panel Chair. The Grievance Panel members may consider additional information or

documentation from the student and/or other individuals with information pertinent to the proceedings, prior to the Grievance Panel finalizing its recommendation.

At any stage of the proceeding, the Committee may attempt to resolve the grievance. If any acceptable resolution is reached, the Grievance Panel Chair will prepare a Statement of Understanding for all parties to sign. A copy of the statement will be provided to the parties and the Director of Student Services.

If a resolution is not reached before the conclusion of the hearing process, the Grievance Panel will deliberate in private and prepare a recommendation for the Dean within ten (10) business days. The Grievance Panel will prepare a report summarizing the Panel's findings and recommended solution or determination of the grievance. A copy of the report will be forwarded to the Dean of the School of Dentistry and to the parties to the grievance. The Dean will consider the recommendation of the grievance panel and make a final decision on the grievance within ten (10) working days of receipt of the report. A copy of the decision will be sent to the parties and to members of the Grievance Panel.

The student has the right to appeal the decision of a formal grievance process to the Provost on the grounds outlined in Policy 02-30-005 within 10 business days of the date of the written decision. The Provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the Provost is final.

### Complaint Policy and the Commission on Dental Education (CODA)

Any enrolled student may contact the Commission on Dental Accreditation (CODA) to file a complaint with the Commission on Dental Accreditation in accordance with CODA's [Guidelines for Filing a Complaint Against an Educational Program](#).

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 or by calling 1-800-621-8099, extension 4653. Prior to filing a complaint with the Commission, a student is encouraged to seek information and answers to questions through established channels within the School of Dentistry. All complaints received by School of Dentistry enrolled students are kept on file in the Student Services. Questions about this policy or other accreditation issues may be directed to the Senior Associate Dean for Academic Systems.

A complaint is defined by the Commission on Dental Accreditation as one alleging that a commission accredited educational program may not be in substantial compliance with Commission standards or required accreditation procedures. 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 an individual in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

# Disciplinary Policies, Procedures, and Actions of the Student Performance Committee

## Student Performance Committee

### Purpose

The Student Performance Committee (SPC) is a standing committee established through the School of Dentistry Faculty Bylaws whose purpose is to address academic and/or professionalism issues involving student learners in the Doctor of Dental Medicine (DMD) program. The charge, rules, and procedures contained herein are separate from, yet in alignment with the Oregon Health & Science University (OHSU) Academic Policies and Procedures.

In part, the SPC shall:

- i. Review annually, and as necessary, update the School of Dentistry's policies regarding promotion, probation, remediation, retention of students, suspension, dismissal, readmission, transfer, Individualized Academic Achievement Plans, issues related to professionalism, letters of commendation, and graduation of predoctoral dental degree students;
- ii. Promote, place on academic probation, plan remediation, recommend suspension or dismissal, recommend readmission, review for transfer, approve leaves of absence, and recommend for graduation, predoctoral dental degree students in the School of Dentistry;
- iii. Recommend policies and procedures related to the retention of students and other academic matters;
- iv. Monitor student clinical performance and take action consistent with any deficiencies noted. This may include the immediate suspension of a student's privilege to treat patients;
- v. Meet at least two times per term to monitor, discuss, and make decisions and/or recommendations related to student progress in the DMD program;
- vi. At the end of each academic term, deliver to the Dean a list of those students who have demonstrated high academic achievement;
- vii. At the end of each academic term, deliver a summary of committee actions and recommendations to the extent permitted in the FERPA statutes of 1974 as amended, to the faculty;
- viii. At the end of each academic year, deliver a summary of committee actions and recommendations to the extent permitted in the FERPA statutes of 1974 as amended, to the Dean and to the Faculty Council; and,
- ix. In making any determination that may affect the academic status of a student, consider all relevant information including, but not limited to the student's personal circumstances, grades, evaluations, skill level, and behavior.

### SPC Policies and Procedures

The SPC is guided by, but not limited to, the following policies and procedures concerning Conduct Related to Students:

- [OHSU Policy No. 02-30-010, Conduct Related to Students – Proscribed Conduct](#)
- [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#)
- [OHSU Policy No. 02-30-050, Procedure](#)
- [OHSU Policy No. 02-30-055, Student Grievance and Appeal](#)
- [OHSU Policy No. 02-30-055, Procedure](#)

### **Student Notification of SPC Action**

Actions of the SPC shall be made known in a timely manner to affected students, appropriate course directors of the School of Dentistry, and to others who have a legitimate educational interest as determined by the Chairperson of the SPC.

- Such actions include acknowledgement of superior performance, determination of academic probationary status, repetition of a course, term, or year, suspension, dismissal, or any other action specifically involving a student.
- The Chair of the SPC shall notify the student who is the subject of any SPC action either in person or virtually, or if the student is not available, in writing to the OHSU Banner address of record, or through the student's OHSU email within five business days after action is determined. Such notification shall include formal written documentation for the student and a copy to the student's academic file.
- In the case of an absent student, notification shall be sent to the student via the student's OHSU email and by certified mail with receipt requested to the address of record as found in the OHSU Student Information System. Enclosures shall include a copy of the Student Performance Committee (SPC): Charge, Rules, and Procedures.

