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NOTICE

This Handbook is informational only and is not a contract between the University of Pittsburgh School of Dental Medicine ("University" or "School") and any student. The School may change the Handbook, which merely functions as the current student guidelines, at any time without prior notice to students.

The rules, regulations, policies, procedures or other representations made herein shall be interpreted and applied by the School to promote the academic mission of the School.

The Handbook represents a survey of the current curricula, educational or academic plans, offerings and requirements of the School. The School reserves the right to change any provisions, rules, regulations, policies or procedures, offerings, fees, tuition or requirements, at any time within the student's time in the School. In addition, the School may at any time eliminate, modify, or change the location of any school institute, center, program, department, course, or academic activity.

At all times students are responsible for keeping abreast of the current version of this Handbook, which may be found online, and are at all times responsible for complying with its terms.

This Handbook should be read in conjunction with other official documents of the School and the University.

The online Handbook supersedes all hard copy material or electronic material previously distributed.
THE DENTAL OATH

I, realizing the privileges and opportunities that have been given to me in my study of the arts and sciences of dentistry and appreciating the significance of the Dental Diploma to be conferred upon me, do hereby willingly pledge:

That I will diligently uphold the dignity, honor, and objectives of the dental profession and, to the best of my ability, will contribute to its prestige, proficiency, and progress;

That I solemnly accept my responsibility to the patients to give them the best of my knowledge and skill, and to maintain an impeccable relationship with them that will warrant their trust and confidence;

That I will faithfully observe the principles of ethics set forth by the profession;

That I will lend my influence and support to dental education, to organized dentistry, and to all segments of the profession which contribute to the fulfillment of its purpose.

MISSION, VISSION AND STRATEGIC GOALS

MISSION STATEMENT

The mission of the University of Pittsburgh School of Dental Medicine is to improve oral health through teaching, research and service.

- **Teaching** a new generation of clinicians to deliver oral health care with skill and compassion
- **Research** that expands the boundaries of our knowledge and builds on discoveries to enhance human life
- **Service** to the diverse community of patients who entrust themselves to our care

VISION STATEMENT

The University of Pittsburgh School of Dental Medicine will be a diverse, welcoming and supportive community widely recognized for excellence and leadership in the improvement of oral health.

- We will train our students to care for patients skillfully, professionally, and compassionately; to treat each patient with respect and kindness; and to be aware at all times of the privilege and responsibility of being entrusted with the care of another human being. We will model evidence-based treatment and the importance of life-long learning.
- We will actively contribute to the mission of the University of Pittsburgh to be a leading research institution, broadening the scientific foundations of dental and craniofacial medicine and translating new knowledge into life-enhancing treatments for people everywhere.
- We will be known for our clinical expertise and serve as a regional resource to which our
neighbors will turn for comprehensive care. We will use the best techniques and current technologies to create optimal outcomes for our patients.

- We will maintain a strong and enduring connection with our alumni to help ensure our school’s success for generations to come. Our alumni will carry on our mission through clinical excellence, service to the dental profession, and generous outreach to people in need.

**STRATEGIC GOALS**

- **Strategic Goal 1: EDUCATION**
  Students from all programs at the SDM will graduate as competent health care professionals who treat all patients with respect and compassion, use current best evidence in providing care, and will be supported in their learning with state-of-the-art technology.

- **Strategic Goal 2: PATIENT CARE**
  Serve the oral health needs of western Pennsylvania and beyond throughout the stages of life, including individuals with special needs.

- **Strategic Goal 3: RESEARCH**
  Expand across departments extramural funding for basic, translational, or applied research.

- **Strategic Goal 4: ALUMNI**
  Maintain a strong and enduring relationship with our alumni.

- **Strategic Goal 5: CULTURE and ENVIRONMENT**
  Provide an environment that supports the defined goals within a diverse, welcoming, and supportive community.

**HONOR CODE STATEMENT**

The University of Pittsburgh, School of Dental Medicine has the responsibility to the University and the dental profession to ensure that all students maintain the highest standards of academic integrity and ethical behavior. Every student is required to read and sign the following Honor Code Statement at the beginning of their first year.

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Effective January 5, 2015.
Supersedes previous versions
School of Dental Medicine Honor Code:

Every student shall be honor bound to comply with the School Guidelines on Academic Integrity including, but not limited to, refraining from cheating, from presenting work for evaluation which is not his or her own, from giving or obtaining unauthorized assistance during evaluation, and from falsifying or presenting false oral or written data or reports. Every student shall be honor bound from lying about any matter relating to the student's academic and clinical experience at the School. Every student has an obligation to cooperate in the investigation or disposition of any allegation of violations of the Honor Code and to report all violations which come under his or her observation.

I acknowledge that I have read the above statement of the School of Dental Medicine Honor Code. I understand my obligations to abide by ethical standards and truthfulness, to report any suspected violations of this Code that I know of, or which may come to my attention in the future, and to cooperate with investigations regarding possible Code violations. My failure to adhere to this statement may result in my being charged under the Guidelines on Academic Integrity set forth herein and/or action recommended by the Student Promotions Committee as described below.

PATIENT'S BILL OF RIGHTS AND RESPONSIBILITIES

Recognizing that a personal relationship between the treating dentist and the patient is essential for the provision of dental care, the University of Pittsburgh School of Dental Medicine (School) presents this Patient's Bill of Rights and Responsibilities as related to the comprehensive care (non-emergent) patient.

Patient's Rights

We expect that the following rights will contribute to more effective patient care and greater satisfaction for the patient, the patient's treating resident/student, and the School. We propose that the following guidelines form a structure with which successful, comfortable, and satisfying dental care may be given and received.

1. The patient has a right to considerate and respectful care.

2. The patient has the right to expect from the treating dentist/student dentist complete, current information concerning diagnosis, treatment, and prognosis in terms the patient can understand. If the condition or age of the patient does not permit this to occur, the information must be made available to the appropriate person on the patient's behalf.

3. The patient has the right to expect information sufficient to give informed consent prior to the beginning of any treatment procedure. Except in severe emergencies, information for informed consent should include, but not be limited to, the specific procedures and treatment, the risks (if any) involved, and the probable costs.

4. The patient has the right to refuse treatment, but he or she must be informed of the possible consequences of this decision.

5. The patient has the right to every consideration of his or her privacy concerning dental care. Case discussions, examinations, and treatment are to be held confidential within the setting of the faculty, staff, residents, and students. Confidentiality must be maintained regarding all records pertaining to patient care, except when appropriate consent is given.
6. The patient has the right to expect that his or her care meets the standards of care of the profession.

7. Once accepted for treatment by the School, the patient has the right to expect prompt and continuing care.

8. The patient has the right to emergency care, as needed.

9. The patient has the right to request and examine an itemized total bill.

10. The patient has the right to know the School's guidelines affecting: acceptance as a patient; eligibility for continuing treatment; fees involved and payment methods.

11. The patient has the right to decide to participate or refuse to participate as a subject in a research project. This decision will have no effect upon access to continuing care. Agreement to participate in a research project must be in writing.

12. The patient has the right to know the rules of the School, and the regulations that apply to his or her conduct as a patient.

**Patient's Responsibilities**

1. The patient shall provide, to the best of his or her knowledge, accurate and completed information about present complaints, past illnesses, hospitalizations, medications, and other matters pertaining to his or her health.

2. The patient shall make it known to the appropriate practitioner whether he or she clearly understands the course of treatment and what is expected of him/her.

3. The patient is responsible for following the recommended instructions given by the practitioner, including follow-up treatment instructions.

4. The patient is responsible for his or her actions, if he or she refuses treatment or does not follow the instructions of the practitioner.

5. The patient is responsible for keeping appointments, and, when unable to do so for any reason, to notify the practitioner or the School.

6. The patient (or the legally responsible party) in responsible for assuming that the financial obligation is fulfilled as promptly as possible.

7. The patient is responsible for being considerate of the rights of other persons and the School.

8. The patient should expect the School to provide only those services that the attending practitioners determine to be appropriate.
STUDENT CODE OF CONDUCT

The School of Dental Medicine, as an academic unit of the University of Pittsburgh complies with the "Student Code of Conduct" of the University of Pittsburgh. The current version of this document can be accessed through the University Web Site:

http://www.studentaffairs.pitt.edu/studentconduct

The University's Student Code of Conduct applies to any undergraduate, graduate, or professional student at the University's Oakland campus. Dental students are thus accountable to ensure that their conduct comports the Code of Conduct, and any member of the University community may bring charges against student under Code of Conduct. The Code of Conduct deals with traditional offenses such as those against the University, its community members and other people, its premises, and its operation. The Guidelines on Academic Integrity, discussed below, deals with ethical matters such as plagiarism, cheating, and failure to adhere to expected American Dental Association principals. In addition, the Protocol for Grading and Promotion of First Professional Dental Students, deals with School of Dental Medicine specific classroom and clinical matters related to academic performance. A violation of the Student Code of Conduct, or the Guidelines on Academic Integrity, may be considered (among other things) under the Student Protocol particularly as it relates to promotion. The School determines which guidelines and procedures will most appropriately apply in a given circumstance.

GUIDELINES ON ACADEMIC INTEGRITY

(The School of Dental Medicine (School), as an academic unit of the University of Pittsburgh, interprets these Guidelines to be consistent with the "Guidelines on Academic integrity-Student and Faculty Obligations and Hearing Procedures", effective September 2005. Where any conflict or inconsistency exists between the University and School Guidelines, the School Guidelines shall be applied).

Academic Integrity: Student Obligations

I. Student Obligations

A student has an obligation to exhibit honesty and to respect the ethical standards of the profession in carrying out his or her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the faculty member.

2. Provides assistance during an academic evaluation to another person in a manner not authorized by the faculty member.

3. Receives assistance during an academic evaluation from another person in a manner not authorized by the faculty member.

4. Engages in unauthorized possession, buying, selling, obtaining, or use of a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.

5. Acts as a substitute for another person in any academic evaluation process.
6. Utilizes a substitute in any academic evaluation proceeding.


8. Depends on the aid of others in a manner expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

9. Provides aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

10. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.

11. Submits the work of another person in a manner which represents the work to be one's own.

12. Knowingly permits one's work to be submitted by another person without the faculty member's authorization.

13. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.

14. Indulges, during a class (or examination) session in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the faculty member or fellow students.

15. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.


II. Procedures for Adjudication

No student should be subject to an adverse finding that he or she committed an offense related to academic integrity, and no sanction should be imposed relating thereto, except in accordance with procedures appropriate for disposition of the particular matter involved. The degree of formality of proceedings, the identity of the decision maker or decision makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informed decision. In all cases, however, the objective is to provide fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual faculty member and then designated administrative officers or bodies.

