Policies printed in this handbook should be cross-referenced with the electronic version on the School’s website. Any changes to policies will become effective immediately after they are forwarded to students’ University email accounts. The most current policies are published on the School’s website.
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MISSION STATEMENTS OF THE UNIVERSITY OF MINNESOTA AND THE SCHOOL OF DENTISTRY

UNIVERSITY MISSION STATEMENT

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission, carried out on multiple campuses and throughout the state, is threefold:

- **Research and Discovery**
  Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

- **Teaching and Learning**
  Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

- **Outreach and Public Service**
  Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the university, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.

http://www1.umn.edu/twincities/history-mission/index.html

SCHOOL OF DENTISTRY MISSION STATEMENT

The University of Minnesota School of Dentistry improves oral and craniofacial health by educating clinicians and scientists who translate knowledge and experience into clinical practice.

The School is committed to:

- Graduating professionals who provide the highest quality care and service to the people of the state of Minnesota and the world;
- Discovering new knowledge through research, which will inspire innovation in the biomedical, behavioral and clinical sciences; and
- Providing oral health care to a diverse patient population in a variety of settings.

http://www.dentistry.umn.edu/about/our_leadership/mission/home.html
ADDITIONAL RESOURCES

Further direction within the profession, the School of Dentistry, and the University of Minnesota is provided in the most recent versions of these publications:

- ADA Principles of Ethics and Code of Professional Conduct
- Minnesota Dental Practice Act
- ADHA Code of Ethics
- University of Minnesota Board of Regents Student Conduct Code
- Academic Code of Conduct, University of Minnesota School of Dentistry
- Standards of Professional Conduct, University of Minnesota School of Dentistry

COMMISSION ON DENTAL ACCREDITATION

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 treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling staff at 1-800-621-8099 extension 4653.

Updated 06/11

SCHOOL OF DENTISTRY STUDENT AFFAIRS

The School of Dentistry provides a student support program that enhances the success of its students. Students' performance is monitored and additional academic assistance given through tutoring, seminars, and consultation for those in need. This program also encourages and promotes student study groups, a student mentorship program, and consultation and resource development with faculty.

For academic assistance and referral to support programs consult with:

Sara N. Johnson, MA
Director, Student Affairs
15-106 Moos Tower
612-624-6960
john6461@umn.edu

Judith A. Buchanan, PhD, DMD
Associate Dean for Academic Affairs
15-238 Moos Tower
612-625-9945
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Christine Blue, BSDH, MS
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Division of Dental Hygiene
9-372 Moos Tower
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Karl Self, DDS, MBA
Director
Division of Dental Therapy
9-436 Moos Tower
612-625-2161
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POLICY REGARDING EMAIL

Email is the University's and the School of Dentistry’s official means of communication with students. Students are responsible for all information sent via their University email account. Students who forward their University email accounts to another email account are still responsible for all information, including attachments, sent to the account. Students are required to check their University email account daily. Communication from School of Dentistry’s officials cannot be sent to any email address other than the official University email address.

POLICY CHANGES

Due to the specific nature of the dental (DDS), dental hygiene (DH) and dental therapy (DT) programs, School of Dentistry policies are developed and published in the Student Handbook to support our curriculum. These policies may be the same as or similar to University policies, but in many cases will be distinct from or more specific than University policies. In these cases, School of Dentistry policies supersede University policies. In the absence of a School of Dentistry policy, University policy will apply.

In addition, School of Dentistry policies are monitored and modified to ensure that they reflect and support the School’s mission. Policies printed in hard copy format should be cross-referenced with the electronic version on the School’s website. Any changes to policies will become effective immediately after they are forwarded to students’ University email accounts. The most current policies are published on the School’s website.

MENTAL HEALTH RESOURCES

Students may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduced ability to participate in daily activities. University of Minnesota services are available to assist with addressing these and other concerns. Students can learn more about the broad range of confidential mental health services available on campus via www.mentalhealth.umn.edu

DDS students in the School of Dentistry are also eligible for the Minnesota Dental Association sponsored Dentist Wellness Program, a professional and confidential problem-solving resource provided at no cost to the participant. The Dentist Wellness Program can be accessed by calling the Sand Creek Group, Ltd. at (800) 632-7643. In addition, students concerned about their relationship with alcohol or other drugs can contact Dentist Concerned for Dentists (DCD), a confidential support group made up of dentists from around the state who have experienced substance abuse/dependency problems in their own lives and who now serve others as confidential supporters and resources for recovery. DCD can be reached by calling (651) 275-0313.
PROFESSIONAL ATTIRE AND GUIDE FOR PERSONAL APPEARANCE

The personal appearance and demeanor of every person affects, either directly or indirectly, the care and management of patients. The image communicated to patients through personal attire and appearance, behaviors and interactions will influence their perceptions of the quality of care they will receive at the University of Minnesota School of Dentistry and their confidence in the person providing that care. A presentation of professionalism is essential to uphold the standards of excellence set by the University of Minnesota, the School of Dentistry, and the dental profession.

Dentists, in their own practices, will decide for themselves what appearance promotes a demeanor of professionalism. Throughout the School of Dentistry this is best accomplished by a reasonable degree of conformity in attire and grooming.

All faculty, staff and students are responsible for maintaining a clean, neat and well-fitting wardrobe.

The following guidelines apply for all DDS, DH and DT students:

Personal hygiene and grooming habits are essential components of professional appearance and presentation.

- **Hair**: (including beards and mustaches) should be clean, neatly trimmed, and well maintained. Those who shave must be clean-shaven. Long hair should be pinned or held back so that it does not interfere with the field of vision or require handling during treatment procedures.

- **Makeup and perfume/after-shave**: Strong perfumes and cologne may be offensive to others, therefore avoid excessive use; heavy application of make-up should also be avoided.

- **Personal hygiene**: Body hygiene is required so that offensive body odor is avoided. Fingernails should be trimmed, clean and well groomed.

- **Jewelry**: Rings that may compromise clinical protective barriers should not be worn in clinics. No facial piercing should be evident during the school/clinic day (i.e. no rings or studs may be worn on the face or in the mouth.).

All students will wear matching scrub shirt and pants in the color designated for their program (navy blue for DDS students, burgundy for DH students, black for DT students). In addition, clean, predominately white shoes (closed-toed) and white socks (crew length or longer) are required. We suggest these shoes be worn only in Moos Tower so they remain clean and professional in their appearance. Students may wear white tee shirts underneath their scrub tops, if desired. Nametags must be visible.
The policies in this section are currently under review for approval by appropriate bodies. Status of this approval can be determined by the online version of these policies. Students will be notified through email as soon as new policies are approved. Any changes to policies will become effective immediately after they are forwarded to students’ University email accounts. The most current policies are published on the School’s website.
STUDENT CONDUCT CODE

SECTION I. SCOPE.

This policy applies to all students and student organizations at the University of Minnesota (University).

SECTION II. JURISDICTION.

The Student Conduct Code (Code) shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the president or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

(a) constitutes a criminal offense as defined by state or federal law, regardless of the existence or outcome of any criminal proceeding; or

(b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION III. GUIDING PRINCIPLES.

(a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.

(b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

(c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

(d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.

(e) The University is dedicated to the rational and orderly resolution of conflict.
SECTION IV. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION V. DISCIPLINARY OFFENSES.

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Subd. 2. Disruptive Classroom Conduct. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

Subd. 3. Falsification. Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

Subd. 4. Refusal to Identify and Comply. Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official.

Subd. 5. Attempts to Injure or Defraud. Attempts to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

Subd. 6. Threatening, Harassing, or Assaultive Conduct. Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

Subd. 7. Disorderly Conduct. Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.
Subd. 8. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 9. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

Subd. 10. Unauthorized Use of University Facilities and Services. Unauthorized use of University facilities and services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

Subd. 11. Theft, Property Damage, and Vandalism. Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Subd. 12. Unauthorized Access. Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Subd. 13. Disruptive Behavior. Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

Subd. 14. Hazing. Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

Subd. 15. Rioting. Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

Subd. 16. Violation of University Rules. Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.
Subd. 17. Violation of Federal or State Laws. Violation of federal or state laws means engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Subd. 18. Persistent Violations. Persistent violations means engaging in repeated conduct or action in violation of this Code.

SECTION VI. SANCTIONS.

The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 2. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 3. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

Subd. 4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 5. Restitution. Restitution means making compensation for loss, injury, or damage.

Subd. 6. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 7. University Housing Suspension. University housing suspension means separation of the student from University Housing for a defined period of time.

Subd. 8. University Housing Expulsion. University housing expulsion means permanent separation of the student from University housing.

Subd. 9. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 10. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 11. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 12. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student's admission to the University or revoking a degree already awarded by the University.
SECTION VII. INTERIM SUSPENSION.

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION VIII. HEARING AND APPEALS OF STUDENT DISCIPLINE.

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

The appeals procedure must describe:

(a) grounds for an appeal;

(b) procedures for filing an appeal; and

(c) the nature of an appellate review.

SECTION IX. DELEGATION OF AUTHORITY.

The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.


http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html
SCHOOL OF DENTISTRY CODE OF CONDUCT

I. CODE OF CONDUCT

Students preparing for entry into the dental profession are expected to govern their conduct toward patients, other students, faculty, and other professionals with integrity, mutual respect, and honor. This Code of Conduct for the School of Dentistry is based on the following guidelines:

A. Students must treat patients with the realization that the health and welfare of the patients are paramount, and the students must respect the dignity and feelings of their patients in working with them.

B. It is axiomatic that students be honest in didactic and laboratory assignments, examinations, attendance sheets, use of equipment and supplies, entries in patient records and pre-clinical and clinical grade records, and in all aspects of treating patients.

C. Students must conduct themselves in a mature, courteous, and professional manner in lecture classes, clinics, and laboratories, and in other areas of the School of Dentistry and associated teaching environments.

D. Students must not display or participate in threatening, harassing or assaultive behavior or behavior that can reasonably be perceived by others as threatening, harassing or assaultive behavior. Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or of physical or emotional welfare of another person or group.

II. INFRACTIONS OF THE CODE OF CONDUCT

Each student recognizes any academic misconduct is unacceptable behavior for students in a professional school and is a violation of the Code. “Academic misconduct” is any unauthorized act that may (1) give a student an unfair advantage over other students, (2) interfere with the educational pursuits of others, (3) jeopardize the good name and reputation of the School of Dentistry, (4) involve attempts to mislead, misrepresent, and/or falsify documents, papers, charts, and/or any information given to faculty or administrative officials or (5) place patients under unnecessary risk. These acts may include but are not limited to:

A. Cheating, or assisting another student to cheat, on written examinations, assignments or practical examinations.

B. Plagiarism: presenting the scholarly work of another as one’s own.

C. Misrepresenting someone else’s project or clinical work as one’s own.

D. Falsifying or Forging or attempts to forge or falsify patient records and charts, classroom attendance, or student pre-clinical and clinical records.

1 “Students” in this document includes students enrolled in any program directed by the School of Dentistry. These include dental, dental hygiene, and dental therapy students as well as postgraduate certificate and advanced degree-granting programs.
E. **Abuse of Equipment** and wasting supplies, including the use of School of Dentistry equipment and supplies for non-school purposes.

F. **Disruptive Behavior** in lecture halls, clinics, or laboratories.

G. **Dishonesty** in any form including but not limited to the presentation of patient fees and collection of these fees.

H. **Patient Mismanagement or Misconduct** such as starting treatment without a starting check, working without supervision, verbal or sexual harassment, physical abuse, or abandonment.
   (http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html)

I. **Unethical Behavior** such as treating patients while under the influence of alcohol and/or illicit drugs and over-treatment of patients.

Additional non-academic disciplinary offenses actionable by the University and the procedures to be followed are stated in the University of Minnesota Student Conduct Code at http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html

III. PROCEDURES FOR DISPOSITION OF ALLEGED VIOLATIONS OF CODE OF CONDUCT

A. Reporting of Alleged Violations

When a faculty member, course director, staff member or student has reason to believe that a violation of the Code of Conduct has been committed, that individual must provide written notification to the School of Dentistry’s Code of Conduct Officer. The Code of Conduct Officer reviews the allegation and determines if a resolution should be attempted without a hearing or if the alleged violation requires a hearing.

All records of allegations and investigation are retained in the Office of Academic Affairs.

B. Accused Student Rights

During the interview with the Code of Conduct Officer, the accused student(s) is informed in writing of the nature of the complaint against him/her and his/her rights. These accused student(s) rights include the following:

1. To be informed in writing during the meeting with the Code of Conduct Officer of the nature of the complaint against him/her and the specific provisions(s) of the Code of Conduct allegedly violated.

2. To work with an individual (faculty member, student, representative from the University Conflict Resolution Center, attorney, etc.) who can act as an advocate for the accused student(s) throughout the complaint process.

3. To be able to present his/her case personally or with the assistance of an advocate (refer to Section B, subtext 2).

4. To be able to hear and examine all evidence and testimony against him/her.

5. To have all information related to the complaint kept confidential by those bringing the complaint and by all parties involved in the hearing and disposition of the complaint.
6. To be notified in writing of the recommendation for the disposition of the complaint.

7. To have a written record of the case kept in the accused student(s’) file in the Office of Academic Affairs.

8. To appeal for sufficient cause his/her case to the University Provost’s Appeal Committee.

C. School of Dentistry’s Code of Conduct Officer

A regular faculty member, appointed by the Dean, and not in the administrative branch of the School of Dentistry, serves as the School’s Code of Conduct Officer for a minimum 3 year term and is eligible for reappointment. He/she

1. Receives the written report of an alleged violation.

2. Insures that the complainant(s) and the accused student(s) are made aware of the process and procedures that are followed in dealing with an alleged violation.

3. Insures that the accused is made aware of the allegations against him/her and informed of his/her rights in the hearing and appeals process.

4. May refer the accused student(s) and complainant(s) to resources for counsel and advice.

5. Attempts a resolution without a hearing following the procedures described in Section H, subtext 1 when the alleged violation does not require a hearing.

6. Refers the case to a Hearing Board when attempts to resolve the allegation in an informal manner are unsuccessful or the type of alleged violation requires a hearing. Procedures describing the formation of a Hearing Board are described in Section H, subtext 2.

7. May, in consultation with the Dean of the School of Dentistry, refer the case to the Office for Student Conduct and Academic Integrity for resolution within the University-wide disciplinary system instead of pursuing resolution within the School.

8. Does not participate in the proceedings of the Hearing Board.

9. Meets annually with faculty and each class to discuss the School’s Code of Conduct and the procedures followed to investigate an alleged violation.

