Indiana University School of Dentistry Graduate Student Handbook

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Indiana University School of Dentistry Graduate Student Handbook

IUSD MISSION STATEMENT

The mission of the Indiana University School of Dentistry (IUSD) is to advance the oral health and general overall health of the people of the State of Indiana and others worldwide through excellence in teaching and learning, research and creative activities, patient care, civic engagement and service. (IUSD Faculty Council: September 2012).

OVERVIEW

One of the oldest dental schools in the nation, IUSD is a member of the American Dental Education Association and is fully accredited by the Commission on Dental Accreditation of the American Dental Association. The only dental school in the state, it was established as the Indiana Dental College in 1879 and acquired by Indiana University (IU) in 1925. The school is located on the campus of Indiana University–Purdue University Indianapolis (IUPUI), adjacent to the Indiana University Medical Center. With the addition of the James J. Fritts, DDS Clinical Care Center in 2018, IUSD facilities will offer 145,000 gross square feet of classroom and clinical space. The great variety of cases treated provides each student with abundant opportunity to perfect techniques. The school also maintains dental clinics in Riley and University Hospitals on the Indiana University medical center campus and at several off-campus sites. Men and women who have graduated with the IUSD Doctor of Dental Surgery (DDS) degree and Master of Science in Dentistry (MSD) degree are currently practicing dentistry across the U.S. and several countries. Students may also earn the PhD or the MS degree in dentistry and related science fields through the IU Graduate School.

1. Equal Opportunity / Affirmative Action
Indiana University pledges to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans. An Office of Equal Opportunity on each campus monitors university policies and assists individuals who have questions or problems related to discrimination.

2. Office of Diversity, Equity, and Inclusion
The mission of the Indiana University School of Dentistry Office of Diversity, Equity, and Inclusion (ODEI) is to implement strategies to improve the diversity of the oral health care workforce as reflected in the IUSD Mission Statement. The office works to expand the pipeline of qualified underrepresented applicants and increase awareness of educational opportunities in all areas of oral health for students, faculty, and staff. Additionally, the office provides structured mentoring, academic enrichment, and experiential programs for students. The programs are designed through relationships with funding agencies, educational institutions, and other health professional organizations. The goal of ODEI is to establish a humanistic and culturally competent environment where differences such as race, ethnicity, gender, age, sexual orientation, and other physical disabilities are accepted and valued.
**PURPOSE OF THE STUDENT HANDBOOK**

This handbook is a guide to the academic program requirements for obtaining the Certificate, MS, MSD and PhD graduate degrees and for students in all IUSD residency programs. It is also used to convey information related to financial aid, student activities and student services. It should not be construed as a policy manual. The Clinic Manual, Infection Control Manual, and the IUSD Code of Professional Conduct as well as the applicable policies and procedures of Indiana University and the Indiana University School of Dentistry are the sources for the official policies, procedures, and standards of the school. It is the responsibility of each student to become familiar with the content of these materials. **While every effort is made to provide accurate and current information, the IUSD and IU reserve the right to change without notice policies, procedures, programs, and other matters when circumstances dictate.**

**ACCREDITATION GUIDELINES AND COMPLAINT POLICY**

Educational programs at Indiana University School of Dentistry are fully accredited by the Commission on Dental Accreditation (CODA). It is the policy of this institution and CODA that all students should have an opportunity to file complaints with the Commission. A complaint is defined by the Commission on Dental Accreditation as an entity alleging that a commission–accredited educational program, a program which has an application for initial accreditation pending, or the Commission may not be in substantial compliance with Commission standards or required accreditation procedures. The Commission on Dental Accreditation will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeals for treatment received by patients or individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff or students.

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

**IUSD ORGANIZATIONAL CHART AND CONTACT INFORMATION**

An IUSD organizational chart and contact information of IUSD personnel to assist students can be found in **Appendix A.**

**ADMISSION PRE-MATRICULATION REQUIREMENTS**

Only students who have a minimum cumulative grade point average of 3.0 (on a scale of 4.0) will be considered for admission, unless, under exceptional circumstances, the prospective student can provide evidence that he or she is capable of successfully completing the graduate dental program. Application forms must be accompanied by transcripts of undergraduate and professional school work together with such additional materials as may serve to determine eligibility and ability to satisfactorily pursue an advanced course of study. Letters of support attesting to the candidate’s academic background, professional experience, and character should be requested from at least two individuals who have direct knowledge of the candidate’s potential to do graduate-level work.
Deadline dates for completed applications vary among the individual graduate programs. In addition, several of the individual graduate programs participate in the Postdoctoral Application Support Service (PASS) and the Postdoctoral Dental Matching Program (Match), two national services designed to help applicants obtain positions in first-year postdoctoral programs of their choice, as well as to help the programs obtain applicants of their choice. Candidates must register in these services if the program is a participant. For applications for the 2017-2018 academic year the following graduate programs are participating in both PASS and Match: oral and maxillofacial surgery, orthodontics, pediatric dentistry, periodontics and prosthodontics. The endodontics, oral and maxillofacial surgery, periodontics, pediatric dentistry, periodontics and prosthodontics graduate programs are participating in PASS. Candidates should contact the dental school’s Office of Graduate Education or the appropriate program director to obtain more information about application deadlines, national application services, and other details related to the application process.

Applicants to the MS/MSD/residency and PhD Programs are admitted conditionally following acceptance to IUSD. It is the student's responsibility to complete certain documents and actions required as a condition of admission. A criminal background check, acknowledgement of health insurance and verification of specific immunizations are among the requirements for admission. Failure to complete any of these required forms may constitute withdrawal of a student’s conditional admission. Additionally, students must become familiar with the requirements of the mobile device policy and laptop security program.

**ACADEMIC CURRICULUM**

While every effort is made to provide accurate and current information about the dental school’s degree and certificate programs, Indiana University reserves the right to change without notice statements concerning rules, policies, fees, curricula, courses, or other matters. A complete graduate dental course list is located in Appendix B.

**ACADEMIC PERFORMANCE AND EVALUATION**

**Competencies (Appendix C)**
The IUSD curriculum is designed to ensure that upon graduation a student has demonstrated the competencies required for the specific graduate dental student program. A “competency” is a complex set of capacities essential for the student to begin independent practice. Competencies integrate professional and ethical behavior; communication and interpersonal skills; evaluation and use of emerging technologies; critical thinking skills; patient care and management. A student must successfully demonstrate all required competencies in order to graduate from the Graduate Certificate/MSD/PhD Programs.

**Grades and Standardized Tests**
The School of Dentistry has adopted the grades and grading policy described in the Indiana University Academic Handbook.

- A student's grade in each course will be determined by the combined results of examinations and/or achievement in all required courses. The quality of a student’s work will be indicated by the following grades: A, B, C, D, S (satisfactory), F (failure), R (deferred), and I (incomplete); plus (+) and minus (-) grades may be used at the option of the course director. A failure requires repetition of the course, in which the student must enroll and pay a fee.
• All grades earned for all graduate dental courses on a student's record shall be used in computing that student's grade point average.

• All earned probations shall remain a part of the student's academic history and may be used in consideration of a student's eligibility for enrollment.

• No student will be promoted in good standing unless the accumulated grade point average (GPA) is equivalent to at least "B", or 3.00.

• Any course with a grade below C- will not count towards degree or certificate requirements but will be used to calculate the GPA.

Grading Scale
The following is a standardized grading scale for the didactic portion of the Graduate Programs:

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<th>Grade</th>
<th>Letter</th>
<th>Description</th>
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<tr>
<td>4.0</td>
<td>A</td>
<td>P - Pass</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>S - Satisfactory</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>I - Incomplete</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>R – Deferred Grade (for designated courses)</td>
</tr>
<tr>
<td>2.7</td>
<td>B-</td>
<td>W - Withdrew</td>
</tr>
<tr>
<td>2.3</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>D+</td>
<td></td>
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<tr>
<td>1.0</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>0.7</td>
<td>D-</td>
<td></td>
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<tr>
<td>0</td>
<td>F</td>
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Academic Probation. A student will earn an academic probation for any of the following reasons:

• A grade below C- in any course.
• A semester GPA below 3.0.
• Unacceptable ethical or professional behavior.
• Unacceptable clinical progress or participation.
• Re-enrollment following a period of suspension.

All grades earned for all graduate dental courses on a student’s record shall be used in computing a student’s cumulative grade point average. All earned probations shall remain a part of the student’s academic history and may be used in consideration of a graduate dental student’s eligibility for continued enrollment. **IUSD does not accept the University’s FX option for grades earned in the Dental Graduate Programs.** Any course with a grade below C- will not count towards degree requirements.
**Student Promotions and Advancement**

IUSD has adopted the grades and grading policy described in the Indiana University Academic Handbook at [https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main_Page](https://www.indiana.edu/~vpfaa/academichandbook/index.php/Main_Page). Failure to achieve this standard will result in a recommendation for dismissal from Indiana University School of Dentistry.

The Office of Graduate Education and the Associate Dean for Graduate Education will review student academic performance and professional development for each grading period. Students in good standing with satisfactory grades and evaluation reports automatically advance to the next unit of instruction. To be in good standing, a student must have the following:

- A grade of C- or better with at least a cumulative 3.0 grade point average (GPA), and a semester GPA of 3.0.

**Student Progress Policy**

Individual graduate programs may have their own student progress policy which must be approved by the Office of Graduate Education. The program policy override policy listed in this handbook — please refer to specific program handbook for details.

**Reinstatement to Good Standing**

After a student has satisfactorily completed the required course(s), the academic record of the student who was on academic probation will be reviewed.

- A student who is placed on academic probation will remain on probation until such time as the required courses and/or additional study have been completed. This is considered "continued probation" and does not count as another "earned" probation.

- A student who has been placed on probation for having failed to maintain acceptable ethical or professional behavior will remain on continued probation until graduation.

**Academic Dismissal Policy**

Academic dismissal of a graduate student is a function of the student’s advisory committee and program director. Subject to their availability, students will be invited to appear before their advisory committee to respond to a motion for their dismissal from school. Dismissal may be for any of the following reasons (although not limited to them):

- Failure to comply with the attendance policy.
- Repeated instances of earning a semester GPA below a 3.0.
- Having a cumulative GPA below a 3.0.
- Lack of acceptable academic and/or professional behavior and ethics.
- Lack of acceptable progress, in the judgment of the faculty, toward the requirements for a MS, MSD, Ph.D. degree or residency certificate.
Appealing Grades or Other Performance Evaluations

Disagreement over grades or other forms of assessment must be negotiated initially between the faculty member and student. If no resolution can be reached, a student should contact his/her respective Program Director or the Associate Dean for Graduate Education within ten (10) days of receipt of the contested grade.

The student’s Program Director will contact the course director and/or faculty member involved and make a decision regarding the appropriateness of the contested grade in all cases.

