



**University of Pittsburgh  
School of Dental Medicine  
Predoctoral Student Handbook  
Academic Year 2018 – 2019**

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**UNIVERSITY OF PITTSBURGH SCHOOL OF DENTAL MEDICINE**  
**PREDOCTORAL STUDENT HANDBOOK**  
**ACADEMIC YEAR 2018 – 2019**  
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## **NOTICE**

This Handbook is informational only and is not a contract between the School of Dental Medicine ("School" or "SDM"), an academic unity of the University of Pittsburgh ("University"), 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, 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.

This Handbook should be read in conjunction with applicable rules, regulations, guidelines, policies and procedures of the School and the University.

At all times students are responsible for keeping abreast of the current version of this Handbook. The online Handbook supersedes all hard copy material or electronic material previously distributed. The most current version of the Handbook can be found in the School's Pitt Box folder for the Office of Student Affairs, folder labeled "SDM Predoctoral Student Handbook" (<https://pitt.app.box.com/folder/3312690084>).

For additional information or questions regarding the Predoctoral Student Handbook or information related to its contents, please contact one of the following School offices for further assistance:

Office of Academic Affairs  
440 Salk Hall  
(412) 648-8880

Office of Clinical Affairs  
440 Salk Hall  
(412) 648-8880

Office of Student Affairs  
2114 Salk Hall  
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## **SECTION 1: MISSION, VISION, & VALUES**

### **MISSION STATEMENT**

The mission of the School 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 School 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 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**

Enhance our education programs to remain current with the changing landscape of dental science, practice, and technology with an emphasis on evidence-based practice and lifelong learning.

### **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**

Create a robust, diversified platform of basic, translational, and clinical research in strategically focused areas of concentration.

### **Strategic Goal 4: ALUMNI and PROFESSIONAL COMMUNITY**

Foster a strong and enduring relationship with our alumni and the professional community.

### **Strategic Goal 5: CULTURE and ENVIRONMENT**

Strengthen efforts to sustain a welcoming and supportive community that will attract and retain a diverse population of students, faculty, and staff.

## CORE VALUES

**Service:** Providing exemplary service to our students, faculty, patients, and society.

**Passion for Excellence:** Continuously striving to achieve the highest level of excellence in education, research, and service.

**Professionalism and Integrity:** Adhering to the highest ethical and professional standards of our profession.

**Leadership:** Serving as role models and mentors to students, faculty and staff who will shape the future of oral health care.

**Collaboration:** Embracing a team approach in working with others to accomplish shared goals.

**Humanism:** Respecting the contributions of each person within the School's family to foster an environment of trust, safety, and fairness.

## **SECTION 2: THE PREDOCTORAL CURRICULUM**

### **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.

### **ESSENTIAL PROGRAM STANDARDS**

The essential program standards outlined in this document reflect the performance abilities and characteristics that are necessary to complete the requirements of the dental, dental hygiene or advanced dental education programs at the School, with or without a reasonable accommodation.

The University fosters a culture of inclusiveness and is committed to providing an accessible environment for its faculty, staff and students. These standards describe the nonacademic essential functions that are required for admission to, advancement through, and graduation from, the program. Applicants or students who would like to request reasonable accommodations to these standards should contact the [Office of Disability Resources and Services](http://www.drs.pitt.edu) ([www.drs.pitt.edu](http://www.drs.pitt.edu), 412-648-7890).

#### **Essential Program Standards:**

##### **1. Communication:**

General: Students must be able to communicate effectively, compassionately, sensitively, and efficiently with patients, their families, faculty, staff, and classmates. A student must have sufficient facility with English to elicit, retrieve, and understand verbal and non-verbal information in all forms.

Examples of effective, compassionate, sensitive, and efficient communication include, but are not limited to, the following:

- Convey or exchange information at a level allowing development of a health history in a timely manner

- Communicate concepts on written and electronic exams and patient charts accurately and clearly
- Describe non-verbal communication with patients such as changes in moods, activity, and body language
- Give directions during treatment and post-treatment
- Establish and maintain a therapeutic rapport with patients
- Communicate in lay language so that patients and their families can understand the patient's conditions

## **2. Ethics/ Professionalism:**

General: Students must uphold the standards of conduct for ethics and professionalism as set forth in the American Dental Association's Principles of Ethics and Code of Professional Conduct, Principles of Ethics of the American Dental Hygienists Association, the University's [\*Student Code of Conduct\*](#), as well as policies, procedures and protocols as outlined by the School.

Examples of ethical and professional behaviors include, but are not limited to, the following:

- Act in the best interest of the patient and society even when there is a conflict with the student's personal self-interest
- Conduct oneself as a trustworthy and responsible citizen and act with impeccable integrity in their actions with fellow students, faculty, staff, and the public
- Care for all individuals in a respectful and effective manner, regardless of race, religion, sex, age, sexual orientation, gender, disability, or any other protected status identified in the [\*University of Pittsburgh's Nondiscrimination, Equal Opportunity, and Affirmative Action Policy\*](#), 07-01-03 (<http://cfo.pitt.edu/policies/documents/policy07-01-03web.pdf>).
- Practice honesty and ethical behavior and be able to take responsibility for their behavior, which includes being open to feedback from their supervisors and academic instructors.

## **3. Behavioral/Social Demeanor:**

General: Students must have sufficient behavioral, social, and emotional skills to meet their own needs and the needs of others. This includes being able to interact effectively and appropriately with others including faculty, staff, students, patients, families, caregivers, and other health care professionals.

Examples of the types of behavioral, social, and emotional skills required to meet this standard include, but are not limited to, the following:

- Demonstrate emotional maturity and maintain emotional stability to positively contribute to the learning environment
- Function both physically and emotionally under heavy workloads and ongoing psychosocial stress to maintain a healthy status
- Tolerate uncertainty and ambiguity while being flexible and adaptable without showing undue signs of distress
- Be organized, manage time, and meet deadlines and time limits
- Demonstrate good judgment and insight as expected from a healthcare profession

- Reflect and self-evaluate, including examining personal attitudes and stereotypes, to offer respect to the individual needs of faculty, staff, peers, as well as patients from diverse cultural and complex medical and psychological backgrounds
- Accept criticism and take responsibility for behavior; make changes to own behavior as needed, to include identifying when resources are needed and obtaining them and advocating for own needs
- Identify emotions in and desires of others and demonstrate compassion, respect, concern and empathy for others
- Balance own views with those of others
- Collaborate with others as a member of a team and appropriately delegate responsibilities to others in accordance with an approved treatment plan in the patient care setting

#### **4. Intellectual/Cognitive/Conceptual/Executive Functioning:**

General: Students must be able to develop and apply skills in reasoning, analysis, synthesis of information, problem-solving, and critical thinking.

Examples of intellectual, cognitive, conceptual and executive function include, but are not limited to, the following:

- Interpret, assimilate and apply information from the didactic, preclinical, and clinical coursework presented throughout the curriculum to simulated cases or problems and to live patient experiences in a timely manner
- Critically interpret and analyze scientific information and apply it to patient care
- Participate in and learn from different teaching modalities, such as lecture, question-and-answer, small-group and team-based activities, and presentation of projects, including the use of technology to facilitate learning
- Work independently, as well as part of a collaborative and interprofessional team
- Understand three-dimensional relationships sufficient to achieve competence as defined by the School in the preclinical, laboratory, and clinical procedures required

#### **5. Motor:**

General: Students must have sufficient motor skills, physical mobility, strength, equilibrium, endurance, and coordination required to perform tasks in didactic, preclinical, laboratory, and clinical settings.