These Guidelines are not meant to address differences of opinion over grades issued by faculty in exercising good faith professional judgments of student work. They are meant to address matters in which a faculty member deals with a student regarding an alleged breach of academic integrity. In matters of academic integrity, the succeeding procedural steps must be followed:

1. Any member of the University community may bring to the attention of the faculty member a complaint that a student has failed, in one or more respects, to meet faithfully the obligations
specified in the above Section I. Acting on his or her own evidence, and/or on the basis of evidence submitted to the faculty member, the faculty member will advise the student that he or she has reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded an opportunity to respond. If the accused student and the faculty member accept a specific resolution offered by either of them, the matter shall be considered closed if both parties sign a written agreement to that effect and submit it to the Office of the Dean. The Office of the Dean will maintain a written record of the agreement, signed by the student and the faculty member. These records are not to be added to the student's individual file, and they are to be destroyed when the student graduates. The Office of the Dean may provide such information on an individual student for appropriate uses, including but not limited to:

a. To a faculty member who is involved with a student integrity violation at the initial stage and who wishes to use this previous record in determining whether a resolution between the faculty member and the student or an academic integrity board hearing may be most appropriate, especially in the case of repeat offenders; and

b. To the Academic Integrity Hearing Board of an academic unit after a decision of guilt or innocence has been made in a case, but before a sanction has been recommended.

2. If an agreed-upon resolution between the faculty member and the student cannot be reached, the faculty member will file a written statement of charges with the appropriate administrative officer. Such statement should set forth the alleged offenses which are the basis of the charges, including a factual narrative of events and the dates and times of occurrences. The statement should also include the names of persons having personal knowledge of circumstances or events, the general nature and description of all evidence, and the signature of the charging party. If this occurs at the end of a term, and/or the last term before graduation, degree certifications can be withheld pending the outcome of the hearing, which should be expedited as reasonably practicable. A “G” grade should be issued for the course until the matter is closed.

3. The dean’s designated Academic Integrity Hearing Officer will transmit the written statement of charges to the student, together with a copy of these regulations.

4. The letter of transmittal to the student, a copy of which shall also be sent to the Chair of the Academic Integrity Hearing Board and the faculty member or charging party, will inform the student that he or she will be contacted by the Chair of the Academic Integrity Hearing Board regarding a time and place when a hearing on the charges will be held. The dean’s designated Academic Integrity Hearing Officer will be informed of the Board’s progress and will be available as a consultant for questions regarding process.

5. In proceedings before the academic unit’s Academic Integrity Hearing Board, the student shall have the right:

a. To be considered not responsible until found responsible by clear and convincing evidence of a violation of the student obligations of academic integrity.

b. To have a fair disposition of all matters as promptly as possible under the circumstances.

c. To elect to have a private or public hearing.

d. To be informed of the general nature of the evidence to be presented.
e. To confront and question all parties and witnesses except when extraordinary circumstances make this impractical or unnecessary.

f. To present a factual defense through witnesses, personal testimony, and other relevant evidence.

g. To decline to testify against himself or herself.

h. To have only relevant evidence considered by the Academic Integrity Hearing Board.

6. The hearing should provide a fair inquiry into the truth or falsity of the charges, with the charged party and the faculty member or charging party afforded the right to cross-examine all adverse witnesses. At the level of the academic unit’s Academic Integrity Hearing Board, legal counsel shall not be permitted, but a non-attorney/law student representative from within the University community shall be permitted for both faculty and students. A law student cannot be used as a representative at the Academic Integrity Hearing Board.

7. Any member of the University community may, upon showing relevancy and necessity, request witnesses to appear at the hearing. Witnesses who are members of the University community shall be directed to appear, and other witnesses shall be requested to appear, at a hearing. When necessitated by fairness or extraordinary circumstances, the Chair of the Academic Integrity Hearing Board may make arrangements for recorded or written testimony for use in a proceeding.

8. Hearing Procedure: The hearing will be conducted as follows:

a. The Chair of the Academic Integrity Hearing Board will not apply technical exclusionary rules of evidence followed in judicial proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Chair of the Academic Integrity Hearing Board in ruling on the admissibility of evidence. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced.

b. The alleged offense or offenses upon which the complaint is based shall be read by the Chair of the Academic Integrity Hearing Board.

c. Objections to procedure shall be entered on the record, and the Chair of the Academic Integrity Hearing Board shall make any necessary rulings regarding the validity of such objections.

d. The charging party shall state his or her case and shall offer evidence in support thereof.

e. The accused or representative(s) for the accused shall have the opportunity to question the charging party.

f. The charging party shall be given the opportunity to call witnesses.

g. The accused or representative(s) for the accused shall be given the opportunity to question each witness of the charging party after he or she testifies.
h. The charging party shall inform the Chair of the Academic Integrity Hearing Board when his or her presentation is completed, at which time the Academic Integrity Hearing Board members shall be given an opportunity to ask questions of the persons participating in the hearing.

i. The Academic Integrity Hearing Board shall recess, and the Chair of the Academic Integrity Hearing Board shall make a determination as to whether the charging party has presented sufficient evidence to support a finding against the accused, if such evidence is uncontroverted. The parties may be required to remain in the hearing room during the recess or may be excused for a time period set by the Chair of the Academic Integrity Hearing Board.

j. Depending upon the determination of the Chair of the Academic Integrity Hearing Board, the matter shall be dismissed or the accused shall be called upon to present his or her case and offer evidence in support thereof.

k. The accused may testify or not as he or she chooses.

l. The charging party shall have the opportunity to question the accused if the accused voluntarily chooses to testify.

m. The accused or representative(s) for the accused shall have the opportunity to call witnesses.

n. The charging party shall have the opportunity to question each witness of the accused after he or she testifies.

o. The accused shall inform the Chair of the Academic Integrity Hearing Board when his or her presentation is complete, and the Academic Integrity Hearing Board members shall have an opportunity to ask questions of the accused as well as the accused’s witnesses.

p. The Chair of the Academic Integrity Hearing Board shall have an opportunity to address the hearing board on School or University regulations or procedure in the presence of all parties, but shall not offer other comments without the consent of all parties.

q. The hearing shall be continued and the members of the Hearing Board shall deliberate in private until a decision is reached and recorded.

9. The proposed decision, which shall be written, shall include a determination of whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may be considered only in recommending sanctions, not in determining guilt or innocence. Once a determination of guilt has been made, and before determining sanctions, the Chair of the Academic Integrity Hearing Board should find out from the appropriate dean(s) whether prior offenses and sanctions imposed have occurred.

10. The proposed decision shall be submitted to the dean, who will make an independent review of the hearing proceedings. The dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. Upon completion of such additional proceedings, if any, and within a reasonable time the dean shall
issue a final decision. The dean may reject any findings made by the Academic Integrity Hearing Board adverse to the student, and may dismiss the charges or reduce the severity of any sanction imposed, but the dean may not make new findings adverse to the student or increase the severity of a sanction, except in the case of repeat offenders of the Academic Integrity Guidelines.

11. The Chair of the Academic Integrity Hearing Board shall then transmit to the charged party and the faculty member copies of all actions taken by the Academic Integrity Hearing Board and the dean. If a sanction is imposed, the notice to the student will make reference to the student's opportunity, by petition filed with the provost, to appeal to the University Review Board.

III. **Timeliness**

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the faculty member to utilize these procedures diligently may constitute grounds for dismissal of charges. Parties have the right to seek review by the Provost or to petition the University Review Board for an appeal from a decision of an Academic Integrity Hearing Board or investigatory committee within five (5) working days of the date of the decision letter.

IV. **Sanctions**

The sanctions which may be imposed upon a finding that an offense related to academic integrity has been committed include, but are not limited to, the following:

1. Dismissal from the University without expectation of readmission.

2. Suspension from the University for a specific period of time.

3. Reduction in grade, or assignment of a failing grade, in the course in which the offense related to academic integrity was committed.

4. Individual academic units can add other sanctions approved by the dean of the academic unit and the Provost. Such sanctions must be made known to students at the beginning of the academic term.

In administering sanctions, academic units must strive to achieve consistency in their application. That is, within the same units, the same sanctions should be applied for the same offenses, unless extenuating circumstances can be documented, e.g., the student is a repeat offender.

The imposition of such sanctions may be considered by the academic unit in the preparation of any report concerning a student submitted to a government agency, accrediting body, or other person or institution in accordance with the requirements of law or the written consent of the student.

V. **Academic Integrity Hearing Board**

The Academic Integrity Hearing Board shall be composed of both faculty and students and consist of: two students and four faculty members who do not hold administrative appointments of associate dean or dean. The two students shall be the American Student Dental Association president and the president of the same class as the student. The dean shall appoint the four faculty members and choose one of them to chair the board. Faculty appointment shall be for a three-year term, renewable for one additional term; the chair shall serve for a time determined by the dean.
In electing or appointing members to the Academic Integrity Hearing Board, emphasis should be placed on obtaining faculty members with expertise and/or concerns related to academic integrity matters. Regardless of the selection process, it is the responsibility of the dean or his or her designee to provide all new Academic Integrity Hearing Board members with an orientation designed to familiarize the new members with the academic integrity guideline for the given unit. Hearing Board members should be elected or appointed in a way to ensure continuity of membership as well as an orderly turnover of the membership.

VI. Review and Appeal

A student or faculty member may seek to have a dean’s final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.

Footnotes

1 There may be instances where the School may more appropriately invoke the University of Pittsburgh Student Code of Conduct and Judicial Procedures or the School Protocol for Grading and Promotion of First Professional Dental Students. This may occur where the alleged wrong mainly involves factual determinations and not academic issues. The School has the sole discretion to determine whether any particular matter should proceed under the University of Pittsburgh Student Code of Conduct, the School Guidelines on Academic Integrity, or the School Protocol administered by the School Student Promotions Committee.

2 If the faculty member elects not to pursue a complaint submitted by a member of the University community, the complaint can be submitted to an individual appointed by the dean who can pursue the matter in place of the faculty member.

3 The University Review Board and its jurisdiction are described at the end of this document.

4 In implementation, the decision of the Provost shall be binding also on matters of interpretation of codes and procedures, determination of serious injury, and determination that an allegation is subject to adjudication by the procedures provided herein.

Academic Integrity: Faculty Obligations and Student Rights

I. Faculty Obligations and Student Rights

A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community, (as well as those of the profession).

Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstance) to conduct themselves in a professional manner, including the following:
1. To meet their classes when scheduled.

2. To be available at reasonable times for appointments with students, and to keep such appointments.

3. To make appropriate preparation for classes and other meetings.

4. To perform their grading duties and other academic evaluations in a timely manner.

5. To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation.

6. To base all academic evaluations upon good-faith professional judgment.

7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, and political or cultural affiliation, and life style, activities, or behavior outside the classroom unrelated to academic achievement.

8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be permitted by law.

9. Not to exploit his or her professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.

10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.