If the student or faculty member involved wishes to appeal the Program Director’s or Associate Dean’s decision, the student or faculty member should submit a written appeal to the Associate Dean for Graduate Education, who will refer the matter to the Dean, which will review the complaint and submit a recommendation to the Associate Dean for Graduate Education within thirty (30) days of the receipt of the appeals document. The Associate Dean will then notify the parties involved of the decision.

Appealing Decisions for Dismissal or Suspension

Appeal of decision regarding the dismissal or suspension of a student must be submitted by the student in writing to the Associate Dean for Graduate Education within five (5) days following the student’s receipt of notification of the action. The appeal will be sent to the IUPUI Associate Dean of Graduate and Professional Students for review within a period not to exceed thirty (30) days from the Associate Dean’s receipt of the student’s appeal document. The IUPUI’s Associate Dean of Graduate and Professional Students will only consider whether the IUSD process was appropriately followed. The decision will be forwarded to the Dean, and the Dean will notify student of the decision.

Requirements for Graduation

The appropriate degree is conferred by Indiana University upon persons who have complied with the following requirements:

Minimum University and School of Dentistry requirements for MS and MSD degrees include 30 hours of course work, of which 18 hours must be devoted to didactic work. A minimum of 6 hours must be earned toward an approved minor subject. A total of 6 hours must be research; additional research credit cannot be used toward fulfillment of requirements for the degree. Once students have accumulated the number of credit hours required by the particular graduate program, they must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed. Failure to meet this requirement will automatically terminate the student’s enrollment in the degree program. All requirements for the master’s degree must be completed within five consecutive years from the beginning of the program. If not, courses older than five years must be revalidated before the degree can be granted.

Minimum requirements for the residency oral and maxillofacial surgery program include 16 hours of course work plus clinical requirements.

Completion of oral and written examinations. The candidate must complete these examinations six months prior to the intended graduation date. The student is eligible to take these exams upon completion of one half of the didactic course work.
For successful completion of the MSD, each student will be required to successfully present and defend his/her thesis research and submit an approved manuscript for publication or electronically submit approved thesis to the IUPUIScholarWorks Repository.

- Completion of the preclinical and clinical requirements of the MS or MSD major.
- Completion of five core courses, depending upon the program.
- Completion of required English courses.
- Completion of all course work and examinations with at least 3.0 cumulative grade point average, within the 5 year limit or revalidation of those courses outside that limit.
- Presentation on Research Day
- Attend removal of personal health information (PHI)
- Payment in full of all fees due to the University.

For completion of the certificate program, each student will be required to complete clinical requirements for the program, complete required courses with at least a 3.0 cumulative grade point average and payment in full of all fees due to the university.

**ATTENDANCE**

**Course Attendance Requirements**

Attendance of graduate students in courses in which they have enrolled is mandatory. Discipline and responsibility are fundamental to the practice of dentistry. A policy disallowing unexcused absences ensures that each student will obtain maximum exposure to the information and to clinical and laboratory experiences included in the curriculum.

Each course director has the responsibility and authority to monitor the general attendance and classroom conduct of students. Students are not excused from any class work submitted or assigned on dates during which they are absent. When students miss class, instructors have the right to give a grade of zero for any missed quiz or assignment, as their course of action if 1) it is clearly delineated in the syllabus and 2) uniformly and consistently administered.

The IUSD Office of Graduate Education maintains a "No Cut" system; illness or death in the immediate family are generally the only acceptable excuses for absences. Students should notify their program director, as well as each course instructor and the Office of Graduate Education. (317-274-5348), of illness, death in the family, or other unusual circumstances that may necessitate being absent from classroom, laboratory or clinical assignments.

**Clinic Attendance Requirements**

Each program has individual clinical attendance requirements. Clinic attendance will be monitored by each program director. Every effort should be made to avoid the inconvenience that results when a patient comes to the School of Dentistry for an appointment that the student fails to meet. Students must notify any patient, as far in advance as possible, of the need to reschedule an appointment.

Please contact your program director concerning this requirement. Students falling below the required level of productivity and participation are subject to disciplinary action, including dismissal.

**All graduates students are required to obtain either an Indiana License or Limited Residency Permit in prior to seeing patients in the clinic.**
Attendance and Religious Holidays
IU respects the right of all students to observe personal religious observance and will make reasonable accommodations, upon request, for such observances. Any student who is unable to attend class or participate in any examination, study or course requirement on such days due to religious beliefs will be given the opportunity to make up the work that was missed or do alternative work that is intrinsically no more difficult than the original assignment or examination. If possible, students should notify the Office of Graduate Education of known conflicts in writing by the end of the 2nd week of the semester so that any potential accommodations can be arranged. The Office of Graduate Education will send notification of the approval to the student’s graduate program director. It should be noted that while campus policy requires faculty to make reasonable accommodations for missed assignments or examinations in observance of religious observances, it is NOT campus policy for faculty to make accommodations when students wish to travel to share a holiday with family and/or friends.

Leave of Absence
The Indiana University School of Dentistry Graduate Student Absence Policy was developed to serve the best interests of the individual student, the student’s colleagues, and to meet the student’s program goals as well as the goals of IUSD. The education of the student is of primary concern; patient care is not to be jeopardized, nor the education of the graduate dental student hampered.

Students will be granted five consecutive days per year for personal or health issues. Personal issues would be the care for a spouse, child or parent with a serious health condition, death of a family member, and required court appearances. If more than five consecutive days are needed, the graduate student must complete a Leave of Absence Request Form (Appendix D). The program director will determine what constitutes a bona fide leave and the length of leave on a case-by-case basis. The Leave of Absence Request Form must be submitted at least thirty days in advance, or as soon as reasonably practicable

Maternity Leave
Female students that are or become pregnant during their enrollment are allowed 6 weeks for maternity leave following delivery but will be expected to make up missed time for maternity leave (i.e., added on to the end of the program) in order to comply with specialty requirements.

Military Leave
Short Tours of Military Duty: A student will be granted a leave of absence for military training in the National Guard or military reserves in an one military year (October 1 to September 30). Written military orders must be submitted to the program director as soon as possible. Faculty should also make every effort to allow students who are members of the US armed forces to make up exams and exercises that may be missed during the semester if it can be documented that the student was called up for specialized, short-term training.

Extended Active Military Duty: A student inducted to active military duty through Selective Service, voluntary enlistment, or called through membership in the National Guard or military reserves will be granted leave. Upon return from military leave of absence the student will be reinstated in his/her former position, provided the student meets all conditions for eligibility. Military leaves may result in extension of training periods based on the requirements of individual specialty boards.
**Specialty Requirements:** In order to meet the educational requirements for each student, it is necessary to consult the accreditation policy for each specialty program to determine the maximum leave. Some accredited specialty programs clearly state the maximum time allowed for leaves; some have no specific policy, while others defer to the program director. Therefore, each accreditation policy must be consulted in order to determine make-up time requirements. Each graduate program must provide its students with a written policy in compliance with its program requirements concerning the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the graduate program.

**Make-Up Time**

Any makeup time that is required will be scheduled with an effort to best accommodate the needs of the student. When makeup time is scheduled, the student ordinarily will be required to make up the absence before graduation from the respective graduate program. In effect, the student’s last year will be extended by an amount equal to the makeup time.

GME programs will follow the leave of absence policy outlined in the

**Voluntary Withdrawals**

Voluntary withdrawals may be arranged by contacting the Office of Graduate Education (DS 280B). In such instances, grades of W or F, depending upon the student’s academic achievement at the time and date of request, will be entered in the official university record.

**Emergency Withdrawals**

Various circumstances, often unexpected, may force students to withdraw from an academic term or session; they include, among others, major medical issues, death in the family, job loss, divorce, etc. The following procedure is intended to mitigate student confusion and anxiety. Each academic unit is expected to develop its own policy defining the circumstances under which an emergency withdrawal is appropriate in that unit.

A student should consult with the Assistant Dean for Graduate Education and their program director and is encouraged to utilize the services of the IUPUI Student Advocate if he/she is considering an emergency withdrawal. More detailed information on emergency withdrawal can be found at:


**Adverse Weather Closings**

If adverse weather conditions are severe, the IUPUI Chancellor may cancel classes and/or close the campus. If the IUPUI Campus is officially closed, then IUSD is closed. Additionally, if the IUPUI Campus is closed, the pre-doctoral students assigned to off-site clinics are excused from attendance at those clinics. If the IUPUI Campus is not closed, a program director of an off-site clinic has the authority to close their clinic based on adverse weather conditions. Exceptions to these closings would be rare and may only be issued by the IUSD Dean or his/her designee.

Closing the campus is distinct from the decision to simply cancel classes. Students are advised to listen carefully to the Indianapolis metropolitan media regarding cancellations and campus closings. Closings may be verified on the campus webpage at [www.iupui.edu](http://www.iupui.edu) or by calling 278-1600.
The University has an emergency notification system (IU Notify) that permits messages to be sent as voice or text messages to cell, home and office phones and university or non-university email accounts. To receive notification of class cancellations and campus closings via phone and email, students must update their contact information through One.IU at https://one.iu.edu.

**ACADEMIC POLICIES, PERSONAL CONDUCT AND PROFESSIONALISM**

Any individual who enrolls in the Indiana University School of Dentistry Graduate Programs voluntarily accepts the rules and regulations of IU, IUSD, and affiliated hospitals, and agrees to abide by them. Students are subject to and should become familiar with the policies, rules and regulations of IUSD and IU. Students are instructed to make themselves aware of IU and IUSD regulations concerning plagiarism, the maintenance of academic honesty and the definitions of unacceptable behavior and cheating.

**Academic Misconduct and Professional Behavior**

The Indiana University School of Dentistry has adopted a Code of Professional Conduct (see Appendix J). Students should refer to the IUSD Code of Professional Conduct for student rights and responsibilities as well as Part I of the IUPUI Code of Students Rights, Responsibilities, and Conduct. IUSD is exempt from Parts II, III, IV and V of the IUPUI Code of Students Rights, Responsibilities, and Conduct in accordance with the All University Faculty Council action as well as the IU Board of Trustees action on May 4, 1990.

All students are expected to understand and abide by the IUSD Code of Professional Conduct at all times. Academic misconduct of any sort will not be tolerated and will be dealt with as outlined in the IUSD Professional Code of Conduct in Appendix E to this Handbook. The procedures for adjudicating an incident of misconduct are outlined in Appendix E which includes a flow chart. A student has the right to appeal decisions for dismissal or suspension based on academic misconduct or unprofessional behavior as outlined in Appendix J. The IUSD Graduate Student Appeals Form is located at the end of Appendix E.

As stated in the Code of Professional Conduct, the Graduate Faculty Professional Conduct Committee (GFPCC) functions in an integrated manner with the Graduate Student Professional Conduct Committee (GSPCC) to evaluate all professional/academic conduct incidents involving students and provides the faculty with the opportunity for peer review of reported incidents. Multiple incidents of academic misconduct and/or unprofessional behavior by a student may constitute a pattern of unprofessionalism and indicate a student’s failure to demonstrate professional growth and therefore could be grounds for suspension or dismissal from school.