10. Makes an annual report to the Dean, Associate/Assistant Deans, Department Directors and Division Directors summarizing activities related to violations of the School’s Code of Conduct.

If the Code of Conduct Officer is involved in an alleged violation, an interim Code of Conduct Officer is appointed by the Dean.

D. Director of Student Affairs

1. The Director may assist the accused student(s) in identifying resources related to resolution of the allegation; interpreting policy; and assessing additional need for resources.
2. The Director does NOT make judgments on the complaint nor act as an advocate for the accused student(s) during the complaint process.

E. Dental Therapy and Dental Hygiene Division Directors and Course Directors

1. All written reports of alleged violations are reviewed by the Code of Conduct Officer. The Officer consults the Dental Hygiene Division Director or Dental Therapy Division Director during an attempt to informally resolve an alleged violation when the alleged violation does not require a hearing and the accused is from one of these divisions. The Officer also consults the respective course director, if applicable, during an attempt to informally resolve an alleged violation when the alleged violation does not require a hearing.

2. The division director and the course director do not participate in the hearing unless called as a witness.

F. Advocate for Accused Student(s)

1. The advocate for the accused student(s) may act on behalf of the student(s) during the complaint process. The advocate may assist the accused student(s) in the informal resolution process if the Code of Conduct Officer determines informal resolution should be attempted. The advocate may represent the accused student(s) before the Hearing Board, including presenting witnesses and evidence on the accused student(s’) behalf and questioning the complainant(s) and complainant(s’) witnesses.

G. School Presenter

1. A member of the faculty or administrative staff of the School of Dentistry is appointed by the Dean to represent the school when the case is referred to a School of Dentistry Hearing Board. The Dean may appoint an individual for a specific case or may appoint this person for a specified time period (one year, etc.).

2. The School Presenter reviews the evidence against the accused student(s), interviews the complainant(s), determines the proposed witness list for the hearing in support of the complaint and acts as a resource and advocate for the complainant(s).

3. The School Presenter presents the evidence to the Hearing Board, calls approved witnesses and is allowed to question the accused student(s), all witnesses presented and the complainant(s) during the hearing.

4. If the accused is represented by an attorney during the hearing, the school presenter is replaced by an attorney from the Office of the General Counsel.

H. Resolution of Alleged Violations

Resolution of an alleged violation may occur through an informal person-to-person manner as described in the following Section H, subtext 1, or through a more formal Hearing Board as described in Section H, subtext 2.

There are some alleged violations that, because of their seriousness, automatically require a hearing if the Code of Conduct Officer determines that there is adequate supporting evidence. The informal person-to-person attempt at resolution described in subtext (1) below is not used for these alleged violations. These violations include cheating; plagiarism; misrepresenting someone else’s project or clinical work as one’s own; falsifying or forging
records, charts or attendance, pre-clinical or clinical records; dishonesty; patient
mismanagement; sexual harassment of patients, faculty, staff or other students; threatening or
harassing conduct toward others; impairment while providing patient care.

1. Resolution without a hearing
   a. The Code of Conduct Officer meets separately with the complainant(s) and
      the accused student(s) to describe the policies and procedures to be
      followed in attempting to resolve the accusation. The accused is presented
      with a clear statement in writing describing the alleged violation. The
      Code of Conduct Officer assists both parties in identifying resources
      related to resolution of the allegation, interpreting policy, and assessing
      additional need for support.
   b. The Code of Conduct Officer meets with the accused student(s),
      complainant(s), the course director and appropriate faculty, staff or
      students to investigate the issue and see if the meetings can result in an
      acceptable solution. These meetings are conducted separately or together,
      at the discretion of the Code of Conduct Officer.
   c. Upon conclusion of the meetings, if there is adequate evidence to find the
      accused student(s) guilty of the allegation, the accused student(s) receive
      written notification of this finding and a proposed sanction. If the accused
      student(s) accepts the finding of guilt and the sanction, or fails to appeal,
      the sanction is enforced and a report of the violation filed in the accused
      student(s’) record. The Associate Dean of Academic Affairs and, if
      applicable, the course director are informed of the decision. If the accused
      student(s) wishes to challenge the guilty finding or sanction, she/he has ten
      working days to file a written appeal to the Code of Conduct Officer or the
      sanction is enforced.
   d. If the Code of Conduct Officer is unable to resolve the dispute or the
      accused student(s) does not accept the proposed sanction, the case is
      referred to a Hearing Board following the procedures described in Section
      H, subtext 2.

2. Resolution with a Hearing
   a. The Hearing Board evaluates evidence about the alleged violations of the
      code. The Hearing Board hears testimony from the parties and witnesses
      and receives written evidence. The Hearing Board endeavors to handle
      every alleged violation as justly and fairly as possible, to consider each
      case on its individual merits and to adjust each sanction to the nature and
      extent of the violation. After hearing all evidence and testimony, the
      Hearing Board votes to determine the outcome. If the Hearing Board finds
      a violation occurred, the board determines a sanction.
   b. Membership and Officers of the Hearing Board
      i. Hearing Board Officer
         a. Hearing Board members elect one of the faculty members to
            serve as Chairperson. The Chairperson is a non-voting member
            of the Hearing Board except in the case of a tie at which time
            he/she may cast the tie-breaking vote.
ii. The Hearing Board has at least five members with 2 students enrolled in the doctor of dental surgery, dental hygiene or dental therapy programs and 3 or more faculty persons with faculty appointments in these programs.

   a. Student members of the Hearing Board are selected from the School’s Student Affairs Committee with at least one being enrolled in the same program as the accused. If from the same program, student members are in a different year of the program than the accused whenever possible.

   b. Faculty members of the Hearing board are selected from the School’s Student Affairs Committee by its Committee Chair. Faculty members of the Hearing Board must not be party to or witness the alleged violation.

   c. Either party to the complaint is given the right to challenge, with cause, seated members of the Hearing Board. The Chairperson rules on the merits of the challenge and decides whether or not the member(s) should be recused.

   d. In the case of an accused advanced education or graduate student, an ad hoc committee composed of at least one advanced education or graduate student and two postgraduate faculty who serve as voting members. The Chair of the Advanced Education Committee selects these committee members.

   e. The Associate Dean for Academic Affairs or his/her alternate as appointed by the Dean attends the hearing in a non-voting observer capacity and does not participate in the hearing unless called as a witness. The Associate Dean for Academic Affairs or his/her alternate does not make judgments on the complaint nor act as an advocate for the accused student(s) during the complaint process.

c. Meetings of the Hearing Board

   i. The Chairperson gives written notification to the complainant(s) and the accused informing them of the following:

      a. The charge filed and by whom it was filed.

      b. The time, date and place of the hearing.

      c. The hearing agenda.

      d. Their right to be accompanied by an advocate. If the accused is represented by an attorney, an attorney provided by the School of Dentistry through the Office of the General Counsel presents the case against the accused. The accused must notify the Chairperson well in advance of the hearing if represented by an attorney.

      e. Their right to call witnesses and the procedure used to call them.
f. The range of sanctions available to the Hearing Board.

g. The procedure for an appeal, if guilt is determined.

h. The right to challenge for cause seated members of the Hearing Board.

i. Any other information deemed relevant and necessary by the Hearing Board Chairperson.

ii. A preliminary plea of either “guilty” or “not guilty” is obtained by the Chairperson from the accused prior to the actual hearing. If the plea is guilty, the Hearing Board meets to receive this plea and decide the sanction. Witnesses may be called by either party to give testimony bearing upon the appropriate sanction.

iii. The Hearing Board Chairperson requires the parties to identify their witnesses and written evidence before the hearing and to provide this information to each other and the Hearing Board by a set date. The witness lists includes a brief explanation of the purpose of each witness’ testimony. The Chair can limit the number of witnesses to avoid redundant testimony and can exclude written evidence deemed irrelevant or inappropriate.

iv. Meeting Procedures

a. The hearing to investigate an alleged violation of the School’s Code of Conduct is not a legal trial and not subject to all the formalities and processes followed in a court of law. The purpose of the hearing is to fairly and objectively determine if a violation occurred. All participants in the hearing are expected to keep the hearing procedures confidential and to treat each other with respect. Information regarding hearings, names of complainant(s), witnesses, and the accused, and the proceedings of the Hearing Board are strictly confidential.

b. Quorum and Voting Procedures

i. Five voting members of the Hearing Board constitutes a quorum. A quorum must be in the hearing room during the hearing.

ii. Questions are decided by a simple majority of the voting members present.

iii. The Chairperson of the Hearing Board casts the deciding vote if the initial vote by committee members results in a tie.

iv. All procedural decisions of the Chairperson may be changed by a majority vote of the Hearing Board members.

v. A formal record of the hearing is taken for appellate purposes by use of a tape recorder provided by the Hearing Board.
vi. A violation of the code occurs if a majority of the Hearing Board members find that the evidence and testimony meet the standard of “more likely than not” that a violation did occur.

vii. If the verdict is guilty, the Hearing Board determines the sanction according to the options identified in Section IV of this Code.

viii. After a decision has been reached, written notification is delivered to the accused and the Associate Dean for Academic Affairs promptly. This notification includes information on procedures for appeal. The course director is also be informed of the decision, if appropriate.

ix. The Associate Dean for Academic Affairs has the responsibility for carrying out the sanction determined by the Hearing Board. Except for grade changes, penalties are not imposed until after the appeal period expires or the appeal is concluded.

c. The Hearing Board conducts its meeting using the following agenda:

i. The charges are read by the Chairperson.

ii. The Chairperson asks for a plea from the accused.

iii. The accused enters his or her plea. If no plea is entered the proceedings continue as if a plea of “not guilty” had been entered.

iv. The Chairperson may recess the proceedings whenever deemed necessary or appropriate.

v. The complainant(s) may request a withdrawal of the charges at any time during the proceedings.

vi. The Chairperson calls the hearing to order and the hearing proceeds in the following order:

a. The school presenter gives an opening statement and summarizes the evidence against the accused student(s).

b. The accused student(s) or his/her advocate gives an opening statement summarizing the evidence in support of the accused.

c. The school presenter calls his/her approved witnesses including the complainant(s).

d. The accused or his/her advocate may question each of these witnesses and the complainant(s), followed by questions from the Hearing Board members.

e. The accused or his/her advocate calls his/her approved witnesses. The advocate may also call the accused.
f. The School Presenter may question each of these witnesses and the accused student(s), followed by questions from members of the Hearing Board.

g. At the discretion of the Hearing Board, closing statements may be allowed. If so, the school presenter goes first with the accused student or his/her advocate giving the final closing statement.

The Hearing Board deliberates in closed session.

IV. POSSIBLE SANCTIONS FOR VIOLATIONS OF THE CODE OF CONDUCT

A. In arriving at the decision of what sanction to impose for a violation of the Academic Code of Conduct, each case shall be determined on its own individual merits, taking into consideration the nature of the infraction and the previous documented history of the student’s conduct in the School of Dentistry. After the appropriate consideration has been given to a case of violation of conduct, the following are possible sanctions that may be imposed. This list is intended as a guideline and does not preclude the imposition of other possible sanctions.

1. A verbal or written censure.
2. Assigning additional studies and/or reports for violations related to classroom or clinical work.
3. Lowering of a grade in a course in which a violation occurred.
4. Assigning an F grade for the course in which a violation occurred. If an F grade is given, the decision must be made whether the F grade can be resolved through additional studies and retaking a final examination, for example, or whether the course must be retaken the next time it is offered.
5. Disciplinary probation without the loss of class participation such as in lectures, laboratories, and clinics.
6. Disciplinary probation with the loss of class participation for a specified period of time, such as in lectures, laboratories, and clinics.
7. Suspension from the School of Dentistry for a specified period of time.
8. Deferring graduation and requiring an additional term or terms of attendance.
9. Expulsion from the School of Dentistry. This could be a permanent expulsion or expulsion for a period, such as a year, and could include certain rehabilitative functions mandated to take place in the interim.

V. APPEAL PROCESS

In the event the charged student is unwilling to accept the Hearing Board’s decision, the student may appeal to the Provost’s Appeal Committee as outlined in the Board of Regents Policy: Student Conduct Code. The written appeal must be filed within ten (10) week days of receipt of the decision by the charged student. The appeal should state the grounds on which the student believes the original hearing body clearly erred and offer preliminary arguments as to the support of the student’s claims according to the criteria specified below:

A. The decision was made without benefit of relevant evidence being available at the time of the initial hearing. If this ground is favorably reviewed, the case will be returned to the original body for presentation of new evidence.

B. The hearing was procedurally unfair, in that:

1. The voting member(s) of the original body had bias or preformed judgment against the appealing party, an objection to which was not permitted at the
original hearing or was permitted and was not honored by the hearing body.

2. The original hearing deviated in a substantial way from its established hearing procedures.

3. During the original hearing, an established student right under University policy was violated.

C. The decision was made contrary to the weight of the evidence.

D. The sanction was clearly inconsistent with the severity of the alleged violation of the Academic Code of Conduct.

02/11 Approved by the School of Dentistry Student Affairs Committee
SCHOOL OF DENTISTRY
STANDARDS OF PROFESSIONAL CONDUCT

The University of Minnesota and the School of Dentistry are committed to the highest standards of professional conduct and integrity. The values we hold among ourselves to be essential to responsible professional behavior include honesty, trustworthiness, respect and fairness in dealing with other people, a sense of responsibility toward others and loyalty toward the ethical principles espoused by the University and the School of Dentistry. It is important that these values and the tradition of ethical behavior be consistently demonstrated and carefully maintained.

Members of the University community and the School of Dentistry have the obligation to respect and to be fair to faculty, staff, students, and patients, and to foster their intellectual and professional growth and well-being. Members must not engage in, nor permit, harassment, offensive behavior, or illegal discrimination. Members must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment.

Workplace, patient care and educational experiences must impart ethical standards of professional conduct through example, instruction and clinical practice. Members of the University community and the School of Dentistry are expected to conscientiously fulfill their obligations in the performance of their duties and as part of the University community.

RESPECTFUL WORKPLACE

The School of Dentistry is proud of the respectful workplace we have developed for faculty, staff, students and patients. We believe our goal is to maintain an academic, work and patient care environment that is positive and respectful of others. Respect is provided to every person regardless of gender, race or color, religious or spiritual beliefs or creed, nationality, sexual preferences or affection, disability, credit or financial situation, public assistance, veteran status, or physical condition. We believe in providing a respectful and positive learning and working environment that maximizes the potential of all individuals.

With these values as the foundation for the School of Dentistry, we have established guidelines, based on University policy, for the behavior of our faculty, staff and students.