Examples of sufficient motor skills include, but are not limited to, the following:

- Provide all aspects of patient care within a time frame that maintains safety and comfort for patients
- Apply both gross and fine motor skills, which includes equilibrium and touch, to patient care
- Operate controls, move high speed and/or low speed dental drills, with precision of less than a millimeter
- Distinguish depth and width accurately
- Be certified in basic life support, including cardiopulmonary resuscitation (CPR)



- Reposition or direct the reposition of patients with disabilities to include physically restraining adults and children who lack motor control
- Position and reposition oneself around the patient and chair and perform dental procedures for prolonged periods of time

## **6. Sensory/Observational:**

General: Students must have sufficient ability to obtain information accurately in didactic, preclinical, laboratory, and clinical settings.

Examples of sensory and observational skills include, but are not limited to, the following:

- Observe and assess oral health conditions with acuity
- Detect subtle changes in radiographic density and normal/abnormal variations in oral soft and hard tissues
- Observe tissue conditions and changes
- Distinguish depth and width accurately
- Acquire information from written documents, microscopic slides, projected images, and video

## **Contact Information:**

Director, [Office of Disability Resources & Services](#)  
University of Pittsburgh  
140 William Pitt Union  
Pittsburgh, PA 15260  
(412) 648-7890  
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## **Adapted from the Following:**

- American Dental Association (ADA) Statement on Substance Use Among Dental Students ([http://www.ada.org/~media/ADA/Files/ADA\\_Dentist\\_WellBeing\\_Program\\_Dir.pdf?la=en](http://www.ada.org/~media/ADA/Files/ADA_Dentist_WellBeing_Program_Dir.pdf?la=en)). Accessed on: January 31, 2018
- Commission on Dental Accreditation (CODA) Current Accreditation Standards for Predoctoral Dental Education, Standard 5 – Patient Care Services. Revised January 01, 2018 (<https://www.ada.org/~media/CODA/Files/pde.pdf?la=en>). Accessed on June 13, 2018.
- Commonwealth of Pennsylvania State Board of Dentistry Dental Law, Act 216 of 1933. Revised April 2016 (<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Dentistry/Documents/Applications%20and%20Forms/Non-Application%20Documents/DentM%20-%20Dental%20Act%2010-10.pdf>). Accessed on: June 13, 2018.
- Lane Community College Health Professions Dental Hygiene (<https://www.lanecc.edu/hp/dental/dental-hygiene-essential-skills-and-abilities>). Accessed on: January 31, 2018
- Technical Standards College of Dentistry the University of Tennessee Health Science Center (<https://www.uthsc.edu/dentistry/admissions/DDS/CoDTechStd.pdf>). Accessed on: January 31, 2018

- Technical Standards School of Dental Medicine Case Western Reserve University (<https://dental.case.edu/admissions/dmd/apply/technical-standards/>). Accessed on: January 31, 2018
- Technical Standards of the Dugoni School (<http://www.dental.pacific.edu/academic-programs/doctor-of-dental-surgery/dds-program-how-and-when-to-apply/technical-standards>). Accessed on: January 31, 2018
- The University of North Carolina at Chapel Hill Clinical Psychology Doctoral Program Technical Standards (<https://clinicalpsych.unc.edu/files/2015/06/Technical-Standards-for-the-Clinical-Psychology-Doctoral-Program.pdf>). Accessed on January 31, 2018
- University of Michigan Medical School Technical Standards 2016 ([https://medicine.umich.edu/medschool/sites/medicine.umich.edu.medschool/files/assets/md\\_tech\\_nical\\_standards\\_2016.pdf](https://medicine.umich.edu/medschool/sites/medicine.umich.edu.medschool/files/assets/md_tech_nical_standards_2016.pdf)). Accessed on: January 31, 2018

## **PREDOCTORAL PROGRAM COMPETENCIES**

As part of the academic mission of the School, the School evaluates students on their competency to practice dental medicine. The Predoctoral graduate of the School 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 and different stages of life.
- 1.3 Apply evidenced-based guidelines to patient care and, as needed, access and critically evaluate the biomedical and clinical science literature to support lifelong learning and patient care decisions.

### **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), 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, individualized and 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 to arrive at a mutually agreed upon treatment plan.
- 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 MAINTENANCE OF ORAL HEALTH (8)**

- 3.1 Assess the treatment needs of patients with special needs.
- 3.2 Diagnose, treat and/or manage dental emergencies.
- 3.3 Diagnose, treat and/or manage pulpal and periradicular disorders.
- 3.4 Restore defective teeth to proper form, function, and esthetics using appropriate materials and techniques, including communication and management of dental laboratory procedures.
- 3.5 Diagnose, manage and/or restore partial or complete edentulism to proper form, function and esthetics.
- 3.6 Recognize and manage interferences in ideal growth and development to include space management and malocclusion.
- 3.7 Perform uncomplicated and manage (or appropriately refer) complicated oral surgical procedures.
- 3.8 Diagnose, treat and/or manage periodontal disease.

### **HEALTH PROMOTION (1)**

- 4.1 Provide person-centered care that emphasizes prevention of oral diseases and supports the promotion and 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 and recognize 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 for Grading and Promotion of Predoctoral Dental Students”](#).

## GLOBAL ASSESSMENT OF PROFESSIONAL BEHAVIOR

The School's Global Assessment process consists of the Qualities of a General Dentist course series in which students are enrolled each term throughout the four-year program. These courses are designed to assist students in the development of their professional identity, recognizing that professional development is a process that occurs over time, is shaped by many factors, and that errors in judgment or behavior will occur. These courses also aim to identify and help students who may be struggling with dexterity or cognitive skills at a level slower than expected by offering them structured interventions to improve performance.

When students stray from the ethical or professional expectations of the School, faculty may initially discuss their concerns with the student to raise the student's awareness of their behavior and to provide opportunities to improve. Faculty may record these concerns or any additional behaviors observed through the Qualities of a General Dentist database in the School's course management system, Blackboard. This central database allows the Qualities of a General Dentist course directors the opportunity to identify early patterns of behavior. With early identification of struggling students and interventions that include discussion and reflection, the expectation is that most students will grow and learn from their mistakes. When repeated lapses in professional behavior occur despite interventions, sanctions are outlined in the course materials for the Qualities of a General Dentist course series.

If a student's conduct violates the School's "[Guidelines for Academic Integrity](#)", such conduct will be addressed through the "[Procedures for Adjudication](#)" as set forth in Section II of those Guidelines.

In congruence with this series of courses, status for students at the School is contingent in part on individual compliance with all policies and procedures contained within this manual and those of the School and the University. Students are expected to comply with the American Dental Association Principles of Ethics and Code of Professional Conduct in their student provider role (<https://www.ada.org/en/about-the-ada/principles-of-ethics-code-of-professional-conduct>) and the laws/policies of the Commonwealth of Pennsylvania. Individual accountability is a responsibility and an expectation.

The faculty at the School support the following definition of the "general dentist":

*A general dentist, as an integral member of the healthcare team, possesses the knowledge, skills, and values necessary to competently apply the best scientific evidence available to meet the comprehensive oral health care needs, within the context of overall health, of a diverse patient population in a professional, ethical, and compassionate manner.*

The Student Promotion Committee, Institutional Evaluators preparing letters of recommendation, Omicron Kappa Upsilon Nominating Committee, and/or other administration, as appropriate, may be notified of entries of data in the Qualities of a General Dentist Organization.