**Suspension or Dismissal for Academic Misconduct/Unprofessional Behavior**

In the event of suspension or dismissal, the student must see the Associate Dean for Graduate Education for information regarding separation procedures. Students suspended for any period of time from any IUSD activities will automatically be placed on probation once they have returned to school.

**Cheating**

Any form of cheating is incompatible with the moral conduct expected of members of the dental profession and will not be tolerated. Cheating is dishonesty of any kind with respect to examinations or any graded or assessed in-course assignment or activity, and includes acts such as seeking or accepting assistance on an exam, being in the unauthorized
possession of examination materials, sharing exam information to assist another student, collaboration on individually graded assignments or projects, alteration of records or the creation of false records, forging a signature or the unauthorized use of another person’s electronic signature, and plagiarism. It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat.

**Civility and Disorderly Conduct**

Students are expected to conduct themselves in a courteous and civil manner in interactions with faculty, staff, and fellow students. This requires each person to be courteous, tolerant, and respectful during all interactions with one another, including face-to-face interactions, e-mail, and telephone conversations. The use of language, tone, or gestures that are inappropriate or offensive is also discourteous. These behaviors are not acceptable, and faculty and staff will address these problems as they arise either in class or on an individual basis. Social media guidelines can be found in Appendix F (adopted from IUSM 5/6/16)

Disorderly conduct that interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be reported immediately to the Office of Graduate Education for disposition, which may result in disciplinary action, including possible suspension and/or expulsion from the university.

**Civility on Websites Maintained on University Servers**

See the section titled Technology in this Handbook.

**Clinic and Laboratory Policies**

The IUSD Clinic Manual and Infection Control Manual should be consulted for the complete overview of clinical and laboratory policies and procedures.

**Dress Code**

As a representative of IUSD, every student is responsible for creating a favorable impression to support a positive image to our patients, families, and guests. For examples of unacceptable and appropriate dress please see Appendix G, Dress Code Regulations. Personal appearance should create a feeling of confidence and respect through grooming and attire that is tasteful, neat, clean, and of appropriate size and length. Students should dress and accessorize in a manner that projects a professional image.

All students are required to be clean and maintain appropriate personal hygiene with regard to their body, hair, and nails. Clothes and work shoes need to be clean, neat, and in good repair. Jewelry must not interfere with the student and/or patient safety or student ability to perform their duties.

Required clinic attire is described in the IUSD Clinic Manual. Generally, scrubs are to be worn and covered by a disposable gown when in the clinical settings. Additionally, students are to adhere to the dress code policies at the affiliate sites to which they are assigned. For more information on the standards applicable in the clinical settings please refer to the IUSD Clinic Manual.
Students who do not project a professional image will be directed to leave the premises to change their attire. Repeated violations of this policy will be addressed by the Clinic Director and other appropriate administration.

**Equal Opportunity and Non-Discrimination/Sexual or Racial Harassment**
IUPUI promotes and provides equal opportunity in education and training programs in accordance with our equal opportunity policies and other policies prohibiting sexual or racial harassment. (See the University Policy against Sexual Harassment.) For additional information or to submit a complaint, contact the Office of Equal Opportunity – affaindy@iupui.edu; Lockefield Village Building, 980 Indiana Avenue, Room 1164; (317) 274-2306.

**Non-Retaliation and Whistleblower Policy**
It is University policy to protect a student of the University community who makes a good faith disclosure of suspected wrongful conduct. Students are encouraged to disclose violations of law and serious breaches of conduct covered by http://policies.iu.edu/policies/categories/administration-operations/whistleblower/whistleblower.shtml. The policy protects students from retaliation by adverse academic or employment action taken within the University as a result of having in good faith disclosed wrongful conduct.

**Patient Confidentiality**
All dental school students must comply with the Health Insurance Portability and Accountability Act (HIPAA), other federal and state regulations dealing with privacy as well as the IUSD policies addressing patient confidentiality. Students must read, understand and follow the IUSD policies regarding patient confidentiality. Students who violate these policies will be subject to disciplinary action within IUSD and may also be liable for civil or criminal penalties under federal and state laws.

When working with patient information, it is important to secure patient information at all times -- whether it be written, electronic, or spoken. IUSD will require that the appropriate safeguards are always in use. IU and IUSD approve the use of IU Box Health Account to store patient information that is being used outside of the patient’s designated chart for educational purposes while attending IUSD. See Appendix Y for the IUSD Box Health Account request form.

**Plagiarism**
Offering the work of someone else as one’s own is plagiarism. Plagiarism is considered a form of academic misconduct. Materials taken from another source must be fully acknowledged and the author must be given proper credit. The language or ideas taken from another may range from isolated formulas, sentences or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of others including other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment is also considered plagiarism. The IU School of Education’s ‘How to Recognize Plagiarism’ is an on-line tutorial that can help a student properly acknowledge the contributions of others’ works. This tutorial can be accessed at http://www.indiana.edu/~istd/.

**Safety and Infection Control**
Specific infection control procedures to prevent the spread of disease agents must be followed during patient appointments and when handling contaminated items. These procedures as well as related policies are found in the IUSD Infection Control Manual (ICM). Students are expected to read, understand and follow all guidelines outlined in the ICM.
Sexual Misconduct/Violence
Sexual misconduct, which includes sexual assault and other forms of sexual violence, including dating violence, domestic violence, and stalking, is not tolerated on any campus of Indiana University. IU’s “Stop Sexual Violence” website contains resources for those who have witnessed or experienced any form of sexual misconduct. In an emergency, your first step is to dial 9-1-1.

Smoking, Drugs and Alcohol
Tobacco use or sale, including, but not limited to smoking, is prohibited on the IUPUI campus. The IUPUI policy can be found at http://registrar.iupui.edu/Smoke.html. The unlawful manufacture, distribution, and dispensation, possession or use of illicit drugs and alcohol, including controlled substances is prohibited on University property or in the course of a University activity. Failure to comply may result in possible penalties under federal and state law and is cause for discipline up to and including dismissal from school.

Testing Policy
IUSD has a policy requiring all students to sign the IUSD Code of Professional Conduct (also referred to as the IUSD Honor Code). Students are required to self-regulate testing environments by reporting any academic misconduct. All electronic devices must be silenced and stowed in a secure location (not on the student’s person) during the laboratory and written examinations except as otherwise permitted by the course faculty. All screens on devices used to take the examination are to be covered with an approved privacy screen protector to limit the available viewing angles of the screen. All academic departments at IUSD will establish departmental procedures regarding testing protocols and exam security.

Threatening Behavior and Violence
IUPUI strives to maintain a safe environment. Accordingly, threatening behavior and violence will not be tolerated. In case of an actual or imminent act or threat of violent behavior, call the IUPUI Police at 274-7911. The Behavioral Consultation Team (BCT) provides consultation, makes recommendations for action, and coordinates campus resources in response to reports of disruptive or concerning behavior displayed by students, staff or faculty. For details please contact the BCT at their website http://bct.iupui.edu.

Weapons Policy
IUPUI Policy on Possession of Firearms and Weapons prohibits students from possession of firearms (regardless of any permit to carry) or other items deemed to be a dangerous article or substance while on University property as defined in the policy. Guns may not be kept in vehicles when visiting campus. The policy can be found at http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-03.shtml.

FEES/TUITION/FINANCIAL AID

Tuition and Fees (Appendix H)
Enrollment in IUSD cannot be considered final until the student has been officially registered and paid the required tuition and fees by the deadlines established by the IUPUI Office of the Bursar. The IUPUI Office of the Bursar (http://bursar.iupui.edu) offers information regarding payment methods, billing deadlines and payment procedures.
The Office of Graduate Education at IUSD automatically enrolls dental graduate students for their courses each semester. However, students cannot finalize enrollment for classes until all previously incurred fees have been paid and students are in compliance with all school and campus policies regarding health insurance and immunizations (for more information on insurance and immunizations see the Health and Safety section of this Handbook).

The Board of Trustees of Indiana University has established a late enrollment fee for students whose registration and financial obligations are not complete by the scheduled date. The Office of the Bursar also assesses monthly late fees on overdue balances.

Students who are not officially enrolled for classes may not attend classes, participate in laboratories or treat patients in the clinics.

**Instruments**

Students are required to make a substantial investment in instruments. All students are required to purchase the designated instruments as a complete set in its entirety. In addition to instruments purchased by students, a rental fee is charged for use of the IUSD instruments in the laboratories and the clinics. The fee is payable each semester and is based on the cost to IUSD to provide this service. Instrument purchase and rental fees are divided between the fall and spring semester. **Students are responsible for the security of their instruments and equipment. Students should record their instrument’s serial numbers for future reference if they are misplaced.**

**Financial Aid**

Information on financial aid is sent to all incoming students upon their provisional acceptance to the IUSD graduate programs. Up-to-date information can be found on the IUSD website (http://www.iusd.iupui.edu/prospective-students/financial-aid/). A representative from the IUPUI Office of Student Financial Services (http://www.iupui.edu/~finaid/) meets with first year graduate students during orientation, is routinely available for counseling appointments in IUSD, and is also accessible through email at dentaid@iupui.edu. If it is necessary for a student to obtain a credit-based loan, students are encouraged to have their financial affairs in order before enrolling at IUSD.

**Employment**

Students must recognize that the curriculum is extremely rigorous and employment for students is not encouraged. Students who seek employment must realize that employment will affect their available time for study. A student who chooses to work will not receive special consideration should he/she fail to meet minimum academic and/or professional standards.

Periodically, departments within IUSD or elsewhere on the Indianapolis campus have jobs available for which students may qualify. Employment is ordinarily arranged directly with the department chair and the employee is paid on an hourly basis. All students employed by the IUSD are expected to abide by University and IUSD employment policies and procedures.
Work Study
The Federal Work-Study Program provides employment opportunities for students who demonstrate financial need based on the Free Application for Federal Student Aid (FAFSA). Funding is limited and initial contact should be made through the Office of Student Financial Services (http://www.iupui.edu/~finaid/).

Student Teaching Appointments and Employment
Students are occasionally invited to serve as teaching assistants in preclinical technique or basic science laboratories or dental auxiliary courses. Although this is a valuable and prestigious opportunity, it is also very time consuming. All students employed by IUSD are expected to abide by University and IUSD employment policies and procedures.