### **Policies and Procedures**

#### **Academic Promotion**

A student learner will be approved for academic promotion or advancement within the program to the next consecutive year if the learner has completed each of the requirements of the prior year as follows:

- Promotion from the DS1 Year to the DS2 Year:
  - Successful completion of all DS1 courses;
  - Successful completion of the DS1 Comprehensive Examination; and,
  - Successful demonstration of acceptable academic ethics and professional behavior as defined by the OHSU Code of Conduct, OHSU Technical Standards, the School of Dentistry's Code of Ethics and Professional Behavior, Honor Code, and Standards of Behavior.
- Promotion from DS2 Year to the DS3 Year:
  - Successful completion of all DS2 courses;

- b. Successful completion of the DS2 Qualifying Examination; and,
  - c. Successful demonstration of acceptable academic ethics and professional behavior as defined by the OHSU Code of Conduct, OHSU Technical Standards, the School of Dentistry's Code of Ethics and Professional Behavior, Honor Code, and Standards of Behavior.
  - d. **Matriculation to Patient Care Services**
    - i. Students shall not be assigned to direct patient care as the primary provider or be permitted to attend special clinics without passing all appropriate pre-requisite courses prior to the DS3 year;
    - ii. Assignment to direct patient care as the primary provider may be re-directed as determined by the SPC;
    - iii. Students shall not be assigned to direct patient care or be permitted to attend special clinics without passing the DS2 Qualifying Examination; and,
    - iv. The SPC may limit, modify, or suspend a student's patient care activities if information indicates that patient care may be compromised based upon a student's lack of academic skills, clinical skills, and or behavioral preparation.
3. Promotion from DS3 Year to the DS4 Year:
- a. Successful completion of DS3 all courses;
  - b. Successful completion of the Integrated National Board Dental Examination (INBDE) Mock Board; and,
  - c. Successful demonstration of acceptable academic ethics and professional behavior as defined by the OHSU Code of Conduct, OHSU Technical Standards, the School of Dentistry's Code of Ethics and Professional Behavior, Honor Code, and Standards of Behavior.
4. Graduation
- a. Minimum Standards
    - i. To be recommended for graduation, a student must meet OHSU and program level graduation requirements in the following ways:
      - 1. Earn an official OHSU recorded grade of "P" in every required course in the degree requirements student's academic course catalog. Any student who has not remediated an "NP" (failing) or successfully completed an "I" grade (incomplete) shall not be recommended for graduation.
      - 2. Students must pass the Integrated National Board Dental Examination (INBDE) to be recommended for graduation.
  - b. Time to Degree Completion
    - i. The time from matriculation to granting of the DMD degree shall be limited to 20 terms (5 academic years). Per [OHSU Policy No. 02-70-030, Voluntary Leave of Absence, Excused Absence, and Withdrawal](#), a documented Leave of Absence may extend time to degree by no more than one year. Only one leave of absence

is allowed during the four academic years and for no more than one year. Dual Degree Programs are excluded from this provision but are subject to program specific time to degree requirements.

## **Leave of Absence**

A Leave of Absence (LOA) is a type of withdrawal that interrupts study temporarily to accommodate extenuating circumstances. A student on LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take a LOA in excess of one year without re-applying for admissions.

A student can request a LOA for a maximum of one year (four consecutive terms). Extensions beyond one year require a student to complete a new LOA request, and approval is not guaranteed. LOA's do not obviate time-to-degree parameters.

The granting of all LOAs must be approved by the SPC as well as the conditions for re-matriculation following a leave of absence. However, the Senior Associate Dean for Academic Systems (or designee) may grant a leave of absence for up to 90 days in situations that require immediate attention. Such actions will be reported to SPC at the next scheduled meeting for further action and determination of conditions for re-matriculation.

In compliance with [OHSU Policy No. 02-70-030, Voluntary Leaves of Absence, Excused Absence, and Withdrawal](#), and [OHSU Policy No. 02-70-055, Excused Absence for Active Duty Service, Related Medical Treatment, or Firefighting Activities](#), additional documentation may be required.

Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to OHSU or program facilities and services and use of faculty or staff time may be restricted according to policies established by the OHSU and the SOD DMD program.

## **Remediation/Rectifying “NP” Course Grades**

At the end of each academic term, the SPC shall assess each student's academic record, receive recommendations from the course director(s), and determine a course of action before a student is allowed to rectify a “NP” Final Exam and/or Final Course Grade.

In each case, the SPC shall consider the severity of the deficiency, review the student's overall record, determine the academic status of each student, and determine whether course directors should proceed in allowing students to rectify deficiencies.

If performing additional course work or retaking the final exam is successful, the “NP” and the remediated grade of “P” will appear on the transcript in accordance with [OHSU Policy No. 02-70-020, University Grading](#).

If a student successfully passes a course by repeating the course in its entirety, both the “NP” grade and the subsequent “P” grade will be entered onto the transcript in accordance with [OHSU Policy No. 02-70-020, University Grading](#).

Under no circumstance shall the remediation of a “NP” grade, with exception of repetition of the course in its entirety, result in a Letter of Commendation.

All grades of “NP” or “I” must be rectified in the manner determined by the SPC. Students will be notified of the SPC remediation plan in a timely manner by the Office of Academic Systems. Failure to remediate accordingly may lead to repetition of the appropriate term, year, or lead to suspension or dismissal from the DMD program.

The SPC has the sole discretion to allow a student to begin the subsequent year's work while the deficiency is being rectified. Should a student require remediation of a Summer Term A assessment, the SPC may determine that remediation be completed prior to the end of Summer B Term.

## SPC Actions

### **Suspension of Clinical Privileges**

The SPC may limit, modify, or suspend a student's patient care activities if information indicates that patient care may be compromised based upon a student's lack of academic skills, clinical skills, and/or behavioral preparation. An enrolled student may have clinical privileges suspended due to a breach of professionalism and/or concerns for the health and safety of the assigned dental patients and/or the enrolled student. If a critical clinical incident has occurred, the student may be subject to clinical suspension by the SPC while the matter is under investigation by the SPC, the Senior Associate Dean for Academic Systems or designee.

### **Academic Probation**

Definition: Academic Probation occurs when a student fails to meet academic and/or professional requirements. Conditions and changes to academic probation are program and/or school specific.

Placement on Academic Probation:

- When, prior to the end of an academic term, a student requires remediation of 2 or more major academic assessments, academic probation will be automatic.
- When, prior to the end of an academic term, a student's record has one or more “NP” course grades, academic probation will be automatic.
- When a student receives a negative Professionalism Monitoring Form (PMF), academic probation will be automatic.

Duration of Academic Probation:

- A student who requires remediation of 2 or more major academic assessments within an academic term will remain on academic probation for one subsequent term.