## **PROTOCOL FOR GRADING AND PROMOTION OF PREDOCTORAL DENTAL STUDENTS**

The Student Promotion 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 Committee may recommend various actions, including but not limited to, suspension and dismissal. Such recommendations are made to the Associate Dean for 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 recommendations by the Committee for progression. 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:**

1. The Committee monitors students as to their progress in the predoctoral program and ultimately determines whether or not students meet the standards necessary for the practice of dental medicine.
2. The Committee will monitor the progress of each student at the conclusion of each academic term and at other times as necessary 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 Committee will consider the student's performance, and conduct if applicable, in all course and clinical work.
3. Establishment of minimum levels of performance or competence for the assignment of all clinical and didactic grades is the responsibility and prerogative of the individual department and/or the course director.
4. 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 their concerns in writing to the Committee. The Committee will review and consider these comments when evaluating the student's overall performance.
5. The Committee also makes a determination concerning each student's eligibility for graduation.

**B. Structure:**

1. The Committee consists of five (five) voting faculty members: a Chair and a faculty class coordinator for each class year. Non-voting *ex officio* members are the Associate Deans for Academic Affairs and Student Affairs. The function of each faculty coordinator is to collect and evaluate 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 class coordinator is four (4) years, renewable once.

**C. Program Completion:**

1. 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 is four (4) years.
2. The program must be completed in six (6) years from initial enrollment. The purpose of the statute of limitations is to ensure the DMD degree granted by the University represents mastery of the current knowledge in the field of dentistry associated with the Accreditation Standards for Predoctoral Dental Education set forth by the American Dental Association's Commission on Dental Accreditation (CODA) (<https://www.ada.org/en/coda/current-accreditation-standards>).
3. The program for Advanced Standing students must be completed in three (3) years from initial enrollment.
4. To be considered to be making satisfactory academic progress, the student must complete the first and second years of the curriculum within three (3) years of initial enrollment and complete the third and fourth years of the curriculum within three (3) years of starting the third year, in all cases not to exceed the six (6) year maximum time to complete the program.
5. Students who will be absent from the program for the equivalent of one term or more, or as determined by the Committee to negatively impact the student's academic progression, 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. Students should refer to the School's "[Policies and Procedures for Leaves of Absence or Withdrawal](#)" for additional information regarding extended absences. The Committee, in conjunction with the Offices of Academic and Student Affairs, 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, including fees when applicable.
6. Requirements for re-entry may also include, but are not limited to, documentation of fitness for duty, medical clearance, or a re-entry skills assessment and program.

#### **D. Grade Requirements and Definitions:**

1. The University definitions of grading symbols, as outlined in the University of Pittsburgh Policy 09-01-01, Grading System (<http://cfo.pitt.edu/policies/documents/policy09-01-01.pdf>), are as follows:

A+	4.00 Quality Points
A	4.00 Quality Points
A-	3.75 Quality Points
B+	3.25 Quality Points
B	3.00 Quality Points
B-	2.75 Quality Points
C+	2.25 Quality Points
C	2.00 Quality Points
C-	1.75 Quality Points
D+	1.25 Quality points
D	1.00 Quality Points
D-	0.75 Quality Points
F	0.00 Quality Points

2. The following grades also may be given under the circumstances described. The School may update these descriptions throughout the year as changes are implemented at the University level.

G 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 automatically change to “NG” and will no longer appear as “in progress” on a student record. The “NG” 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. For more information, please refer to University of Pittsburgh Policy 09-01-05, G Grade Deadline (<http://cfo.pitt.edu/policies/documents/policy09-01-05.pdf>).

I Students assigned “I” grades in the case of ongoing study such as incomplete research, work in individual guidance classes, clinical work, or seminars are required to complete those course requirements before graduation.

3. 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



4. For the purposes of this document, a "U" grade is synonymous to an "F" grade and will be treated as such.
5. The University reserves the right to change any provisions or requirements of this policy at any time within the student's term of residence, as outlined in the University of Pittsburgh Policy 09-01-01, Grading System (<http://cfo.pitt.edu/policies/documents/policy09-01-01.pdf>).
6. The Dean's List consists of the 10 students in each class with the highest cumulative grade point average (GPA), as published at the end of the summer term of each academic year for the first, second, and third years and the end of the spring term for the fourth year. The Dean's List will also include the Advanced Standing student in each class with the highest cumulative GPA, as published at the end of the summer term for the third year and end of the spring term for the fourth year. Students found responsible for University's [Student Code of Conduct](#) or "[Guidelines on Academic Integrity](#)" issues or issues related to professionalism may be ineligible for consideration.
7. A minimum cumulative GPA of greater or equal to 2.60 in any term following the first term of the first year is required to continue in the predoctoral program. The cumulative GPA as used in this paragraph means the cumulative GPA earned in courses taken as part of the predoctoral program.

#### **E. Committee Recommendations for Action:**

The Committee is responsible for monitoring the academic progression and conduct of students. The Committee can recommend various actions and sanctions, including:

##### **1. Academic Warning**

The Committee may recommend a status of Academic Warning when it is concerned that a student is performing at a minimally acceptable level. The Committee encourages the student to obtain assistance from faculty in areas where they need additional help.

- a. The Committee may recommend Academic Warning status for several reasons, including but not limited to:
  1. one grade of "D" or lower;
  2. two grades of "C" or lower;
  3. communication of concern from course director(s) or supervising faculty;
  4. a post first-year, first-term, term GPA of less than 2.60, when the cumulative GPA is greater than or equal to 2.60; or
  5. initiation of a learning plan as outlined in any of the Qualities of a General Dentist course series.
- b. The status of Academic Warning applies to the term following the conditions that brought about the warning. 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 may not be 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 Committee and a decision will be made whether they may continue with their classes or will be required to repeat all or part of that academic year.

- c. The Committee will inform a student in writing that they are placed on Academic Warning. A copy of the correspondence will be maintained by the Chair of the 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 less than or equal to 2.60 at the completion of the first year, first term;
  - 2. re-enrollment following a period of suspension; the minimum time period for this type of probation will be one (1) term. Extending the length of probation after one term is within the Committee's discretion;
  - 3. a student who is repeating a year for academic reasons; they will be on academic probation during the entire repeated academic year;
  - 4. a final grade of "F" or "U" in any required course; or
  - 5. 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 their 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 School approved dual degree programs, offered either by the School or in conjunction with other schools of the University; and
  - 3. not be eligible for School-sponsored travel.

- c. Any student who fails a required course while on academic probation will be reviewed by the Committee for a recommendation regarding dismissal. A student who fails a required course while on Academic Probation loses the opportunity to remediate the failed course if the Committee's recommendation is for dismissal.
- d. The Committee will inform a student in writing that they are 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. 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 below illustrate situations that could result in suspension; however, there are other circumstances not listed here that may also result in suspension.

- a. The Committee may recommend Suspension to the Associate Dean for Academic Affairs for several reasons, including, but not limited to:
  - 1. unacceptable professional behavior inconsistent with this Handbook or other policies, procedures, course syllabi, or other writings of the School or the University;
  - 2. incomplete second year course work. The student will not be promoted to the third year (including participation in clinical areas) if they have not completed all second year course work by July 1 of the second year;
  - 3. failure of the [National Board Dental Examination](#) Part I. The student will not be promoted to the third year (including participation in clinical areas) if they have not passed the examination by July 1 of the second year;
  - 4. faculty evaluations of performance which indicate that the student is not meeting program expectations;
  - 5. active investigation 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](#); or
  - 6. review of an appeal process of the Committee recommendation, as determined by the Office of Academic Affairs.
- b. When patient safety and/or risk to University community is a concern, the Associate Dean for Clinical Affairs may initiate immediate suspension.
- c. The Committee will inform a student in writing that they are recommending suspension for academic reasons. [Students being considered for suspension by the Committee will be granted the opportunity to appear before the Committee](#) to provide information on extenuating circumstances as to why suspension should not be recommended. Following the hearing, the Committee will inform the Office of Academic Affairs of their final

recommendation. The student will be notified in writing of the decision by the Office of Academic Affairs, and a copy of the correspondence will be sent to the Dean, the Offices of Clinical Affairs and Student Affairs, and the respective faculty coordinator.