HEALTH and SAFETY

Campus Police and Safety Escort
IUSD is committed to maintaining a safe educational environment. The Campus Police contact number is (317) 274-7911. Personal safety escorts may be obtained by calling the police/security agency for the property from which the escort is being requested:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Hospital VA Police Department</td>
<td>(317) 554-0063</td>
</tr>
<tr>
<td>Eskenazi Hospital Eskenazi Security</td>
<td>(317) 880-7071</td>
</tr>
<tr>
<td>Indiana University Hospital Security</td>
<td>(317) 929-8000</td>
</tr>
<tr>
<td>Riley Hospital Security</td>
<td>(317) 929-8000</td>
</tr>
<tr>
<td>IUPUI buildings or parking lots</td>
<td>(317) 274-SAFE (7233)</td>
</tr>
</tbody>
</table>

Security Alert Notifications (IU Notify)
Register at IU NOTIFY in One.IU for notification about IU Indianapolis emergency alerts by phone, text or email. A student may choose more than one campus if they want to get other notifications.

Commitment to Student Welfare
The following was issued by Indiana University on April 11, 2014: To address the unacceptable incidence of sexual assault and similar crimes on U.W. college campuses, Indiana University is committed –

- To take vigorous steps to prevent sexual assault and similar crimes through education and training, including education on the effects of alcohol on the issue of consent;
- To help build in our community a robust culture that rejects such conduct and associated behaviors;
- To encourage bystanders to intervene to avoid a sexual assault from occurring or to report such crimes to university officials or local authorities, and to fully account for such reports under federal law;
- To support victims with full information about available resources, to assist victims in accessing resources, and at all times to exhibit personal care and concern to victims;
• To investigate thoroughly and objectively all reports of sexual assault and other crimes, and to cooperate fully with local law enforcement and prosecutors;
• To conduct university proceedings arising from sexual assault and other crimes with the highest degree of professionalism, assuring fairness and dignity to all participants.

Criminal Background Checks
All graduate dental students will interact with children in clinics and potentially during class projects, community outreach, and research projects. It is University policy that all students interacting with children have a criminal background check and sex offender registry check. The details of the administration of the background checks and monitoring of the policy are subject to change. Additional information regarding this policy can be found at http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml.

Disabilities Accommodation Policy
Indiana University policy prohibits discrimination in educational programs against qualified individuals with disabilities subject to graduate dental students meeting the Technical Standards for Admission and Retention. See Appendix I to this Handbook regarding procedures and documentation requirements. For additional information, students should consult the Adaptive Educational Services website at http://aes.iupui.edu/.

Health Services for Students
The IUPUI Health Services located in Room 100A in Coleman Hall and E213 in the Campus Center, offers limited health services for all full-time students at IUPUI and is open Monday through Friday. Immunizations are provided on a fee-for-service basis. When using IUPUI Student Health Services, those students not on the Professional Student Health Insurance plan (see section on Health Insurance in this Handbook) must pay prior to being treated and submit the documentation to their insurance companies for reimbursement. Students should contact their health insurance carrier provider prior to treatment. Clinic hours, available services, and other information can be found by calling (317) 274-8214 or visiting their website at http://health.iupui.edu/students/.

IUPUI Student Emergency Medical Care
Emergency medical attention is available in the Eskenazi Hospital emergency facility or by calling (317) 880-0000. Limited and emergency outpatient care is available from IUPUI Health Services for students who are injured during their educational activities. More information is available at http://health.iupui.edu/students/emergency.html.

Counseling and Psychological Services Center
IUPUI Counseling and Psychological Service Center (CAPS) has a professional staff available to provide individual or group counseling. CAPS provides direct professional psychological services, including crisis response, counseling, assessment, and referral that are accessible to, and provide for, the general well-being of all IUPUI students. CAPS is located at in Suite 220 in the Walker Plaza, 217 Indiana Avenue and can be contacted at (317) 274-2548 or on their website at http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml.

In the event of a medical and/or mental health emergency, contact 911 or the following 24 hour crisis resources:
   Crisis and Suicide Hotline: (317) 251-7575
   Midtown Mental Health Center (317) 630-8485
   Aspire Indiana Behavioral Health System 24 Hour Crisis Line: (800) 560-4038
Dental Care for IUSD Students and Family Members

IUSD provides financial courtesy and discounts for specific services provided to full-time pre-doctoral students of IUSD as defined in IUSD policy. IUSD also extends a limited financial courtesy to family members of full-time students enrolled in the pre-doctoral program as per the IUSD policy. Please carefully read the Student Access and Fees for Dental Care Policy found in Appendix J and the Limited Financial Courtesy for Family Members of Full-time Students set forth in Appendix K.

Compliance, Immunizations and GIS

For the protection of students and the patients with whom they will come in contact during training, all entering dental students must provide proof of immunization for the following: tetanus, rubella, rubela, mumps, tuberculosis, and hepatitis B. Proof of immunity to varicella and proof of TDap vaccine are also required. Students are required to have an annual tuberculosis (TB) test and flu vaccine(s). The flu shoot is strongly encouraged for all students, and required for maxillofacial prosthetics, oral and maxillofacial surgery and pediatric dentistry students.

Students are required to coordinate compliance of their immunization status with IUPUI Campus Health Services, Room 100A in Coleman Hall or E213 in the Campus Center. A student is not allowed to attend classes or participate in clinical activities unless his/her immunizations are up to date and properly documented. 100% compliance is a required for all IUSD faculty, staff and students.

In order to be in credentials compliance, students must also complete: Basic Life Support Certification (CPR), annual Bloodborne Pathogens Training, Indiana License or Limited Dental Residency Permit documentation, and annual My Student Body Training. The General Information Systems (GIS) is the IUSD digital tracking system used to monitor and enforce compliance for credentials and immunizations requirements for students, faculty and staff (Appendix L).

INSURANCE

Health Insurance

All students, without exception, are required to carry health insurance while enrolled at IUSD. Students will not be allowed to participate in any school activity without documentation of current adequate health insurance.

Option 1: Students will be enrolled automatically in the Professional Student Plan (PSP) sponsored by Indiana University. Details of the benefits are available online at http://www.indiana.edu/~uhrs/benefits/students.html Students will be billed for coverage by the IUPUI Office of the Bursar in the fall and the spring. Indiana University Human Resources/Benefits (IUHR/B) directs the automatic enrollment; all communications are conducted between the student and IUHR/B. Students should contact the Student Insurance Coordinator at studenhc@iu.edu with any questions.

Option 2: Students may be eligible or elect coverage under a plan other than PSP (for example: fellowship, GME, scholarship or grant, international or private insurance). If so, the student must submit a waiver form indicating nonparticipation in PSP no later than the waiver deadline posted each year on the Professional Student Plan website. The deadline is August 1st, no exceptions will be granted. The waiver form can be completed by following the instructions at the following website https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupId=812801. Students with questions about the waiver requirements should contact the Student Insurance Coordinator at studenhc@iu.edu.
For information please visit http://www.indiana.edu/~uhrs/benefits/students.html, www.aetnastudenthealth.com, or call (855) 411-5187 (Reviewed and Modified 5/16/16)

**Disability Insurance**
ADA-sponsored Student Disability and Life Insurance Plans are available for student ASDA members. To obtain benefits, students MUST opt into the plan. For more information, visit https://www.insurance.ada.org/ada-insurance-plans/student-disability-insurance.aspx, call 855-411-5197, or e-mail ada@greatwest.com.

**Malpractice Insurance**
All students registered with the University for the relevant term/semester are covered by the School's malpractice insurance while engaged in any required clinical coursework. Indiana University is insured by the Old Crescent Insurance Company, a single-parent captive insurance company of Indiana University. School of Dentistry students participate in the Indiana Patient Compensation Fund. School’s malpractice insurance coverage is limited to registered students enrolled in approved clinical coursework required for degree completion. Guest students from other dental schools pursuing one or more clinical rotations at Indiana University cannot be covered under Indiana University’s malpractice insurance and must carry appropriate malpractice coverage through their home institution or through their own purchase. IUSD students who participate in an externship at an institution other than IUSD must obtain their own malpractice coverage for that activity.

**Malpractice Coverage for the Clinical Licensure Examination**
Students and their auxiliaries are covered by complimentary professional liability coverage through the Commission on Dental Competency Assessments (CDCA) with limits of $1 million/$3 million. It is the responsibility of the student who elects to take other clinical licensure examinations should check with the testing agencies requirements with regard to malpractice coverage.

**STUDENT ORGANIZATIONS AND GOVERNANCE**

Students are encouraged to participate in IUD and IUPIU student organizations which provide opportunities for professional and social change and development. See appendix for a list of registered IUSD student organizations.

**IUPUI Graduate and Professional Student Government**
The IUPUI Graduate and Professional Student Government (GPSG) is the governance body for graduate and professional students. The IUSD Student Affairs Council elects a dental student representative for the GPSG. Graduate Students elect two graduate student representatives. Dental Hygiene and/or Dental Assisting students are also elected as representatives to this organization. A representative must attend the meetings in order for IUSD to receive its appropriate graduate allotment of the campus Student Activities Fees. For more information on this organization, visit http://graduate.iupui.edu/support/student-organizations.shtml (Source: Student Leadership 5/14/15).
IUSD Graduate Student Professional Conduct Committee (GSPCC)
An important goal of the School of Dentistry is for the student to take ownership for developing a strong sense of professional responsibility. The Graduate Student Professional Conduct Committee (GSPCC) provides students with the opportunity for peer review of reported incidents of alleged professional misconduct.

IUSD and IUPUI Advisory Committees
Students are invited and encouraged to participate on the many committees within IUSD and IUPUI that serve in an advisory capacity to the Faculty Council and the dental school administration. Graduate Student interested in representing IUSD should contact their program director.

Professional Organizations – ASDA/ADA/IDA
Graduate Dental students are eligible for the benefits of membership in the American Dental Association (ADA) and the Indiana Dental Association (IDA) and are invited to attend all local constituent society meetings. The professional journals published by both organizations are mailed to student members and students are encouraged to enroll and participate in the activities of organized dentistry to promote their professional development. For more information about ASDA/ADA/IDA visit http://www.asdanet.org and indent.org Student Organization Registration
All student organizations must be registered with IUPUI through The Den. The Den is the official IUPUI student organization management body. See Appendix N for a list of IUPUI-registered IUSD student organizations.

Student Group Announcements and Meeting Locations
Student groups that meet in the dental school (including after hours) must reserve rooms through their specific graduate program. Posters, announcements or flyers describing student group meetings or events must be approved for public display by the Office of Admissions and Student Affairs prior to posting. Posting of flyers is permitted in the Student Lounge only. In addition, students may coordinate digital advertisement of meetings or events with Dental Illustrations. More information on the policies for student organizations and activities can be found on the website for the IUPUI Division of Student Affairs at http://life.iupui.edu/osi/student-orgs/. (Source: OASA 5/12/15).