We will engage in legal and ethical conduct and will not tolerate offensive behavior. Offensive behavior is defined as action or conduct that has the purpose or effect of unreasonably interfering with an individual’s work, academic or professional performance or creating an intimidating or hostile work environment. Employment and academic experiences will be based on respect and performance.

Explicit or implicit harassment, unwelcome advances, requests for sexual favors, or unwelcome physical conduct of a sexual nature will be promptly addressed. In addition, a hostile workplace, including abusive language, discriminatory or offensive remarks or humor, offensive visual displays, pornography, or aggressive physical contact will be addressed.

EQUAL OPPORTUNITY, DIVERSITY AND AFFIRMATIVE ACTION

The University of Minnesota and the School of Dentistry are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. The University and the School of Dentistry shall seek to:

1. Provide equal access to its programs, facilities, including patient care clinics.
2. Advocate and practice affirmative action in employment including the use of recruiting and search processes to enhance participation of racial minorities, women, persons with a
disability, and military veterans.

3. Establish and nurture an environment that actively acknowledges and values diversity and is free from racism, sexism, and other forms of prejudice, intolerance or harassment, for all faculty, staff and students.

4. Provide equal educational access to members of under-represented groups, and develop affirmative action admission programs where appropriate to achieve this goal.

DISABILITY SERVICES

The Board of Regents of the University of Minnesota is committed to provide for the needs of faculty, staff and enrolled or admitted students with disabilities under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The School of Dentistry will make services available for any faculty member, staff, or student who, through a recent assessment, can document a disability. Disability Services, with support from the School of Dentistry, will provide appropriate services, including: (1) support, counseling, and information; (2) communications with medical provider; and (3) assistance with reasonable accommodations.

DRUG-FREE WORKPLACE

Having a respectful workplace also includes providing faculty, staff and students with a healthy and productive environment. We believe that drug and alcohol abuse affects the health, safety and well-being of all employees and students and restricts their ability to perform. This is particularly critical for those who work with and practice dentistry with patients. Therefore, the School of Dentistry supports and follows the University of Minnesota's Drug-Free Campus and Workplace policy. (http://www.policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html). This policy prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by employees. Furthermore, it prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace.

SEXUAL HARASSMENT

Sexual harassment by or toward faculty, staff, students, patients, or members of the University community is prohibited. Prompt and appropriate action will be taken when sexual harassment is discovered. Persons who suspect sexual harassment should report it to an appropriate authority, such as the Dental School’s EEO Officer; or Human Resources Director; or the University’s EEO Office. A violation of the sexual harassment policy may lead to disciplinary action, up to and including termination of employment or academic dismissal.

RECOUPSE AND REPORTING

It is not necessary for any faculty, staff, or student who feels he or she is the subject of offensive, harassing or discriminatory behavior to handle the matter alone. We encourage you to directly object to any behavior you believe to be offensive. However, if you feel offended by faculty, staff, your boss, peers, or others whom you encounter in the course of your employment or academic studies and do not feel you are able to deal directly with the problem, go immediately to your supervisor, or, you may report the behavior to the School of Dentistry's Equal Opportunity Liaison, Dr. Carol Meyer (6262332); the Associate Dean for Academic Affairs, Dr. Judith Buchanan (625-9945) or the University of Minnesota's Office of Equal Opportunity and Affirmative Action (624-9547).

All allegations of offensive, discriminatory, or other inappropriate behavior will be responded to immediately. The facts shall determine the response to each complaint and each situation will be handled discreetly. Retaliation and intimidation directed toward anyone who makes a complaint is prohibited. This practice applies to each and every full- or part-time faculty, staff, student and patient in the School of Dentistry.
POLICY FOR DEALING WITH STUDENTS SUSPECTED OF CHEMICAL USE OR ABUSE

The University of Minnesota and the School of Dentistry strongly support a Drug-Free Campus Policy. For more information on this policy, go to http://www.policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html

Within the School of Dentistry, violations of this policy will be dealt with as follows:

First Offense
1. Immediately upon detection or suspicion of impairment, or potential for impairment, the student will immediately be dismissed from class or lab. If a student in the clinic is suspected of impairment or potential for impairment, he or she will be removed from the clinic and any appointed patients for the remainder of the day will be canceled or reassigned.
2. Faculty or staff involved in the incident will without delay file a professional behavior report form with the Office of Academic Affairs.

Subsequent Offense
1. Upon detection or suspicion of impairment, or potential for impairment, the student will be immediately dismissed from class, lab, or clinic and a professional behavior report form will be filed with the Office of Academic Affairs.
2. The student will be escorted to Boynton for urinalysis/blood test and for assessment for chemical dependency.
3. If the student is determined to be chemically dependent, the Policy for Students with Chemical Dependency Problems will be enforced.
4. If the student is determined not to be chemically dependent, the matter will be referred to the appropriate committee for disposition.

POLICY FOR STUDENTS WITH CHEMICAL DEPENDENCY PROBLEMS

The University of Minnesota School of Dentistry is supportive of the efforts of chemically dependent students to become free of their dependency problems. In dealing with chemically dependent students, the School's procedure involves intervention and requiring students to join treatment and rehabilitation programs. This procedure was established to insure the safety of patients that students may come in contact with and to protect the interests of the patients, students, faculty, and School.

The following steps will be followed as soon as a student has been identified as having chemical dependency problems:

1. The student will be granted a medical leave of absence from the educational program by the Council of Chairs. The request for a leave may be initiated by the student or the Director of Student Affairs/Director of the Division of Dental Hygiene/Director of the Dental Therapy.
2. The Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy will arrange with the student a program for the treatment of chemical dependency. Usually, the student will be counseled to enroll in an inpatient chemical dependency treatment program and provide the Office of Academic Affairs/Division of Dental Hygiene/Division of Dental Therapy with evidence of successful completion of the program. However, the student may select a different treatment modality contingent on the approval of the Director of Student Affairs/Director of the Division of Dental
Hygiene/Director of Dental Therapy.

3. If a student and the Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy do not reach an agreement on a treatment and rehabilitation program, either may request a hearing by the Council of Chairs.

4. The Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy will counsel the student to join a sobriety support group, e.g., Dentists Concerned for Dentists, after completion of the treatment program.

5. The student will be asked to give the Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy permission to solicit letters of reference from counselors, employers, or members of the sobriety support group to monitor the progress of the student's rehabilitation program.

6. The Director of Student Affairs/Director of the Division of Dental Hygiene/Director of Dental Therapy will make recommendations to the Associate Dean for Academic Affairs to terminate the student's medical leave of absence and allow the student to resume the program after obtaining evidence with the student's consent that the student has completed the treatment program, is participating in a rehabilitation program, and is also being monitored for continued progress through the Health Professionals Service Program.

7. The Associate Dean for Academic Affairs will determine whether to permit the student to resume the program after obtaining evidence regarding the student's progress in the rehabilitation and monitoring programs that show the student has been chemically free for at least ten weeks.

Updated 07/09
GRADING AND ACADEMIC POLICIES, RETENTION, AND PROMOTION
GRADING POLICIES AND PRACTICES

1. There are two grading systems at the University of Minnesota, School of Dentistry; A-B-C-F and S-N. Some courses in the DT program may use the “D” grade, but these grades are not considered as passing grades. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course. S grades do not affect the GPA The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.

2. The School of Dentistry shall determine to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy.

3. Listed below are the permanent grades that shall be acceptable for the completion of a single course and will be entered on a student's official transcript.

4. These definitions apply to grades awarded to students:

   A  4.00 Represents achievement that is outstanding relative to the level necessary to meet course requirements
   A  -3.67 (Used in dental hygiene program and some DT courses only)

   B+  3.33 (Used in dental hygiene program and some DT courses only)
   B  3.00 Represents achievement that is significantly above the level necessary to meet course requirements
   B  -2.67 (Used in dental hygiene program and some DT courses only)

   C+  2.33 (Used in dental hygiene program and some DT courses only)
   C  2.00 Represents achievement that meets the course requirements in every respect
   C  -1.67 (Used in dental hygiene program and some DT courses only)
S 0.0 Represents achievement that is satisfactory, i.e., is equivalent to a 2.00 and meets or exceeds the course requirements in every respect.

5. There are two permanent grades given for a single course for which no credit shall be awarded but will be entered on a student's official transcript.

   F (or) N Represents failure (or) no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see item 6).

   Academic dishonesty in any portion of the academic work for a course may be grounds for awarding a grade of F or N for the entire course. Neither the F nor the N shall carry any grade points.

6. Other Transcript Symbols

   a. There shall be a temporary grade “I” - an incomplete awarded to indicate that the work of the course has not been completed.

      The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time or the student has not completed the required course and faculty evaluations.

      DDS Only: Incomplete will be changed to an “F” if not remedied in six months of the end of the course in which it was earned. A student does not need to be registered at the University in order to complete the work necessary to convert an “I” to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

   b. There shall be a symbol V - visitor, indicating registration as an auditor or visitor, which shall carry no credit and no grade. This designation is used only in the DDS curriculum.

   c. There shall be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each “X” when the student has completed the sequence.

7. If a student is permitted by the appropriate Scholastic Standing Committee, the Core Scholastic Standing Committee, or the Division of Dental Hygiene to repeat a course, all grades are reported and shall appear on the official transcript.

8. Every student shall have calculated, both at the end of each grading period (term) and cumulatively, a GPA, which shall be the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses for DH and for some DT courses only). Both the periodic and cumulative GPA will appear on each student's record.

9. Class rank, by grade point average, will be compiled at the end of each grading period. The final class rank of the graduating senior class will be compiled at the end of the fall semester for senior awards. Awarding of distinction will be determined by cumulative GPA at the time of graduation.

10. Refer to the DH Only policies section of this handbook for additional policies related grading practices.

1988 Approved EPC 10/8/93 Revised by EPC 7/21/97 Revised by EPC 8/25/04 Revised by EPC 8/1/05 Revised by EPC Updated 07/11
DDS, DH AND DT STANDARDS FOR HONORS POLICY

The standards for graduation honors are:

With Distinction = 3.75-3.899 cumulative GPA

With High Distinction = ≥ 3.9 cumulative GPA

Determination of the graduation honors will be based on the cumulative GPA at the date of graduation.

The Dean's List shall be published at the conclusion of each term listing students who have achieved a term GPA of 3.667.

4/20/98 Approved by the EPC
6/15/98 Amended by the EPC
7/14/04 Amended by the EPC
8/2/06 Amended

Awards for graduating seniors will be distributed based on cumulative grade point average at the end of the fall semester of the senior year.

SCHEDULE AND NOTIFICATION OF EXAMINATIONS DURING A SCHEDULED TERM POLICY

Examinations will be given on the assigned date. The exam date appears on the course syllabus and, in the case of DDS exams, on the term schedule. All examinations for DDS students must be placed on officially published schedules published through the Office for Academic Affairs. These schedules are found on the School of Dentistry website. The DH final examination schedule will be published by the first week of the semester.

Only one (1) examination shall be allowed per day for DDS students, permitting ample opportunity to prepare. However, DH and DT students may take courses in a variety of disciplines outside of the School of Dentistry and the Academic Health Center, and therefore may have more than one exam on a given day. Students in the DDS, DH and DT programs must be notified of such examinations on their schedules (as noted above).

For the purpose of this policy, an examination may be defined as (but is not limited to) written or oral and will comprise 10% or more of the course grade and/or scheduled for 30 minutes or more in time. The term most often describing such an examination is "mid term."

Exceptions to this policy are practical/competency examinations in the preclinics, clinics or take-home examinations whether paper or electronic. Final examinations are specifically excluded from consideration under this policy.

Courses with multiple student bodies (DDS & MD, DDS & DH, DDS, DH, DT, etc.) shall have priority in setting their examination dates during a scheduled term. It is suggested that examination dates shall be available on a first-come-first-served basis (as received by the Office for Academic Affairs) while schedules are being finalized.

1/4/99 Approved EPC, 8/25/04 Revised by EPC, Updated 07/09
DDS FINAL EXAMINATIONS AND GRADING POLICIES

1. All final examinations in the School of Dentistry will be given on the assigned date. Examinations may be permitted earlier than that date only with approval of the course director and Associate Dean for Academic Affairs. Persons failing to take examinations at the appointed time and place because of an excused absence will be examined at a time determined by the course director. The course director reserves the right to change the format of the rescheduled examination as long as the basic material covered in the exam and level of difficulty remain the same. The rescheduled exam format may be stipulated in the course syllabus.

2. There shall be no changes from the School of Dentistry pre-determined final examination schedule unless due to important extenuating circumstances. For the date and/or time of a final examination to be changed, whether initiated by the course director or students, approval must be obtained from 80% of the class, the course director and the Office of Academic Affairs. Any proposed changes must be submitted by the course director using the designated request form and given to the Coordinator of Academic Services at least 30 days prior to proposed time/date change. Note: The same process must be used to change the date and/or time of a midterm exam.

3. Final examinations must be given no less than 48 hours or no more than two weeks following the last formal class meeting, deviations from this must be approved by the Associate Dean for Academic Affairs.

4. Decisions of the Scholastic Standing Committees will be communicated by the Office of Academic Affairs.

5. Students repeating parts of the curriculum for whatever reason will have all grades calculated into their GPA.

6. Students in the School of Dentistry may withdraw at any time prior to the final examination if they have earned a passing grade up to that point or if no grade is available, with appropriate permission.

7. A leave of absence from the School of Dentistry will not usually exceed one year, and may be granted to a student with appropriate approval. DDS students must request approval from the Associate Dean for Academic Affairs; DT students must request approval from both the Associate Dean for Academic Affairs and the Program Director; DH students must request approval from the Program Director.

DH MAKE-UP EXAM POLICY FOR MISSED EXAMS DUE TO EXTRAMURAL CLINICAL EXPERIENCES

Students at clinical outreach sites in the Metro area or in Hibbing or Wilmar must take the exam on or one day after the examination date. The student must notify the course director that he/she will miss an exam due to a SOD clinical rotation. The time and place of the make-up exam must be coordinated with the course director and/or Tina Jalivay in the dental hygiene office. This policy applies to students who study abroad.
DDS, DH AND DT REMEDIATION EXAMS POLICY

The Scholastic Standing Committee will decide the availability of re-examinations for failed courses after reviewing the student’s academic record. If a student fails a course, the maximum grade attainable after successful re-examination is a C. If the student does not successfully complete re-examination, the Scholastic Standing Committee will determine the student’s options.