11. To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.

12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

II. Grievance Procedures

Any member of the University community having evidence may bring to the attention of the department chair and/or dean a complaint that a faculty member has failed, in one or more respects, to meet faithfully the obligations set forth above. The chair or dean, at his or her discretion, will take such action by way of investigation, counseling, or action in accordance with applicable University procedures as may appear to be proper under the circumstances. The faculty member's and student's interest in confidentiality, academic freedom, and professional integrity in such matters will be respected.
III. Individual Grievances

In order to provide a means for students to seek and obtain redress for grievances affecting themselves individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

IV. Procedures

Where an individual student alleges with particularity that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall (if requested by the student) be presented to the Academic Integrity Hearing Board for adjudication. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned or suspension from a class. However, this is not intended to address normal grading decisions of faculty in exercising good-faith professional judgment in evaluating a student’s work. It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned, and, if such attempts are unavailing, to call the matter to the attention of the department chair, associate dean, etc., as appropriate) for consideration and adjustment by informal means. If a matter remains unresolved after such efforts have been made, the following grievance procedures shall be employed:

1. The aggrieved student will file a written statement of charges with the dean’s designated Academic Integrity Hearing Officer.

2. If the dean’s designated Academic Integrity Hearing Officer determines that the charges are subject to adjudication under the terms of the Academic Integrity Guidelines, he or she will transmit the charges to the faculty member, together with a copy of these regulations.

3. The letter of transmittal to the faculty member, a copy of which shall also be sent to the student, will state the composition of a committee that has been named to meet with the involved parties to make an informal inquiry into the charge. The purpose of this committee is to provide a last effort at informal resolution of the matter between the student and the faculty member.

4. The committee shall meet with the faculty member, the student, and others as appropriate, to review the nature of the problem in an attempt at reaching a settlement of the differences. This is not a formal hearing, and formal procedural rules do not apply. Upon completion of this meeting, if no mutually agreeable resolution results, the committee may produce its own recommendation for a solution to the conflict.

5. Should the committee recommend that the faculty member take some corrective action on behalf of the student, its recommendations shall be provided to the faculty member. As promptly as reasonable and at least within five (5) working days after the faculty member receives the recommendations of the committee, the faculty member shall privately take that action which he or she elects, and so advise the student and chair of the committee of that action.

6. Should the committee conclude that the faculty member need not take corrective action on behalf of the student, this finding shall be forwarded to both the faculty member and the student.

7. If the student elects to pursue the matter further, either because he or she is dissatisfied with the resulting action of the faculty member or the conclusion of the committee, he or she should discuss this intent with the chair of the committee, who should review the procedures to be followed with the student. If the student wishes to proceed with a formal hearing, the chair of the
committee shall advise the Chair of the Academic Integrity Hearing Board that the case appears to involve a student's claim of serious academic injury, and that the formal hearing procedure must be initiated.

8. The formal hearing should provide a fair inquiry into the truth or falsity of the charges, with the faculty member and the student afforded the right to cross-examine. At the level of the Academic Unit Academic Integrity Hearing Board, legal counsel shall not be permitted, but a representative from within the University community shall be permitted for both faculty and students.

9. The proposed decision, which shall be written, shall include a determination of whether charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular remedial action to be taken.

10. The proposed decision shall be submitted to the dean, who will make an independent review of the hearing proceedings. The dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. The dean may limit the scope of any further proceedings or require that part or all of the original proceedings be reconvened.

Upon completion of such additional proceedings, if any, the dean shall issue a final decision. The dean may reject any findings made by the Academic Integrity Hearing Board, may dismiss the charges, or may reduce the extent of the remedial action to be taken. If the dean believes the remedial action to be taken may infringe upon the exercise of academic freedom, he or she will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF) before issuing his or her own decision. The decision of the dean shall be in writing, shall set forth with particularity any new findings of fact or remedies, and shall include a statement of the reasons underlying such action.

11. The dean shall then transmit to the faculty member and to the student copies of all actions affecting them taken by the hearing authority and the dean. Suitable records shall be maintained as confidential and retained in the Office of the Dean.

V. Remedial Action

Remedies on a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the dean only upon recommendation of the Academic Integrity Hearing Board and limited to: allowing a student to repeat an examination; allowing a student to be evaluated for work that would otherwise be too late to be considered; directing that additional opportunities be afforded for consultation or instruction; eliminating a grade that had been assigned by a faculty member from the transcript; changing of a failing letter or numerical grade to a "pass" or "satisfactory" grade, so as not to adversely affect a student's grade average; allowing a student to repeat a course without penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the dean will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF). In such cases, TAF may identify other acceptable remedies or render such advice as may be appropriate in the particular situation.
No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment hereunder in the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

VI. Review and Appeal

A student or faculty member may seek to have a dean's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.

If any such determination may be deemed to have a possible adverse effect upon the faculty member’s professional situation, the faculty member may seek the assistance of the Tenure and Academic Freedom Committee of the University Senate.

VII. Timeliness

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results. Parties have the right to seek review of the Provost or to petition the University Review Board for an appeal from a decision of an Academic Integrity Review Board or investigatory committee within five (5) working days of the date of the decision letter.

VIII. Investigatory Committees and Hearing Boards

The informal investigatory committees and the formal hearing boards shall be composed of both students and faculty and shall consist of: two faculty members and one student for informal investigatory committees and three faculty members and two students for formal hearing boards. Investigatory committee and hearing board members will be appointed by the dean on an ad hoc basis from full-time faculty in the School of Dental Medicine who do not hold administrative appointments of associate dean or dean and from third and fourth year dental students. The dean shall appoint one of the faculty members to chair the investigatory committee or hearing board. Faculty appointment shall be for a three-year term, renewable for one additional term; the chair shall serve for a time determined by the dean.

Grievance Procedures against Senior Administrators

A student complaint of arbitrary or unfair treatment against the principal officer of an academic unit (e.g., the dean) should be made to the Provost or appropriate Senior Vice Chancellor. There must be a prompt review and decision on the grievance. Members of the faculty who may be called upon to review and advise on the grievance should be drawn from outside the jurisdiction of the administrator against whom the charge is made.

Footnotes

5 As each academic unit develops its code, it should recognize that what is expected of faculty hereunder is intended to provide students with a notion of what is required in the course, and how they will be evaluated; a general statement of broadly defined parameters would therefore suffice. If a course is deemed experimental in content, evaluation techniques, or grading practices, the students should be so
advised. By academic evaluation is meant a measurement or grading of a student's academic performance, such as in written or oral examinations or papers, research reports, or class or laboratory participation.

6 If the student charges such discrimination, the designated administrative officer will consult with the unit affirmative action officer to ensure compliance with civil rights legislation and regulations. In such cases, the University Senate Tenure and Academic Freedom Committee may be consulted at any time.

7 References or recommendations may be given in good faith by a faculty member on his or her own behalf, without documentation of a student's consent if it may be reasonably perceived that the student initiated the request for a recommendation, in response to apparent bona fide inquiries, such as those from institutions which state that the student has applied for employment, for admission to graduate academic unit, or for a professional license. See fuller statements concerning University records in the Student Code of Conduct and Judicial Procedures.

8 Students are advised that other University policies may more appropriately apply to a given grievance or avenue of redress, including, but not necessarily limited to, the University of Pittsburgh Sexual Harassment Policy and Procedures.

UNIVERSITY REVIEW BOARD

The University Review Board (URB) is the duly authorized appellate body which serves as an advisor to the Provost and Senior Vice Chancellor and the Chancellor.

The URB may exercise appellate jurisdiction for academic and non-academic matters and shall have sole appellate jurisdiction for matters originating from judicial bodies within the University Student Judicial System.

The URB shall also exercise limited jurisdiction for matters referred directly from the Chancellor and the Provost, the Senior Vice Chancellor for the Health Sciences, or the Vice Provost and Dean of Students.

The University Review Board may meet from time to time for the purpose of orienting new members and reviewing prior decisions and shall meet at such other times as are necessary to conduct appellate hearings.

URB STRUCTURE

The URB shall be a standing body of fifteen members of the University community appointed for staggered terms of two years. Appointment shall be made in the following manner:

1. Five faculty members elected by the University Senate.

2. Five graduate and professional students appointed by the Graduate and Professional Student Association.

3. Five undergraduate students:
   a. two appointed by the General Studies Student Council; and
   b. three appointed by the Undergraduate Student Government Board.
A matter properly submitted for review shall be heard by a Review Board of five members of the URB. Review Boards shall be composed as follows:

1. In academic cases, three faculty members and two students.
2. In non-academic cases, two faculty members and three students.

**URB MODERATOR**

An attorney appointed by the Chancellor who shall serve as URB Moderator is authorized to:

1. Conduct the administrative and procedural operations of the URB.
2. Determine the appropriateness and completeness of Petitions to the URB in consultation with one student and one faculty member of the URB.
3. Provide advice and assistance to members of the University community regarding the processing of an appeal.
4. Select members from the URB membership to serve on Review Boards.
5. Moderate all proceedings before the URB.
6. Serve as legal advisor to the URB.
7. Provide legal advice related to URB proceedings and recommendation, if requested, to the Chancellor or other referring authority.

**BASIS FOR APPEAL**

The URB shall hear an appeal whenever requested by the Chancellor, Provost and Senior Vice Chancellor, Senior Vice Chancellor for the Health Sciences, or the Vice Provost and Dean of Students.

The URB shall also hear appeals on the petition of a faculty member, student, or student organization when either petition, together with supporting documentation, presents a substantial question within the scope of review of the URB and either the prior adjudication or action resulted in:

1. Suspension or dismissal from the University for violation of the Student Code of Conduct.
2. Suspension or dismissal from the University or the imposition of a serious academic sanction for violation of academic integrity standards.
3. Grant or denial of a remedy in an academic grievance proceeding.
4. Suspension or dismissal from the University residence halls.
5. Procedural rulings or substantive interpretations which have an important continuing impact upon the University Student Judicial System or the University community.
SCOPE OF REVIEW

The scope of review of the URB shall be limited to consideration of the following questions:

1. Whether rights affirmed by the Board of Trustees have been denied.
2. Whether the adjudicatory process of an initial hearing was conducted fairly and in conformity with properly prescribed procedures.
3. Whether the adjudication was supported by substantial evidence.
4. Whether the regulations involved were lawful and proper and whether they were properly applied in the particular case.
5. Whether the sanction or remedy imposed was in due proportion to the gravity and nature of the conduct.

URB PROCEDURES

Any faculty member or student adversely affected by the decision of a judicial body within the University Student Judicial System may institute an appeal before the URB by filing a petition in the Office of the URB Moderator.

A petition must set forth the following:

1. The name and address of the petitioner adversely affected by the prior adjudication.
2. The name and address of the respondent.
3. The result of the prior adjudication.
4. One or more of the questions within the scope of review of the URB.
5. A statement supporting, through factual narrative and argument, the petitioner's position.

The Moderator, in consultation with one student and one faculty member of the URB, shall review petitions and determine whether all requirements set forth for the filing of an appeal are satisfied and whether the petition sets forth the basis for an appeal and raises a question within the scope of review.

Upon receipt of a properly filed petition, the Moderator shall notify the parties that an appeal has been instituted. Notice shall include:

1. A copy of the petition.
2. A copy of the relevant regulations and procedures.

After determining the appropriateness and completeness of a petition and allowing a reasonable amount of time for preparation and review of any documents and recordings, the Moderator shall schedule an appeal. All parties shall receive written notification of the time, date, and place.
The Moderator shall convene a Review Board at the time, date, and place scheduled, and the appeal shall be conducted under the procedural guidance of the Moderator.