- A student with a final course grade of “NP” will remain on academic probation until the “NP” grade has been successfully remediated, but no less than one subsequent term.
- A student who receives a negative Professionalism Monitoring Form (PMF) will remain on academic probation for one subsequent term from the time it is given.

#### Outcomes of Academic Probation:

- A student who receives an Academic Warning Letter is not eligible to hold office in any recognized OHSU or SOD organization including all forms of student government or committee membership unless an exemption is granted by the SPC. Eligibility will be reinstated once the student is removed from Academic Probation status.
- When a student is placed on Academic Probation for receiving a fourth final course grade of “NP”, they will be required to meet with the SPC for a Review Hearing.
- When a student is placed on Academic Probation for four consecutive terms, they will be required to meet with the SPC for a Review Hearing.
- When a student is placed on Academic Probation for receiving a fifth final course grade of “NP”, they will be required to meet with the SPC for a Disciplinary Hearing. The probationary terms need not be consecutive.
- When a student is placed on Academic Probation for five consecutive terms, they will be required to meet with the SPC for a Disciplinary Hearing.
- Any student who is placed on Academic Probation at the end of Spring Term of the DS1 Year may lose their Summer B academic break. Such students will be expected to address any deficiencies during that time.

#### Academic Probation Levels/Notification Method

Academic Probation serves as an early warning to students that they are not meeting academic expectations and lasts a minimum of one subsequent term from the time it is given. Students will be notified in writing of their academic status by the Office of Academic Systems along with any requirements associated with the academic probation, including remediation plans. Students who exhibit continued patterns of remediation or earn multiple “NP” course grades are considered at risk and require temporary or ongoing intervention in order to succeed academically. These students are in danger of not meeting academic goals such as promotion and/or graduation from the DMD program. Appendix 4 graphically represents the different levels of academic standing.

#### Academic Probation Notification Letter (APNL)

- Students who are placed on Academic Probation for receiving their first “NP” course grade and/or failing two major assessments during any term will receive an Academic Probation Notification Letter (APNL) from the SPC.



- Students who receive an APNL have no restrictions on their ability to rotate at regional clinical sites or complete rotations away from OHSU.
- Students who receive an APNL have no restrictions on their extracurricular activities including serving as elected representatives or holding leadership positions either at the SOD or at OHSU, but they are encouraged to limit these activities while on Academic Probation.

#### Academic Caution Letter (ACL)

- Students who receive a second “NP” course grade, and/or are on Academic Probation for two consecutive terms, and/or receive a second negative Professionalism Monitoring Form will receive an Academic Caution Letter (ACL) from the SPC.
- Students who receive an ACL have no restrictions on their ability to rotate at regional clinical sites or complete rotations away from OHSU.
- Students who receive an ACL may be restricted from holding elected office in any recognized OHSU or SOD organization, including all forms of student government or committee membership.
- Students who receive an ACL are strongly encouraged to limit participation in any extracurricular activities.

#### Academic Warning Letter (AWL)

- Students who receive a third “NP” course grade, and/or fail three major assessments within one academic term, and/or are on Academic Probation for three consecutive terms, and/or receive a third negative Professionalism Monitoring Form will receive an Academic Warning Letter from the SPC.
- Students who receive an Academic Warning Letter may be restricted from rotating at regional clinical sites and/or from completing rotations away from OHSU.
- Students who receive an Academic Warning Letter are **not eligible to hold elected office** in any recognized OHSU or SOD organization including all forms of student government or committee membership unless an exemption is granted by the SPC. Eligibility will be reinstated once the student is removed from Academic Probation status.
- Students who receive an Academic Warning Letter are strongly encouraged to discontinue participation in any extracurricular activities.

#### **Retention of Students/Suspension/Dismissal**

OHSU schools and colleges have the authority to pursue academic suspension and/or academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct.

The School of Dentistry reserves the right of retaining only those students who, in the judgment of the SPC, meet the expectations for academic performance, professional conduct, and clinical performance necessary for the safe, independent practice of dentistry. Disciplinary actions for students that fall short of one or more of these standards can include, but are not limited to, suspension or dismissal.

### Suspension

Definition: An involuntary leave of absence that is a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for suspension are program and/or school specific. Students facing suspension are entitled to due process.

### Repetition of the Term or Year

Repetition of a term or year must include enrollment in all courses with the possible exception of courses in which a grade of “P” was earned without remediation. Each exception is granted on a case-by-case basis and is at the sole discretion of the SPC.

### Dismissal

Definition: Dismissal occurs when a student is permanently removed from the program as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for dismissal are program and/or school-specific. Students facing dismissal are entitled to due process. In accordance with [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), the student may continue in the program pending the outcome of the hearing.

A student may be dismissed if the student shows a pattern of remediation, received an “NP” grade in a required course, and failed to successfully remediate the “NP” as prescribed by the SPC, or for professional and/or ethical concerns.

A student may be subject to dismissal by the SPC for reasons such as, but not limited to:

- Failure to abide by norms of personal deportment, standards of conduct, professionalism or ethics issued by the School of Dentistry, OHSU, and/or generally known in the profession.
- Failure to successfully remediate a course grade of “NP”.
- Failure of multiple courses and/or failure of multiple major assessments within a term or within an academic year.
- Placement on academic probation for receiving a fifth final course grade of “NP”.
- Placement on academic probation for five consecutive terms.

## SPC Hearings

### SPC Hearing Determination Process

- In order to achieve an appropriate determination of the student's status, the SPC shall review all relevant information.
- The Senior Associate Dean for Academic Systems (or designee) will act as a non-voting chairperson except as noted below.
- Relevant information from the student's academic file will be available to members of the SPC for inspection during the meeting.
- The student will be invited to attend and to present relevant evidence to the SPC and to answer questions posed to the student by the Committee.
- The SPC may interview School of Dentistry faculty, staff, and students, as deemed appropriate, who have information relevant to the student's academic and professional knowledge, skill, and attitude/behavior.
- The SPC may, at their sole discretion, interview witnesses identified by the student. The Committee is not required to call any or all of the student-suggested witnesses.
- In executive session, a majority vote of the membership of the SPC shall determine the outcome. In the event of a tie vote, the Senior Associate Dean for Academic Systems must cast the deciding vote.