2/3/86 Approved EPC 6/1/98
Amended by the EPC 8/25/04
Amended by the EPC 8/1/05
Amended by the EPC

ACADEMIC DUE PROCESS POLICY

Informal Resolution

Student and/or class complaints about course organization, procedures, or grades should be first brought to the course director for informal resolution. If the student is not satisfied with the proposed resolution, then the student may next appeal to the Division Director. If the complaint cannot be satisfactorily resolved with the Division Director, then the student may next appeal to the Department Chairperson. If a mutually agreeable solution cannot be reached, the student may appeal to the Associate Dean for Academic Affairs. This is however the final level for appeal. Grievances involving an instructor's judgment in assigning a grade based on academic performance may be resolved only through the informal resolution described above.

Student appeals, in writing, about adverse promotion decisions (such as suspension, repeat of a year or the dismissal from the School of Dentistry for academic reasons) shall be made to the Core Student Scholastic Standing Committee. The student has ten (10) working days in which to file an appeal. The Core Student Scholastic Standing Committee shall then meet and begin its review of the student appeal preferably within ten (10) working days from the time it was filed. The student may request in writing that the appeal hearing be delayed in order for the student to adequately prepare. Please see “Specific Procedures for Appealing Adverse Decisions” section later in this handbook.

Formal Process

The student has a right to file an academic grievance either before or after complaints described earlier in this academic due process policy. Academic grievances are complaints brought by students regarding the provision of educational and academic services affecting their role as students. Academic grievances must be based on a claimed violation of a University rule, policy, or established practice. This policy does not limit the University's right to change rules, policies, or practices. Academic grievances are described by the Board of Regents; Conflict Resolution Process for Student Academic Complaints.

A formal process of resolution is available for academic grievances. The student must submit a formal complaint in writing to the Academic Complaint Officer of the School, identifying the student grievant, the respondent individual(s) involved, the incident, the rule/policy/established practice claimed to be violated, and a brief statement of the redress sought. Additional steps of the formal process of academic grievance are described fully in the Board of Regents; Conflict Resolution Process for Student Academic Complaints.

11/12/90 Approved EPC

7/19/93 Amended EPC 10/02/95 Amended EPC 6/1/98 Amended by the EPC 8/1/05 Amended by the EPC Updated 07/09
POLICY ON THE USE OF CLASS NOTES FOR COMMERCIAL PURPOSES

1. Students may not distribute via the internet or other means any type of course content including lecture notes or instructor-provided materials for commercial purposes, for compensation, or for any reason other than personal study among classmates enrolled in the course, without the express written consent of the instructor.

2. The provisions of this policy are enforceable as University rules under the University of Minnesota Statement Student Conduct Code, and violations may result in warning, required compliance, confiscation, probation, suspension, or expulsion.

3. If the faculty of a department or collegiate unit, as a group, or individual faculty members in a particular course, have assented to or authorized the distribution of lecture notes or instructor-provided materials, such a practice does not violate this policy.

EVALUATION OF TEACHING IN THE SCHOOL OF DENTISTRY

1. Each DDS, DH and DT course (didactic, laboratory, and clinic) is evaluated by its academic department annually. Each annual evaluation addresses learning outcomes based on achieving course objectives.

2. Each DDS, DH and DT course (didactic, laboratory, and clinical) will be evaluated by each student on course organization, content, instructional methods, etc.

3. DDS and DT students will be required to evaluate all courses and faculty participating in courses as part of the requirements for each course. Course grades will not be released until the course and associated faculty are evaluated by the student.

4. The Education Policy Committee (EPC) will continually evaluate all courses in a formal and systematic way. Input from faculty, students, administration and other appropriate sources will be part of this review.

5. Based on their review, the EPC may recommend motions of commendation for courses that are exemplary. The committee may also recommend any specific action to the department to improve courses and bring teaching or course structure into consistency with educational policies.

EVALUATION OF STUDENT PERFORMANCE

Student progress and achievement are evaluated through a variety of means including written and oral examinations, practical examinations, evaluation of clinical competencies, and course assignments. Students must attain a minimum GPA of 2.00 before graduation and they also must complete many experiential requirements in a variety of disciplines. The University's grading systems of A-B-C-F and S-N are used. Refer to the section “Grading and Academic Policies, Retention, and Promotion” in this handbook.

Scholastic Standing Committees and Competency Review Boards review grades and course progress and make evaluations at the conclusion of each academic term (or more often if determined by the committee/board) of each student's achievement and personal conduct. Recommendations on a student's status and promotion are made by these committees and are given to the Associate Dean for Academic Affairs. In general, a 2.00 GPA is required for promotion between academic years and required prerequisite coursework and specified competencies must be successfully completed. Under no circumstances will students be allowed to begin patient care if they have not completed all prior course work successfully.
Patient care as used in this sense is defined as the point when the student is assigned a group of comprehensive care patients.

Students are expected to learn professional behaviors in addition to achieving academically, and a student conduct code stipulates guidelines for this. Students can be dismissed from school for ethical, disciplinary and/or scholastic reasons.

Students must exercise their clinical responsibilities with discretion and must display concern for the dignity and importance of patients.

**RETENTION AND PROMOTION IN THE CURRICULUM POLICY**

1. For purposes of retention and promotion in the School of Dentistry, the grades A, B, C and S are passing grades. The grades F, N, and I are not passing grades. Students who receive I grades are expected to meet with the faculty immediately and make arrangements to complete the incomplete coursework. I grades that remain unresolved for more than six months will be changed to an F grade.

2. In order to be promoted from year to year, or to graduate, (unless they get permission from the Scholastic Standing Committee) a student must have:
   a. received passing grades in all required courses for the year.
   b. earned a cumulative grade point average of at least 2.0.

c. DH Only: Students must also show satisfactory progress of clinical skills.

d. DDS and DT Only: A student who has failed multiple courses or has had a term grade point average of less than 2.0 for more than one session may be dismissed from the School of Dentistry.

e. DDS and DT Only: Students with grades of F or N or grade point averages below 2.0 are placed on academic probation as designated by the Scholastic Standing Committee.

f. The Scholastic Standing Committee will set the schedule for opportunities for remediation to resolve I, F, or N grades for DDS and DT students.

g. The Student Scholastic Standing Committee is charged with the responsibility for making decisions regarding retention and promotion of students. The Associate Dean for Academic Affairs and the Director of Student Affairs will be aware of all decisions made by the Scholastic Standing Committee.

2/14/92 Approved EPC
2/6/93 Amended EPC 7/21/97
Amended EPC 6/1/98
Amended EPC 8/1/05
Amended EPC Updated 07/09
DDS AND DT PROCESS FOR REVIEW OF STUDENT PERFORMANCE AND PROGRESS

Course directors will contact either the Office of Academic Affairs or the Office of Student Affairs if they identify a student who is having significant difficulty with a course. The Office of Student Affairs arranges for tutors for these students to give them the best opportunity to successfully complete the course.

The responsibility for reviewing each student’s overall performance, including final grades and clinical progression of students rests with the Core Scholastic Standing Committee (CSSC) and its subcommittees. The CSSC committee is made up of at least 5 full time faculty members and with the Associate Dean for Academic Affairs as chairperson. At least one of the members is from the basic science/behavioral science areas. The CSSC or one of the subcommittees described below are responsible for making recommendations for promotion to the next year, remediation for failed courses, repeat of coursework including complete years, academic probation, and if appropriate, dismissal from the School of Dentistry.

For the first and second year classes, distinct class committees are formed. They consist of at least three of the 5 faculty members of the Core Committee, (CSSC) and three course directors from courses taught in the respective year who will have a vote on the class committees. Although only three course directors may vote on this committee, all course directors who teach in that respective year are invited to the meeting. These class committees are referred to as SSC1, Scholastic Standing Class committee to review the performance of students in year 1 of the curriculum, and SSC2, Scholastic Standing Class committee to review the performance of students during the year 2 of the curriculum.

The format for the third and fourth years is different from the first two years. A subcommittee reporting to the CSSC is made up of all clinical directors of each discipline in the respective years (either third year or fourth year) and the group leaders. These subcommittees are termed “Competency Review Committees (CRC)” and meet three times a year to assess clinical progress of each student in the third and fourth year. All students receive feedback from the CRC subcommittees stating whether they are (1) progressing according to expectations, (2) below expectations in one or two areas or (3) considerably below expectations and some intervention is needed. Feedback is given to all students by the Assistant or Associate Dean of Academic Affairs after each meeting.

For students who have been asked to repeat the year or who have been recommended for dismissal, information on the School of Dentistry’s due process policies is included with the letter notifying the student of these decisions. The Office of Student Affairs acts as a student advocate and advises the students of the many University resources available to students.

SPECIFIC PROCEDURES FOR APPEALING ADVERSE DECISIONS

The Office of Academic Affairs offers the following specific information on the process of appeal for adverse decisions (suspension, repeat of a year or dismissal) of the scholastic standing committee.

- A student has 10 business days to submit in writing a letter stating the intent to appeal a decision of the Scholastic Standing Committee after receipt of a letter communicating an adverse decision by the Scholastic Standing Committee. An adverse decision could be one requesting the student to repeat a year, to be suspended or to be dismissed.
- Once notice for the intent to appeal has been received by the Office of Academic Affairs, the Coordinator of Academic Affairs will arrange an appeal hearing with the Core Scholastic Standing Committee as soon as possible but in no case longer than 30 days after notice.
- Once the notice for the intent to appeal has been received by the Office of Academic Affairs, the student may attend classes with their originally assigned class.
- Once the date of the appeal hearing has been set, the student will be notified at least three
days in advance and they will confirm their attendance at least 24 hours in advance. If the student
can not attend the appeal hearing, the Scholastic Standing Committee has the option to hold the
meeting without the student present.

- The student should submit a written detailed alternate solution to the decision of the Scholastic
Standing Committee for which the student is appealing to the Office of Academic Affairs no later
than 24 hours before the appeal hearing. The Office of Academic Affairs and/or the Office of
Student Affairs can help with the formulation of this solution.

- The student can bring a support person to the meeting with them such as the Director of Student
Affairs, a parent, a faculty member, a fellow student, etc.

- The student will be advised as to the decision of the Scholastic Standing Committee as soon as
possible.

- The decision of the Scholastic Standing Committee on the student’s appeal is final. Further review
within the University is available only through an academic grievance files under the procedures of
the Conflict Resolution Process for Student Academic Complaints.

**DDS AND DT DEFINITIONS FOR PROBATION,
SUSPENSION, DISMISSAL AND READMISSION**

**Probation**

Students are expected to maintain satisfactory academic progress. Any student not making satisfactory
academic progress may be placed on academic probation upon recommendation of the Scholastic Standing
Committee. The committee seeks to maintain the spirit of the program's regulations fairly and is
empowered to make exceptions in cases in which regulations work to a student's educational disadvantage.

1. A minimum cumulative GPA of 2.0 (C) must be maintained throughout the program and for
   graduation from the program.

2. If a GPA below 2.0 minimum is achieved, or if the student earns an “F” grade in a course, the student
   is placed on probation with specific requirements to be fulfilled. The student remains on probation
   until course with the “F” grade is remediated or longer at the discretion of the Scholastic Standing
   Committee.

3. A student will be placed on probation if either the term or the cumulative GPA is below 2.0.
   A student remains on probation until both the term and the cumulative GPA are 2.0 or above. A
   student remains on probation if the term GPA is below 2.0, irrespective of whether the cumulative
   GPA is above 2.0. A student is suspended or dismissed as determined by the Scholastic Standing
   Committees if, while on probation, the cumulative GPA is (or goes) below 2.0, the student receives a
   failing grade or the term GPA is below 2.0 for two consecutive semesters.

4. A student on probation must complete a contract for academic performance, developed by the
   Scholastic Standing Committee. If the student meets the terms of the contract, and the term and
   cumulative GPA are at least 2.0, the student may be removed from probation. If the contract goals are
   met but the cumulative GPA is still less than 2.0, the student will remain on probation. If goals are
   not met, the student may be suspended or dismissed as determined by the Scholastic Standing
   Committees.

5. A student on probation for any reason, or who has a GPA ≤ 2.5 may not serve in leadership positions
   (i.e., as class officers, ASDA or ADEA officers/chairs, etc.) and may not be excused from school to
   attend functions related to organizational involvement (i.e., ASDA/MDA meetings or conferences,
giving oral health demonstrations at schools/day care centers/community centers, state or national
lobby day, etc.)
Probationary Procedures

1. It is the student's responsibility to be aware s/he is on probation. The Scholastic Standing Committee Chairperson will contact the student regarding the probationary status and requirements for the student to be removed from probation.

2. A student will normally have one probationary semester to raise her/his term or cumulative grade point averages to 2.0 or above, or to remediate a failed course.

3. If the student's term, or cumulative GPAs are between 1.5-1.99 at the end of the probationary semester, or if a course is not remediated by the end of the next term, the Scholastic Standing Committee will review the student's grades and decide, in consultation with the Associate Dean for Academic Affairs, whether to place the student on probation for a second semester or to dismiss the student from the program.

Suspension

1. When suspended, a student is no longer in the program and cannot register for University courses for one full academic year. Following the suspension period, a student must petition the School of Dentistry to return. If the petition is granted, the student will be provided with a specific contract for performance. Students who are out for a longer period of time (i.e. three or more semesters) must reapply for admission.

2. Upon return to the unit after petitioning to reenter, the student’s progress will be monitored. If the student does not successfully complete the contract, he/she shall be suspended again, but then shall be required to reapply for admission, rather than petition to reenter.

3. Students may appeal suspension decisions to the college's Scholastic Standing Committee (SSC).

4. Re-admission after a year's suspension is not automatic. To be readmitted, a student must petition the SSC in writing and show evidence of changes in circumstances that demonstrate that the student will succeed in an academic program.

Dismissal

1. A student with multiple course failures may be dismissed.

2. Students achieving a GPA below a 1.5 in any semester may be dismissed from the program.

3. Students may be dismissed/suspended from the program for scholastic and/or professional misconduct (refer also to the section of this handbook on Codes of Conduct), regardless of their grade point average.

Readmission

1. If a student is dismissed from the dental school, she/he may be readmitted only upon approval of the Scholastic Standing Committee and/or the Admissions Committee.

2. Dependable assurance that the factors that led to the suspension have been corrected, together with convincing prospects that improved work will follow, must be advanced to obtain readmission approval.