- d. Following resolution of the problem that caused the suspension, if applicable, the student may be readmitted to classes and/or clinics, either immediately or, in conjunction with the Offices of Academic and Student Affairs, the 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, including fees when applicable. The Committee may require a re-entry skills assessment period or other documentation prior to making its decision regarding the appropriate point in the curriculum for the student to return.
- e. Following a period of suspension, a student will be placed on Academic Probation for not less than one (1) term. Extending the length of probation after one (1) term is within the Committee's discretion.
- f. Unless otherwise stated in the sanctions imposed against a student, periods of suspension will be counted toward the maximum six (6) year time frame in which the individual student is expected to complete the predoctoral program. A student's re-enrollment may be delayed pending the number of available seats in the readmitting class.

#### **4. Dismissal**

Dismissal is defined as immediate release from the School. Dismissal is the right and responsibility of the School. The examples below illustrate situations that could result in dismissal; however, the Committee reserves the right to recommend students for dismissal in circumstances other than those specifically identified at its discretion.

- a. Dismissal may be recommended by the Committee to the Associate Dean for Academic Affairs for several reasons, including, but not limited to:
  - 1. Academic Probation status for a total of three consecutive terms;
  - 2. a final grade of "F" or "U" in a required course after remediation of that course;
  - 3. failure of a required course while on Academic Probation. A student who fails a required course while on Academic Probation loses the opportunity to remediate the failed course if the Committee's recommendation is for dismissal;
  - 4. a cumulative GPA of less than the minimum 2.60 at the end of any term following the first-year, first term. The student will be dismissed but is eligible to apply for re-admission as a first-year student. However, if the student's cumulative GPA is less than 2.00, they will be dismissed from the program and will not be eligible for re-admission;
  - 5. a second suspension at any time during the student's enrollment in the School;
  - 6. three (3) failures of the [National Board Dental Examination](#) Part I;

7. unacceptable professional behavior inconsistent with this Handbook or other policies, procedures, course syllabi, or other writings of the School or the University;
  8. failure to satisfactorily complete all course requirements;
  9. failure of two (2) or more required courses during an academic year; or
  10. a “U” grade in any of the Qualities of a General Dentist course series.
- b. The Committee will inform a student in writing that they are recommending dismissal for academic reasons. [Students being considered for dismissal by the Committee will be granted the opportunity to appear before the Committee](#) to provide information on extenuating circumstances as to why dismissal should not be recommended. Following the hearing, the Committee will inform the Office of Academic Affairs of their final recommendation. The student will be notified in writing of the decision by the Office of Academic Affairs, and a copy of the correspondence will be sent to the Dean, the Offices of Clinical Affairs and Student Affairs, and the respective faculty coordinator.
  - c. A student who has been notified that they will be dismissed may be given the option to voluntarily withdraw.
  - d. 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.

## **5. Special Considerations**

- a. A student who repeats the first year and fails to maintain a GPA of greater than or equal to 2.60 for the fall term during the repeated year will be automatically dismissed and is not eligible for re-admission.
- b. A student who has been dismissed for the second time is not eligible for re-admission.
- c. 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 Board Dental Examination](#).
- d. Students with a cumulative GPA of less than 2.60 are not eligible for School-sponsored travel.
- e. A student must ensure that all grade deficiencies have been removed from their academic record in order to graduate.
- f. Unless approved by the Dean, under no circumstances can a student exceed the six (6) year maximum to complete the program.
- g. Unsatisfactory performance, a “U” grade, in a [selective course](#) does not require remediation. A student may elect to remediate the unsatisfactory grade, with a “S” grade being the highest grade possible after remediation. If a student elects to not remediate a “U” grade, the grade will remain on the transcript. An unremediated “U” grade in a selective course will not count toward the number of selective courses

needed for graduation. A “U” grade in a selective course will not be considered in determining recommendations for academic probation or for dismissal.

## **6. Remediation**

- a. Remediation is additional work that is assigned to a student after they do not meet the didactic, behavioral, or clinical criteria as published and distributed ("F" or "U" grade).
- b. 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.
- c. A student who has received a final "F" or "U" grade in any required course while repeating the academic year will not be eligible for remediation and will be immediately dismissed from the School.
- d. After completion of a remedial program, the highest grade that can be given for the original course is a "C" or "S" grade.
- e. A student who receives a final transcript grade of “U” in any of the [Qualities of a General Dentist](#) course series is not eligible for remediation as outlined in the course syllabus and is subject to dismissal from the School.

## **7. Hearing Process**

- a. 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 they are 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.
- b. The student has the right to present arguments in their defense at the hearing. Legal counsel will not be permitted. The student has the right to request at the hearing the presence of a faculty or student representative of their choice from within the University community who agrees to assist the student but is not a member of the Committee.
- c. The Chair may arrange at their 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.
- d. 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 Offices of Clinical Affairs and Student Affairs, and the respective faculty coordinator.
- e. 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 their right to

appeal. A copy of this correspondence will be sent to the Dean, the Offices of Clinical Affairs and 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.

- f. If the student elects to appeal the decision, the student may petition the Dean in writing within ten (10) calendar days after notification of the decision and must include the reason(s) on which the appeal is based.

## **8. Appeal Process**

Where the Associate Dean for Academic Affairs has determined that suspension or dismissal is warranted, the student may submit an appeal petition to the Dean. The petition should include a supporting statement explaining the student's grounds for appeal. The student has the burden to show by clear and convincing evidence that the imposition of the suspension or dismissal was arbitrary and capricious or that the Committee failed to follow the School's processes and procedures.

The Dean, after reviewing the student's petition and the pertinent records and documents, may at their discretion choose one of the following actions:

- a. affirm the decision of the Associate Dean for Academic Affairs and deny the appeal; or
- b. remand the matter back to the Associate Dean for Academic Affairs for further proceedings as appropriate.

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

## **GUIDELINES ON ACADEMIC INTEGRITY<sup>1</sup>**

The School, as an academic unit of the University, interprets these Guidelines to be consistent with the "Guidelines on Academic Integrity-Student and Faculty Obligations and Hearing Procedures," effective September 2005 ([http://provost.pitt.edu/sites/default/files/academic\\_integrity\\_guidelines.pdf](http://provost.pitt.edu/sites/default/files/academic_integrity_guidelines.pdf)). 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 their academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if they:

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

2. Provide assistance during an academic evaluation to another person in a manner not authorized by the faculty member.
3. Receive assistance during an academic evaluation from another person in a manner not authorized by the faculty member.
4. Engage 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. Act as a substitute for another person in any academic evaluation process.
6. Utilizes a substitute in any academic evaluation proceeding.
7. Practice any form of deceit relating to academic performance.
8. Depend 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. Provide 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. Present 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. Submit the work of another person in a manner which represents the work to be one's own.
12. Knowingly permit one's work to be submitted by another person without the faculty member's authorization.
13. Attempt to influence or change one's academic evaluation or record for reasons other than achievement or merit.
14. Indulge, 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. Fail to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.
16. Violate the Principles of Ethics and Code of Professional Conduct of the American Dental Association (<http://www.ada.org/194.aspx>).