### Types of Hearings

1. Review Hearing
  - a. A review hearing is a process by which student learners who have exhibited a pattern of academic and/or professionalism concerns meet with the SPC for the purpose of developing an Individual Academic Achievement Plan (IAAP).
2. Disciplinary Hearing
  - a. A disciplinary hearing is a process by which student learners who have not met the original expectations and goals of a review hearing, where the academic performance is so below standard, and/or have exhibited academic and/or professional misconduct, meet with the SPC for the purpose of an SPC action up to and including dismissal from the DMD program.

### **Review Hearings**

#### Background

By majority vote, the SPC may determine that an in-person/virtual hearing is warranted thus allowing the student to explain relevant circumstances by process of a Review Hearing. This process is one in which student learners who have exhibited a pattern of academic and/or professionalism concerns meet with the SPC for the purpose of developing an Individual Academic Achievement Plan (IAAP). However, in situations where the academic performance or professional/ethical violations are so below standard, the SPC may vote for a more serious action or vote to move directly to a Disciplinary Hearing for the purpose of suspension and/or dismissal from the DMD program.

In most, but not all cases, students who do not meet the minimum standard expectations for academic performance, will have been identified at one or more of the regular meetings of the SPC. As a result, they most likely will have received an Academic Probation Notification Letter, Academic Caution Letter, and/or an Academic Warning Letter.

### Mandatory Review Hearings

1. Students who have earned one or more of the following will be required to meet with the SPC for a mandatory review hearing:
  - a. Fourth overall “NP” course grade;
  - b. Four consecutive terms on Academic Probation; and/or,
  - c. Four major assessments failed within one academic term.

### Review Hearing Notification and Procedure

The Senior Associate Dean for Academic Systems must notify the student of the action and expectations of the SPC, in writing, at least ten (10) business days prior to the proceedings. If the student is not present, this notification will be sent as an email attachment to the student’s OHSU email address and/or by registered courier and/or U.S. mail to the student’s address of record in the OHSU Student Information System.

The Senior Associate Dean for Academic Systems (or designee) shall assume the role of non-voting chairperson, act for the SPC, and shall determine the date for a review hearing to be convened. Such hearing date shall be no sooner than ten (10) business days after the notice of the hearing is sent to the student. Written notification to the student from the Senior Associate Dean for Academic Systems (or designee) shall include the following points:

- The committee's intention to review the student's complete academic status and consider adverse action;
- A full description of the issues to be discussed;
- Referral to the Director of Student Services for counsel and to develop a plan for the presentation of the relevant information;
- The student's right to inspect the student’s personal educational records as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA);
- The date, time, and place of the hearing;
- The student's entitlement to present relevant information to SPC; and,
- The Director of Student Services (or designee) will serve as the student’s advocate and will be present at the SPC review to act in an advisory role to the student.

### Review Hearing Process

In order to achieve an appropriate determination of the student's status, the SPC shall review all relevant information in the education record.

- The Senior Associate Dean for Academic Systems (or designee) will act as a non-voting chairperson, except as provided for in # 5 below.

- Relevant information from the student's academic file will be available to members of the SPC for inspection during the meeting.
- The student will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student.
- The SPC may interview School of Dentistry faculty, staff, and students, as deemed appropriate, who have information relevant to the student's academic and professional knowledge, skill, and behavior.
- In executive session, a majority vote of the membership shall determine the outcome. In the event of a tie vote, the Senior Associate Dean for Academic Systems must cast the deciding vote.

### Review Hearing Actions

The task of the SPC is to listen to the student and to ask necessary questions in order to gain clarification and a full understanding of the presented facts. Subsequently, the SPC will determine the appropriate consequence.

Outcomes are determined on a case-by-case basis and may include, but are not limited to, the following:

- No Action;
- Placement on Academic Probation;
- Remediation of an Assessment/Course;
- Additional Assessment;
- Individual Academic Achievement Plan (IAAP);
- Special Curriculum;
- Recommendation for a Leave of Absence;
- Repetition of a Course;
- Repetition of an Academic Term; or,
- Repetition of an Academic Year.

### Notification to Student of Review Hearing Action

The Senior Associate Dean for Academic Systems must notify the student of the review hearing action, in writing, within five (5) business days following the SPC determination. If the student is not present, this notification will be sent as an email attachment to the student's official OHSU email address and/or by registered courier and/or U.S. mail to the student's address of record in the OHSU Student Information System.

## **Disciplinary Hearings**

### Background

A disciplinary hearing is a process by which student learners who have not met the original expectations and goals of a review hearing, where the academic performance is so below standard,

and/or have exhibited academic and/or professional misconduct, meet with the SPC for the purpose of an SPC action up to and including dismissal from the DMD program.

### Mandatory Disciplinary Hearings

1. Students who have earned one or more of the following will be required to meet with the SPC for a mandatory disciplinary hearing:
  - a. Fifth overall “NP” course grade;
  - b. Five consecutive terms on Academic Probation; and/or,
  - c.  $\geq$  Five major assessments failed within one academic term.

### Disciplinary Hearing Notification and Procedure

The Senior Associate Dean for Academic Systems must notify the student of the action and expectations of the SPC, in writing, at least ten (10) business days prior to the proceedings. If the student is not present, this notification will be sent as an email attachment to the student’s official OHSU email address and/or by registered courier and/or U.S. mail to the student’s address of record in the OHSU Student Information System.