3. Readmitted students are placed on probation, and may be subject to immediate dismissal if progress is unsatisfactory.
EDUCATIONAL PRIVACY:
POLICIES ON ACCESS TO STUDENT RECORDS

Introduction:
Federal law, state law, and regents' policy govern access to student records. University policy regulates sharing of information within the University. Below is a summary of the Regents Policy on Access to Student Records. This document may be viewed at http://www1.umn.edu/regents/policies/administrative/Student_Education_Records.pdf.

Directory Information: The following information is public information, unless the student has requested non-disclosure (suppression): name, address, phone number, University assigned email address, dates of enrollment, enrollment status (full/part-time, not enrolled), college(s), major(s), adviser(s), class (freshman, sophomore, junior, senior), academic awards and honors, and degree(s) received.

Students have four options for directory suppression:
- Suppress address
- Suppress address and phone number
- Suppress address, phone number, and email
- Suppress all public information

Non-Public (Private) Information: Student education records other than publicly available directory information are private and shall not be disclosed except under certain prescribed conditions. Non-releasable information includes:
- Grades
- Schedule
- Courses taken
- Educational services received

Students' Rights: Students have the right to:
- Inspect and review nearly all the information the University maintains on them. The two specific exceptions to this are: letters of recommendation a student has waived the right to review and parents’ financial information (this usually is maintained in the financial aid office)
- Request an amendment to their record
- Consent to disclosure of personally identifiable information
- Know what an institution has designated as public/directory information and the right to limit the release—the University of Minnesota uses the term “suppress public information”—of that information
- Know school officials may access their records
- File complaints with: Family Policy Compliance Office US Department of Education 130 Coffey Hall, 400 Maryland Avenue, SW Washington, DC 20202-5920

General Guidelines: The following practices by University or School of Dentistry officials will help ensure compliance with the various laws and regulations.
- University officials have 30 days to respond to most legitimate requests
- Requests for information from the educational record must be referred to the appropriate education record custodian (e.g., registrar's office)
- Information will only be shared within the University and only with those who have a "legitimate educational interest". (Those with a "legitimate educational interest" are university employees who have a need to know to carry out their defined job functions.)
- Grades or graded materials will not be posted or distributed in such a way that one student can see or ascertain the grade of another
- Written permission must be obtained from the student before any nonpublic information can be released

For further information, contact Tina Falker, Office of the Registrar at 612-625-1064, view the FERPA tutorial at http://onestop.umn.edu/staff/ferpa_tutorial/index.html, or go to http://onestop.umn.edu/grades_and_transcripts/student_records_privacy.html

Updated 05/10
CONFIDENTIALITY OF STUDENT GRADES POLICY

Under provisions of federal and state legislation, examination scores, course grades, and similar indicators of student academic progress are not "public information." Accordingly, such information cannot be released or made public without written student permission, except for normal educational and administrative uses within the University.

Posting lists of examination scores or course grades, or returning test materials to students in ways which make it possible for students to obtain information about other students' scores or grades is inappropriate.

It is permissible to post grades or return graded materials using an identification number (not social security, student identification number, or clinic identification number) that cannot be associated with an individual student by others who view the materials. It is not permissible to leave graded examination materials with students' names on them in halls or other public places, or in mail folders (unless sealed in an envelope) for retrieval.

DISABILITY ACCOMMODATIONS STATEMENT AND PROCESS

The University of Minnesota is committed to providing all students equal access to learning opportunities. Disability Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with Disability Services, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester. Students who have, or think they may have, a disability (e.g. psychiatric, attentional, learning, vision, hearing, physical, or systemic), are invited to contact Disability Services for a confidential discussion at 612-626-1333 (V/TTY) or ds@umn.edu. Additional information is available at the DS website http://ds.umn.edu.

The Disability Services liaison to the School of Dentistry will assist eligible students with documentation of disability conditions, determination, and implementation of reasonable accommodations, information, referral, consultation, and training. All services are confidential. The School of Dentistry Liaison is located in 180 McNamara Alumni Center and can be reached by calling 626-1333 (voice or TTY). In order for the accommodation process to proceed smoothly, all parties need to understand their roles and responsibilities:

Students are responsible for:

- Providing Disability Services with documentation of the disability.
- Keeping the disability specialist informed and providing updated documentation if the disability changes.
- Requesting accommodations as far ahead of time as possible. Some accommodations cannot be effectively arranged if they are requested on short notice.
- Discussing accommodations with faculty and staff members as needed, especially when delivering accommodation letters from the disability specialist. If you have difficulty addressing their concerns or questions, direct them to the disability specialist for assistance.
- Notifying the disability specialist if there are any concerns or difficulties with receiving accommodations. The student and the disability specialist will then decide what the next steps should be.
The Disability Specialist is responsible for:

- Clarifying and obtaining what documentation is needed to determine eligibility for services.
- Maintaining student files in a confidential manner.
- Writing individualized letters to faculty or staff members, identifying reasonable accommodations and why they are needed. Letters will detail who is responsible for specific parts of providing accommodations and what to do if there are any concerns.
- Releasing disability-related information on a need-to-know basis to other University faculty and staff members.
- Discussing with the student how the disability impacts him/her at the University, and informing the student when additional documentation is needed.
- Helping the student to identify reasonable accommodations.

Faculty and staff are responsible for:

- Understanding accommodations recommended by DS, and contacting DS if they think additional accommodations are needed.
- Contacting DS or the student if there are concerns or questions about accommodations and how they will be provided.
- Knowing the essential elements of a course or program.
PRE-CLINIC AND CLINIC POLICIES
AND TRAINING REQUIREMENTS
ACADEMIC HEALTH CENTER IMMUNIZATION POLICY

All students in the University of Minnesota Academic Health Center (AHC) schools and programs are required to have immunizations and/or tests as a condition of enrollment. Programs must meet this University of Minnesota Board of Regents requirement. Expectations for health professions students are consistent with those of the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and Minnesota state law for health care workers. First year students are expected to have this requirement completed prior to entering AHC programs. Information can be accessed at http://www.bhs.umn.edu/download/AHC_ImmunizationMemo-2.pdf

**Required Documented Tests and Immunizations**

1. **Hepatitis B.** Document three doses of the vaccine or antibody titre (blood test) results documenting immunity. Note: The Hepatitis B series takes four to six months to complete; therefore, if you have not had this series, you should begin this process as soon as possible to comply with this requirement.

2. **Varicella (Chicken Pox).** Document two doses of the vaccine or a self-reported history of the disease. If you are unsure whether or not you have had varicella, you may submit antibody titre results documenting immunity or proof of two immunizations.

3. **Measles (Rubella).** Document two doses after age 12 months or antibody titre results documenting immunity.

4. **Mumps.** Document two doses after age 12 months or antibody titre results documenting immunity.

5. **Rubella (German Measles).** Document two doses after age 12 months or antibody titre results documenting immunity.

6. **Tetanus/Diphtheria.** Document most current dose within the last ten years.

7. **A two-step tuberculin skin test (TST).** Documentation of the two-step TST
   
   a. This test involves placement of a purified protein derivative (PPD) to test for tuberculosis. It must be read 48-72 hours after placement, and the area of indurations recorded. The AHC requires **a second PPD test to be performed two weeks after the first test.** This two-step TST needs to be done once.
   
   b. **Annual TST.** Documentation of an annual TST. If you have had a two-step TST more than one year ago, you should have a standard TST. Annual TST’s are required each year you are in your program.

8. **Chest x-ray if you have had a positive TST.** If you have had a positive TST, your documentation must include the results of your follow-up chest x-ray. Once this documentation is submitted, yearly TST testing is not required.

**Process required to obtain documentation**

Once students are admitted to an AHC school or program, they can find a personalized immunization form in the University myU Portal under the tab titled “Health and Wellness” at www.myu.umn.edu. Students may also download a non-personalized immunization form at: www.ahc.umn.edu/immunizationform.

Students should print and take this form to a health care provider to complete. A health care provider is defined as a physician (MD or DO), nurse practitioner, physician’s assistant, pharmacist, or registered nurse. Often the information may be required from multiple providers. In these cases, a separate Immunization Form for each provider is the preferred way to complete the documentation. It is highly recommended that students keep a copy of all documentation.

When the form or forms are completed, they must be turned in to Boynton Health Service (BHS). When the BHS staff receives a student’s information, they will review the form and verify whether immunizations and documentation on the form meet the University standards. Immunization information will become part of a student’s confidential BHS medical record.
Review and verification of immunizations and forms will take BHS staff approximately two to five days to process. Turning in the form does not confirm that students are in compliance with these requirements. The forms must be processed and verified by BHS before compliance is confirmed.

If students have not completed all requirements, a hold is placed on their records.

Contact Boynton Health Service at 612-626-5571 or immunizations@bhs.umn.edu with questions about immunizations.

**BASIC LIFE SUPPORT TRAINING REQUIREMENTS**

The American Dental Association, Commission on Dental Accreditation requires that all of our students, clinical faculty, and appropriate support staff be able to perform basic life support procedures, including cardiopulmonary resuscitation, and manage other medical emergencies.

Utilizing an American Heart Association accredited instructor, the SOD provides opportunities for faculty, staff, and students to participate in Basic Life Support Certification courses. Students are required to take the training course twice during their program and will be scheduled at appropriate intervals.

The course teaches the following skills for all age groups: Cardio Pulmonary Resuscitation (CPR), ventilation techniques using a bag valve mask device, oxygen as well as other appropriate airway devices, use of an automated external defibrillator (AED), relief of a foreign-body airway obstructions (FBAO), risk factors for cardiovascular disease, signs and symptoms of a heart attack and stroke and actions to be taken for these emergencies, the chain of survival, and the importance of early access to the EMS system.

All students are trained in CPR and Basic Life Support prior to the beginning of their clinical training and at appropriate intervals as needed to ensure continued certification. For further clinical requirements related to CPR and Basic Life Support training, refer to the School of Dentistry Clinic Manual or the Dental Hygiene Clinic Manual, as appropriate. Questions related to documentation of CPR certification should be directed to: Judi Vaughn, School of Dentistry, Clinical Systems, 626-5278.

**DDS AND DT PRE-CLINICAL POLICIES**

1. The equipment at the instructor station is not to be used at any time.
2. Audible radios and music players are not allowed at any time. Radios and music players with earphones are not allowed during class.
3. Dental procedures on each other, such as impressions, face-bow transfer, interocclusal records, etc., will not be done in the laboratory.
4. Each student has the responsibility for removing debris and cleaning any work area that he/she has occupied, including plaster bench, support lab, and simulator stations. The simulator will be returned to its stowed position under the bench.
5. Do not enter lab during a scheduled class.
6. Performing laboratory procedures for private practitioners is forbidden in the School of Dentistry.
7. Protective eyewear and masks must be worn.
8. In accordance with University policy regarding OSHA Guidelines relative to dental laboratories used for clinical support services, no food or drink consumption is permitted in the lab.
9. Laboratories will open at 7:00 a.m., and close at 10:00 p.m.

10. Students are expected to follow the student dress code at all times.

11. All personal belongings are to be kept out of the lab area, i.e., coats, bikes, etc.

12. Doors to the laboratory are to be kept closed (no propping doors open) except during scheduled classes.

13. Only School of Dentistry students, faculty and staff are permitted in the laboratory. All others are prohibited from entering the laboratory at any time.

Approved by the Pre-clinical Faculty Committee 8/94 Revised by the Pre-clinical Faculty 7/07, #9 Updated 06/11

**REQUIREMENTS FOR PARTICIPATION IN CLINICAL ACTIVITIES**

**REQUIRED ANNUAL BACKGROUND STUDIES**

Minnesota law requires that any person who provides services that involve direct contact with patients in health care facilities licensed by the Minnesota Department of Health has a background study conducted by the State. The background study covers a wide range of criminal offenses, and agency findings related to maltreatments of children or vulnerable adults. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in licensed care facilities. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in School of Dentistry programs.

Background studies are required annually for all School of Dentistry students, graduate students, and residents.

**REQUIRED TRAINING FOR COMPLIANCE WITH HIPAA REGULATIONS**

All students enrolled or participating in any of the University of Minnesota Academic Health Center programs are required to complete appropriate training associated with the Health Insurance Portability and Accountability Act. All training must be completed within the first 90 days of enrollment/participation. Training modules can be accessed at [www.myu.umn.edu](http://www.myu.umn.edu) under the My Academics & Career tab. All students must complete the training modules. Students involved in research must also complete the following module:

- Privacy and Confidentiality in Research Training Module (55-70 minutes).

Failure to complete the necessary modules will result in an interruption in clinical or research activities. Please direct any questions or concerns to Ms. Gayle Waedekin at 624-9696 or eggen001@umn.edu.

**POLICY REGARDING STUDENT PARTICIPATION IN PATIENT CARE/CLINICAL ACTIVITIES**

1. Successful completion of your dental educational program requires all students to participate (often as patients) in exercises involving diagnostic, therapeutic, and non-therapeutic oral health care services. This may require that each student complete a School of Dentistry dental chart, including a health history and a clinical exam. Students will receive training, as a part of their education, dealing
with confidentiality of medical records as described in the federal law entitled Health Insurance Portability and Accountability Act (HIPAA).

2. DH Only: All dental hygiene students will be asked to complete the Student Training/Education Consent Form. This form states that you will both practice dental hygiene skills and procedures on fellow students and allow them to practice such skills/procedures on you under the direction of division faculty. Signing this consent form will also acknowledge that the student has been informed of the known medical risks associated with the procedures and that the student has been given the option not to participate as a subject if such participation would be contraindicated based on a personal health or medical condition.

3. DT Only: Dental Therapy students must successfully complete all prior coursework before beginning restorative care to patients within their assigned groups.

4. DDS Only: For a third year student to be assigned a family of patients, all first and second year courses must be satisfactorily completed, and at a minimum combined 2.0 GPA. No student can enter the third year without completing these requirements. No student will be approved for direct patient care in the third year until these requirements are satisfied. (See “Policy on Retention and Promotion” for a complete discussion of this.)

5. Any student away from school in excess of one term, without any "hands on" technical experience, will participate in a series of exercises and evaluations to ensure that their technical skills are current. These exercises and evaluations should occur prior to the student’s re-enrollment and may involve an additional charge to the student.

6. Students who have not completed the requirements for graduation must register for and attend classes (clinical or otherwise) until such requirements have been completed. This includes the summer sessions. It may be possible to utilize up to ten (10) sessions without registering upon approval of the Associate Dean for Clinical Affairs.

7. A violation of clinical procedures, which are outlined in the Clinic Manual, may result in a suspension of clinical privileges. Examples include but are not limited to: beginning patient care without a starting check, taking patient records out of the building, patient manipulation with our appointing system, operator failure.