Student Group Websites and Social Media Accounts
Students are encouraged to use electronic means of communication with other IUSD students, staff and faculty. Many student groups establish their own websites and facebook pages as well as use other social media outlets to communicate. Students who elect to establish a program website must consult with the IUPUI Information and Technology staff and abide by IUPUI and IUSD policies regarding Reproducing Faculty Materials, Copyright and Civility which are found in this Handbook. The University has developed guidelines to properly portray, promote and protect the institution while administering websites and using social media for the organization. The guidelines are found at http://www.indiana.edu/~pagr/docs/social-media-guidelines.pdf.

Student Travel
All activities involving IU students studying or traveling abroad with institutional assistance must be approved by the Office of Overseas Study. Visit their website at http://overseas.iu.edu/.

Graduate - Professional Educational Grants, or G-PEG’s, are grants awarded to graduate and professional students at IUPUI for the assistance in the development of their educational experiences. G-PEG’s can be applied towards attending
a conference, conducting research, or gaining training outside the campus. Each student can receive up to $500 per academic year. G-PEG’s are individual and not group grants (i.e. a group attending a conference cannot apply together, each participant must submit a separate and unique application). Additional information is available at: http://studentaffairs.iupui.edu/involved/graduate%20professional%20student%20government/g-peg.shtml

All students who travel overnight on IUSD-related trips within the U.S. must report their: hotel information (including room number after the trip) to their graduate program director. The graduate program directors will submit student travel information to OASA in order comply with the Clery Act. This federal law is enforced by the U.S. Department of Education. The Office of International Affairs manages Clery Act reporting for international trips.

The American Dental Interfraternity Council
This council is the supervisory body that directs activities of the professional fraternities represented on campus. Delta Sigma Delta and Alpha Omega both have active chapters. Many dental students pledge membership to one of these organizations.

STUDENT RECORDS

Student academic records are maintained in the IUSD Office of Graduate Education located in Room DS 280B. The Family Educational Rights and Privacy Act (FERPA) guidelines are found in Appendix M. Any student who wishes to request a release of information must submit the “General Authorization to Release Student Information form located in Appendix M to the Office of Graduate Education. Specific details regarding the use and maintenance of student records can be found in the University's Student Rights under FERPA Policy at http://policies.iu.edu/policies/categories/academic-faculty-students/university-student-services-systems/USSS-06-student-rights-under-FERPA.shtml.

Student Name Change
A student’s primary name reflected in the IU Student Information System (SIS) is the legal name recognized by the federal government and the State of Indiana. This name is also reflected on all official academic records, such as transcripts and diplomas. The IUPUI Office of the Registrar maintains the primary name and address for all students.

Students whose names have been legally changed or require editing must:

File a Request for Change of Name with the IUPUI Office of the Registrar. Legal documentation, such as a copy of a social security card, marriage certificate, or official court document, is required to support the name change. Once processed, this name change will be reflected on the student’s official academic record. More information on name changes can be found on the IUPUI website at http://registrar.iupui.edu/name.html.

The student must send an email to the Office of Graduate Education indicating the name change.
**STUDENT SERVICES**

**Building Security**
Normal hours at the IUSD facility are 7:00 AM – 6:00 PM, Monday through Friday. A student must use his/her Crimson Card to “swipe in” outside these hours. It is possible that events will cause exterior doors to be open outside these hours, but it is not the norm. If the Crimson Card does not allow access, go to the Dental Stores window in the IUSD basement or email DS Service and Supply. Include First/Last Name, UID and Card Number.

Please note the signs on the walls for evacuation and tornado “shelter-in-place.”

For non-dental related emergencies during off-hours:

- Police/Fire Dispatch: 317-274-7911
- Facility related: 317-278-1900 – Students will need to identify the type of emergency and the location.

**Campus Housing**
Assistance in locating campus housing is available through the Office of Housing and Residence Life at IUPUI. For information on types of housing available and how to apply for housing, please see the website at [http://studentaffairs.iupui.edu/housing/](http://studentaffairs.iupui.edu/housing/). Additional assistance may be available through the Office of Admissions and Student Affairs. Contact information and additional details can be found on their website at [http://www.iusd.iupui.edu/prospective-students/new-students/housing-information/](http://www.iusd.iupui.edu/prospective-students/new-students/housing-information/).

**Career Placement**
“Professional Pathways: Staying Connected!” is the CSM Symplicity digital job board managed by OASA to help IUSD students and alumni search for or place job opportunities and network with other oral healthcare professionals. [https://iupui-dentistry-csm.symplicity.com/](https://iupui-dentistry-csm.symplicity.com/).

**Crimson Card**
All IUSD students must have a crimson Card, which can be acquired from OneCard Services located in Suite 217 of the IUPUI Campus Center; phone 317-274-5177. The office hours are Monday, 8 AM – 6 PM and Tuesday through Friday 8 AM – 5 PM. To manage your Crimson Card, go to [https://crimsoncard.iu.edu](https://crimsoncard.iu.edu)

**Dental Stores**
The Dental Stores office is located in the basement and is open Monday through Friday, 8:30 AM – 4:30 PM. The Stores offer for purchase a multitude of instruments, products and supplies used by students as they progress through their programs. All sales are final; there are no returns. Teeth can be traded once bought, but not returned. Students are not allowed in the Stores area, only at the window. If a student needs to go back to the tech shop, they must be escorted.

Axium - Patient Cases:
- Payment must applied (stop by the cashier to verify) – bleaching kits, gold, denture teeth
- Patient’s chart must “in process”; not planned (must have been swiped/approved by the instructor)

**IUPUI Student Advocate**
The Student Advocate helps students solve problems by offering objective consultation, promoting self-advocacy, and providing information on campus and community resources. Any student, parent, faculty, or staff member with a student-
related question, complaint, conflict, or general concern should feel free to contact the Student Advocate. Some of the
typical issues covered are: complaints, financial aid, clarifying university policies and procedures, conflict mediation,
community referrals, campus referrals, and off campus housing resources. The IUPUI Student Advocate office is located
in the Campus Center, Suite 350 and can be reached via telephone at (317) 278-7594 with the hours of operations of
Monday – Friday 8 AM - 4:30PM or at their website http://studentaffairs.iupui.edu/advocate/about/faq.html.

Emergency Contact Numbers

For non-dental related emergencies on off-hours:

- Police/Fire Dispatch: 317-274-7911
- Facility related: 317-278-1900 – You will need to identify the type of emergency and location.

IUSD Library and Services

Indiana University School of Dentistry Library (https://www.dentistry.iu.edu/library) provides
materials and services to support the teaching, research, patient care, and community outreach activities of faculty, staff, and students.

IUSD library hours are as follows:

- Monday – Thursday: 7:30 AM - 10:00 PM*
- Friday: 7:30 AM – 5:00 PM
- Saturday: 9:00 AM – 4:30 PM
- Sunday: 1:00 PM – 5:00 PM

*NOTE: IUSD building hours are 7 AM to 6 PM. Library visitors without an IUPUI Crimson Card will not be able to access the building after 6 PM.

The library provides support for students doing research including help with general research, searching the literature,
organizing resources using citation manager software and more. Students have access to online tutorials and regular workshops on a variety of subjects. Students should not hesitate to contact the library to arrange for an individualized appointment when they need assistance.

As part of the Indiana University Library System, the IU School of Dentistry Library collections are included in the system-wide catalog, IUCAT. IUCAT contains the collections of all the IU libraries, including the Indiana University School of Medicine Ruth Lilly Medical Library, the Robert H. McKinney School of Law Ruth Lilly Law Library, and the IUPUI University Library, all of which are conveniently located on the IUPUI campus. Items from other IU libraries can be requested through IUCAT to be delivered to the Dentistry Library.

In addition to the IUCAT online catalog, students have access to a number of subject specific databases and full-text electronic resources. The National Library of Medicine Medline biomedical literature database, which includes coverage of dental journal literature, is available as PubMed as well as versions of Medline. Other selected available databases include: Cochrane Library (Database of Systematic Reviews), Lexi-comp Online for Dentistry (pharmaceutical database), Micromedex Pharmacological Database, OVID, and Web of Science. Access to full-text book and journal resources are
available through providers such as Access Medicine, Stat!Ref, MD Consult, SciVerse ScienceDirect, Wiley Online Library, and Journals@OVID.

There are computers as well as printing facilities in the library. Wireless is available campus wide, including the library. Access to most electronic resources is available off-campus through proxy servers or VPN. In addition to the collection of print and electronic books and journals, the library has diverse media collections including video and audio recordings. The library also maintains archives and special collections of historically important works related to dentistry and IUSD.

For items not held in the library, articles and books can be ordered through interlibrary loan (ILL). This allows access to virtually any book or article not already held by the library. https://ill.ulib.iupui.edu/ILLiad/IUD/Logon.html

[Source: Library Services 5/12/15, [Reviewed and Modified 4/8/16]

Please see the following websites for more information:

School of Dentistry Library: https://www.dentistry.iu.edu/library/
Ruth Lilly Medical Library: http://library.medicine.iu.edu/
University Library: http://www.ulib.iupui.edu/
Lilly Law Library: http://mckinneylaw.iu.edu/library/
Herron School of Art Library: http://www.ulib.iupui.edu/herron/

Lost and Found
In the event that instruments, clothing, textbooks, or other items are either lost or found they are requested to be turned into the IUSD Dental Student Instruments Office located in room DS B-22. It is important for students to record their instruments’ serial numbers for future reference if they are misplaced to allow for proper recovery by the owner.

Maintenance: Facility or Dental Equipment
Maintenance problems can be reported at the Dental Stores window Monday through Friday, 8:30 AM – 4:30 PM, or by emailing DS Service and Supply. Examples include a sink that does not drain, a hand piece that no longer works or a broken lecture hall seat.

For non-dental related emergencies during off-hours:
- Police/Fire Dispatch: 317-274-7911
- Facility related: 317-278-1900 – You will need to identify the type of emergency and the location.

Parking
Students must pay for parking privileges on the IUPUI campus. Information, including the fee schedule, can be found on the website of the IUPUI Parking and Transportation Services at http://parking.iupui.edu/index.html. Student lots are easily recognized by coded parking signs. Other reserved parking areas are easily identified and are restricted to those faculty and staff members reserved parking. No students may park in the patients’ lot immediately east of the dental school. If a student accumulates multiple unpaid parking tickets, the campus parking services reserves the right to tow his/her car without warning. It is a student’s responsibility to pay parking tickets immediately. Any student who has outstanding parking tickets will not receive his/her diploma until all financial obligations to the university are met. Parking and Transportation Services is located at 1004 West Vermont Street; Telephone (317) 274-4232; Monday – Friday, 8 AM – 5 PM.
University and Community Resources

The following link is a detailed guide to the IUPUI campus and community surrounding it http://www.iusd.iupui.edu/prospective-students/new-students/.