* The URB, at its discretion, may elect to decide an appeal based on the submission of briefs by the parties without oral argument. In such cases, the Moderator will provide written instruction to the parties.

**POSTPONEMENT OF SANCTION PENDING APPEALS**

A sanction or remedy which has been recommended by a judicial board and approved by the appropriate administrative officer may be postponed upon petition by the affected party or parties upon a determination that pending the final examination of an appeal it would be unfair not to postpone imposition of the sanction or remedy.

Persons wishing to postpone a sanction or remedy may petition the URB by separate petition setting forth reasons why the imposition of a sanction or remedy would unfairly prejudice a party. Petition for postponement shall be reviewed by the Moderator, one student, and one faculty member of the URB. The criteria to be applied in determining whether to postpone a sanction or remedy are as follows:

1. Whether the issues raised in the appeal may be resolved in favor of the petitioning party.
2. Whether the petitioning party will be unfairly prejudiced pending a final determination of the appeal by the immediate imposition of the sanction or remedy.
3. Whether the responding party will be unfairly prejudiced by the postponement of the sanction or remedy.

All decisions regarding the postponement of sanctions shall be made within five (5) days of the receipt of such a petition and shall be communicated to all parties in writing through the office of the Moderator.

**REPRESENTATION**

A party may be represented or assisted by whomever he or she wishes, but only one representative may take an active part.

**ARGUMENT FORMAT**

Each party in interest shall be given ample time to present his or her position. In support of a position, a party may refer to any records, documents, or recordings from a prior proceeding and may present an oral or written argument.

Each party may question the other about his or her argument. Members of the URB may question the parties.

The URB shall make factual findings and shall render a final adjudication in the form of a written opinion. A majority shall control all decisions, but there may be an accompanying minority opinion.

**URB ACTION**

The URB may remand a matter to the initial adjudicatory authorities for further proceedings if it determines there are insufficient written findings or prejudicial procedural error. In other cases, the URB
shall render a written opinion and recommend action to the Chancellor, Provost and Senior Vice Chancellor, Senior Vice Chancellor for the Health Sciences, or the Vice Provost and Dean of Students, accompanied by the complete record.

The Moderator shall be responsible for promptly communicating any formal action of the URB to the parties, transmitting remanded cases to the initial adjudicatory authorities, and forwarding the recommendations to the Chancellor and his or her representatives.

**ACTION BY THE CHANCELLOR OR OTHER REFERRING AUTHORITY**

The Chancellor and/or his or her representatives shall consider the opinions and recommendations of the URB, the record, and such other advice as they may deem necessary and proper. He, she, or they may remand the matter to the initial adjudicatory authority or to the URB for further proceedings or may enter a final decision, accepting or rejecting the recommendations in part or in their entirety. (A sanction imposed by an initial adjudicatory authority may not be increased.)

**PROTOCOL FOR GRADING AND PROMOTION OF FIRST PROFESSIONAL DENTAL STUDENTS* **

The Student Promotions Committee ("the Committee") is responsible for monitoring the academic progression and conduct of students. The Committee accomplishes this through application of this Protocol and the enforcement of this Handbook.

If, in the Committee's sole determination, a student violates a provision of this handbook relating to academic progression, or engages in behavior which impacts academic progress, the Student Promotions Committee may take action against the student by recommending various actions, including but not limited to, suspension and dismissal. Generally, the Committee may make various recommendations, at the Committee's discretion. Such recommendations are made to the Associate Dean of Academic Affairs. When making recommendations, the Committee generally considers the nature and seriousness of the conduct together with other relevant facts and information. Not all performance or conduct problems lend themselves to progressive recommendations by the Committee. There are times when immediate and serious action, including suspension or dismissal, is warranted without first engaging in progressive action. The level of action recommended by the Committee should be commensurate with the nature and severity of the problem, as determined by the Committee in its sole discretion.

This section of the Handbook generally describes the role of the Committee and some, but not all, of the recommendations it may make or actions it may take.

**A. Intent:**

The Student Promotions Committee monitors students as to their progress in the first professional program, and ultimately, to determine whether or not students meets the academic standards necessary for the practice of dental medicine.

The Student Promotions Committee will monitor the progress of each student at the conclusion of each academic term to determine that the student is making satisfactory progress. The Committee will maintain a cumulative record for each student which will contain the grades and comments for each student. The records will be forwarded to the appropriate faculty coordinator. When evaluating students with academic deficiencies, the Student Promotions Committee will consider the student's performance, and conduct if
applicable, in all course and clinical work. The Committee will not permit piecemeal remediation of deficiencies.

Establishment of minimum levels of performance/competency for the assignment of all clinical and didactic grades is the responsibility and prerogative of the individual department and/or the course director.

Any course director or supervising faculty member with concerns about a student not making satisfactory progress (or progressing below expectations for that level) should inform the student and submit the reasons for his or her concerns in writing to the Student Promotions Committee. The Student Promotions Committee will review and consider these comments when evaluating the student's overall performance.

The Student Promotions Committee also makes a determination concerning each student's eligibility for graduation.

B. Structure:

1. The Committee will consist of five faculty members: a chair, and a faculty coordinator for each class year. The function of each faculty coordinator is to collect and organize the data for each student in their respective class year and meet with students as needed or as directed by the chair.

2. The term of each member will be at least four years.

3. The Committee will meet after the conclusion of each term as soon as final grades for that term become available.

C. Maximum Time to Complete the Program:

The required minimum number of years for a student (other than Advanced Standing) to be awarded a Doctor of Dental Medicine (DMD) degree from the School of Dental Medicine (School) is four years.

The program must be completed in five years from initial enrollment, excluding approved voluntary leave(s) of absence.

To be considered to be making satisfactory academic progress, the student must complete the first two years of the curriculum by the end of the third year after initial enrollment.

Students who are absent with cause must undergo both an exit interview and a re-entry interview. These interviews will be held with representatives from the Offices of, at least, Academic Affairs, Business and Finance, Clinical Affairs and Student Affairs and will be coordinated by the Office of Student Affairs.

Whenever a student has been on either a voluntary or involuntary leave, the Student Promotions Committee will, in its discretion, determine the point in the curriculum where the student can re-enter the program. This may require repeating a term or terms at the expense of the student.

Students assigned “G” grades due to course work unfinished because of extenuating personal circumstances are required to complete course requirements no later than one year after the term or session in which the course was taken. Once the deadline has passed, the “G” grade will remain on the record, and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation (University Policy 09-01-05).
D. Grade Requirements and Definitions

The University definitions of grading symbols are as follows (University Policy 09-01-01):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
</tr>
<tr>
<td>D+</td>
<td>1.25</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.75</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following grades also may be given under the circumstances described.

- **G**  Unfinished course work due to extenuating personal circumstances.
- **I**  Incomplete course work due to the nature of the course, clinical work or incomplete research work in individual guidance courses or seminars.

The following grades may apply to some courses and carry no quality points:

- **H**  Honors (exceptional) completion of course requirements.
- **S**  Satisfactory completion of course requirements.
- **U**  Unsatisfactory completion of course requirements.
- **N**  Audit non-credit.

For the purposes of this document a "U" grade is synonymous to an "F" grade and will be treated as such.

The Dean's list consists of two levels and is published at the end of the summer term of each academic year.

- **Dean’s List with Honors:** Those students in the upper half of the top ten students with the highest cumulative GPA.
- **Dean’s List:** Those students in the lower half of the top ten students with the highest cumulative GPA.
The University reserves the right to change any provisions or requirements at any time within the student's term of residence.

A minimum cumulative GPA of greater or equal to 2.60 is required to continue in good standing in the first professional program and for promotion to the subsequent year and/or graduation. The cumulative GPA as used in this paragraph means the cumulative grade point average earned in courses taken as part of the SDM first-professional program, and will not include grades from courses taken in other schools of the University.

The Committee's deliberations and recommendations as described below may lead to the recommendation that courses already passed be repeated if the overall level of performance does not meet accepted standards of the faculty of the School of Dental Medicine.

E. Committee Recommendations for Action:

The Committee is responsible for monitoring the academic progression and conduct of students. As set forth more fully above in the second paragraph of this Section, the Committee can recommend various actions and sanctions, including:

1. Academic Warning

   Students will receive a letter of Academic Warning from the Student Promotions Committee on a term by term basis.

   Criteria for an Academic Warning include, but are not limited to:

   a. one grade of "D" or lower;

   b. two grades of “C” or lower;

   c. one or more letter(s) of concern from course directors or supervising faculty;

   d. a term GPA of < 2.60; or

   e. initiation of a learning plan as outlined in any of the Qualities of a General Dentist course series.

   Students on Academic Warning will be able to continue with their classes as normally scheduled and their progress will be monitored by their respective faculty coordinator. Students on Academic Warning are not eligible for school sponsored travel. At the end of the term in which they have been placed on Academic Warning, their status will be evaluated by the Student Promotions Committee and a decision will be made whether they may continue with their class or will be required to repeat all or part of that academic year.

   The Committee will inform a student in writing that he or she is placed on Academic Warning. A copy of the correspondence will be held by the chair of the Student Promotions Committee in the student's file.
2. **Academic Probation**

The main purpose of this action is to formally place the student on notice, in an unmistakable way, of serious academic deficiencies. This action also serves as a major step in the documentation of any necessary future actions.

a. The Committee may recommend Academic Probation for several reasons, including but not limited to:

1. a cumulative GPA below 2.60 at completion of any term;

2. re-enrollment following a period of suspension; the minimum time period for this type of probation will be not less than one term. The length of a suspension after one term is within the Committee’s discretion;

3. a student who is repeating a year for academic reasons; he or she will be on academic probation during the entire repeated academic year;

4. a final grade of "F" or "U" in any course;

5. an "I" grade in a course if carried for more than two consecutive terms beyond the term in which the "I" grade was received, which then will revert to an "F" grade; or

6. initiation of a Performance Improvement Plan as outlined in any of the Qualities of a General Dentist course series.

b. Students on academic probation will:

1. not be approved to participate in National, Regional or State Board Examinations; based upon extenuating time constraints, a student, in his or her final year of study may submit a request in writing to the committee for a waiver of this rule. The committee will review the written request and, upon approval, will forward its recommendation to the administration for final authorization prior to certifying the student to participate in the respective examination;

2. not be permitted to register for courses in any of the Inter-School Collaborative Programs offered either by the School or in conjunction with other schools of the University; and

3. not be eligible for school sponsored travel.

Any student who fails a course while on academic probation will be reviewed by the Student Promotions Committee for a recommendation regarding dismissal. A student who fails a course while on Academic Probation loses the opportunity to remediate the failed course if the Committee’s recommendation is for dismissal.