## **II. Procedures for Adjudication**

No student should be subject to an adverse finding that they 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.<sup>2</sup> Acting on their own evidence, and/or on the basis of evidence submitted to the faculty member, the faculty member will advise the student that they have 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 School's Academic Integrity Hearing Officer in the Office of the Dean. The Academic Integrity Hearing Officer 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 Academic Integrity Hearing Officer 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 responsible or not responsible 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 Academic Integrity Hearing 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 they 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 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 oneself.
  - 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/non-law student representative from within the University community shall be permitted for both faculty and students.
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 their 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 they testify.
- h. The charging party shall inform the Chair of the Academic Integrity Hearing Board when their 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 their case and offer evidence in support thereof.
- k. The accused may testify or not as they choose.
- 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 they testify.
- o. The accused shall inform the Chair of the Academic Integrity Hearing Board when their 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 Academic Integrity 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 Academic Integrity Hearing Board shall deliberate in private until a decision is reached and a written determination is made.

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 responsibility or non-responsibility. Once a determination of responsibility 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 independently review all documents and materials provided during the hearing proceedings. The Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever they deem 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 School's "Guidelines on Academic Integrity".
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 \(URB\)](#).

### **III. Academic Integrity Hearing Board**

The Academic Integrity Hearing Board shall be composed of both faculty and students and consist of: two (2) students and four (4) faculty members who do not hold administrative appointments such as an Assistant Dean, Associate Dean, or Dean. The two (2) students shall be the American Student Dental Association President and the Class President of the same class as the student. The Dean shall appoint the four (4) faculty members and choose one (1) of them to chair the board. Faculty appointment shall be for a three (3) year term, renewable for one (1) 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 their 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.

### **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.

In administering sanctions, the Board must strive to achieve consistency in their application. That is, 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 School or University 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. Review and Appeal**

A student or faculty member may seek to have the 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 (URB), or the student may appeal to the URB, whose recommendation shall be made to the Provost.<sup>3</sup> The action of the Provost, taken with or without the advice of the URB, shall constitute an exhaustion of all required institutional remedies.<sup>4</sup>

For more information regarding the URB and appeal process, please refer to the University "Guidelines on Academic Integrity-Student and Faculty Obligations and Hearing Procedures," effective September 2005 ([http://provost.pitt.edu/sites/default/files/academic\\_integrity\\_guidelines.pdf](http://provost.pitt.edu/sites/default/files/academic_integrity_guidelines.pdf)). Additionally, for questions or information regarding the appeal process, please contact the University Review Board Moderator at 412-624-4222 or [urbmoderator@pitt.edu](mailto:urbmoderator@pitt.edu).

## **VI. 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 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 URB 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.

## **Footnotes**

<sup>1</sup> There may be instances where the School may more appropriately invoke the University's [Student Code of Conduct](#) or the School's "[Protocol for Grading and Promotion of Predoctoral 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's [Student Code of Conduct](#), the School's "Guidelines on Academic Integrity", or the School's "[Protocol for Grading and Promotion of Predoctoral Dental Students](#)" administered by the School's Student Promotion Committee.

<sup>2</sup> 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.

<sup>3</sup> The URB and its jurisdiction are described online at [http://provost.pitt.edu/sites/default/files/academic\\_integrity\\_guidelines.pdf](http://provost.pitt.edu/sites/default/files/academic_integrity_guidelines.pdf).

<sup>4</sup> 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 their students, to discharge their 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.<sup>5</sup>
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, political or cultural affiliation, and life style, activities, or behavior outside the classroom unrelated to academic achievement.<sup>6</sup>
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.<sup>7</sup>
9. Not to exploit their 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.<sup>8</sup>

## **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 their 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 School's Academic Integrity Officer. Such statement should set forth the alleged violations of faculty obligations and/or student rights which are the basis of the charges, including a factual narrative of events and the dates and times of occurrences.
2. If the School's Academic Integrity Officer determines that the charges are subject to adjudication under the terms of the School's "Guideline on Academic Integrity", they will transmit the charges to the Dean's designated Academic Integrity Hearing Officer.
3. The Dean's designated Academic Integrity Officer will transmit the written statement of alleged violations to the faculty member, together with a copy of these regulations.
4. 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.

5. 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.

6. 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 they elect, and so advise the student and Chair of the committee of that action.
7. 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.
8. If the student elects to pursue the matter further, either because they are dissatisfied with the resulting action of the faculty member or the conclusion of the committee, they 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.
9. 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.
10. 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.
11. 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 they deem 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, they will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAFC) before issuing their 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.

12. 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 TAFC. In such cases, TAFC 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 the 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 (URB), or the student may appeal to the URB, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the URB, 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 TAFC.

For more information regarding the URB and appeal process, please refer to the University's "Guidelines on Academic Integrity-Student and Faculty Obligations and Hearing Procedures," effective September 2005 ([http://provost.pitt.edu/sites/default/files/academic\\_integrity\\_guidelines.pdf](http://provost.pitt.edu/sites/default/files/academic_integrity_guidelines.pdf)). Additionally, for questions or information regarding the appeal process, please contact the University Review Board Moderator at 412-624-4222 or [urbmoderator@pitt.edu](mailto:urbmoderator@pitt.edu).

## **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 URB 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 (2) faculty members and one (1) student for informal Investigatory Committees and three (3) faculty members and two (2) 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

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faculty in the School who do not hold administrative appointments of Associate or Assistant Dean or Dean and from student representative(s) as described: for the predoctoral and dental hygiene programs, a student(s) in the final year or two of the program in which the charge occurred will be appointed; for residency and graduate programs, a student(s) from a specialty area different from where the charge occurred will be appointed. The Dean shall appoint one (1) of the faculty members to Chair the Investigatory Committee or hearing board.

### **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**

<sup>5</sup> 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.

<sup>6</sup> If the student brings allegations of discrimination to any faculty member, the faculty member will report the allegation to the Dean, who will consult with the Office of Diversity and Inclusion (<https://www.diversity.pitt.edu/>) to ensure appropriate action is taken.

<sup>7</sup> References or recommendations may be given in good faith by a faculty member on their 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 University's [\*Student Code of Conduct\*](#).

<sup>8</sup> 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 Misconduct Policy and Procedures\*](#).

## SELECTIVE COURSES

All students are required to successfully complete two (2) Selective courses prior to graduation. Each term, the Office of Academic Affairs will provide students with a list of approved Selective courses to be offered by faculty in the School. Only those listed courses will count toward the Selective graduation requirement.

Students may also take (though not for Selective credit) any of the courses listed on the Office of the University Registrar's website ([www.registrar.pitt.edu](http://www.registrar.pitt.edu)) for which the student has the proper pre-requisites and which does not conflict with the prescribed lecture, preclinic, or clinic schedule. Students on probation will not be permitted to register for courses outside the School.

Students who are interested in working towards an additional degree program while enrolled in the Doctor of Dental Medicine (DMD) program should consult the Office of Student Affairs before enrolling in additional coursework. Acceptance into an additional degree program is contingent upon meeting the requirements of the individual departments and/or schools within the University.

## **SECTION 3: ACADEMIC & CLINICAL POLICIES & PROCEDURES**

### **HONOR CODE STATEMENT**

The School 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 each academic year enrolled.

#### **The School of Dental Medicine Honor Code:**

Every student shall be honor bound to comply with the School's "[Guidelines on Academic Integrity](#)" including, but not limited to, refraining from cheating, from presenting work for evaluation which is not their 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 their observation.

Every student has the obligation to report: (a) any felony charges; (b) any misdemeanor offenses involving alcohol or substance abuse; and/or (c) any criminal charges involving the health or welfare of a child, which occur after [credentialing background checks](#) have been provided to the Office of Student Affairs. A positive criminal history and/or drug screen may disqualify a student from participation in on- or offsite clinic experiences. A positive criminal history could possibly delay or prevent licensure.