8/25/04 Revised by EPC  Updated 07/09

**DDS, DH AND DT EXTRAMURAL CLINICAL EXPERIENCES POLICY**

The University of Minnesota School of Dentistry recognizes its responsibility to provide students a variety of educational experiences with diverse patient populations as well as to help alleviate access to care issues.

Thus, students will participate in both on-site and off-site clinical and community-based education experiences. Such experiences involve day-long and week-long off-campus and out-of-town experiences. Students are exempt only for documented medical reasons.

Community sites currently include:
- Hibbing Community College, Hibbing, MN
- Willmar Dental Clinic, Willmar, MN
- Mobile Dental Unit
- Community University Health Care Clinic Minneapolis, MN
- NorthPoint Clinic, Minneapolis, MN
- Walker Methodist Health Center Dental Clinic, Minneapolis, MN
- Native American Community Clinic (NACC), Minneapolis, MN
- Rice Regional Dental Clinic, Wilmar, MN
- Prairie Winds Dental Clinic, Howard, SD
NON-SCHOOL SANCTIONED VOLUNTEER OUTREACH EXPERIENCES

The School of Dentistry provides opportunities to fulfill students’ outreach requirements and enhance their experience in clinical dentistry and community service. Students are blocked into outreach settings where an affiliation agreement exists between the School of Dentistry and the host clinic. Supervision at these clinics is provided by dentists who hold adjunct faculty appointments in the School of Dentistry.

The Union Gospel Mission and certain externship opportunities, although considered “voluntary outreach experiences,” have the necessary affiliation agreements established and required supervision by adjunct faculty that is coordinated by the School of Dentistry, thus making them sanctioned endeavors.

Any volunteer or service opportunity (for example, joining a mission group to another country) lacking the required affiliation agreement and supervision by an adjunct University of Minnesota School of Dentistry faculty member is not sanctioned by the School of Dentistry. It is in direct violation of school policy for a student to give any impression contrary to what is stated in this policy to any group, organizations or individuals.

In addition, students who participate in any non-school sanctioned activities do so at their own risk. Students are covered by malpractice insurance only when participating in school sanctioned activities. Per Academic Health Center counsel, students should consider the following risks in regard to participation in non-school sanctioned volunteer opportunities:

1. Liability: These volunteer activities are not part of any regular rotation or educational assignment of the dental school, and therefore students are not covered in any respect by the University’s liability insurance.

2. Licensure: Dental students are unlicensed under Minnesota law and may see patients only under the direct supervision of faculty within the curriculum of the dental school. Students should not assume volunteer opportunities are within the curriculum when a faculty member or person associated with the school is a part of the volunteer program. Only programs recognized by the School of Dentistry Office of Academic Affairs are considered part of the curriculum. If practice within a service mission were challenged, such an action could affect future licensure of the student in Minnesota or another state.

3. Immigration: People traveling on service missions often travel as tourists, for regulatory purposes, without any special visa authorizing work. This could be problematic in some countries where immigration restrictions may be very technical, and may be, at least on occasion, strictly enforced.

4. Experience/Supervision: Dental students are trainees, not yet fully qualified to practice as dentists, and not eligible for licensure. It raises a profession/ethical concern if students are performing procedures, or generally practicing beyond the scope of their training, particularly in situations where there are not adequate back-up services available. Experiences abroad are not acceptable substitutes for training in the School of Dentistry, and per the School’s Office of Academic Affairs, will not be considered excused absences.

5. Health Insurance: The health insurance students have purchased may not extend to non-University-related travel.

Please see Sara Johnson in the Office of Student Affairs (15-106 Moos Tower), for additional information regarding risks related to volunteer activities cited by Academic Health Center counsel.
DDS COMPETENCIES FOR THE GENERAL DENTIST

Domain 1 Patient Care

Part A. Assessment, Diagnosis, and Treatment Planning

Graduates must be competent in:

1.1 Selecting, obtaining, and interpreting patient/medical data, information and diagnostic images to be able to use these findings to accurately assess and treat patients.

1.2 Formulating a comprehensive diagnosis and treatment and/or referral plan for the management of patients.

1.3 Preventing, assessing, and managing medical and dental emergencies.

1.4 Recognizing the manifestations of systemic disease and how the disease and its management may affect the delivery of oral health care.

1.5 Recognizing and finding referrals for all forms of abuse. (add in 2013)

Part B. Establishment and Maintenance of Oral Health

Graduates must be competent in:

1.6 Preventing, diagnosing, and managing odontogenic and non-odontogenic oral diseases and disorders in pediatric, adolescent, and adult patients, geriatric and special needs patients. (Note: Data will be collected during the next two years on the parts of our curriculum that address the unique needs of women. At that point, consideration will be made to include the unique needs of women specifically as part of this competency.)

1.7 Assessing outcomes of comprehensive oral health care.

1.8 Preventing and managing pain and anxiety in the dental patient.

1.9 Preventing, diagnosing and managing periodontal disorders.

1.10 Preventing, diagnosing and managing of pulpal and periradicular diseases.

1.11 Performing minor oral surgical procedures.

1.12 Applying universal infection control guidelines for all clinical procedures.

1.13 Managing the replacement of teeth for the partially or completely edentulous patient.

1.14 Recognizing and managing limited developmental or acquired occlusal abnormalities.

1.15 Implementing strategies for the clinical assessment and management of caries.

1.16 Performing preventive and restorative procedures that preserve tooth structure, replace missing or defective tooth structure, are esthetic and functional, prevent hard tissue disease, and promote soft tissue health.

1.17 Preventing, diagnosing, and managing trauma, oral diseases, and other oral disorders

1.18 Diagnosing and managing temporomandibular disorders

Domain 2. Communication and Interpersonal Skills

Graduates must be competent in:

2.1 Applying appropriate interpersonal and communication skills in providing patient-centered oral health care to a diverse population.

2.2 Communicating and collaborating with other members of the health care team to facilitate the provision of health care and health promotion.
Domain 3. Professionalism

Graduates must be competent in:

3.1 Applying appropriate ethical and legal standards in providing patient centered oral health care.

3.2 Practicing within the individual’s scope of competence and consulting with or referring to professional colleagues when indicated.

3.3 Recognizing the importance of maintaining professional growth and life-long learning.

Domain 4. Practice Management

Graduates must be competent in:

4.1 Applying and demonstrating practice management skills, including quality assurance, assessment, and improvement concepts.

4.2 Applying principles of risk management; including informed consent, appropriate record keeping, and compliance with local, state and federal regulation including OSHA and HIPAA.

4.3 Applying the basic principles and philosophies of models of oral health care delivery and how to function successfully as the leader of the oral health care team.

4.4 Developing and implementing a catastrophe preparedness plan for the dental practice.

Domain 5. Informatics and Critical Thinking

Graduates must be competent in:

5.1 Integrating best research outcomes with clinical expertise and patient values for optimum evidence-based care.

5.2 Using critical thinking and problem-solving, including their use in the comprehensive care of patients, scientific inquiry and research methodology (Evidence-based Dentistry)

Domain 6. Health Promotion

Graduates must be competent in:

6.1 Understanding the opportunities for improving oral health beyond his/her practice through participation and outreach in community based clinical and health promotion educational activities.

6.2 Providing appropriate prevention, intervention, and educational strategies for all patients at risk for disease.

Approved EPC, January 24th, 2011
COMPETENCIES FOR THE DENTAL THERAPIST

Domain 1: Patient Care
The dental therapist is a member of the oral health care team who provides educational, preventive, restorative, and minor surgical services under the direction and supervision of a dentist.

Part A. Assessment and evaluation of patients
Graduates must be competent in:

1.1 Systematically collecting, assessing and recording patient data.
1.2 Identifying the need for radiographs and radiographically distinguishing normal from abnormal findings.
1.3 Understanding and being able to accurately follow a comprehensive treatment plan.
1.4 Identifying the patient at risk for a medical emergency and being prepared to help manage an emergency should it occur in the health care setting.

Part B. Establishment and Maintenance of Oral Health
Graduates must be competent in:

1.5 Performing prevention, interventions and the limited treatment of odontogenic and non-odontogenic oral diseases and disorders in assigned pediatric, adolescent, adult, and geriatric patients.
1.6 Providing appropriate treatment to the medically, physically and/or mentally compromised dental patient.
1.7 Preventing and managing pain and anxiety during the treatment of a dental patient through the use of accepted clinical and behavioral management techniques to include local anesthesia and nitrous oxide.
1.8 Preventing and assessing limited periodontal disorders.
1.9 Preventing, identifying and performing prescribed treatment of pulpal disorders in the pediatric patient.
1.10 Applying universal infection control guidelines for all clinical procedures.
1.11 Implementing prescribed strategies for the clinical management of caries.
1.12 Performing preventive and restorative procedures using direct restorative materials that preserve tooth structure, are esthetic and functional, prevent hard tissue disease, and promoting soft tissue health.

Domain 2. Communication and Interpersonal Skills
Graduates must be competent in:

2.1 Applying appropriate communication skills in providing patient-centered oral health care to a diverse population.
2.2 Effectively communicating with all members of the health care team as they participate in providing comprehensive care.
Domain 3. Professionalism

Graduates must be competent in:

3.1 Applying appropriate ethical and legal standards in providing patient-centered oral health care.

3.2 Practicing within one’s scope of competence and consulting with or referring to professional colleagues when indicated.

3.3 Recognizing the importance of maintaining professional growth and life-long learning.

Domain 4. Practice Management

Graduates must be competent in:

4.1 Evaluating the clinical outcome of dental therapy interventions using quality assurance principles to improve patients’ oral health.

4.2 Maintaining and utilizing accurate and complete dental records.

4.3 Understanding different models of oral health care delivery.

4.4 Applying principles of risk management, including informed consent and compliance with state and federal regulations.

4.5 Understanding the scope of practice for all members of the dental team as well as the appropriate level of supervision required for their performance of allowable procedures.

Domain 5. Informatics and Critical Thinking

Graduates must be competent in:

5.1 Utilizing critical thinking and problem-solving skills in the provision of patient care.

5.2 Assessing the evidence published in refereed professional journals and the application of it to dental therapy.

Domain 6. Health Promotion

Graduates must be competent in:

6.1 Providing appropriate prevention, intervention, and educational strategies for all patients at risk for disease.

6.2 Recognizing the need and contributing to the improvement of oral health beyond those served in traditional practice settings.

6.3 Participating with oral health team members and other health care professionals through community based clinical and health promotion educational activities.

Approved August 16, 2010
DDS AND DT GRADUATION REQUIREMENTS

Candidates must have:

1. Complied with the rules and regulations of the School of Dentistry and of the University of Minnesota;
2. Demonstrated sound moral character;
3. Received a passing grade in all required courses;
4. Completed all department clinical and competency requirements;
5. Completed treatment of all clinical patients;
6. Completed full-time clinic attendance for a minimum of six academic sessions for DDS and four academic sessions for DT;
7. Returned all equipment and supplies assigned for their use;
8. Earned a minimum GPA of 2.00 (C);
9. Discharged all financial obligations to the University;
10. Recommended by the School of Dentistry faculty for the degree.

10/6/97 Revised by the EPC, effective 9/1/99
Updated 07/09

DDS NATIONAL BOARD DENTAL EXAMINATIONS

All licensing jurisdictions in the U.S. require both parts of the written "National Board Dental Examination". The purpose of the National Board Dental Examination is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. These examinations assess the ability to recall important information from basic biomedical and dental sciences and also the ability to apply such information in a problem-solving context.

Examination Content and Format: National Board Dental Examinations are organized into two batteries, called Parts. Each Part is developed according to examination specifications. The specifications list topics included in each examination.

Part I

Part I is usually taken after one and one-half to two years of dental school. It consists of examination questions on the following topics in basic biomedical sciences in an integrated format: Anatomic Sciences, Biochemistry-Physiology, Microbiology-Pathology, and Dental Anatomy and Occlusion.

Part II

Part II is usually taken during the last year of dental school. To qualify to take Part II, students must successfully complete all course work through the summer of the senior year. It consists of a comprehensive 1-1/2 day examination. It covers the clinical dental sciences (Operative Dentistry, Pharmacology, Endodontics, Periodontics, Oral and Maxillofacial Surgery--Pain Control, Prosthodontics, Orthodontics, Pediatric Dentistry, and Oral Pathology and Dental Radiology), Behavioral Science, Dental Public Health and Occupational Safety. Approximately one-fifth of the examination includes test items based on patient cases.

For more information, refer to the website, http://www.ada.org/110.aspx
DH ONLY POLICIES
DH DIVISION GOALS

Goal I: To prepare highly qualified dental hygiene healthcare professionals.

Goal II: To provide a competency-based educational program.

Goal III: To provide patient-centered, comprehensive, evidence-based dental hygiene care.

Goal IV: To provide advanced education opportunities for graduate dental hygienists.

Goal V: To provide continuing education experiences/courses for graduate dental hygienists.

Goal VI: To conduct/participate in research that contributes to the dental hygiene body of knowledge.

Goal VII: To prepare graduates who provide culturally competent care.

Goal VIII: To provide students with opportunities for academic service learning and oral health promotion in the community.

Goal IX: To prepare graduates for roles as leaders, organizers and advocates in the dental hygiene profession.

DH COMPETENCIES FOR DENTAL HYGIENE GRADUATES

I. PROFESSIONALISM AND ETHICS

The contemporary dental hygienist provides clinical care using evidenced-based knowledge, professional judgment and skills. The dental hygienist is a licensed professional who must be capable of discerning and effectively managing ethical issues and problems in the workplace. The dental hygienist increases the knowledge base of the profession and therefore must be able to understand and apply rapidly changing, evidence-based information to a variety of roles in the employment environment. Therefore, critical thinking, problem-solving, and evidence-based decision-making are critical to possess.

1. Professionalism and Ethics

Professional behavior encompasses many components including a team approach, positive verbal and non-verbal communication, interpersonal skills, attention to feedback, protocol adherence thorough and complete documentation, and adherence to ethical principles. It is the professional responsibility of the dental hygienist to acquire, synthesize, use and evaluate information in a critical and scientific manner in order to provide ethical dental hygiene care based on accepted scientific theories and research as well as the accepted standard of care.

1. Professionalism and Ethics

Professional Behavior

Specifically the dental hygiene graduate must be able to:

1.1. Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research as well as accepted standard of care.

1.2. Provide accurate, consistent, and complete documentation for assessment, dental hygiene diagnosis, planning, implementation, and evaluation of dental hygiene care.

1.3. Communicate professional knowledge orally and in writing (using principles of scientific writing with healthcare professionals and non-healthcare professionals.