The Committee will inform a student in writing that he or she is placed on Academic Probation and will copy this correspondence to the Dean, the Office of Academic Affairs, the Office of Student Affairs, and the respective faculty coordinator.
3. **Suspension**

Suspension is defined as the status whereby a student shall not be permitted to attend classes, treat patients, or observe patient care in School or affiliated clinics.

a. The Committee may recommend suspension to the Office of Academic Affairs for several reasons, including but not limited to:

1. unacceptable professional behavior inconsistent with this Handbook, the written policies, procedures, clinical handbook, course syllabi and other writings of the School or the University;

2. failure of the National Dental Board Part I examination - the student will not be promoted to the third year (including participation in clinical areas) if he or she has not passed the examination by July 1st of their second year;

3. faculty evaluations of clinical performance indicate that the student is unable to safely provide patient care;

4. during the investigation process of a student having been charged with a violation of the Guidelines on Academic Integrity in any academic center of the University, as determined by the Office of Academic Affairs or in accordance with the University's Student Code of Conduct and Student Judicial Procedures;

or

5. while an Appeal process of the Student Promotions Committee recommendation is under review as determined by the Office of Academic Affairs.

b. When patient safety and/or risk to the University is a concern, the Associate Dean for Clinical Affairs may initiate immediate clinical suspension.

Suspension is the right and responsibility of the School, which may take action as appropriate whether or not the student is on academic probation. The examples above illustrate situations that could result in suspension; however, there are other circumstances not listed here that may also result in immediate suspension.

Following resolution of the problem that caused the suspension, if any, the student may be readmitted to classes and/or clinics, either immediately, at the beginning of the next term, or at the beginning of the next academic year as determined by the Committee in its discretion.

Unless otherwise stated in the sanctions imposed against a student, periods of suspension or any involuntary leave will be counted toward the maximum five year time frame in which the individual student is expected to complete the first professional program.

The Committee will inform a student that he or she is placed on Suspension in writing and will copy this correspondence to the Dean, the Office of Academic Affairs, the Office of Student Affairs, and the respective faculty coordinator.
4. Dismissal

Dismissal is defined as immediate release from the School of Dental Medicine.

Criteria for Dismissal: Dismissal may be recommended by the Student Promotions Committee to the Office of Academic Affairs for several reasons, including but not limited to:

a. unsuccessful resolution of probationary status for a total of three consecutive terms;
b. a final grade of "F" or "U" in any course after remediation of that course;
c. failure of a repeated course;
d. a cumulative GPA less than the minimum 2.60 at the end of the academic year;
e. a second suspension at any time during the student's enrollment in the School;
f. after three failures of the National Dental Board Part I examination;
g. unacceptable professional behavior inconsistent with this Handbook, the written procedures, clinical handbook and other policies of the School or the University;
h. failure to satisfactorily complete all course requirements;
i. failure of two or more courses during an academic year;
j. failure to pass the National Board Dental Part II examination by the end of the summer term of the fifth year. Students will be permitted three attempts to pass this examination; or

k. a failing “U” grade in any of the Qualities of a General Dentist course series.

Dismissal is the right and responsibility of the School, which may take action as appropriate whether or not the student is on academic probation. The examples above illustrate situations that could result in immediate dismissal; however, there are other circumstances not listed here that may result in immediate dismissal.

A student who has been notified that he or she will be dismissed for academic reasons may be given the option to voluntarily withdraw.

Unless deemed ineligible, students who are dismissed may apply for re-admission to the School as first year, first term students, with no guarantee of re-admission.

The Associate Dean of Academic Affairs will inform a student in writing that he or she is dismissed and will copy this correspondence to the Dean, the Office of Student Affairs, and the respective faculty coordinator.

5. Special Considerations

a. If at the end of the spring term of the student's first year, his or her cumulative GPA is less than 2.60, he or she will be dismissed and is eligible to apply for re-admission as a
first year student. If the student's cumulative GPA is less than 2.00, he or she will be dismissed from the program and is not eligible to apply for re-admission.

b. A student who repeats the first year and fails to maintain a GPA of greater or equal to 2.60 for the fall term during the repeated year will be automatically dismissed and is not eligible to apply for re-admission.

c. A student who has been dismissed for the second time is not eligible to apply for re-admission.

d. A cumulative GPA of greater than or equal to 2.60 is required for eligibility to take Part I or Part II of the National Dental Board examination.

e. Students with a cumulative GPA less than 3.00 are not eligible for school sponsored travel.

f. Students must pass Part I and Part II of the National Dental Board Examination to be eligible for graduation. Students may not be permitted to take the National Dental Board Part II examination until successful completion of a review course.

g. The student must ensure that all grade deficiencies have been removed from his or her academic record in order to graduate.

h. Unless approved by the Dean, under no circumstances can a student exceed the five year maximum (excluding voluntary leaves of absence) to complete the program.

6. Remediation

Remediation is additional work that is assigned to a student after he or she does not meet the didactic, behavioral and/or clinical criteria as published and distributed ("F" or "U" grade). Departments are required to offer a remediation opportunity to eligible students.*

A student not satisfactorily completing all course requirements may be permitted to remediate the course, be required to repeat an entire academic year of study as remediation, or be dismissed from the School.

A student who has received a final "F" or "U" grade in any course while repeating the academic year will not be eligible for remediation and will be immediately dismissed from the School.

After completion of a remedial program, the highest grade that can be given for the original course is a "C".

*Students who receive a failing “U” grade in any of the Qualities of a General Dentist course series are not eligible for remediation as outlined in the course syllabus and are subject to dismissal from the SDM.

7. Re-Examination

A re-examination is an examination that may be given after a student fails the original examination. Re-examination does not have to follow the format of the original examination.
8. **Hearing Process**

Students being considered for suspension or dismissal will be granted the opportunity to appear before the Committee. When a recommendation for suspension or dismissal is being considered, the chair of the Committee shall inform the student in writing and provide the student with the opportunity to present relevant evidence to the Committee. The student shall inform the chair that he or she is interested in presenting for a hearing within three business days of receiving notification that suspension or dismissal is being considered. Prior to the scheduled hearing, the student is responsible to provide in writing to the Committee reasons why suspension or dismissal should not be considered.

The student has the right to present arguments in his or her defense at the hearing. Extramural counsel will not be permitted. The student has the right to request at the hearing the presence of a faculty representative of his or her choice from within the University Community who agrees to assist the student but is not a member of the Student Promotions Committee.

The chair may arrange at his or her discretion for the attendance at this meeting a representative from any department that submitted an "F" or "U" grade or who may be directly involved with the facts of the student issue.

Following the hearing, the Committee will deliberate and arrive at a recommendation, which will be presented in writing by the chair to the Associate Dean for Academic Affairs. The chair will copy this correspondence to the Dean, the Office of Student Affairs, and the respective faculty coordinator.

The Associate Dean for Academic Affairs will then accept or reject the Committee recommendation in writing to the student. If the recommendation is for suspension or dismissal, the Associate Dean for Academic Affairs will inform the student of his or her right to appeal. A copy of this correspondence will be sent to the Dean, the Office of Student Affairs, the Committee chair and the respective faculty coordinator. If the student elects not to appeal, the exit process will be started through the Office of Student Affairs.

If the student elects to appeal the decision, the student may petition the Dean in writing within ten calendar days after notification of the decision and must include the reason(s) on which the appeal is based.

9. **Appeal Process**

Where the Associate Dean for Academic Affairs has determined that suspension or dismissal is warranted, the student may appeal to the Dean. The Student Promotions Committee's recommendation to the Associate Dean for Academic Affairs is based upon School and University policies, guidelines, and practices, such as those referenced in this protocol. Hence, an appeal of such a decision should not be undertaken without substantial indications that these policies and practices were misapplied, and that the procedures employed in arriving at this recommendation were inadequate or discriminatory. The student has the burden in appeal involving the Student Promotions Committee process to show by clear and convincing evidence that the recommendation or sanctions imposed are unsubstantiated or violate School or University procedures.

The Dean, after reviewing the student's petition and the pertinent records and documents, may at his or her discretion choose one of the following actions:
a. affirm the decision of the Associate Dean for Academic Affairs and deny the appeal; or

b. reject the decision of the Associate Dean for Academic Affairs and uphold the student appeal.

It is the Dean of the School of Dental Medicine who has at all times the ultimate discretion to make a determination on any appeal under this procedure.

GLOBAL ASSESSMENT OF PROFESSIONAL BEHAVIORS

Status at the School for first-professional students is contingent in part on individual compliance with all policies and procedures contained within this manual and the Qualities of a General Dentist course series, in addition to compliance with the American Dental Association Principles of Ethics and Code of Professional Conduct (ADA Code; located at: http://www.ada.org) and the laws/policies of the Commonwealth of Pennsylvania. Individual accountability is a responsibility and an expectation.

Failure to comply with these policies and procedures may result in progressive corrective actions as described in this manual and in the Qualities of a General Dentist course series syllabi.

FIRST PROFESSIONAL PROGRAM COMPETENCIES

As part of the academic mission of the School, the School evaluates students on their competency to practice dental medicine. The First Professional graduate of the University of Pittsburgh School of Dental Medicine must be competent to:

PROFESSIONALISM (3)

1.1 Apply the principles of ethical decision making and professional responsibility as a health care provider.

1.2 Effectively manage patients from diverse cultural backgrounds.

1.3 Access and critically evaluate the biomedical and clinical science literature to support lifelong learning and evidence-based decisions in the delivery of patient care.

ASSESSMENT OF THE PATIENT (8)

2.1 Identify the patient’s chief complaint and expectations, obtain and interpret a comprehensive health history (dental, medical, social, behavioral), physical assessment, and risk status for oral disease.

2.2 Recognize oral disease, deviations from health and other systemic conditions that require treatment or management to include monitoring, consultation, or referral to professional colleagues when indicated.

2.3 Identify, perform/order and interpret appropriate diagnostic procedures leading to both differential and definitive diagnoses.
2.4 Develop a comprehensive, properly sequenced treatment plan with treatment alternatives.

2.5 Present and discuss with the patient (or responsible party) the findings, diagnoses, prognosis and treatment options including the probable benefits, potential outcomes, limitations and risks associated with treatment, the probable consequences of no treatment, estimated fees and patient responsibilities for successful treatment outcomes.

2.6 Obtain informed consent for agreed upon care.

2.7 Monitor and evaluate treatment outcomes, and utilize the results to reassess and modify diagnosis and/or treatment.

2.8 Identify and manage pathological conditions involving oral and maxillofacial soft and hard tissues.

**ESTABLISHMENT AND MAINTAINANCE OF ORAL HEALTH (10)**

3.1 Assess the treatment needs of patients with special needs.

3.2 Diagnose, treat and/or manage dental emergencies.

3.3 Recognize and manage medical emergencies including the provision of basic life support when necessary.

3.4 Recognize and manage pain and anxiety in the dental patient.

3.5 Diagnose, treat and/or manage pulpal and periradicular disorders.

3.6 Restore defective teeth to proper form, function, and esthetics using appropriate materials and techniques, including communication and management of dental laboratory procedures.