TECHNOLOGY (Computers, Smart Phones, Email and Websites)

IT Services
Indiana University School of Dentistry works with Clinical Affairs IT Services (CAITS), a unit within the University Information Technology Services (UITS) in providing assistance with encryption, lost devices, password changes, and the IU Knowledge Base. To obtain further information on the services provided by CAITS, visit their website at https://caits.iu.edu/CAITS. For a list of those issues that may be addressed by the IUSD IT Services (CAITS) visit their website at: http://www.iusd.iupui.edu/departments/technology-services/. Clinical Affairs IT Services (CAITS) provides both onsite and remote technology support.

Campus Technology Policies
Computers play many roles at IUSD and are an important part of dental education. The Indiana University IT Security Office (ITSO) and IT Policy Office (ITPO) have established policies to govern various facets of how information technology resources are utilized by university students. Students should consult the following policies and website links for further information:

- Computer Users' Privileges and Responsibilities: http://kb.iu.edu/data/begk.html
- Security of IT Resources: http://policies.iu.edu/policies/categories/information-it/it/IT-12.shtml
- Mobile Device Security Standard: https://protect.iu.edu/cybersecurity/policies/IT12/12.1
- Appropriate Use of IT Resources: https://protect.iu.edu/online-safety/policies/it121.html
- Misuse and Abuse of IT Resources: http://uits.iupui.edu/page/akbg
- Eligibility to Use Indiana University IT Resources: https://protect.iu.edu/online-safety/policies/index.html
- Privacy of Electronic Information and Information Technology Resources: https://protect.iu.edu/online-safety/program/safeguards/human-resources.html
- Excessive Use of IT Resources: http://policies/categories/information-it/it/IT-11.shtml

Civility on Websites Maintained on University Servers
Material that violates University’s discrimination policies and commitment to civility may not be included on websites established and maintained by students on University servers, whether it is a class site or a personal site. Examples include profane, derogatory or inflammatory comments referring to gender, sexual preference, race, religion, culture, or ethnicity. Such comments could be considered offensive to viewers of the web page and are contrary to the University’s commitment to civility as well as the IUSD Code of Professional Conduct.

Copyrighted Materials/Reproducing Faculty Materials
Physical materials generated by faculty for instructional use in a course may be considered the intellectual property of the faculty member and/or the University. All posted/distributed materials may be used for the purposes of study within a course or other academic courses. Students may NOT copy, photograph, or video-record these materials for distribution
or sharing in any format including posting materials to YouTube or a website without the express written permission of the individual faculty member who prepared the materials.

Audio recording of a classroom presentation for purposes of study is permitted but cannot be distributed or used in any manner except for purposes of study within the course. Any other use of the audio recording(s) requires the express permission of the individual faculty member who prepared the presentation.

Any electronic, audio, or visual record of an educational activity including podcasting should not be made publicly visible or audible so as to potentially result in persons other than IUSD students or faculty having access to the content.

Ignoring or abusing the copyright laws may be considered academic and/or professional misconduct under the IUSD Code of Professional Conduct and is grounds for possible disciplinary action. Unauthorized reproduction/distribution could also give rise to a claim of copyright violation.

**Email Messaging**

University policy (see [http://www.iupui.edu/~bulletin/iupui/2012-2014/policies/iupui/e-mail.shtml](http://www.iupui.edu/~bulletin/iupui/2012-2014/policies/iupui/e-mail.shtml)) states that official university communications will be sent to students’ official university email addresses. Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. **NOTE:** Forwarding of an @iu.edu email is strictly prohibited.

**Frequently Used Links**

See Appendix O to this Handbook.

**Mobile Device Encryption**

It is IU policy that all mobile devices (such as cellphones, tablets, laptops, thumb drives, and flash drives) with access to or storing critical data must be encrypted. Critical data includes protected health information (for example: patient names, patient phone numbers, medical record numbers, and identifiable patient photos). Instructions and assistance to encrypt devices can be found at [https://kb.iu.edu/search?q=encrypting](https://kb.iu.edu/search?q=encrypting)

**University Logo Use on Websites or Web Pages**

University branding and trademark policy, as well as federal law, controls the use of certain images, phrases, information, links, or other University intellectual property on student websites or student pages published or maintained on servers external to the University. The policy can be found at [http://policies.iu.edu/policies/categories/financial/licensing-trademarks/FIN-LT-licensing-and-trademark-policy.shtml](http://policies.iu.edu/policies/categories/financial/licensing-trademarks/FIN-LT-licensing-and-trademark-policy.shtml). Failure to comply with the procedures outlined by the University for trademarked or copyrighted material may result in prosecution for violation of University policies or applicable laws. Direct questions or projects utilizing IU images or brand assets to the Director of Public Relations and Marketing.
IUSD GRADUATE SCHOOL INFORMATION

Advanced Standing Status for Dental Graduate Students

An advanced standing student is one that is allowed to complete a graduate program in less than the normal time. Each postgraduate program has the option of granting advanced standing for individual students who have been accepted into their program. This advanced standing status must be consistent with the requirements from the Commission on Dental Accreditation for that postgraduate program and with the CODA policy on Advanced Standing stated below. Each graduate program will determine the criteria used to establish advanced standing status. These may include, but are not limited to past educational experience, scores on national examinations, demonstrated clinical skills and special experience in the discipline. All students, including those with advanced standing status, who wish to receive an MSD degree, will have to successfully defend a research thesis and submit either a thesis OR a manuscript for publication in a referred journal passed on the original research conducted. The Graduate Program Director of each discipline will determine this option. The advanced standing student’s competency level upon completion of the program must be comparable to that of students completing a traditional program. An individual program is to be developed for each advanced standing student that must be approved by the Program Director, the student’s Graduate Advisory Committee or Research Committee and the Associate Dean for Graduate Education.

Commission on Dental Accreditation (CODA: Revised 1-30-01)

“The Commission supports the principle, which would allow a student to complete an education program in less time providing the individual’s competency level upon completion of the program is comparable to that of students completing a traditional program. Further, the Commission wishes to emphasize the need for program directors to assess carefully, for advanced placement purposes, previous educational experience to determine its level of adequacy. It is required that the institution granting the degree or certificate be the institution that presents the terminal portion of the educational experience. It is understood that the advanced credit may be earned at the same institution or another institution having appropriate level courses.” (“This policy applies to all dental, advanced dental and allied dental Commission-accredited programs.”)

Part-time Graduate Students

Students may enter graduate MSD/residency programs on a part-time basis with the permission of the program director and the Associate Dean for Graduate Education. A detailed chronological plan for completing the program must be developed before approval can be given. The student must complete all regular requirements of the program. The program should be completed within five years, for courses older than five years cannot be used for degree/certificate requirements unless revalidated. The accrediting system for some dental programs requires that a program be completed in a specific time period. Part-time students will pay the appropriate percentage of the flat tuition rate paid by full-time students. For example, if a student is half time, one-half of the flat rate will be paid each year. Fees (e.g., instrument rental and purchase) are the same as for full-time students.

Residency Status for Fee Payment Purposes

The regulations of the IU Graduate School apply. Students pursuing an MSD or MS degree must complete at least one semester or two summer sessions of full-time work on the Indianapolis campus. Candidates for a PhD degree must spend two consecutive semesters during one academic year on the Bloomington or Indianapolis campus.
With very few exceptions, if you enter Indiana University School of Dentistry as a non-resident you will remain a non-resident (for fee-paying purposes) throughout your postgraduate education. Attending IUSD for one year does not entitle you to resident tuition if you are not from Indiana.

**Transferring Credits**

The regulations of the IU Graduate School apply. Credits in graduate courses with grades of B or better from other institutions may be transferred pending approval of the student’s graduate program director and the Associate Dean for Graduate Education (MS and PhD students transfer courses must also be approved by the Graduate Office). Candidates for the MS or MSD/certificate may transfer up to 8 credits. Candidates of the PhD degree may transfer up to 30 credits.

**Visiting Students/Scholars**

Post-graduates with a dental or other advanced degree may participate in activities at IUSD as Visiting Students/Scholars with the permission of a specific program director and the Associate Dean for Graduate Education. A detailed chronological plan for completing the program must be developed before approval can be given. Visiting students/scholars who take courses are to pay the resident or non-resident per credit hour rate for each credit hour taken. Any visiting student who may wish to see patients must take at least one credit hour. If no other courses are to be taken, they can enroll for one credit hour in R925: Special Topics in Dentistry.

**MSD Procedure** - Refer to MSD check list (Appendix P)

**MSD/Residency REQUIRED COURSEWORK**

The MSD student must complete a minimum of 30 credit hours of course work, of which at least 18 must be devoted to didactic work. Other elective subjects may be selected, based on the student’s education objectives. A total of 6 credit hours must be in research; however, additional research credit cannot be used toward fulfillment of requirements for the degree. Each student must have an original research project reviewed by the IUSD Graduate Research Committee, and then must satisfactorily complete the project and submit an approved thesis.

The certificate oral and maxillofacial surgery students are required to complete at least 25 hours of course work an all clinical requirements for the program.

All MSD/residency students enrolled in dental school graduate programs are required to complete six core courses, unless otherwise indicated. The core courses are in addition to courses that are required by individual graduate programs.

Required courses must be taken in the proper sequence, as specified by the student’s advisory committee. In most departments there are additional program requirements designed to meet such criteria as may be specified by the several dental specialty boards and the American Dental Association Commission on Dental Accreditation Standards for Advanced Specialty Education Programs.

**Core Courses**

All MS/MSD graduate students enrolled in dental school programs are required to complete six core courses, as designated by the IU School of Dentistry Graduate Program. These courses are:
• G907 Clinical Oral Pathology Conference I
• G909 Clinical Oral Pathology Conference II
• G910 Seminar: Biostatistics
  (MS Dental Materials students complete PBHL-B651 and PBHL-B 652)
• G948 Advanced Radiology
• R955 Graduate Oral Biology I
• R980 Research Methodology

The core courses are in addition to courses that are required by individual departments.

**Minor for MSD Degree**

A minimum of 6 hours must be earned toward an approved minor subject outside the major concentration. Students should discuss minor options with their program director.

**Faculty Advisory Committee**

Each degree candidate is assigned to a faculty advisory committee. The committee is chaired by the program director of the candidate’s major subject (or the program director’s designee) and is composed of the chair and four or more additional members of the IUSD, IU or Purdue graduate faculty (Appendices Q and R), including at least two from the student’s major department, one from each minor, and one from outside the student’s program of study, if deemed appropriate. The functions of the advisory committee are to:

- Approve the student’s program of study;
- Counsel the student until the qualifying (oral and written comprehensive) examination is passed;
- Compose and grade the qualifying examination.

The form to appoint this committee is turned in to the Office of Graduate Education. (Appendix S).