1.4. Integrate the ADHA Code of Ethics in all professional endeavors.
1.5. Comply with all state and federal laws, recommendations and regulations governing the practice of dentistry and dental hygiene.

1.6. Apply principles of risk management to manage professional risks and prevent liability.

1.7. Serve all patients without discrimination, appreciating cultural diversity.

1.8. Critically analyze published reports of oral health research, oral health products and treatments and apply this information to the practice of dental hygiene. Evaluate the safety and efficacy of oral health products, interventions and treatments.

II. DENTAL HYGIENE PROCESS OF CARE

The dental hygienist is a licensed preventive oral health professional who provides educational, preventive, and therapeutic services in the support of optimal oral health. The dental hygiene process of care applies principles from the biomedical, clinical, and psychosocial sciences to diverse populations that may include the medically compromised, mentally or physically challenged or socially or culturally disadvantaged.

2. Assessment

The dental hygiene graduate must be able to systematically collect, analyze and accurately record data on the general, oral and psychological health status of patients using methods consistent with medico-legal principles.

Specifically, the dental hygiene graduate must be able to:

2.1. Systematically collect, analyze and record data on the general, oral and psychosocial health status of the patient using methods consistent with medico-ethico-legal principles.

2.2. Assess patient concerns, goals, values and preferences to guide patient care.

2.3. Identify individual risk factors and develop strategies that promote health-related quality of life. Recognize pre-disposing and etiologic risk factors that require interventions to prevent disease.

2.4. Analyze health conditions and medications that impact overall patient/client care.

2.5. Perform a comprehensive examination using and interpreting the extra and intra oral examination, hard tissue examination, periodontal examination, radiographic examination and other data collection procedures to assess the patient needs.

2.6. Identify the patient/client at risk for a medical emergency and be prepared to help manage an emergency should it occur during an appointment.

2.7 Identify the need for radiographs and radiographically distinguish normal from abnormal findings.

3. Dental Hygiene Diagnosis and Treatment Planning

The dental hygiene graduate must be able to use critical decision-making skills to reach conclusions about the patient’s dental hygiene needs based on all available assessment data and collaborate with the patient and/or healthcare professional to formulate a comprehensive dental hygiene care plan that is patient-centered and based on current scientific literature.

Specifically, the dental hygiene graduate must be able to:
3.1. Use and interpret assessment findings, etiologic factors and clinical data in determining a dental hygiene diagnosis.

3.2. Obtain consultations as indicated.

3.3. Establish oral health goals with the patient/client, family, and/or guardians as an active participant.

3.4. Establish expected outcomes related to the needs and desires of the patient/client and the dental hygiene diagnosis.

3.5. Establish a planned sequence of care (educational, preventive and therapeutic) services based on the dental hygiene diagnosis, identified oral conditions, potential problems, etiologic and risk factors and available treatment modalities.

3.6. Make referrals to other healthcare professionals.

3.7 Obtain and document informed consent from the patient/client based on a thorough case presentation.

4. Implementation

The dental hygiene graduate must be able to provide treatment that includes preventive and therapeutic services designed to achieve and maintain oral health and assist the patient in achieving oral health goals.

Specifically, the dental hygiene graduate must be able to:

4.1. Negotiate with and motivate patients/clients to make a commitment to assume responsibility for their oral health and promote adherence to self-care regimens.

4.2. Perform dental hygiene interventions to eliminate and/or control etiologic factors to prevent and control dental caries and periodontal diseases.

4.3. Provide additional assessment data, including indices, diagnostic tests for caries and periodontal diseases and study models.

4.4. Control pain and anxiety during treatment through the use of accepted clinical and behavioral management.

5. Evaluation

The dental hygiene graduate must be able to evaluate the effectiveness of implemented preventive, clinical and educational services and modify as necessary.

Specifically, the dental hygiene graduate must be able to:

5.1. Evaluate the clinical outcomes of dental hygiene interventions using indices, instruments and examination techniques and feedback from the patient/client and others to improve patient/client health.

5.2. Evaluate the patient’s/client’s satisfaction with the dental hygiene care received and the oral health status achieved.

5.3. Compare actual outcomes to expected outcomes, reevaluating goals, diagnoses and services when expected outcomes are not achieved; provide subsequent treatment and referrals based on evaluation findings.
5.4. Develop and maintain a recall/continuing care system/health maintenance program appropriate to the practice setting and individual patient/client needs.

III. HEALTH PROMOTION

Patients today are consumers of healthcare and desire and need information on oral health and disease. Health promotion strategies are involved in the full range of dental hygiene actions directed toward helping underserved and diverse populations achieve general health and more specifically oral health.

6. Health Promotion and Disease Prevention

The Community: The dental hygiene graduate must be able to initiate and assume responsibility for health promotion and disease prevention activities for underserved and diverse populations.

Specifically, the dental hygiene graduate must be able to:

6.1. Assess community oral health needs, risk and available resources and evaluate outcomes for health improvement and access to the healthcare system.

6.2. Plan, implement and evaluate community-based oral health programs.

6.3. Present educational information to diverse client populations, in a variety of settings using appropriate teaching strategies.

6.4. Evaluate reimbursement mechanisms and their impact on the patient/client access to oral health care.

6.5. Participate in the public policy/legislative process.

6.6. Provide screening, referral and education services that allow consumers to access the health care delivery system.

6.7. Understand the opportunities for improving oral health beyond his/her practice by providing oral health services and health promotion activities in a variety of community-based clinics.

6.8. Develop a perspective of the relationship of the dental hygiene profession to the U.S. health care system and global healthcare systems.

6.9. Promote the values of oral and general health and wellness to the public and organization within and outside the profession.

6.10. Identify population risk factors and develop strategies that promote health-related quality of life.

IV. Professional Commitment & Development

The dental hygienist must make a commitment to professional development and lifelong learning. Knowledge of the scientific method ensures that actions taken by the dental hygienist are based on scientific evidence, and not merely tradition, intuition or personal preference. Complex issues of health policy, politics and professionalization require the dental hygienist to be critical thinkers in preparation for roles as leaders, organizers, and advocates.

7. Professional Commitment and Advancement

The dental hygiene graduate must be able to contribute to improving the knowledge, skills and values of the profession and pursue new knowledge on a continual basis due to a changing healthcare environment. Understanding leadership principles allows the dental hygienist to advance the goals of the profession both as an individual and via groups.
Specifically, the dental hygienist must be able to:

7.1. Assume the roles of the professional dental hygienist (clinician, educator, researcher, change agent, consumer advocate administrator) as defined by the ADHA.

7.2. Assume responsibility for life long learning and professional growth.

7.3. Identify career goals, practice philosophy and direct personal career development.

7.4. Advance the values of the profession through leadership, service activities and affiliations with professional and public organizations.

7.5. Examine and understand professional issues that influence the practice of dental hygiene such as workforce needs, practice models, regulation, and the legislative process in order to advance the profession of dental hygiene.

DH GRADUATION REQUIREMENTS

Candidates for the degree of Bachelor of Science (B.S.) must have:

1. Complied with the policies, rules and regulations of the Division of Dental Hygiene, School of Dentistry, and the University of Minnesota.
2. Completed all required courses: high school preparation, preprofessional, professional, and liberal education requirements.
3. Completed all division academic, clinical, and competency requirements.
4. Completed a minimum of 120 semester credits.
5. Earned a minimum passing grade (C-) in all required dental hygiene designated courses.
6. Earned a minimum passing grade in all non-dental hygiene designated courses.
7. Earned a minimum 2.0 cumulative and dental hygiene grade point average.
8. Successfully completed all course, laboratory and clinical requirements.
9. Returned all assigned equipment and supplies.
10. Discharged all financial obligations to the University of Minnesota.
11. Been recommended by the faculty of the Division of Dental Hygiene for the degree.

DH CLINICAL GRADUATION REQUIREMENTS

Candidates for the degree of Bachelor of Science (B.S.) must have completed the DH 2222-DH 4226 clinic course series and:

Completion of process of Dental Hygiene Care Evaluations: Assessment, Treatment Planning, Implementation and Documentation

- Two ultrasonic instrumentation process evaluations.
- Fluoride application with at least eight (8) patients, once process evaluation using the tray method of application and one process evaluation application of a fluoride varnish.
- Completion of a minimum of two (2) Deposit II or IV patients. (one for skill development and one for a grade)
- Completion of two (2) satisfactory sets of impressions. Impressions must be taken in different semesters.
- Polishing of five (5) amalgam surfaces to include one (1) interproximal surface.
- Completion of two (2) full mouth periodontal chartings. The patients must have moderate periodontal disease exhibited for this requirement (see criteria).
- Completion of continuous comprehensive dental hygiene care on seven (7) patients. A minimum of three (3) of these patients must have periodontal involvement requiring
periodontal therapy and periodontal maintenance, two (2) of these patients must have caries or caries risk involvement. Two (2) of these patients must fall under the patient category – special needs.

- Completion of ten (10) local anesthetic injections. Five (5) of these must be completed on a minimum of two (2) patients. Three (3) of the injections must be either the inferior alveolar or Gow-Gates.
- Satisfactory completion of pit and fissure sealants on eight (8) teeth.
- Completion of one skill assessment of cleaning a removable prosthesis.
- Completion of one skill assessment of application of a desensitizing agent.
- Completion of two (2) skill assessment of vital signs. (one in pre-clinic, one in OSCE).
- Completion of one (1) subgingival irrigation skill assessment.
- Completion of one Dental Dietary counseling session.
- Completion of one Tobacco Cessation counseling session.
- Completion of Clinical Progression Evaluations as assigned.

Satisfactory completion of all other skill assessments and skill maintenance evaluations as assigned each semester.

**DH ADDITIONAL GRADING POLICIES**

**Grade Point Average**

1. The cumulative GPA required for graduation is 2.00 and includes all, and only, University coursework.
2. The grade point average in the Program in Dental Hygiene is based on six semesters. No courses taken prior to the program are considered in the Dental Hygiene GPA for purposes of determining the Dean's List and graduation with honors.
3. All courses required for completion of the two years of the Program in Dental Hygiene are calculated in the GPA.
4. All courses taken for completion of a dental hygiene program will be included in calculating a transfer student's GPA; including those courses completed while enrolled previously in a dental hygiene program.

**Grade Reports**

1. Grade reports can be accessed by computer at the end of each semester.
2. Grades can also be accessed by accessing the University’s “one-stop” site for students.
3. Grades **will not** be given out by the Office of Dental Hygiene.
4. Clinical progress reports can be accessed at: sod.ahc.umn.edu

**Academic Progress**

1. Each student is responsible for maintaining knowledge of her/his own academic standing and progress **in each course throughout each semester**.
2. Each student is responsible for obtaining information about grades earned on examinations, papers, etc., as per the instructor's directions.
3. Each student is responsible for initiating a meeting(s) with a course instructor(s) when there are questions about fulfillment of course requirements, grades, and/or progress in the course(s).
4. Class attendance **is required** for all sessions of all courses/clinics/labs. Absences and tardiness are not acceptable. Grades achieved in all courses/clinics will reflect both attendance and on-time participation.
5. Each student is responsible for maintaining knowledge of his/her own progress toward completion of University of Minnesota liberal education requirements.
Probation

University Senate policy requires that students must achieve a minimum "C-" grade in each course in their major. Students are expected to maintain satisfactory academic progress in the dental hygiene program. The responsibility for reviewing each student’s overall performance each semester including final grades and clinical progression of students rests with the Dental Hygiene Scholastic Committee. The committee seeks to maintain the spirit of the program's regulations fairly and is empowered to make exceptions in cases in which regulations work to a student's educational disadvantage and well-established petition and appeal procedures assure full review of a student's request.

1. A minimum cumulative grade point average of 2.0 (C) must be maintained throughout the Program in Dental Hygiene and for graduation from the program.

2. If a grade point average of 1.5 to 2.0 minimum is achieved, the student is placed on probation with specific requirements/contract to be fulfilled.

3. A student who does not achieve a passing grade (C- grade) in a DH designated course required for graduation from the Program in Dental Hygiene is responsible for initiating a meeting with the Student Scholastic Standing Committee.

4. If a grade of D+, D or D- is achieved in a dental hygiene designated course, remediation and retaking the examination/test(s) as determined by the course director are required within the first three weeks of the subsequent semester of registration or as determined by the course director. A course grade not higher than a C- will be earned on retakes.

5. Failure to demonstrate competence on the second administration of tests/examinations and a grade of “C-” for the course, the first earned grade will be submitted for the course, and the student will be dismissed from the program. Reapplication to the program will be necessary, if so desired.

6. A student will be placed on probation if either the term or the cumulative GPA is below 2.0. A student remains on probation until both the term and the cumulative GPA is 2.0 or above. A student remains on probation if the term GPA is below 2.0, irrespective of whether the cumulative GPA is above 2.0. A student is suspended if, while on probation, the cumulative GPA is (or goes) below 2.0 and the term GPA is below 2.0 for two consecutive semesters.

7. A student on probation will have a hold placed on his or her record and must see an adviser in order to register and will be issued an override from the advisor in order to register at the queued time. A student on probation must complete a contract for academic performance, developed by the college of enrollment, and will not be allowed to register for subsequent terms unless the student's academic advisor and college office are satisfied that satisfactory academic progress is being made. If the student meets the terms of the contract, and the term and cumulative GPA are at least 2.00, the student will be removed from probation. If the contract goals are met but the cumulative GPA is still less than 2.00, the student will remain on probation. If goals are not met, the student will be suspended.

8. When suspended, a student is no longer in the program and cannot register for University courses for one full academic year. University College recognizes the probationary holds and does not allow students to register without the approval of their college. Following the suspension period, a student must petition the college to return according to a defined collegiate petition process. Students who are out for a longer period of time (i.e. three or more semesters) must follow the same procedures.

Upon return to the unit after petitioning to reenter, all units shall use a hold and contract for the purpose of monitoring the student's performance. If the student does not successfully complete the contract, he/she shall be suspended again, but then shall be required to reapply for admission, rather than petition to reenter.

Students may appeal suspension decisions to the college's Student Scholastic Standing Committee (SSSC). Re-admission after a year's suspension is not automatic. To be readmitted, a student must petition the SSSC in writing and show evidence of changes in circumstances that demonstrate that the student will succeed in an academic program.
Probationary Procedures

1. It is the student's responsibility to be aware s/he is on probation. The Student Scholastic Standing Committee Chairperson will contact the student regarding the need to initiate a probationary agreement.

2. The student will meet with the Student Scholastic Standing Committee Chairperson or a member of the Student Scholastic Standing Committee and/or the director of the program to draft a probationary agreement.