The Senior Associate Dean for Academic Systems (or designee) shall assume the role of non-voting chairperson, act for the SPC, and shall determine the date for a disciplinary hearing to be convened. Such a hearing date shall be no sooner than ten (10) business days after the need for such a hearing is determined. Written notification to the student from the Senior Associate Dean for Academic Systems (or designee) shall include the following points:

- The committee's intention to review the student's complete academic status and consider adverse action;
- A full description of the issues to be discussed;
- Referral to the Director of Student Services for counsel and to develop a plan for the presentation of the relevant information;
- The student's right to inspect the student’s personal educational records as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA);
- The date, time, and place of the hearing;
- The student's entitlement to present relevant information to the SPC and the Student’s right to have one (1) advocate present at the SPC review to act only in an advisory role to the student. The advocate may not speak on the student's behalf nor address the Committee at any time unless specifically requested by the Committee. The name and professional qualifications of the advocate must be submitted in writing to the Senior Associate Dean for Academic Systems (or designee) at least 48 hours prior to the hearing. If the advocate is an attorney, notification must be submitted in writing to the Senior Associate Dean for Academic Systems five (5) business days prior to the hearing;
- The student’s voluntary right to have witness(es) present evidence to the SPC. However, the student must submit in writing, a list of witnesses for the SPC to interview with their title or professional qualifications, along with specific reasons why the interviews would be

relevant. This written notification must be sent to the Senior Associate Dean for Academic Systems at least 48 hours prior to the hearing. The SPC shall have sole discretion in determining the relevancy of information and/or witnesses presented and whether or not the witness(es) will be called.

All SPC sessions except for the SPC executive deliberations are to be audio/video recorded.

### Disciplinary Hearing Process

In order to achieve an appropriate determination of the student's status, the SPC shall review all relevant information in the education record.

- The Senior Associate Dean for Academic Systems (or designee) will act as a non-voting chairperson, except as provided for below.
- Relevant information from the student's academic file will be available to members of the SPC for inspection during the meeting.
- The student will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student.
- The SPC may interview School of Dentistry faculty, staff, and students, as deemed appropriate, who have information relevant to the student's academic and professional knowledge, skill, and behavior.
- In executive session, a majority vote of the membership shall determine the outcome. In the event of a tie vote, the Senior Associate Dean for Academic Systems must cast the deciding vote.

### Disciplinary Hearing Actions/Recommendations

The task of the SPC is to listen to the student and to ask necessary questions in order to gain clarification and a full understanding of the presented facts. Subsequently, the SPC will determine the appropriate consequence.

Outcomes are determined on a case-by-case basis and may include, but are not limited to, the following:

- No Action;
- Placement on Academic Probation;
- Remediation of an Assessment/Course;
- Additional Assessment;
- Individual Academic Achievement Plan (IAAP);
- Special Curriculum;
- Recommendation for a Leave of Absence;
- Repetition of a Course;
- Repetition of an Academic Term;
- Repetition of an Academic Year;

- Clinic or Course Suspension; or,
- **Recommendation for Suspension/Dismissal from the DMD program.**

#### Notification to Student of Disciplinary Hearing Action

Per [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), in the event of an SPC recommendation for suspension or dismissal from the DMD program:

- Within 10 business days of the deliberations, the committee will submit the recommendation in writing to the Dean of the School of Dentistry for consideration, along with all supporting documentation.
- The Dean will consider the recommendation of the SPC and make a decision regarding the suspension or dismissal proceedings. The appropriate Dean will notify the student in writing within 10 business days of the decision. The decision is the final action for the Dean.

The notification will include one of the following decisions:

- Support the recommendation of the Student Performance Committee (SPC);
- Grant another hearing by the same body if sufficient evidence has emerged since the original hearing to justify re-opening the case; or,
- Grant a new hearing by a body different from the SPC if the original procedure is judged to have been deficient.

#### **Procedures for Appeal of SPC Action**

Per [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), a student has the right to appeal the decision of the School of Dentistry to the Provost within ten (10) business days from the time the student was notified of the decision (normally this would be the date of the letter given to the student from the appropriate Dean at the School of Dentistry). The student may not continue in the DMD program pending the outcome of the appeal.

The appeal must be in writing and must state explicitly the reasons why the student believes that the decision is unjust and should be reversed. Appeals may be made on the following grounds:

- Failure of the SOD to follow established procedures with respect to the decision appealed from and the error resulted in prejudice to the student;
- New material information is available that could not have been presented at the time of the Disciplinary Hearing; or,
- The decision is in conflict with applicable law, rules, or OHSU Policies.

The Provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the Provost is final.

#### **Custody of Records**



All records pertaining to formal hearings and appeals on matters related to the dismissal of students will be secured in the Office of Academic Systems at the School of Dentistry, for a minimum of seven (7) years.

Adopted, August 2016

Revised and approved, August 2017

Modified, July 2019

Revised and approved, August 2020

Revised and approved, July 2022

## Definitions

### **Academic Probation**

- Occurs when a student fails to meet academic and/or professional requirements. Conditions and changes to academic probation are program and/or school specific.

### **Academic Year**

- The period of time between the beginning of classes in the Summer Term A, and the end of classes in the following Spring Term. Please refer to the University academic calendar.

### **Administrative Withdrawal**

- Is initiated by the School, College or University and can occur as a result of disciplinary action, or when a previously enrolled student does not return from a leave of absence, fails to register for classes, or fails to meet requirements for continuous enrollment. Students subject to Administrative Withdrawal must re-apply for admission to be re-admitted in order to resume studies.

### **Audit**

- Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor/director. Not all courses offer an option to audit. A change of a course from a credit status to an audit status (if allowed for that course) must be completed before the University deadline to drop/add courses and cannot be subsequently changed. Audit courses are assessed tuition and fees at the same rate as credit courses. Upon completion of an audited course, the designation of AUD (Audit) will automatically be recorded on the academic transcript. A designation of WAU (Withdrew from Audit) will be assigned by the course instructor/director if a student withdraws from an audited course after the first week of the term. Audit courses do not satisfy degree requirements or count toward the continuous enrollment requirement.

### **Business Days**

- Are considered every official working day of the week (Monday through Friday), but do not include weekends and officially recognized OHSU holidays.