3.7 Diagnose, manage and/or restore partial or complete edentulism to proper form, function and esthetics.

3.8 Recognize and manage interferences in ideal growth and development to include space management and malocclusion.

3.9 Perform uncomplicated and manage complicated oral surgical procedures.

3.10 Diagnose, treat and/or manage periodontal disease.

**HEALTH PROMOTION (1)**

4.1 Provide patient care that emphasizes prevention of oral diseases and supports the maintenance of systemic and oral health.

**PRACTICE ADMINISTRATION (4)**

5.1 Comply with federal, state and local regulations related to patient care.
5.2 Apply the basic principles and philosophies of practice management to different models of oral health care delivery.

5.3 Serve as the leader of an oral health care team.

5.4 Communicate and collaborate with other members of health care teams to facilitate the provision of health care.

The School will evaluate students in these competencies in determining academic grades and eligibility for graduation. Students are evaluated in these competencies during all of their activities at the School related to the didactic and clinical curriculum. Among other things, failure to meet these Competencies may result in the Student Promotion Committee taking action as described in the Protocol above.

ATTENDANCE POLICY

Class Attendance

The faculty and administration of the School expect every student to attend all scheduled lectures, seminars, laboratory sessions and clinic assignments, except in the event of illness or emergency. Regular class attendance is a student obligation, and a student is responsible for all the work, including tests and written work, of all class meetings. Excessive absenteeism, as determined by the course director, could have an adverse effect on a student's performance. The course director will describe, in writing, his or her class attendance policies at the beginning of the course.

Pursuant to this policy, in a course where attendance is mandatory and utilized in the grading process, a faculty member must have a systematic method of monitoring student attendance and a stated process for factoring excessive absences into the student's grade or any recommended remedial activity. The attendance requirement and any mechanism for calculating the grade should be given to students in writing at the beginning of the course. It is the student's responsibility to contact course directors to make arrangements in advance of the anticipated absence. Curriculum material (didactic and clinical) missed is the responsibility of the student.

Students should notify their course instructors and the Office of Student Affairs (412-648-8422) of illness, death in the family, or other unusual circumstances that may necessitate being absent from classroom, laboratory or clinical assignments of one day or longer. In the case of emergency, the Office of Student Affairs will notify the appropriate faculty members of the student's absence. Students must contact appropriate faculty members upon their return. In any event, students remain responsible for any assignments and lecture material missed during their absence. Where appropriate, course directors are encouraged to assist students who for good reason are absent from classes.

Absences of longer duration, including leaves of absence, must be approved in writing by the Dean (or the Dean's designee). The Office of Student Affairs should be contacted for details on the procedure for requesting an extended leave of absence. Students who participate in a long-term absence (longer than five days) should directly contact the Associate Dean for Academic Affairs to discuss strategies for managing the impact of the absence on the educational program.

Notification of Scheduled Absences

Students who anticipate that they will be absent from any curricular activities (e.g., class, clinic, seminars, presentations) for any reason (e.g., meeting attendance, religious observance, externships, interviews for
postgraduate training) for one day or longer must inform the Office of Student Affairs and the course directors of affected courses at least three weeks in advance. An Absence Form must be obtained by and submitted to the Office of Student Services and approved by the Associate Dean for Student Affairs. Failure to provide appropriate notification may result in academic sanctions.

Clinical absence for any duration or reason must be reported to all clinical course directors so that provisions to ensure continual patient care can be arranged.
Clinic Attendance

Clinic attendance levels will be determined and monitored at the departmental level. Students falling below the required level of productivity and participation are subject to disciplinary action, including dismissal.

Attendance at Meetings/School Selectives

Students are encouraged to participate in professional organizations through attendance at local, state, national, and international meetings. However, the following rules govern such absences from the School:

1. Scheduled examinations cannot be missed unless approved by the Course Director.
2. Request for funding for such travel should be directed to the Office of Student Affairs and will be considered according to established guidelines and funding availability. Students with a cumulative GPA below 3.0 will not receive travel support from the School.
3. Participation in selective courses may compromise attendance in other required classes or clinical sessions. Students enrolled in selectives should not assume they will be excused from required courses or clinical responsibilities. Written permission to be excused from previously scheduled sessions must be obtained to avoid academic sanctions for unexcused absences.

DRESS CODE

Appropriate attire and personal hygiene are required in all areas designated as the School. Personal appearance and grooming are important aspects of health and safety in a clinical facility. This contributes to a high level of professionalism which can influence patient confidence. As partners in providing health care to patients, faculty, staff, residents, and students should communicate through their appearance that they take their professional responsibilities seriously. The practice of dentistry requires that certain guidelines be followed for the protection and safety of the patient and the practitioner.

The following guidelines have been established to ensure professional appearance and safety in the School. These guidelines are in effect during clinic hours. Students not in compliance with these requirements will not be permitted to remain in designated School facilities. Failure to comply with these guidelines will be viewed as a violation of professionalism and could result in sanctions up to, and including, suspension or dismissal.

Personal Grooming

1. Personal hygiene, including body and clothing, must always be maintained in acceptable condition.
2. Acceptable personal and oral hygiene, includes regular bathing, shampooing, and use of effective deodorant.
3. Fingernails must be of a length that does not interfere with patient treatment.
4. Artificial nails may not be worn during clinical or pre-clinical activities to ensure glove integrity.
5. Beards and moustaches must be clean, neat, and well groomed.
6. Hair should be clean and neatly groomed.

7. Hair longer than chin/shoulder length must be secured in such a way that it will not interfere with the operating field during laboratory and clinical procedures or touch the patient during clinical activity.

8. Clothing, including laboratory coats and surgical scrubs, must be clean.

9. Jewelry adorning visible body piercing (nose, tongue, lips, eyebrows, etc.) is inappropriate.

10. Modest earrings (non-dangling) are acceptable.

11. Tobacco use, including spit tobacco, is not permitted in the School and clinic areas.

**Lecture Hall, Hallways, Patient Reception Areas**

1. Attire that may interfere with the health and safety of patients is not permitted.

2. Head coverings of a non-religious nature are not permitted.

3. Appropriate professional attire for males includes:
   a. Clean, matching blue scrub tops and scrub pants with white lab coat.
   b. Trousers, other than jeans, of any type that are ankle length.
   c. Collared shirts, turtlenecks, or non-logo shirts that are of sufficient length to be tucked in.
   d. Clean, closed-toe street shoes with socks are acceptable.
   e. "CROCS" may be worn as long as they have solid toes.

4. Appropriate professional attire for females includes:
   a. Clean, matching blue scrub tops and scrub pants with white lab coat.
   b. Slacks, other than jeans, of any type that are ankle length.
   c. Skirts and dresses that are of appropriate length.
   d. Collared blouses, turtlenecks, or non-logo shirts that are of sufficient length to be tucked in.
   e. Clean, closed-toe street shoes with hose or socks and dress sandals are acceptable.

**Pre-Clinical and Clinical Areas**

1. Clinical and pre-clinical dress must conform to applicable safety and infection control regulations.

2. Students will adhere to the School Exposure Control Plan regarding standard precautions (gloves, masks, protective eyewear including side shields, etc.).
3. Students will wear clean, matching blue scrub tops and scrub pants in all pre-clinical and clinical areas.

4. Only white, short sleeve, non-logo T-shirts may be worn under scrub tops.

5. Clean, closed-toe street shoes must be worn with scrubs. These may include clean athletic shoes, but do not include winter or hiking boots. Socks or hose must be worn with shoes.

6. Clean, white laboratory coats are to be worn over scrubs at all times when the student is outside the clinical areas. Sweatshirts, sweaters, jackets, etc. are not acceptable substitutes for the laboratory coat.

7. Students will wear full-length disposable gowns over scrubs during all patient treatment activities or while performing laboratory procedures where the possibility exists for the transfer of blood and body fluids.

8. Disposable gowns will be not be worn outside patient treatment areas (laboratories, hallways, stairwells, classrooms, restrooms).

9. Disposable gowns will be changed twice daily (more frequently if notably soiled).

10. Disposable gowns will be discarded into the commercial waste receptacles in the appropriate clinic areas.

11. Rings, which may potentially penetrate the glove, should not be worn when providing patient treatment. Watches that cannot be completely covered by gloves and/or the protective, disposable gown should be removed.

EXAMINATION PROCEDURES

The following policy will be employed for all written examinations:

1. The use of any books, papers, or electronic devices is strictly prohibited and will not be tolerated for any reason during any examinations or quizzes. This includes, but is not limited to, all phones, tablets and laptops. These devices must be silenced and placed out of view prior to the start of the examination. Once the examination has begun, any student observed using an electronic device is in specific violation of the "Guidelines on Academic Integrity", 1.1., which states that" ... a student may be found to have violated this obligation if he or she: 1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the faculty member". If the student is expecting an urgent call or notification, they must discuss the situation with the proctors before the start of the quiz or examination; the proctors may hold the device for the student during the course of the quiz or examinations. All personal belongings brought into the test site must be left in a designated area. Course directors have the right to enforce or override this policy.

2. Leaving the room once an examination is in progress is to be discouraged. If a student must leave the room once an examination has started, he or she should be accompanied by a proctor whenever possible (it should be noted that these two procedures are standard operating procedures employed in most standardized testing situations).
3. If a student has a question to ask of one of the proctors during an examination, the student should raise his or her hand and wait until the proctor comes to the student’s seat. Leaving one’s seat to ask a proctor a question is not permitted.

4. If a student fails to take an examination, the student should not expect to take the same examination given to the other students which he or she missed. A make-up examination for this student should be an examination from a bank of questions securely maintained by the course instructor.

The following procedure for random seating assignment will be used:

Employing the principles of random assignment, students may be assigned to specific seats. Immediately prior to any given examination, a numerical listing of students and their assigned seat numbers will be posted at locations near the testing area. During the course of an examination, seating arrangements will be checked against a master chart. If at that time it is noted that an individual is occupying a seat other than that assigned, their examination may be voided.

**ELECTRONIC CORRESPONDENCE**

Communication among faculty, staff, residents and students is essential to maintain the highest degree of efficiency in the clinical and educational programs of the School. It is, therefore, essential that the following policy be followed.

**Email**

1. The University of Pittsburgh email system is secured, but not compliant with the Health Insurance Portability and Accountability Act (HIPAA). In the event that an individual receives unprotected health information via email a new email message should be initiated to inform the sender that this mode of communication is not appropriate and delete the original information permanently.

   Thus while technically possible, it is strongly recommended that individuals do not forward University email to a non-University account until graduation or separation from the University. Access to @pitt.edu accounts expire upon termination, however email messages can be forwarded for one year. For instructions to forwarding email accounts please go to http://technology.pitt.edu/help/help-index/forwardingmail.html.

2. Emails must be reviewed on a daily basis (both https://exchange.pitt.edu and axiUm), and students will be held responsible for all information distributed through the University's email system.

3. Students are responsible for either deleting emails on a regular basis to prevent mailbox overload or to request a mailbox size increase through the Technology Help Desk by calling 412-624-HELP or submitting a request at http://technology.pitt.edu/helprequest/default.aspx.