**MSD Qualifying Examination**

The members of the student’s faculty advisory committee will conduct preliminary oral and written examinations covering the candidate’s field of study. The candidate must complete these examinations six months prior to the intended date of graduation. The student is eligible to take these examinations upon completion of one-half of the didactic course work. The chairperson of the faculty advisory committee must notify, in writing, the Office of Graduate Education upon completion of the oral and written examinations. If a student does not pass one or both of the examinations, the program director will notify the Office of Graduate Education, in writing, and specify the criteria that need to be met and the time frame that the student must follow. Once all criteria have been met the Office of Graduate Education will notify that student that he/she has successfully completed the qualifying examination. Following successful completion of the qualifying examination, the student will be permitted to complete the thesis research under the direction of his or her research committee.
Research

Scientific inquiry and research are strongly encouraged for all students in the graduate dental programs. Opportunities for both basic and/or clinic research are available in most disciplines, together with appropriate support services and facilities.

Degree candidates are required to carry out an original research project and submit an approved thesis or a manuscript based upon their research must be submitted to an approved journal for publication. Preliminary review of the literature and selection of a research topic should ordinarily be completed by the end of the first spring semester of the program. Prior to starting the project, the candidate must submit a research protocol approved by the candidate’s Research Committee to the IUSD Graduate Student Research Committee.

Nomination of Research Committee for MSD Degree

The Office of Graduate Education will send the student notification that he/she has successfully completed the qualifying examination and ask for the student to have his/her research committee sign the Nomination of Research Committee for MSD and MS Degrees form (Refer to Appendix T).

Research Committee

The IUSD Graduate Dental Faculty consists of IUSD Faculty who hold an academic rank of non-clinical or clinical Assistant, Associate or full Professor or full Professor or Assistant, Associate or full Scientist in a department or other administrative unit in the school. Members have been recommended, reviewed and approved by a two-thirds vote of the Graduate Dental Faculty (see Appendix K for a list of IUSD Graduate Faculty).

All tenure-eligible and tenured faculty members are automatically members of the IU graduate faculty. To direct dissertations, graduate faculty must receive an additional endorsement (see Appendix L for a list of IUSD Graduate Faculty with Endorsement).

The research committee may or may not have the same composition as the faculty advisory committee. The research committee is chaired by the faculty member who directs the thesis research (chosen by the student with the consent of the chair of the faculty advisory committee). The committee is composed of the chairperson and a minimum of two additional members of the IUSD, IU or Purdue graduate faculty, with at least one from the student’s major department (effective July 1, 2015). The committee should be selected from the members of the graduate faculty who are best qualified to assist the student in conducting the thesis research. The research committee is responsible for reviewing and approving the research protocol, supervising the research, guiding the preparation of the thesis, and conducting and approving the thesis defense.

Preparing a Research Protocol for Review by the IUSD Research Committee

All M.S.D. students of Indiana University School of Dentistry are required to submit a research proposal to the IUSD Graduate Student Research Committee prior to beginning the experimental or data collection phase of their research project. Prior to this, the student’s research committee must review and approve the proposal. Preliminary review of the literature and selection of a research topic should ordinarily be completed by the end of the first spring semester of the program. It is the goal of the proposal review process to provide qualified feedback to the principal investigator and student on the scientific merit of the project. The school has a vested interest in encouraging students and faculty to prepare well-justified and competitive proposals, research publications and both internal and external grant applications.
related to their work. A secondary goal of this process is to improve the external funding support the school receives by improving the quality of student pilot projects that can provide preliminary data for external grant proposals from principal investigators. The IUSD Graduate Student Research Committee consists of one member from each graduate program, and research faculty that are active in research and are willing to provide significant guidance in reviewing research proposals. Final approval of the protocol will rest with the student’s research committee. However, the IUSD Graduate Student Research Committee protocol approval is required to receive funding to support the student’s research effort. Average funding is $300.

Biostatistical support is available.

Appendix U-1: Preparing a Thesis Research Protocol for Review by the IUSD Graduate Student Research Committee
Appendix U-2: Review of Graduate Student Thesis Research Protocols
Appendix U-3: Graduate Student Research Proposal Signature Page, Abstract Page and Budget Page (for review by the IUSD Graduate Student Research Committee)

MSD students will be required to present their research or case report at Research Day prior to completing their program.

**MSD – MANUSCRIPT OPTION**

There is an option of having a student submit either a thesis OR a manuscript for publication in a refereed journal based on the original research conducted. The Graduate Program Director of each discipline will determine this option.

**Manuscript Guidelines**

If the manuscript option is selected, the student must prepare the manuscript with no more assistance than would normally be given for preparation of a thesis. The manuscript must be in the format required by the refereed journal to which it will be submitted.

**Review of MSD Manuscript by Committee**

The manuscript must first be submitted to and approved by the student’s Research Committee, and this committee must also approve the journal to which the manuscript is to be submitted. You must submit a semi-final version of your manuscript (all sections included) to your committee 2 weeks prior to your defense.

**MSD Manuscript Defense Announcement**

At least two weeks prior to the defense of the research project, you must submit to the Office of Graduate Education a one-page announcement that includes the date, time, and room of the defense, as well as a list of your research committee members and an abstract of the research project (Refer to Appendix P for an example). It is the graduate student’s responsibility to schedule the date, time, and room for the defense. Once the Office of Graduate Education has received the announcement, they will send it to the IUSD Graduate Faculty. **FAILURE TO COMPLY WITH THIS TIME FRAME WILL REQUIRE RESCHEDULING OF THE DEFENSE.**
Review and Final Approval of MSD Manuscript

The faculty research mentor and student’s Research Committee will have the opportunity to make appropriate changes in the approved manuscript before it is actually submitted for publication. The student’s Research Committee must confirm to the IUSD Associate Dean for Graduate Education that the manuscript has actually been submitted to the approved journal before the degree can be granted.

MSD - THESIS OPTION

Thesis Guidelines
Current guidelines for preparing the Master of Science in Dentistry (MSD) thesis are available at:

Dental Illustrations Office
To eliminate the possibility of problems and delays while preparing the “Figures and Tables” section of the thesis, each student should visit Dental Illustrations (DS B-14) before any photographs are taken. Over the years, this department has faced virtually every situation possible in dental photography and illustrations. The staff has good ideas that can save time, money, and heartache. After you have made your preliminary plans for the thesis figures, meet with the Dental Illustrations staff before you begin.

Review of MSD Thesis by Committee
You must submit a semi-final version of your thesis (all sections included) to your committee at least two weeks prior to your defense.

MSD Thesis Defense Announcement
At least two weeks prior to the defense of the thesis, you must submit, via email, to the Office of Graduate Education a one-page announcement that includes the date, time, and room of the defense, as well as a list of your research committee and an abstract of the research project (Refer to Appendix V for an example). It is the graduate student’s responsibility to schedule the date, time, and room for the defense. Once the Office of Graduate Education has received the announcement, they will send it to the IUSD Graduate Faculty. FAILURE TO COMPLY WITH THIS TIME FRAME WILL REQUIRE RESCHEDULING OF THE DEFENSE.

Review and Approval of MSD Thesis by IUSD Thesis Editor

Once your committee has reviewed and approved your thesis, and after your defense, the Editor can review and edit your thesis. Please contact the Office of Graduate Education for the editor’s email address in order to email the thesis for editor’s review.

Once the thesis has been reviewed and an email confirmation by the Editor verifying approval of the thesis, you may obtain information concerning the bindery company from the Office of Graduate Education.

Review and Approval for Binding of MSD Thesis by Your Research Committee

If your graduate committee has accepted full responsibility for editing your thesis, the committee chair must send a memo to the Office of Graduate Education stating the committee has approved the thesis and that it is ready to be submitted electronically to IUPUIScholarWorks.
Submitting Thesis to IUPUIScholarWorks

Students are required to electronically submit thesis to IUPUIScholarWorks Repository. Once the Office of Graduate Education has received final approval from the IUSD editor or chair of the research committee, the Office of Graduate Education will send notification to the IUPUIScholarWorks contact and submission directions will be sent to the student (Appendix W).

Bindery Information

Once the thesis has been approved by your research committee, or the Editor, you may obtain information on the bindery company from the Office of Graduate Education.

Number of Required Copies for the MSD Thesis

- One bound copy for the major department (may be waived by department)
- One bound copy for the minor department (may be waived by minor)
- One bound copy for the student (optional)

Graduation Clearance Form

A Graduation Clearance Form (Appendix X) must be completed and turned into the Office of Graduate Education (DS280B) before certificates and/or degrees will be issued.

Continuing Enrollment

Students who have passed the qualifying examination and completed two years as a full-time student must enroll each semester (excluding summer sessions for off-campus students) for any remaining required course work or research credits. Once students have accumulated the number of credit hours required by a particular graduate program, they must enroll for a minimum of one hour of graduate credit each semester until the degree is completed. Failure to meet this requirement will automatically terminate the student’s enrollment in the degree program. All requirements for the master’s degree must be completed within five consecutive years from the beginning of the program. If not, courses older than 5 years must be revalidated before the degree can be granted.

Time Limits and Revalidation

The School of Dentistry’s master’s programs comply with IU’s University Graduate School requirements regarding time limits and course revalidation. Thus, as a rule, a course may not be counted toward degree requirements if it has been completed more than five years prior to the awarding of the degree for master’s students. The advisory committee, however, may recommend to the Dean that course work taken prior to the above deadlines be revalidated if it can be documented that the knowledge contained in the course(s) remains current. Examples of such documentation may include:

- passing an examination specifically on the material covered by the course;
- passing a more advanced course in the same subject area;
• passing a comprehensive examination in which the student demonstrates substantial knowledge of the content of the course;
• teaching a comparable course; or
• publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course.

Each course for which consideration for revalidation is being requested should be justified separately.

**Students who do not complete all MS or MSD degree requirements within five years will be given one year to revalidate courses and complete all requirements or enrollment will be automatically terminated.**

In the event the course work cannot be revalidated or the thesis cannot, in the opinion of the advisory committee, be completed by the deadline stated above, the student, upon the advice of the advisory committee, may be awarded a certificate of completion of a curriculum in postgraduate study, or a certification of attendance, whichever is deemed appropriate by the IU School of Dentistry. **Please note, however, that programs are not required to grant such certificates. See individual program educational agreements for specifics.**

**Commencement Confirmation for MSD**

Degrees are granted monthly. The month in which students complete all graduation requirements including defending thesis, and submitting manuscript to an approved journal or thesis to IUPUIScholarWorks will determine when MSD will be conferred. Students who will be graduating at the end of the spring semester or end of the summer are encouraged to attend commencement in May.

**Receipt of MSD Diploma**

If you complete all graduation requirements by the day of Commencement, you will receive your diploma that day. If you complete graduation requirements after commencement, but still in the month of May, you will receive your diploma upon date of completion. If you graduate any other month of the year, your diploma will be mailed approximately three to four months after your degree requirements have been completed. Certificates for residency programs are granted after a student completes all requirements for that certificate program.

**MS PROCEDURE**

All MS students receive their degree through the IU Graduate School. All MS students should follow the MSD timetable, including preparing a thesis research protocol for review by the IUSD graduate student research committee. MS students must submit a thesis; they are not eligible for the manuscript option. Please refer to the MS Check List (Appendix Y).