### **Course Withdrawal**

- For courses that span the length of the term, after the first week of the term, but prior to the fifth week of the term, a withdrawal from a course will receive a grade of “W” (Withdrew) on the academic transcript. On or after the sixth week of the term, but prior to the last week of the term, a withdrawal from a course will be assigned a grade of “WP” (Withdrew Passing) or “WNP” (Withdrew Non-Passing) by the course instructor/director based on the student’s performance in the course to date. Course withdrawal will not be accepted during the final

week of the term. Modular courses within terms (for example, 3 or 4 subsequent or clinical rotations during a term) will operate on a modified withdrawal schedule.

### **Dismissal**

- Occurs when a student is permanently removed from the program as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in proscribed conduct violations. Conditions for dismissal are program and/or school specific. Students facing dismissal are entitled to due process.

### **Excused Military Absence**

- Is a type of LOA initiated by the student and occurs when they have been ordered to federal or state active-duty service as a Member of the Military, a member of the commissioned corps of the National Oceanic and Atmospheric Administration, or a member of the Public Health Service of the United States Department of Health and Human Services. An Excused Military Absence of 30 consecutive days or fewer shall be granted for short term active-duty service or receiving medical treatment for an injury sustained on active duty.

### **Good Academic Standing**

- Occurs when a student meets the minimum academic and/or professional requirements.

### **Incomplete**

- A grade of “I” (Incomplete) is assigned when a student has successfully completed most of the course (e.g., 75% or more), the work is of passing quality, and the remainder of the course was not completed before the last day of the class due to sudden illness, personal emergency, or other good cause outside of the control of the student. Assignment of an Incomplete grade is at the discretion of the faculty of record and/or the school or college.
- Assignment of an Incomplete grade requires a written document between the faculty of record and the student specifying which course requirements will need to be completed and the time and manner in which the student will complete the course requirements. A final copy of the written document will be provided to the student by the faculty of record or the program director to ensure transparency and accountability in completing course requirements. If a grade of I is assigned, the student will have one term after the assignment of the Incomplete grade to complete all required course work. Exceptions to this requirement will be considered by the Office of the Provost on a case-by-case basis.
- The final grade earned will be recorded on the academic transcript with the grade of I/Final Grade (for example, I/B). Failure to complete course requirements within one term after the assignment of the Incomplete grade will automatically result in a grade of I/F (Incomplete/Failure) or I/NP (Incomplete/No Pass) depending on the original grading mode for the course. An appeal for an extension to the one-term time frame must be submitted by the appropriate program director in coordination with the Office of the Dean prior to the final grade being automatically assigned a grade of I/F or I/NP. An appeal for the extension to the one-term time frame or an appeal to remove an Incomplete grade from the academic transcript

will be considered by the Office of the Provost on a case-by-case basis, consistent with the requirements of the Office of the Registrar.

### **In Progress**

- The grade of IP (In Progress) is a placeholder grade assigned if a student has not had the opportunity to complete all the experiences required in a course due to circumstances beyond the student's control (for example, a lack of patients available in the clinical setting during the term). The Office of the Registrar converts In Progress grades to the final grade after submission of the final grade from the faculty of record.

### **Interim Suspension**

- Is an involuntary leave of absence as a result of the determination that the student's continued presence on the OHSU Campus or continued active participation in the program poses a substantial threat or physical or mental harm to self or another person or might disrupt or interfere with the normal operations of OHSU. Interim suspension may become effective immediately without prior notice. Students facing interim suspension will receive a hearing and/or medical evaluation as soon as is practicable.

### **Leave of Absence**

- A type of withdrawal that interrupts study temporarily in order to accommodate extenuating circumstances. A student on a LOA may return to their academic program within one year without re-applying for admissions. Students on military leave may take a LOA in excess of one year without reapplying for admissions.

### **Letter of Commendation (LOC)**

- Students who earn high marks (minimum of 92%) in their course will receive a Letter of Commendation in their student file. These letters are available to students upon request from the Office of Academic Systems.

### **Member of the Military**

- Is a person who is a member of the Oregon National Guard or the National Guard of any other state or territory; or the Active-Duty reserves of the Army, Navy, Air Force, Marine Corps or Coast Guard of the United States.

### **Non-Proctored Assessments**

- Not all assessments of student work require proctors. Graded assignments, take home exams, open book exams, or term papers may be completed by students without a proctor.

### **No Pass**

- A grade of “NP” will be assigned if the student fails to meet the minimum score required to pass the course.

### **Pass**

- A grade of “P” will be assigned if the student meets the minimum score required to pass the course.

### **Permanent Withdrawal from the University**

- Is initiated by the student and occurs when a student determines they no longer wish to be a student in the academic program and severs their connection with the school or college and university. Students choosing to permanently withdraw from the University must re-apply for admission and be re-admitted in order to resume studies.

### **Proctor**

- An individual charged with monitoring the examination of a student and possesses no conflict of interest in upholding OHSU’s Code of Conduct.

### **Proctored Exam**

- An exam that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while they are taking an exam. The proctor ensures the security and integrity of the exam process.

### **Proscribed Conduct Violations**

- Occur when a student engages in conduct proscribed by [OHSU Policy No. 02-30-010, Conduct Relating to Students – Proscribed Conduct](#). Engaging in proscribed conduct may result in sanctions ranging from oral or written reprimand to dismissal.

### **Remediated Courses**

- If a course is remediated after a “NP” grade is posted, the original course and original course grade earned will continue to be listed on the academic transcript and a new entry will also be listed indicating that the course has been remediated. Both the original course and the remediated course will be reflected in the same term on the academic transcript. Upon remediation, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation, when applicable. The remediated course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation when applicable. The grade for the remediated course will be subject to the maximum remediated course grade.