4. Students must contact the Technology Help Desk (http://technology.pitt.edu/helprequest or call 412-624-HELP) for assistance if their access to the School email system is not working properly.
Pagers

1. Pagers must be worn, activated, and in working order at all times during clinic hours. Students may elect to wear pagers after hours.

2. Students must respond to all pages within two hours of the page/voice mail.

3. Students are responsible for maintaining their pager in working order, which includes battery replacement on a regular basis.

4. Malfunctioning pagers must be brought to the attention of the Office of Student Affairs for replacement.

Cell Phones

The use of cell phones is not permitted in any patient treatment area.

Personal Cameras

The use of personal cameras is not permitted in any patient treatment area.

**LAPTOP USE POLICY**

The School expects that you do use a laptop or tablet computer during educational sessions solely for the purpose of learning activities, such as note-taking or completion of online quizzes and literature searches as directed by the faculty. Please refrain from any activity not advised by faculty while being in class. Faculty may ask to see evidence that you are using your computer for class activity only.

**LECTURE RECORDING POLICY**

Lecture recording is an option available to all educators in the SDM.

Classroom lectures, discussion and/or activities may only be recorded using the official SDM recording system (audio with synchronized slides or audio only), coordinated through the Office of Faculty Affairs Instructional Technology Group.

All recordings are for educational use only. Any unauthorized distribution of recordings by students is strictly prohibited.

Students may not record classroom lectures, discussion and/or activities on their own personal recording devices under any circumstances.

Separate permission for recording must be obtained for each guest speaker. Guest speakers reserve the right not to participate.
Course directors retain the right to make the continued use of lecture recording contingent on satisfactory attendance; the course director will define satisfactory attendance.

Furthermore, course directors reserve the right to stop the use of lecture recording at any time at their discretion. Course directors may also choose to make previously recorded lectures unavailable at their discretion and/or modify lecture recordings for their course at any time as they see fit.

No faculty member in the SDM is required to offer lecture recording for all or part of their course(s).

The course director and SDM Instructional Technology Group make no guarantee as to the quality of recordings and are not responsible for equipment failures or other technical factors. Students are responsible for mastering the content presented in class, irrespective of the means of delivery.

STUDENT HEALTH POLICY

The University of Pittsburgh Student Health Service provides for primary care needs of dental students and has a network of referral sources to provide more extensive care. All dental students must pay the student health fee at registration.

It is required that the following immunizations be complete prior to matriculation in the School of Dental Medicine. Specific proof of immunizations is required and may consist of copies of personal records, school records, or doctors’ records or correspondence.

1. Diphtheria, Pertussis, Tetanus-Booster (DPT) within six (6) years
2. Rubella (disease history or vaccination)
3. Rubeola (disease history or vaccination)
4. Polio
5. Mumps (disease history or vaccination)
6. Meningitis
7. Varicella-Zoster (2 doses; with the second dose at least 28 days after the initial dose)
8. Two-step tuberculin test (Yearly one-step tuberculin tests will be required thereafter.)
9. If vaccinated with BCG (Bacillus of Calmette-Guerin), the following will apply:
   If vaccinated as a child and have not been skin tested as an adult, a two-step tuberculin test and results report is required. If vaccinated and have a documented history of a tuberculin skin test greater than 10mm, you must complete an annual surveillance form and provide results of or obtain a baseline chest X-ray. If the individual has taken INH, a documented history of treatment is required.
10. Hepatitis B vaccination initiation of a series before registration for the fall term of the first year
and completion of the series before registration for the fall term of the second year. Written notice
of an antibody titer must be determined within six (6) months of the last injection of the series.

The School strongly encourages students to have yearly immunization against influenza.

It is mandatory that all students and residents carry health insurance to cover hospitalization and
physician fees during first professional training.

Documentation of immunization, tuberculin testing and health insurance shall be included in the student's
academic record. This will allow the School to answer queries from hospitals and clinics that need to
know a student's status with respect to immunity to infectious disease while caring for patients. This and
all other information relating to student health shall be included in the University Student Health Service
records.

CREDENTIALING

The University of Pittsburgh, School of Dental Medicine is an environment which houses an ambulatory
hospital which is visited by over 60,000 patients each year. It is important that, as members of the health
care team, all are in full compliance with all regulatory requirements to ensure the safety and the well-
being of our patients regardless if the individual is directly involved in patient care or work in another
area. The "Credential Keeper," is aimed to help streamline the School credentialing process, allowing an
individual to submit and maintain documents that offer proof of training and other requirements to:
http://www.dental.pitt.edu/AboutCredentialKeeper. Failure to complete and maintain the credentialing
process will result in the loss of clinical privileges.

POLICY ON INFECTIOUS DISEASES IN THE CLINICAL ENVIRONMENT

The following policy applies to all School of Dental Medicine faculty, staff, residents and students.

1. Admission of Residents and Students with Bloodborne Infectious Disease:
   It is the policy of this school that applicants who are in a controllable state of any bloodborne
   infectious disease will not be excluded on this basis alone.

2. Testing of Faculty, Staff, Residents and Students for Bloodborne Infectious Disease:
   Any testing for a bloodborne infectious disease will be done only with the permission and
   informed consent of the individual. All results of such testing will be strictly confidential, with
   only the person being tested and his or her physician aware of the results of such testing. The
   individual is encouraged to discuss his or her situation with the Associate Dean for Clinical
   Affairs, and if discussed, the information will remain confidential.

3. Education of Faculty, Staff, Residents and Students:
   In order to be awarded and to maintain clinical privileges, all faculty, staff, residents and students
   must complete initial bloodborne pathogen training, as well as annual training on the same
   subject. Certificates for all training will be maintained in the Credential Keeper software by the
   individual.

4. Management of a Faculty, Staff, Resident and Student Infected with a Bloodborne Pathogen:
All faculty, staff, residents and students are expected to practice standard blood and body fluid precautions as recommended by the Centers for Disease Control and Prevention (CDC).

Furthermore, residents and students should be carefully supervised when learning procedures evaluated as potentially dangerous to them or to the patient because of increased risk of blood or body fluid transmission.

If an individual is infected and is symptomatic (e.g., because of skin or mucous membrane lesions, there would be increased possibility of spread of body fluids), then the individual's responsibilities and patient contact should be carefully evaluated and appropriate changes made on a case by case basis. These decisions will be coordinated by the supervisor/ supervising faculty member and/or Associate Dean for Clinical Affairs, after the infected individual notifies his or her supervisor (residents and students must notify the supervising faculty member).

If the individual is infected and is not symptomatic (e.g., has no skin or mucous membrane lesions or no increased possibility for the transmission of body fluids), then the usual responsibilities can resume and the usual precautions for patient contact should suffice.

These policies apply to any individual with any bloodborne infectious disease which poses a risk to the individual and those that he or she is in contact with because of transmission of blood or bodily fluids.

5. Refusal to Treat Patients with a Bloodborne Infectious Disease:
   It is the policy of the University of Pittsburgh School of Dental Medicine to treat all active patients and for this reason, no faculty, staff, resident or student may refuse to treat patients with any bloodborne infectious disease. Care may be postponed when the patient is symptomatic or infectious. These decisions will be coordinated by the supervising faculty.

6. Exposure to a Bloodborne Infectious Agent:
   Faculty, staff, residents and students who sustain injuries during patient care which result in or possibly result in the transmission of blood and/or body fluid will follow the guidelines described in the University of Pittsburgh School of Dental Medicine Clinic Manual. Supervising faculty must be notified of the potential exposure within 15 minutes of the occurrence.

**POLICY FOR PROGRAM PARTICIPANTS DURING AND IMMEDIATELY FOLLOWING PREGNANCY**

The School of Dental Medicine complies with laws related to pregnancy. The following policy is based on that of the Student Health Committee of the School of Medicine. The School will accept the responsibility for reasonable alterations in the academic program, if necessary and appropriate, to protect the health of the pregnant individual and her fetus. Academic standards will not be altered. Didactic and clinical requirements as set forth in individual course syllabi and department-wide standards must be met prior to the awarding of a course grade and course credit. If course work is missed because of a pregnancy, arrangements will be made to permit the individual to make up the deficiency to the satisfaction of the faculty.

The responsibilities of the pregnant individual should include the following:

1. Taking the following recommended precautions:
   a. In radiology areas, appropriate use of protective shielding.
b. In clinical situations, avoidance of contact with patients harboring infectious pathogens which are known to cross the placental barrier.

c. In all program areas, avoidance of exposure to substances which are known teratogens, abortifacient, or which otherwise are known to be harmful during pregnancy.

2. Arrange leave time with the Office of Student Services, which will notify departments or the Director for Residency Education.

The pregnant individual must, to the extent possible:

1. Arrange for care of assigned patients prior to initiation of her leave. The student will provide a copy of a written agreement made between herself and a third or fourth year dental student for provision of emergency care for the former's assigned patients to the Office of Clinical Affairs. Postdoctoral participants will consult with the director of her postdoctoral program to arrange for continuity of patient care.

2. Notify the Office of Student Services, or the director of a postdoctoral program, of the date of return from postpartum leave. If this is greater than six (6) weeks, the written recommendation of the obstetrician must be provided.

**STUDENT IMPAIRED CLINICAL PERFORMANCE**

A major aspect of resident/student learning in the School occurs in clinical settings with direct student-patient contact. While in clinical courses, residents/students are acquiring knowledge, cognitive and psychomotor skills, and developing judgment. Residents/students are expected to perform at the level indicated in the curricular objectives. Safety is a critical component of each clinical course.

The rights of patients and the public to safe professional practice supersede residents/students' learning and skill acquisition needs. The responsibility of the University, the School, and the faculty to protect patients, the public, and the staff in clinical settings from unnecessary exposure to dangerous situations is paramount. Faculty members have the obligation to assess and make professional judgments with respect to each resident's/student's fitness for safe practice during clinical hours.

Residents/students have the responsibility to practice without undue risk to themselves or others, and to maintain fitness for duty throughout all clinical hours. When a faculty member makes a professional judgment that a resident's/student's psychological and/or physical condition has impaired his or her ability to perform in accordance with course-specific clinical behaviors, the resident/student will be asked to leave the clinical area. The resident/student will then be given the opportunity to hear the reasons for the suspension, and to discuss the incident with a representative of the School.

When a clinical agency has a policy regarding fitness for duty, in addition to the School, that policy will be followed.