I acknowledge that I have read the above statement of the School's 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 Promotion Committee as described.

### **CREDENTIALING**

The School 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. School Policy pertaining to Credentialing may be found in Section 2.1 of the SDM Clinical Manual at: <https://pitt.app.box.com/folder/50288088068>.

### **STUDENT HEALTH POLICY**

The University Student Health Service, <https://www.studentaffairs.pitt.edu/shs/>, 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 and will be billed a University Health Fee each term.

It is required that the following immunizations be complete prior to matriculation in the School. 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 (two (2) doses; with the second dose at least twenty-eight (28) days after the initial dose) and current titer.
8. Tuberculosis Testing Policy: Please refer to section 2.2.1 in the SDM Clinic Manual (<https://pitt.app.box.com/folder/50288088068>).
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 immunity established before registration for the fall term of the first year. Hepatitis B immunity is required for matriculation. Results of Hepatitis B antibody titer must be submitted at the time of first deposit.

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 predoctoral training.

Dental students are expected to use supplementary health insurance when accidents, incidents, and exposures occur while serving as a student in the School's curriculum. Exposed individuals should be directed to UPMC Presbyterian or UPMC Shadyside Hospital emergency department for appropriate care. In these instances, the student should submit invoices for copays to the Office of Clinical Affairs, so the School can process reimbursement. The School will not cover costs of any accident/injury/exposure beyond initial care.

Documentation of immunization, tuberculin testing and health insurance shall be included in the student's credentialing record. This allows 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.

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

Please note that the School requires students to 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.

In addition to this notice, students should also be aware of University of Pittsburgh Policy 06-02-01, Drug-Free Workplace/Drug-Free Schools (<https://www.cfo.pitt.edu/policies/policy/06/06-02-01.html>).

## **ATTENDANCE POLICY**

The School publishes the calendar for each academic year at the beginning of the fall term of that year. The academic calendar includes starting and ending dates for each of the fall, spring, and summer terms, which may differ from the University's academic calendar. Students should not make personal plans on dates in which they are scheduled to be in class and/or clinic. The School does not support changing of exams, small group rotation schedules, or clinical schedules except in the event of a documented medical illness, family emergency, or approved School-sponsored activity.

Final exam draft schedules are released at the beginning of each term. The School reserves the right to modify the exam offerings within the final examination week and students are expected to be present until the end of the scheduled examination period. Personal or travel plans made prior to the end of the final examination week will not be considered an excused absence.

The faculty and administration of the School expect every student to attend all scheduled lectures, seminars, small group rotation sessions, laboratory sessions and clinic assignments, except in the event of illness, emergency, or approved School-sponsored activity as noted above. Regular class attendance is a student obligation, and a student is responsible for all work, including tests, written work, and clinical obligations including those missed during excused absences. Completing missed curriculum material is the responsibility of the student. Excessive absenteeism, as determined by the course director, could have an adverse effect on a student's performance and may result in a Global Assessment entry as well. Students needing academic accommodations should contact the Office of Disability Resources and Services for further assistance.

Attendance at clinic rotations in the Comprehensive Care Modules is monitored through the Successful Practice Management course series. Students falling below the expected level of participation are subject to disciplinary action and/or grading sanctions as outlined in course syllabi. Clinic attendance in areas outside the Comprehensive Care Modules will be determined and monitored at the respective departmental level. Students should consult their Comprehensive Care Module team leader and/or clinical rotation director to determine the make-up policies for any sessions that are missed as a result of clinical externships or residency program interviews.

Students should notify their course instructors and the Office of Student Affairs of illness, death in the family, or other unusual circumstances that may affect their ability to meet deadlines for assignments or 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 Office of Student Affairs. Students are referred to the School's "[Policies and Procedures for Leaves of Absence or Withdrawal](#)" section of this document for more information.

## **DRESS CODE**

Appropriate attire and personal hygiene are required in all areas designated at 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, School faculty, staff, residents, and students should communicate through their appearance that they take their professional responsibilities seriously.

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, including regular bathing, shampooing, and use of an 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. Modest earrings (non-dangling) are acceptable.
10. Tobacco use, including spit tobacco, is not permitted in the School and clinic areas.

### **Lecture Halls and Hallways**

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 includes:
  - a. Clean, matching blue scrub tops and scrub pants with white lab coat.
  - b. Dresses, Skirts, Slacks or Trousers, other than jeans, of any type that are ankle length.
  - c. Collared blouses or shirts, turtlenecks, or non-logo shirts that are of sufficient length to be tucked in.
  - d. Clean, closed-toe shoes with hose or socks are acceptable.

Additional guidelines pertaining to the School's Dress Code in pre-clinical and clinical settings may be found in Section 2.2 of the SDM Clinical Manual (<https://pitt.app.box.com/folder/50288088068>).

## **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, smart watches, 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". All personal belongings brought into the test site must be left in a designated area. Whenever possible, students should sit apart from one another, leaving one empty seat between each student. Some course directors may have specific seating arrangements during a test.
  - a. For courses that use ExamSoft testing software, students are permitted to use an SDM approved testing device only (laptop, tablet or iPad). The use of paper, writing tools, calculator, etc. is up to the discretion of the course director.
2. Examinations will start promptly at the time specified by the course director. At the discretion of the course director, a student who arrives late may not be permitted to take the examination/quiz.
3. Leaving the room once an examination is in progress is not permitted, except for an emergency. If a student must leave the room once an examination has started, they may be asked to take a make-up examination at a later date.
4. Head coverings of a non-religious nature are not permitted during examinations.
5. Food and drink are not permitted during examinations.
6. In most cases, only questions related to an examination discrepancy (missing question or page, etc.) will be permitted. Some course directors may permit content questions during an examination. If a student has a question, the student should raise their 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.

Students who miss an examination due to an unexcused absence will receive a grade of zero (0) on the examination. Students who miss an examination due to an excused absence, as determined by the course director, may be offered a make-up examination. The format of the make-up examination will be determined by the course director and may vary from the original examination. It is the responsibility of the student to arrange a make-up examination with the course director within one (1) week of the missed examination. The course director will determine the timeframe by which the make-up examination must be completed.



## **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.

### **Email**

1. Emails must be reviewed on a daily basis (both <https://exchange.pitt.edu> and those in the electronic health record), and students will be held responsible for all information distributed through the University's email system.
2. 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>.
3. Students must contact the Technology Help Desk (<http://technology.pitt.edu/helprequestor>) call 412-624-HELP) for assistance if their access to the School email system is not working properly.

Additional guidelines pertaining to Electronic Correspondence in pre-clinical and clinical settings may be found in Section 2.4 of the SDM Clinical Manual (<https://pitt.app.box.com/folder/50288088068>).

## **LAPTOP USE POLICY**

The School expects students to use a laptop or tablet computer during educational sessions solely for the purpose of learning activities such as note-taking, computerized tests/quizzes, and literature searches as directed by the faculty. Students are expected to refrain from any activity not advised by faculty while being in class. Faculty may ask to see evidence that a student is using the computer for class activity only.

## **LECTURE RECORDING POLICY**

Students are prohibited from recording lectures, discussion and/or other classroom activities on their personal electronic recording devices. Classroom lectures, discussion and/or classroom activities may only be recorded using the official School recording system as coordinated between the faculty member (or guest speaker) and Instructional Technology staff or student technology representative.

Students with disabilities who would like to request reasonable accommodations related to this policy should contact the [Office of Disability Resources and Services](http://www.drs.pitt.edu) ([www.drs.pitt.edu](http://www.drs.pitt.edu), 412-648-7890) for further assistance.