### **Repeated Courses with Low or Failing Grades**

- As determined by the Student Performance Committee (SPC), a student receiving a final grade of “NP” may be required to repeat the course. Under some conditions, a student may also be

required to repeat other previously passed courses. Maximum course letter grades for repeated courses will be determined by the academic program offering those courses. With approval from the faculty of record, and pending available space and resources, a student may voluntarily repeat a previously passed course.

- When repeating a course, students will be re-registered for the course in a subsequent term and will be charged the applicable tuition and fees associated with the number of credit hours in the course. The original course will continue to be listed on the academic transcript. A request to waive tuition to repeat a required course may be submitted to the Office of the Provost for consideration by, and at the discretion of, the academic program. If a course is repeated, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation. The repeated course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation. Only courses assigned a letter grade will be included in the GPA calculation.

## **Student**

- An individual formally admitted and matriculated into an OHSU or joint OHSU/partner institution academic degree or certificate program; or an individual registered and currently enrolled in an OHSU academic course (excluding Continuing Education, Graduate Medical Education or other trainee programs); or an individual formally classified and currently enrolled as a visiting medical student. Individuals lose their status as a student when they complete enrollment, have withdrawn, have been dismissed, or have completed their program.

## **Student Complaint**

- Is a written statement of concern submitted by a student and filed with the appropriate OHSU office.

## **Student Grievance**

- Is a concern initiated by the student related to the student's role, the student's activities within a school or college, or related to decisions made on the basis of any policies or procedures thought by the student to be unfair. Student concerns that are within the responsibility of another OHSU department, such as concerns regarding prohibited discrimination, will be referred to the appropriate OHSU Office.

## **Student Progress**

- Is the student's documented performance as they progress through the academic program. It is the responsibility of the student's academic program to monitor student performance and progress and initiate appropriate action if the expected standards are not maintained by the student.

## **Suspension**

- Is an involuntary leave of absence as a result of failing to meet academic and/or professional requirements, failing to meet the terms of academic probation, and/or engaging in

proscribed conduct violations. Conditions for suspension are program and/or school specific. Students facing suspension are entitled to due process.

**Visitor**

- Any person without an employment relationship with the School of Dentistry or who is not an official student with the School of Dentistry.



Oregon Health & Science University  
School of Dentistry

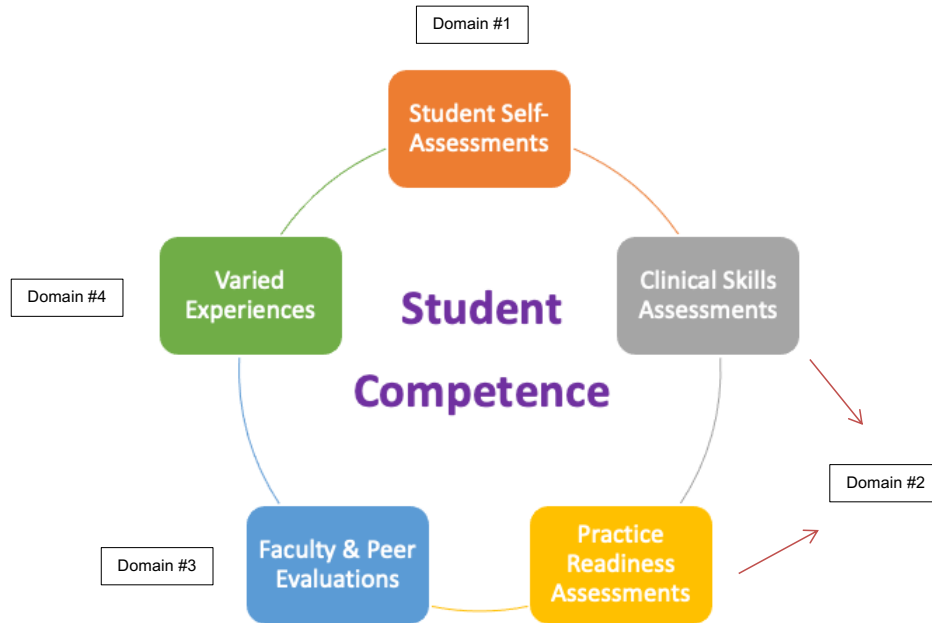
# Appendices



Appendix 1: Competency Model

**OHSU School of Dentistry Competency Model**

Predictive Judgment of Future Performance  
 Evidence Based Faculty Decision  
 Qualitative and Quantitative