3. The probationary agreement will identify what is necessary to be reinstated to non-probationary academic status.

4. A student will normally have one probationary semester to raise her/his cumulative and dental hygiene grade point averages to 2.0 or above.

5. If the student's cumulative and dental hygiene GPA is 2.0 or above at the end of the probationary semester, s/he will be reinstated to non-probationary academic status.

6. If the student's cumulative and dental hygiene GPA is between 1.5-1.99 at the end of the probationary semester, the Student Scholastic Standing Committee will review the student's grades and decide, in consultation with the program director, whether to place the student on probation for a second semester or to dismiss the student from the program.

7. The student may petition in writing for readmittance to the program.

Dismissal

1. Achievement of an F grade in a dental hygiene designated course results in dismissal from the program.

2. Students achieving a GPA below a 1.5 in any semester will be dismissed from the program.

3. Students may be dismissed/suspended from the program for scholastic and professional misconduct (refer also to the section of this handbook on Codes of Conduct).

Readmission

1. If a student is dismissed from the Division of Dental Hygiene, she/he may be readmitted only upon approval of the Student Scholastic Standing Committee and/or the Admissions Committee.

2. Dependable assurance that the factors that led to the suspension have been corrected, together with convincing prospects that improved work will follow, must be advanced to obtain readmission approval.

3. Readmitted students are placed on probation, and may be subject to immediate dismissal if progress is unsatisfactory.

S/N Grading

1. 1 S/N grading in dental hygiene required courses is allowed only for courses as determined by the Curriculum Committee.

2. 2 The maximum number of S/N credits allowed is no more than 25% of degree-qualifying residence credits.

3. 3 For a student who completes only the minimum number of 30 credits in residence, no more than 8 credits may be taken S/N.
DH CLASS HOUR-CREDIT RATIO

University of Minnesota Senate Policy states that each credit of coursework is equivalent to three hours of learning effort per week necessary for an average student taking that course to achieve an average grade in that course. For example, in a 3-credit course, an average student is expected to spend a minimum of 9 hours per week of learning effort for an average (C) grade.

DH LIBERAL EDUCATION REQUIREMENTS

A liberal education introduces students to the modes of inquiry and subject matter of the major branches of knowledge, including the factual information and the theoretical or artistic constructs that form their foundations; the “ways of knowing” the kinds of questions asked and how insight, knowledge, and data are acquired and used; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general. To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework. The LE requirements consist of three parts: the diversified core curriculum, the designated themes of liberal education, and the writing intensive requirement. Students satisfy several requirements at once. For example, some courses will satisfy both a diversified core requirement and a designated theme requirement; other courses will satisfy the requirements for each of two designated themes.

For a thorough description and breakdown of liberal education requirements, see the University’s website:

http://www.onestop.umn.edu/onestop/Registration/Additional_Registration_Information/ Register For Courses/Liberal_Education_Requirements.html

Questions regarding the Liberal Education requirements should be directed to the Program Director in the Dental Hygiene Office, 9-372 Moos Tower.

Liberal Education Requirement Petition
Process for Transfer Courses

We use the guidelines described in the preceding guide when reviewing all transfer coursework for both Liberal Education and Writing Intensive requirements. If you have reviewed your TRAC (Transfer Record of Articulated Courses) or APAS (Academic Progress Audit System) reports, and believe that a transfer course has been missed or misidentified as a Liberal Education or Writing Intensive requirement, you should first read very thoroughly the guide for identifying transfer courses to fulfill these requirements. After reading the descriptions of what it required for transfer courses to fulfill each requirement, please consider carefully the courses you believe we should review again. Then take the following steps:

1. **Review the Transfer Course Petition Guide.** This guide is found at http://admissions.tc.umn.edu/PDFs/

2. **Review the Transfer Course Petition Instructions.** These instructions are found at http://admissions.tc.umn.edu/PDFs/TC_instructions.pdf

3. **Complete and submit the Transfer Course Petition form.** To petition transfer courses from both domestic and international colleges and universities, and transfer courses taken at coordinate U of M campuses (UM-Crookston, UM-Morris, and UM-Duluth), go to http://admissions.tc.umn.edu/PDFs/TC_form.pdf. Students petitioning more than three courses at one time should use more than one form. Submit the form(s) as stipulated in the instructions (see #2 above).

4. **Supplementary materials:** You must submit supplementary course materials for each course you want reconsidered. Supplementary materials consist of, at a minimum, the complete syllabus for the course (including detailed information about the content covered in the course), but can also include course notes, papers, exams, and/or textbooks (with the applicable chapters or sections highlighted).
If you do not have a course syllabus or other materials in your possession, then you are responsible for acquiring a course syllabus from the transfer institution where you took the course. If the course was taken many years ago and a college or department no longer has a copy of the syllabus from the term when you took the course, then a copy of the current course syllabus along with a formal note from the college or department indicating the course content has remained unchanged will suffice. Sometimes students submit letters of support written by the instructor who taught the course they are petitioning; this form of supplementary material may be helpful in many circumstances, but a copy of a course syllabus is still necessary.

If you are petitioning for a writing intensive requirement, you must submit one or more of the following items for review:

- Course syllabus, documenting the type of writing and required writing assignments.
- Course materials (including copies of writing assignments).
- Letter from instructor describing the type of writing and writing assignments of the course being petitioned.

5. **Petition decision**: The petition process typically takes 1-3 weeks after your petition is submitted to the appropriate office listed above. You will be notified by mail or e-mail. If you have any questions or concerns about the processing time or the petition decision, you may contact the appropriate evaluator directly.

Please note that you are responsible for picking up any supplementary material that cannot be returned by mail (books, large notebooks, cassettes, videotapes, etc.) If you do not pick up your materials in the appropriate office within 3 months, they may be recycled or discarded.

**DH ACADEMIC PROGRESS AUDIT SYSTEM (APAS)**

Each student has an individualized liberal education requirement report generated each term. The report compares past and current coursework with the requirements for the student's academic program. It is your responsibility to make sure you maintain an updated APAS form and complete all requirements prior to graduation.

You are strongly encouraged to complete all liberal education requirements **PRIOR TO SEMESTER FIVE**. If not completed by this time, all requirements **MUST** be completed by the end of summer semester of the senior year.

You can access your APAS site at: http://onestop.umn.edu/registrar/index.html and/or from Portfolio at http://portfolio.umn.edu.

To determine if courses taken at other institutions fulfill University of Minnesota liberal education requirements, access the following:

- http://admission.tc.umn.edu/admissioninfo/trans_evaluation.html
- meeting U of M Liberal Education Requirements
- CLE Guide-Minnesota
- CLE Guide-Non-Minnesota

**DH REGISTRATION**

1. The Dental Hygiene office will be responsible for registering dental hygiene students for all dental hygiene courses.

Dental hygiene students are responsible for registering for any liberal education courses. Follow the University of Minnesota Class Schedule section on “Registering Yourself.”
NOTE: Program required courses are scheduled once during the six-semester program. If a student does not take a course at the time it is scheduled, it is her/his responsibility to register for the course when it fits into the schedule, taking it at another college, etc. prior to graduation with the approval of the Director of the Program in Dental Hygiene. In most instances required courses must be taken the semester and time scheduled or the student will need to drop back a year. If a student has taken a course, and the Dental Hygiene Office has indicated that the course has been reserved for her/him, it means that this office has no record of the course being completed. If a liberal education course was taken at another college, an official transcript must be sent to the Dental Hygiene Office.

2. SEE THE CLASS SCHEDULE EACH SEMESTER FOR ADDITIONAL INFORMATION REGARDING THE PAYMENT OF TUITION, FEES, DUE DATES, PENALTIES, INSTALLMENT PLAN, ETC. IT IS THE RESPONSIBILITY OF THE STUDENTS TO MANAGE ANY FINANCIAL AID AWARDS.

3. Carefully check your registration fees, student services fees as well as instrument rental fees each time you register. You are responsible for having errors corrected and paying all fees.

Class Schedules Class schedules are available during the pre-registration period in the Dental Hygiene Office. You are responsible for the information in this Class Schedule. If you have additional questions, contact the Dental Hygiene Office.

Changes in Registration Changes in original registration must be officially recorded by following the directions in the appropriate semester class schedules. If you stop attending a class for which you are registered, you must officially cancel. For additional information, please refer to the class schedule.

Retroactive Tuition Refund File a Petition for Retroactive Tuition Refund with the Office of the Registrar. Reasons for petitioning may be one of the following: medical, attendance at another academic institution (student forgot to cancel U of MN classes and is attending classes at another institution), work (work hours changed preventing attendance), curriculum advisement, or scholastic dismissal, and death in the family. Watch the Course Information web site at www.onestop.umn.edu/ for updates.

DH ADDITIONAL REGISTRATION POLICIES

Undergraduates must take 13 credits per semester:
All degree-seeking undergraduate students must register for at least 13 credits each semester, unless they have permission to take fewer credits. This requirement applies to all new undergraduate students - freshman and transfer students - who enter the Twin Cities campus as degree-seeking students. More information about the minimum credit requirement can be found on One Stop at:
http://onestop.umn.edu/onestop/Registration/.

Tuition banding would give price break for more than 13 credits:
Tuition for 13 credits or more per semester is at one rate.

Registration queue will give priority to students nearing graduation:
The queue gives priority to students who have completed more credits. Seniors will register before juniors, juniors before sophomores, and sophomores before freshman.

Within each of those groups, the queue also gives priority to full-time students - those taking 13 credits or more.

Use "Swap" registration option when dropping and adding classes at the same time:
“Swap” requires a single request rather than two separate requests, one to drop and another to add. An advantage of using Swap instead of the cancel/add combination is that Swap will cancel the first course only if the new course is successfully added.
In the web enrollment system, students select the Swap button, then select the course that they want to cancel from their existing enrollment. Then they are prompted to enter the class number of the course to add and, if required, the class permission number.

For more information on using Swap, contact the One Stop office at 612-324-1111, or through the website at www.onestop.umn.edu, or stop by the One Stop Office at 200 Fraser Hall, 106 Pleasant St. SE, Minneapolis, MN 55455.

**DH ONLY LEAVES OF ABSENCE**

- A leave of absence may be necessary for a variety of reasons. A Leave of Absence request form must be submitted to the Director of the Division of Dental Hygiene.
- Completion of this form does not cancel your registration. If registered, you must complete the course cancel process. Depending on the circumstances, a student may file a Petition of Retroactive Tuition Refund with the Office of the Registrar. Reasons for petitioning may be: medical reasons, attendance at another academic institution, work hours changed preventing attendance, curriculum change, advisement, scholastic dismissal, or death in the family.
- Leaves of absence are granted for up to one academic year only. The student must complete the program requirements in place at the time he/she re-enters the program.
- Meet with the director of the Division of Dental Hygiene for final approval of leave of absence.

See www.onestop.umn.edu for leave of absence policy.

**DH READMISSION AFTER WITHDRAWAL**

1. Application for readmission for students who have attended another college within the University of Minnesota during the absence from the Program in Dental Hygiene:
   - Complete a Request for Transfer Within the University and submit to the Office of Admission, 240 Williamson Hall.
   - Obtain an Application for Readmission from the School of Dentistry Office and submit to the Program in Dental Hygiene.
   - For deadlines for submission of all required materials, contact the School of Dentistry Admissions Office.
   - Application for readmission for students who have attended a college other than the University of Minnesota during the absence from the Program in Dental Hygiene.
   - Submit official transcript of all college work completed during absence from the Program in Dental Hygiene to the School of Dentistry Admissions Office.
   - Obtain an Application for Readmission from the School of Dentistry Admissions Office and submit to the Program in Dental Hygiene.
   - For deadlines for submission of all required materials, contact the School of Dentistry Admissions Office.

2. Did not attend college during absence from the Program in Dental Hygiene:
   - Obtain Application for Readmission from the School of Dentistry Admissions Office and submit to the School of Dentistry Admissions Office.

**Readmission Acceptance Policy**

1. Applications for readmission for the first semester first year will be reviewed by the Admissions Committee according to the following guidelines:
   - If the student withdrew from the program in good standing and has maintained at least a grade point average during absence from the program, she/he will be readmitted on a space-available basis if the application is submitted by the deadline. Applications received after the deadline may be considered on an alternate basis.
• If the student had achieved lower than a 2.0 grade point average at the time of withdrawal/dismissal from the program, the application will be considered on the same competitive basis as other applicants for that year. If readmitted, the student will be placed on probation for the first semester in attendance.

2. Application for readmission into any semester of the program, except for the first semester, first year will be reviewed by the Student Scholastic Standing Committee according to the following guidelines:

• If the student left the program in good standing and if space permits, the student may be readmitted.
• If the student had less than a 2.0 grade point average at the time of withdrawal/dismissal from the program, the Student Scholastic Standing Committee will review the application and may request a personal interview. If readmitted, the student will be placed on probation for the first semester in attendance.

1. Students readmitted to the program are required to meet program requirements in effect at the time of re-entry.

2. Good standing = 2.0 college grade point average regardless of Ns with the exception of dismissal due to scholastic misconduct.

**NATIONAL BOARD DENTAL HYGIENE EXAMINATION**

The purpose of the National Board Dental Hygiene Examination is to assist the state boards of dentistry in determining the qualifications of dental hygienists who seek licensure to practice dental hygiene. The National Board Dental Hygiene Examination is usually taken during the last semester of the dental hygiene program. It is a computer-based examination consisting of discipline- and case-based multiple choice test items. The examination is accepted by 52 of 53 United States licensing jurisdictions. Alabama does not accept results of this test. The examination is accepted and required for licensure by the other states, the District of Columbia, Puerto Rico, and the Virgin Islands.

Applications and additional information are distributed to senior student dental hygienists approximately three months prior to the examination date. It is the responsibility of the student to pay the examination fee.

**CENTRAL REGIONAL DENTAL HYGIENE BOARD EXAMINATION**

The Central Regional Dental Testing Service (CRDTS) Examination has both written and clinical components. See the CRDTS website for participating states and for a description of the examination, [http://www.crdts.org/who.htm](http://www.crdts.org/who.htm).

Applicants for the examination must provide their own patients. A patient with moderate subgingival calculus is required.

If students are interested in obtaining a license in a state other than those included in the Central Region, they may obtain information regarding requirements by writing to the State Board of Dentistry of the particular state. (Addresses are available in the Dental Hygiene Office.)

Applications and more detailed information will be distributed to senior dental hygienists students approximately two months prior to the date of examination. It is the responsibility of the student to pay the examination fee.