## **POLICY ON INFECTIOUS DISEASES IN THE CLINICAL ENVIRONMENT**

The School policy pertaining to Infectious Diseases in the Clinical Environment may be found in Section 8.5 of the SDM Clinical Manual (<https://pitt.app.box.com/folder/50288088068>).



## **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 School adheres to the Patient's Bill of Rights and Responsibilities as related to the comprehensive care (non-emergency) patient as set forth in Section 7.4.1.1 of the SDM Clinical Manual (<https://pitt.app.box.com/folder/50288088068>).

## **IMPAIRED STUDENT POLICY**

A major aspect of student learning in the School occurs in clinical settings with direct student-patient contact. While in clinical settings, students are acquiring knowledge, cognitive and psychomotor skills, and developing judgment. Students are expected to perform at the level indicated in the curricular objectives, and at a minimum, demonstrate the ability to meet the [Essential Program Standards](#). Safety is a critical component of each clinical course.

The rights of patients and the public to safe professional practice supersede 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 and administrators have the obligation to assess and make professional judgments with respect to each student's fitness for safe practice during clinical hours.

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 or administrator makes a professional judgment that a student is impaired and unable to perform in accordance with course-specific clinical behaviors, the student will be asked to leave the clinical area. The student will be provided with notice of the reasons for removal and provided an opportunity to respond the concerns and removal with an Associate Dean or their designee as discussed in more detail below.

This policy also applies to students who are in a clinical experience at a third-party agency. In situations where a student is at a third-party agency, the agency's policies regarding fitness for duty will also be followed.

In addition, individuals who are currently licensed by the Commonwealth of Pennsylvania must also 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 the Professional Health Monitoring Program regarding assessment, treatment, and return-to-work or school monitoring.

### **PROCEDURE:**

1. Initial Identification
  - a. When there is concern that a student poses a safety risk or risk of harm to the clinical setting, the faculty member or administrator may remove the student from the clinical area.

- b. The student will be advised that they are temporarily suspended from clinical practice and will be sent to the Office of the Dean for a meeting with the Associate Dean for Clinical Affairs or their designee. The health and welfare of the student is of the utmost importance and at any time appropriate the School or University faculty and staff may accompany the student to an appropriate healthcare facility for emergency treatment.
- c. The circumstances which lead to the allegation of impaired clinical performance will be reviewed with the student and the student will have an opportunity to respond to the allegations. This may be an interactive process and take place over several meetings.
- d. When the cause of the impaired performance has been addressed satisfactorily as determined by the School, the student may be permitted to return to the clinical area.
- e. If the student disagrees with the temporary suspension from the clinical practice area and/or the required action plan to return to a clinical setting, the student may appeal that decision to the Dean of the School. The Appeal must be in writing and include the reasons why the student believes they are not impaired or a health and safety risk to the clinical setting. Such appeals must be submitted within five (5) days from either (a) the temporary suspension (b) receipt of the Associate Dean for Clinical Affairs's or their designee's return to clinical practice plan. The temporary suspension will remain in place during any appeal to the Dean.

## 2. Assessment, Referral and Return to Clinical Practice Plan

- a. Before being permitted to return to the clinical area, the student may be required to obtain a health assessment. This assessment may be done at the University Health Center, or any appropriate healthcare facility, at the student's expense.
- b. After review of the healthcare assessment or when deemed appropriate by the School, the School and the student will discuss a return to clinic plan which will outline the conditions for the student's return to clinical practice. The return to clinical practice plan will be finalized by the Associate Dean for Clinical Affairs or their designee and provided to the student.
- c. The student has a right to refuse assessment, treatment, and further monitoring. However, the School may inform the student that they are not permitted to return to clinical practice without, at least certification, from a recognized healthcare provider that they are fit for duty in a clinical setting in accordance with the Essential Program Standards.
- d. To help facilitate this process, the student may be asked to sign HIPAA and FERPA releases between providers and School administrators. Failure to provide authorization may impact the School's ability to review the healthcare assessment and develop a plan for the student to return to clinical practice.

## 3. Return to Clinical Practice

- a. If the student has been referred for treatment, the student may be permitted to return to clinical practice only on the specific written recommendation of an appropriate healthcare provider stating that the student is capable of safe and skilled clinical performance in accordance with the [Essential Program Standards](#).

- b. Throughout this process the School will maintain the information shared by the student in confidence and only disclose relevant information as appropriate in accordance with University policies and procedures.
- c. The School has the right to impose reasonable conditions on the student's return to clinical practice, as appropriate, following treatment.
- d. The School will provide direct supervision of the student following return to school and clinical practice, and the Associate Dean for Clinical Affairs, or their designee, will monitor satisfactory achievement by the student.
- e. Any subsequent behaviors that indicate unsafe clinical performance may be cause for disciplinary action up to, and including, dismissal from the School.
- f. In some cases, the unsafe practice may be so egregious that the student may not be permitted to return to clinical practice.

## **POLICY FOR NATIONAL BOARD EXAMINATION**

### **Part I, National Board Dental Examination**

- 1. Students must be in good academic standing in order to be approved to take Part I of the National Board Dental (NBDE) examination.
- 2. Students must pass Part I of the NBDE examination by July 1 of their second year in order to be promoted to the third year (including participation in clinical areas).

### **Part II, National Board Dental Examination**

Students must be in good academic standing in order to be approved to take Part II of the National Board Dental (NBDE) examination.

### **Special Notes**

- 1. Students should consult with the School's "[Protocol for Grading and Promotion of Predoctoral Dental Students](#)" for additional information and restrictions related to NBDE Parts I and II.
- 2. Ninety (90) days must lapse between attempts to take either part of the NBDE examination per policy of the Joint Commission on National Dental Examinations (JCND). Additional information regarding JCND examination policies can be found only at <https://www.ada.org/en/jcnde/examinations/nbde-general-information>.

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 six (6) years.

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 Doctor of Dental Medicine (DMD) program. Full tuition and University fees will be assessed on those requiring additional time to complete the program.

### **COMMISSION ON DENTAL COMPETENCY ASSESSMENTS**

The Commission on Dental Competency Assessments (CDCA) was established to facilitate the licensure process for candidates of various state and international dental boards. The CDCA develops, administers, scores, and reports the results of its own examinations. For additional information, please refer to the CDCA's website (<http://www.cdcaexams.org/about-the-cdca/>).

## **SECTION 4: UNIVERSITY POLICIES & PROCEDURES**

### **UNIVERSITY OF PITTSBURGH NONDISCRIMINATION POLICY PUBLICATION STATEMENT**

The University, 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 University of Pittsburgh Policy 07-01-03, Nondiscrimination, Equal Employment and Affirmative Action (<http://cfo.pitt.edu/policies/documents/policy07-01-03web.pdf>) and University of Pittsburgh Procedure 07-01-03, Nondiscrimination and Anti-Harassment (<http://cfo.pitt.edu/policies/documents/procedure07-01-03web.pdf>).

For further information or questions, please refer to the Office of Diversity and Inclusions website (<https://www.diversity.pitt.edu/about/notice-non-discrimination>) or contact the Office of Diversity of Inclusion at 412-648-7860 or [diversity@pitt.edu](mailto:diversity@pitt.edu). Additionally, if you would like to report an issue of discrimination, harassment, or bias, you may also complete the Office of Diversity and Inclusion's online report form at <https://www.diversity.pitt.edu/make-report/report-form>.

### **UNIVERSITY OF PITTSBURGH ANTI-HARASSMENT POLICY PUBLICATION 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 or questions, please refer to the Office of Diversity and Inclusions website (<https://www.diversity.pitt.edu/anti-harassment-policy-statement>) or contact the Office of Diversity of Inclusion at 412-648-7860 or [diversity@pitt.edu](mailto:diversity@pitt.edu). Additionally, if you would like to report an issue of discrimination, harassment, or bias, you may also complete the Office of Diversity and Inclusion's online report form at <https://www.diversity.pitt.edu/make-report/report-form>.