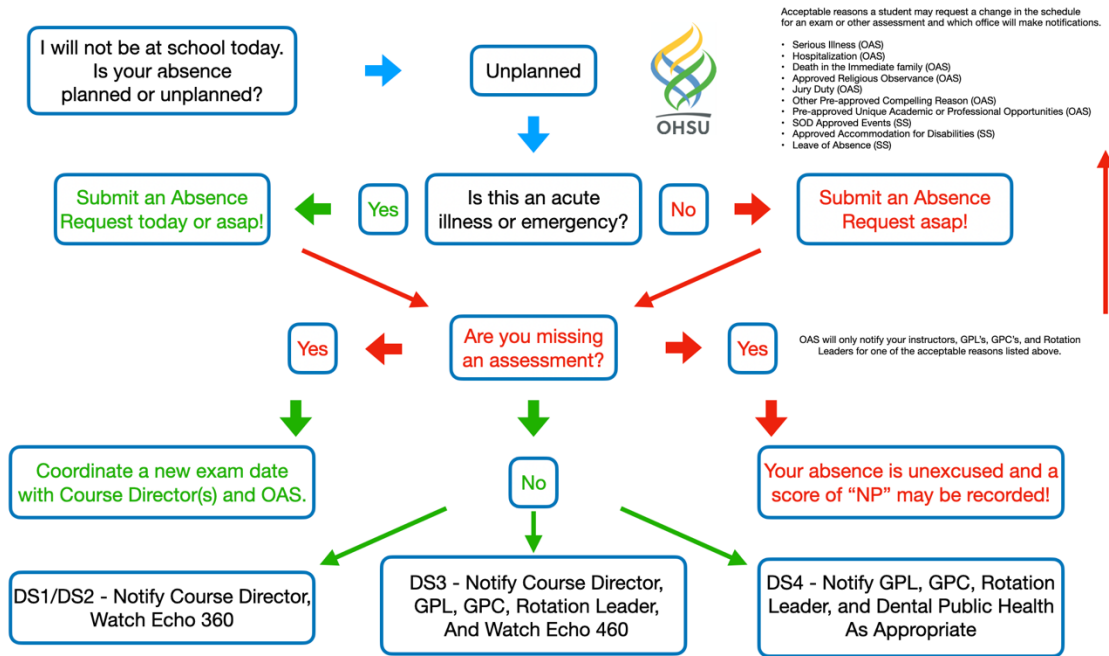


**EXAMPLES**

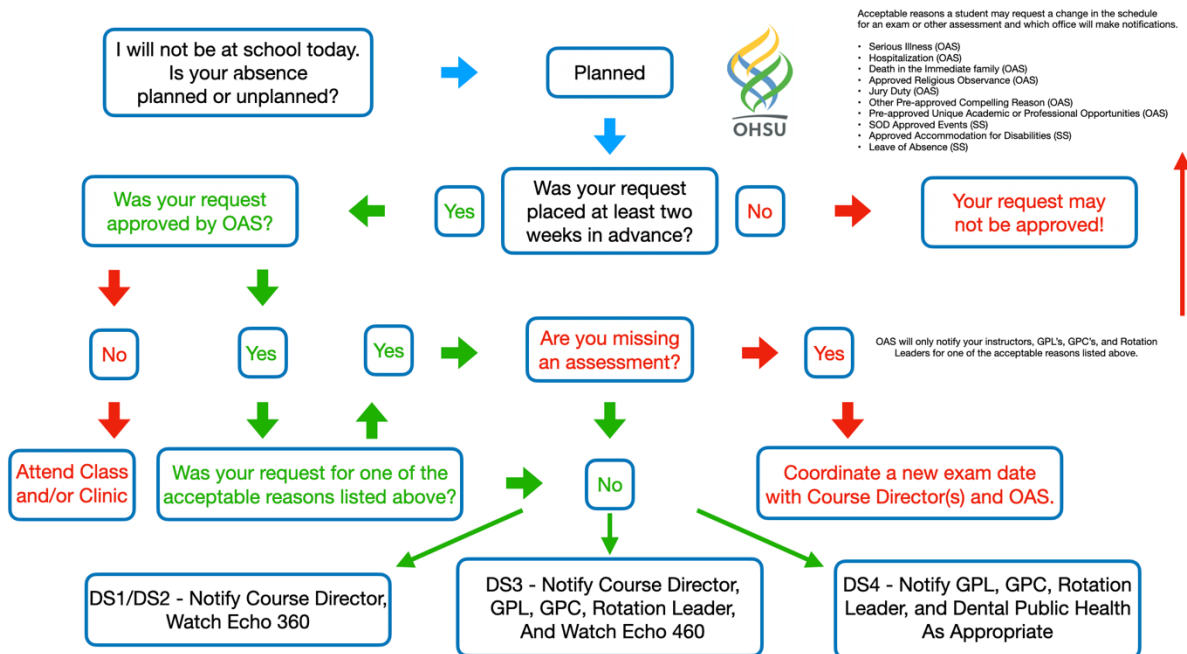
| Domain #1                       | Domain #2                          |   | Domain #3                             | Domain #4                 |
|---------------------------------|------------------------------------|---|---------------------------------------|---------------------------|
| <b>Student Self-Assessments</b> | <b>Clinical Skills Assessments</b> | <b>Practice Readiness Assessments</b>           | <b>Faculty &amp; Peer Evaluations</b> | <b>Varied Experiences</b> |
| Practical Assessments           | Practical Exams                    | Ethical Analysis                                | Daily Clinical Assessments            | Clinical Patient Care     |
| Evaluation of Patient Care      | Written Exams                      | Cultural Communication                          | Huddle Sessions                       | Simulated Patients        |
| Community Reflections           | INBDE Mock Exams                   | Interprofessional Healthcare Team Collaboration | Patient Presentations                 | Teletherapy Patients      |
| Portfolios                      | OSCE Exams                         | Infection Control                               | Portfolio Critiques                   | Community Patients        |
|                                 | EBD & Patient Presentations        | Portfolios                                      | Peer Evaluated Projects               | Portfolios                |
|                                 | Portfolios                         |   | Quarterly Committee Review            | Didactic Courses          |

## Appendix 2: Absence Request Flow Chart

### Unplanned Absence Request



### Planned Absence Request



## Appendix 3: Professionalism Monitoring Form

### OHSU SOD Professionalism Monitoring Form

**Background:** Professionalism is one of the core competencies in dentistry. As such, the OHSU School of Dentistry has embraced professionalism as one of the Student Learning Outcomes for all students that are enrolled in the DMD program. The purpose of this form is to provide a formal mechanism by which individuals may submit information concerning the professional behavior of any OHSU dental student. Examples of professional behavior can be found on page 2. Note that the School of Dentistry is interested in hearing about exemplary behavior as well as behavior that is of concern. As such, the school encourages submission of this form and individuals should have a low threshold to describe both exemplary and concerning behavior they have witnessed for documentation.

**Student Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Name and role of person submitting this form:** \_\_\_\_\_

**Location of observed behavior:** \_\_\_\_\_

**Date of observed behavior:** \_\_\_\_\_

The School of Dentistry strongly encourages direct communication between the person filling out this form and the student whose behavior is being reported. If you did not have a discussion with the student, please explain what contributed to this decision.

**Date Discussed:** \_\_\_\_\_

**Narrative/Description of observed behavior (may attach additional pages as necessary):**

Please return form to the Office of Academic Systems (OAS) on the 3<sup>rd</sup> Floor South RLSB 3S018

OAS Use: This form was received on \_\_\_\_\_

## Appendix 4: Academic Standing