Individuals who are currently licensed by the Commonwealth of Pennsylvania must follow the procedures specified by the Dental Practice Act. Individuals licensed in another state will be expected to follow procedures specified by the Pennsylvania State Board of Dentistry, as well. Any evidence of impaired practice by a licensed dentist in Pennsylvania must be reported to the State Board of Dentistry for further investigation. The School will comply with this regulation. The state board may suspend the dentist's license to practice, but stay further disciplinary action if the dentist agrees to participate, and is eligible to participate, in the Professional Health Monitoring Program. The School will follow the policies and procedures of that program regarding assessment, treatment, and return-to-work or school monitoring.
PROCEDURE:

1. Initial Identification
   a. When there is concern that a resident/student poses a risk of harm to self or patients, the faculty member may remove the resident/student from the clinical area.
   b. The resident/student will be informed of temporary suspension from clinical practice and is sent to the Office of the Dean for an immediate meeting with the Associate Dean for Clinical Affairs or an appointed representative. If warranted by the resident's/student's condition, the clinical instructor, campus security, or a representative from the school may accompany the resident/student to the nearest healthcare facility for emergency treatment prior to bringing the resident/student to the school for a meeting.
   c. The documented evidence of impaired clinical performance will be reviewed with the resident/student and the resident/student will have an opportunity to provide an explanation.
   d. When the cause of the impaired performance has been addressed satisfactorily as determined by the School, the resident/student may be permitted to return to the clinical area.
   e. If the resident/student requests a formal hearing, one will be conducted in accordance with the due process principals contained herein and as outlined in the University's Student Code of Conduct and Judicial Procedures. Under appropriate circumstances as determined by the School, the Student Promotions Committee may also take action as set forth in these Guidelines.

2. Referral and Treatment
   a. Before being permitted to return to the clinical area, the student may be mandated to obtain a health assessment. This assessment may be done at the University Health Center, or any healthcare facility authorized by the student's health insurance carrier, at the student's expense.
   b. The student has a right to refuse this assessment, treatment, and further monitoring. However, the School may inform the student that he or she is not permitted to return to clinical practice without certification from a recognized healthcare provider that he or she is either undergoing treatment or does not need treatment and is fit for duty.

3. Return to Clinical Practice
   a. If the resident/student has been referred for treatment, the resident/student may be permitted to return to clinical practice only on the specific written recommendation of an appropriate healthcare provider stating that the resident/student is capable of safe and skilled clinical performance.
   b. Confidential medical information will be maintained in a restricted file in the Office of Student Affairs.
c. Information will be shared with treatment providers and others designated by the resident's/student's written consent. The resident/student may also be asked to give written permission for treatment providers and others to share information with a representative of the school as needed.

d. No information will be shared with other members of the School unless there is a need to know as determined by the School.

e. The resident/student and a representative of the School will sign a return to school agreement, individualized according to the resident's/student's needs. This agreement will delineate the terms of the resident's/student's return to clinical practice.

f. The School has the right to impose conditions on the resident's/student's return to clinical practice, as necessary, following treatment.

g. The School will provide direct supervision of the resident/student following return to school and clinical practice, and the Associate Dean for Clinical Affairs, or an appointed representative, will monitor satisfactory achievement by the resident/student.

h. Any subsequent behaviors that indicate unsafe clinical performance may be cause for disciplinary action up to, and including, dismissal from the School.

i. In some cases, the unsafe practice may be so egregious that the student may not be permitted to return to clinical practice.

POLICY AND PROCEDURES FOR VOLUNTARY LEAVES OF ABSENCE OR WITHDRAWALS

In the event that a student finds it necessary to ask to voluntarily leave the School, such as for a voluntary leave of absence, or voluntary withdrawal for academic, change of profession or personal reasons, the steps listed below must be followed:

1. A letter of intent must be submitted to the Associate Dean for Student Affairs.

2. Following submission of the letter, an appointment must be made to speak with the Associate Dean for Student Affairs.

3. The student must complete a University withdrawal form at the Office of Student Accounts, Thackeray Hall and give a copy to the Office of Student Affairs for the student's file. The student must obtain necessary signatures on an appropriate "sign out" sheet which can be obtained in the Office of Student Affairs.

The Office of Student Affairs will notify all departments of the student's status.

Voluntary leaves of absence will be limited to one year. For voluntary leaves of absence greater than one year, students will have to apply for readmission into the program. A student requesting re-admission following a leave of absence must contact the Office of Student Affairs.

This section applies only to voluntary leaves of absence or withdrawals. Time spent on approved voluntary leaves or withdrawals is not counted when calculating the maximum five years permitted to
complete the program set forth below. Involuntary suspensions or other involuntary leaves are not considered leaves of absence by the School and count towards the five year maximum permitted to complete the program set forth in the “Protocol for Grading and Promotion of First Professional Dental Students”.

In order to hold a position at the SDM, students who take Voluntary or Involuntary Leaves of Absence or Suspensions and are eligible to return to the SDM, will be required to submit a tuition deposit made payable to the University of Pittsburgh. The amount and due date of the deposit will be determined by the Office of Student Affairs.

**NOTICE REGARDING POSSIBLE BACKGROUND CHECKS, DRUG SCREENINGS, ETC.**

Please note that the University of Pittsburgh, School of Dental Medicine requires that the student complete a rotation and/or course work external to the University and such facilities will or may require a criminal background check, an ACT 33/34 clearance (if applicable) and perhaps a drug screen to determine whether a student is qualified to participate in the educational experience outside of the School. Additionally, in order to become licensed, many states will inquire as to whether the applicant has been convicted of a misdemeanor, a felony, or a felonious or illegal act associated with alcohol and/or substance abuse.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

(“The Buckley Amendment”)

The federal Family Educational Rights and Privacy Act of 1974 requires educational agencies or institutions to provide parents of students and eligible students access to the education records of such students with certain limitations. The Act transfers this right from the parent to the student who is enrolled in a postsecondary institution. Please see University Policy 09-08-01 and Procedure 09-08-01.

**UNIVERSITY OF PITTSBURGH**

**NONDISCRIMINATION POLICY STATEMENT**

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, please review and abide by Policy 07-01-03 and Procedure 07-01-03 Nondiscrimination, Equal Employment and Affirmative Action.

**UNIVERSITY OF PITTSBURGH**

**SEXUAL HARASSMENT POLICY STATEMENT**

The University of Pittsburgh is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal, and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, researchers, staff, students, vendors, contractors, and visitors to the University.

For further information, see University Policy and Procedure 07-06-04.
Assistance: For further information or assistance regarding sexual harassment, please call any of the following resource offices:
Office of Affirmative Action, Diversity, and Inclusion (412) 648-7860
Employee Relations, Office of Human Resources (412) 624-4645
University Student Judicial System (412) 648-7918
Title IX Office (412) 648-7860
Title IX website http://www.share.pitt.edu/about/title-ix

For counseling services, please call any of the following offices:
University Counseling Center (412) 648-7930
Sexual Assault Services (412) 648-7930 or (412) 648-7856
Faculty and Staff Assistance Program (412) 647-3327 or (800) 647-3327

UNIVERSITY OF PITTSBURGH
ANTI-HARASSMENT POLICY STATEMENT

No University employee, University student, or individual on University property may intentionally harass or abuse a person (physically, verbally or electronically) when the conduct is severe or pervasive and objectively and subjectively has the effect of: (1) unreasonably interfering with such person's work or equal access to education, or (2) creating an intimidating, hostile, or offensive work or academic environment. For further information, please see:
www.provost.pitt.edu/information-on/antiharassment_statement.html

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

The University of Pittsburgh prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. Faculty, staff, residents and students of the University must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

For further information, please see Policy and Procedure 06-02-01, Drug-Free Workplace/Drug-Free Schools. Violation of this policy will result in disciplinary action, including, but not limited to, a warning, written reprimand, suspension (with or without pay), dismissal, expulsion, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

FINANCIAL AID

All entering students are encouraged to review available resources for financial aid. This is available online at www.dental.pitt.edu.

All students will be notified of changes in financial aid programs and/or federal regulations through email messages. Deadline dates MUST be met to assure financial aid.

For further information concerning financial aid matters, students should contact the Financial Aid Administrator in the Office of Student Affairs.
Continuation of institutional aid depends upon making satisfactory academic progress toward the DMD degree. However, students not making satisfactory progress toward their degree as described in the Protocol for Grading and Promotion of First Professional Dental Students will be at risk for losing eligibility for institutional financial aid.
SELECTIVE PROGRAMS

Selectives may be selected from:

1. The list of courses to be offered by the faculty of the School, or

2. Any of the courses listed in the University Time Schedule for which the student has the proper pre-requisites and which does not conflict with the prescribed lecture or clinic schedule. Students on probation will not be permitted to register for courses outside the School of Dental Medicine.

Bulletins of the various schools of the University are available on the University of Pittsburgh website.

Students who are interested in working towards a Masters Degree (excluding a Masters in Dental Science) must consult the Office of Student Affairs and secure approval from the Office of the Dean. Acceptance into a Masters Program is contingent upon meeting the requirements of the individual departments and/or schools within the University.

POLICY FOR NORTHEAST REGIONAL BOARD CERTIFICATION

The Policy of Certification for the Northeast Regional Board Examination (NERB) as stated in the manual for Northeast Regional Board Certification states that failure to meet eligibility requirements by the date of NERB Examination will result in the student's ineligibility to participate.

POLICY FOR NATIONAL BOARD EXAMINATION

Part I, National Board Dental Examination

1. To be eligible to take Part I of the National Board Dental (NBDE) examination, a student must pass all courses covered on Part I NBDE.

2. Students must pass Part I of the NBDE examination by July 1st of their second year in order to be promoted to the third year (including participation in clinical areas).

Part II, National Board Dental Examination

1. Students must pass Part II NBDE to graduate from the School of Dental Medicine.

2. Students who have not passed Part II NBDE will not be permitted to participate in the School diploma ceremony.

3. Students must pass Parts I and II within the five year maximum to complete the Program.

Special Notes

1. Ninety days must lapse between attempts to take either part of the NBDE examination.

   It is imperative that you plan appropriately when scheduling your test date(s). Doing otherwise may negatively impact on your ability to meet your patient care requirements in a timely manner,
may result in the need for you to enroll in and pay for additional terms to complete the program, and/or result in your inability to complete the program within the required five years.

2. Lack of progress in patient care activities may cause your graduation to be deferred to a date beyond the eleven terms allotted to complete the DMD program. Full tuition and University fees will be assessed on those requiring additional time to complete the program.

COMMISSION ON DENTAL ACCREDITATION AND COMPLAINTS RELATED TO ACCREDITATION STANDARDS

The Commission on Dental Accreditation serves the public by establishing, maintaining and applying standards that ensure the quality and continuous improvement of dental and dental-related education and reflect the evolving practice of dentistry. In cooperation with the policy of the Commission, the School is responsible for maintaining a process that informs students of the opportunity and procedures to file complaints with the Commission. This process involves notifying students of the opportunity to communicate directly with the Commission.

Therefore, the School is informing students in our program that any complaint related to the Commission's Accreditation Standards and/or policy may be sent directly to the Commission on Dental Accreditation. The Commission Accreditation Policy and Accreditation Standards can be found on the ADA website (www.ada.org).

GENERAL CONCERNS OR COMPLAINTS

Students may report concerns or complaints related to their experiences at the SDM to the Associate Dean of Student Affairs, who will meet with the student. Following the meeting, the concern/complaint will be recorded by the student and the Associate Dean of Student Affairs (or his/her designee) in the student concern/complaint log for follow-up.