### **UNIVERSITY OF PITTSBURGH SEXUAL MISCONDUCT POLICY PUBLICATION STATEMENT**

The University 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 of Pittsburgh Policy 06-05-01 (<http://www.cfo.pitt.edu/policies/documents/policy06-05-01web.pdf>) and University of Pittsburgh Procedure 06-05-01 (<https://www.cfo.pitt.edu/policies/documents/procedure06-05-01web.pdf>).

For assistance or questions regarding sexual misconduct or if you would like to report an incident, please contact any of the following University resources:

Office of Diversity and Inclusion: (412) 648-7860  
Employee & Labor Relations, Office of Human Resources: (412) 624-4645  
Office of Student Conduct: (412) 648-7910  
University of Pittsburgh Police: (412) 624-2121  
Office of Title IX: (412) 648-7860  
Office of Title IX Title IX Website: <https://www.titleix.pitt.edu/>  
Office of Title IX Email Address: [titlecoordinator@pitt.edu](mailto:titlecoordinator@pitt.edu)  
Online Report System: <https://www.titleix.pitt.edu/report>

For counseling services, please contact any of the following offices:  
University Counseling Center: (412) 648-7930 or <https://www.studentaffairs.pitt.edu/cc/>  
Office of Sexual Harassment and Assault Response and Education: (412) 648-7930 or (412) 648-7856 or <http://www.studentaffairs.pitt.edu/share/>  
Life Solution – Faculty and Staff Assistance Program: (412) 647-3327 or (800) 647-3327 or <http://www.eapsolutions.com/>

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

The federal Family Educational Rights and Privacy Act of 1974, also known as the “Buckley Amendment,” 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 of Pittsburgh Policy 09-08-01, Access to and Release of Educational Records (<https://www.cfo.pitt.edu/policies/policy/09/09-08-01.html>) and University of Pittsburgh Procedure 09-08-01, (<https://www.cfo.pitt.edu/policies/procedure/09/09-08-01.html>).

## **DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS**

The University 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.

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.

For further information, please see University of Pittsburgh Policy 06-02-01, Drug-Free Workplace/Drug-Free Schools. (<https://www.cfo.pitt.edu/policies/policy/06/06-02-01.html>). In addition to this policy, students should also be aware of the “[Notice Regarding Possible Background Checks, Drug Screenings, etc.](#)”.

## STUDENT CODE OF CONDUCT

The School, as an academic unit of the University, complies with the University's *Student Code of Conduct*. The *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 with the *Student Code of Conduct*, and any member of the University community may bring charges against students under the *Student Code of Conduct*. The *Student 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 current version of this document can be accessed through the Office of Student Conduct's website: <http://www.studentaffairs.pitt.edu/studentconduct>

## THE PITT PROMISE

The University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. The most current version of the *Pitt Promise* can be found at <https://www.studentaffairs.pitt.edu/dean/pittpromise/>.



## **SECTION 5: STUDENT RESOURCES & SUPPORT**

### **FINANCIAL AID**

All entering students are encouraged to review available resources for financial aid available on the Office of Student Affairs website (<http://www.dental.pitt.edu/students/dmd/financing-your-dental-education>).

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

For further information concerning financial aid matters, students should contact the Financial Aid and Enrollment Services Administrator in the Office of Student Affairs.

Continuation of institutional aid depends upon making satisfactory academic progress toward the Doctor of Dental Medicine (DMD) degree. However, students not making satisfactory progress toward their degree as described in the School's "[Protocol for Grading and Promotion of Predoctoral Dental Students](#)" will be at risk for losing eligibility for institutional financial aid.

### **DISABILITY RESOURCES AND SERVICES**

Disability is an aspect of diversity. The Office of Disability Resources and Services (DRS) is the designated department by the University to determine reasonable accommodations and services. At the University, we are committed to providing equal opportunities in higher education to academically qualified students with disabilities. More information regarding DRS and services provided can be found at <https://www.studentaffairs.pitt.edu/drs/>.

Students with disabilities who would like to request reasonable accommodations related their course work should contact the Office of Disability Services ([www.drs.pitt.edu](http://www.drs.pitt.edu), 412-648-7890) for further assistance.

### **POLICIES AND PROCEDURES FOR LEAVES OF ABSENCE OR WITHDRAWAL**

Leaves of Absence requests will be evaluated for approval on a case by case basis. In the event that a student finds it necessary to request to leave the School, such as for a Leave of Absence or Withdrawal, the steps listed below must be followed:

1. A signed letter of intent must be submitted to the Associate Dean for Student Affairs.
2. Following submission of the request, an appointment must be made to speak with the Associate Dean for Student Affairs.
3. If the request is approved, the student must complete the sign-out process, which includes exit meetings to confirm the terms of the Leave or Withdrawal and obtaining required signatures from specified departments/administrators. The student should work with the Office of Student Affairs to obtain appropriate forms and facilitate the sign-out process.

4. Upon completion of the sign-out process, the Office of Student Affairs will send the student follow-up notification summarizing the terms of the leave and contingencies for return to the program, if applicable.

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

Leaves of Absence will be limited to one (1) occurrence, unless the student has demonstrated exceptional circumstances requiring a second leave of absence. Under no circumstance may any leave(s) exceed a combined total of one (1) year. For Leaves of Absence greater than one year, students may elect to reapply for admission into the program as a first year student, with no guarantee of acceptance.

Time spent on Leaves or Suspensions are counted when calculating the maximum six years permitted to complete the program as outlined in the School's "[Protocol for Grading and Promotion of Predoctoral Dental Students](#)." Students who are eligible to return to the School following a Leave of Absence or Suspension will be required to submit a tuition deposit made payable to the University of Pittsburgh; the amount and due date of the deposit and/or other associated costs will be determined by the Office of Student Affairs. Additionally, students returning to the program following a Leave of Absence or Suspension may be required to complete a Re-entry Skills Assessment and/or program.

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

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. Students should contact the Office of Student Affairs for further guidance regarding departure during and/or immediately following pregnancy. 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.

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 Affairs, which will notify departments.

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.

Notify the Office of Student Affairs 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.

## **SECTION 6: MISCELLANEOUS INFORMATION & RESOURCES**

### **COMMISSION ON DENTAL ACCREDITATION AND COMPLAINTS RELATED TO ACCREDITATION STANDARDS**

The Commission on Dental Accreditation (CODA) serves the public by establishing, maintaining and applying standards that ensure the quality and continued improvement of dental and dental-related education programs. In cooperation with the policy of the Commission, the School maintains a process that informs students of the opportunity and procedures to file complaints with the Commission.

The CODA will review complaints that relate to a program's compliance with the accreditation standards. The Commission does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

Any complaint related to CODA's Accreditation Standards and/or policy may be sent directly to the Commission on Dental Accreditation at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653. The Commission Accreditation Policy, Accreditation Standards, and Guidelines for Filing a Formal Complaint Against an Educational Program can be found on the ADA website ([https://www.ada.org/~media/CODA/Files/coda\\_complaint\\_guidelines.pdf?la=en](https://www.ada.org/~media/CODA/Files/coda_complaint_guidelines.pdf?la=en)).

### **GENERAL CONCERNS OR COMPLAINTS**

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

\*\*\*\*\* **END OF DOCUMENT** \*\*\*\*\*  
\*\*\*\*\* [RETURN TO BEGINNING](#) \*\*\*\*\*