**Requirements for MS Degree**

The student must complete a minimum of 30 credit hours of course work, of which at least 18 must be devoted to didactic work. Other elective subjects may be selected, based on the student’s education objectives. A total of 6 credit hours must be in research; however, additional research credit cannot be used toward fulfillment of requirements for the degree. Each student must have an original research project approved by the IUSD Graduate Student Research Committee, and then must satisfactorily complete the project and submit an approved thesis.
Required courses must be taken in the proper sequence, as specified by the student’s committee. In most programs there are additional requirements designed to meet criteria as may be specified by the several dental specialty boards and the American Dental Association Commission on Dental Accreditation Standards for Advanced Specialty Education Programs.

**Minor for MS Degree**
A minimum of 6 hours must be earned toward an approved minor subject outside the major concentration. Students should discuss minor options with their program director.

**Faculty Advisory Committee**

Each degree candidate is assigned to a faculty advisory committee. The committee is chaired by the program director of the candidate’s major subject (or the program director’s designee) and is composed of the chair and four or more additional members of the IUSD, IU or Purdue graduate faculty (Appendices Q and R), including at least two from the student’s major department, one from each minor, and one from outside the student’s program of study, if deemed appropriate. The functions of the advisory committee are to:

- Approve the student’s program of study;
- Counsel the student until the qualifying (oral and written comprehensive) examination is passed;
- Compose and grade the qualifying examination.

The form to appoint this committee is turned in to the Office of Graduate Education. (Appendix S).

**MS Qualifying Examinations**

Your advisory committee chairperson will determine when you are qualified to complete this exam. The Program Director will schedule a date, time, and room for the exam and to provide this information to the advisory committee. The chair of the committee will present the exam questions to the student on the day of the exam.

**Nomination of Research Committee for MS Degree**

Once you have selected your research committee, the Nomination of Research Committee form (Refer to Appendix T) must be submitted to the Office of Graduate Education (DS 280B). You will need to check with your program director concerning when your committee should be selected.

**Review of MS Thesis**

You must submit a semi-final version of your thesis (all sections included) to your committee prior to your defense. Once your thesis has been approved by your research committee, the thesis also needs to be reviewed by the IU Graduate Office. You will need to call the IU Graduate Office and set up an appointment to have them review your thesis. Their telephone number is (274-4023).

**MS Thesis Defense Announcement**

At least two weeks prior to the scheduled defense, you must submit a one page defense announcement to the Office of Graduate Education (Refer to Appendix V). It is the student’s responsibility to schedule the date, time, and room for the defense. Once the Office of Graduate Education receives the defense announcement, it will be sent to the IUSD Faculty.
**MS Thesis Guidelines**

The MS degree is awarded by the IU Graduate School. Guidelines are available at:

[http://graduate.iupui.edu/theses-dissertations/submission/masters.shtml](http://graduate.iupui.edu/theses-dissertations/submission/masters.shtml)

**Bindery Information**

Once the thesis has been approved by your research committee and the IU Graduate Office, you may obtain information on the bindery company from the Office of Graduate Education.

**Electronic Submission of Thesis to IUPUI ScholarWorks Repository**

All students are required to electronically submit thesis to IUPUI ScholarWorks Repository. Once the Office of Graduate Education has received final approval from the editor of chair of the research committee and the IU Graduate School, the IU Graduate Office will send notification to the IUPUI ScholarWorks contact and submission directions will be sent to the student (Appendix W).

**Receipt of MS Diploma**

Degrees are granted monthly. If the unbound and bound copies of the thesis are turned in to the IU Graduate Office (UN 207) by the **10th of each month**, the degree can be awarded the same month; otherwise, it is granted the following month. If you have a May graduation date, you will receive your diploma in May. If you graduate any other month of the year, your diploma will be mailed approximately three to four months after your degree requirements have been completed. Make sure your current address is One.IU. The IU Graduate Office will send out the diploma to the address listed in One.IU.

The School of Dentistry’s master’s programs comply with the IU Graduate School requirements regarding time limits and course revalidation.

**PHD PROCEDURE**

### Doctor of Philosophy (Ph.D.) Degree in Dental Science

The objective of the Ph.D. in Dental Science Program is to provide a core curriculum that offers a solid scientific base for a career in research and/or teaching in the dental sciences. The Ph.D. degree in Dental Science (oral biology, preventive dentistry, dental materials or dental biomaterials track) focuses on basic and clinical science areas as they relate to the human organism and on the effect of dental materials on biological systems. Graduates of this program are ideal candidates for academic teaching and/or research positions in dental schools, medical schools, and other basic science departments as well as for research positions in government institutions and industry.

**Admission**

The program is open to persons who have earned the Doctor of Dental Surgery degree or its equivalent as well as graduates of bachelor of science degree programs. Applicants must have a minimum grade point average of 3.0 or higher on a 4.0 scale (grade point averages from the dental degree in the case of dental school graduates). Candidates for the Ph.D. degree program must have a minimum percentile score on the Graduate Record Examination (GRE) of 55 percent in the verbal, quantitative, or analytical section. In addition, an acceptable TOEFL score must be obtained by applicants from
non–English-speaking countries, as follows: a score of 550 or higher on the paper-based test, 213 or higher on the computer-based test, or 79 or higher on the Internet-based test.

**Tuition**

Tuition is paid at the time of registration and is subject to change by action of the Trustees of Indiana University.

All students applying for admission to the School of Dentistry are required to pay an Application Fee of $60.00 in U.S. dollars (check or money order). This fee is paid only once, is nonrefundable, and is not applied to other fees.

Ph.D. students are charged a credit hour rate throughout the entire course of study. The 2017 and 2018 per credit hour rates:

<table>
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<th>In-State</th>
<th>$352.00</th>
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<tr>
<td>Out of State</td>
<td>$967.00</td>
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Students are also assessed IUPUI fees:

General Fee Academic Year: $112.15 per semester (6 or fewer credit hours); $192.50 per semester (more than 6 credit hours)

General Fee (Tech) Academic Year $104.58 (6 or fewer credit hours); $179.50 (more than 6 credit hours)

Repair and Rehabilitation Building Fee: $13.96 per credit hour up to maximum of $167.52 per semester

**Enrollment and Financial Support**

Enrollment in the Ph.D. in Dental Science Program is limited in regard to the number of appropriate faculty available to serve as research mentors. In general, an average ratio of one student to one graduate faculty member is the maximum. Acceptance criteria will be as described above, with applicants being ranked by grade point averages, GRE scores, previous research experience, and possibly by interviews. Financial support is primarily the responsibility of the student. However, several fellowships may be available.

**Degree Requirements (Appendix Z - PhD Track Curriculums)**

**General Information**

The degree requires 90 credit hours with 32-40 required course credits (depending on the choice of track) and 12 credits in a minor. Disciplines included in the program are anatomy, biochemistry, biomedical engineering, biostatistics, cell biology, chemistry, immunology, materials science engineering, mechanical engineering, microbiology, molecular biology, pathology, physics, and physiology.

The four Ph.D. tracks contain courses in biostatistics, research ethics, research communications, and effective teaching methods. The course in biostatistics emphasizes the important role of appropriate statistical methods used in biological research. The research ethics course addresses the importance of a strong ethical approach to the scientific method and human and animal research. Research Communications is a multidisciplinary course that will increase the ability of the
student to write and review scientific papers. The teaching methods courses recognize that most of our students will ultimately teach in an academic environment and may have no previous course work in education.

All general requirements of IU’s University Graduate School apply to the Ph.D. in Dental Science Program, plus specific requirements of the program as outlined in the core curricula below. All Ph.D. work offered in partial fulfillment of degree requirements must either be completed within seven consecutive calendar years of the passing of the qualifying examination or be revalidated. Any student whose candidacy lapses will be required to apply to the University Graduate School for reinstatement before further work toward the degree may formally be done. To be reinstated to candidacy in the University Graduate School, the student must: (1) obtain permission of the program director; (2) fulfill the program requirements in effect at the time of the application for reinstatement; (3) pass a current Ph.D. qualifying examination or its equivalent (defined in advance); and (4) request reinstatement to candidacy from the dean. Such reinstatement, if granted, is valid for a period of three years, during which time the candidate must enroll each semester for a minimum of 1 credit hour.

**English Proficiency**

Students who are nonnative speakers of English must take the English for Academic Purposes (EAP) Placement Test at the beginning of their dental school program. This test is offered on the IUPUI campus by the EAP Program in the Department of English. Students must satisfactorily complete all English courses required as a result of performance on the EAP test before a certificate or degree can be awarded. The required English courses must be completed during the first year of study.

For more information, visit the [EAP Program’s Web site](http://graduate.iupui.edu/forms/index.shtml):

**Minor**

The minor consists of 12 credit hours in any one of the advanced basic science courses (anatomy, biochemistry, biomedical engineering, chemistry, materials science engineering, mechanical engineering, microbiology and immunology, pathology, pharmacology, physics, physiology, life science) or their equivalents, as approved by the student’s advisory committee and the chairperson of the minor department. Credit hours for the required courses may not count toward the minor courses.

**Minor Form and Plan of Study**

Once minor courses have been completed, students are required to submit a minor form to the IUSD Office of Graduate Education. This form is available at: [http://graduate.iupui.edu/forms/index.shtml](http://graduate.iupui.edu/forms/index.shtml) Students should submit form and plan of study to the Office of Graduate Education.

**Other Courses**

Selection of other courses is determined by requirements of the chosen minor, research committee, and/or advisory committee.

Students are required to enroll in the IUPUI Preparing Future Faculty (PFF) program.
Research

Laboratory Rotations—R957 Introduction to Research in Oral Biology (3 cr.); at least three separate rotations (two to four months each) conducting small projects in the laboratories of IU graduate faculty members. Projects will be graded. Students in all tracks enroll in this course once. It is expected that the student will choose a dissertation advisor (mentor) from these faculty members.

Laboratory Research—R958 Research: Oral Biology (1-12 cr. hrs./semester); G930 Research: Preventive Dentistry (1-12 cr. hrs./semester); or G921 Research: Dental Materials (1-12 cr. hrs./semester). Credit for research is directly related to the writing and defense of a Ph.D. dissertation.

G901 Dissertation Research. Once 90 total credits have been accumulated in the appropriate areas, students may enroll in this course for a maximum of six semesters until the dissertation is complete. Students must be enrolled for at least 1 credit hour each semester.

Research Credits

46 minimum (Oral Biology Track), 38 minimum (Preventive Dentistry Track), 39 minimum (Dental Biomaterials Track).

PhD Program Checklist (Appendix Z-1)

Student Advisory Committee

The student chooses the advisory committee, usually by the end of the first spring semester following enrollment in the program. The initial committee is composed of three members of the dental school faculty, two of whom must be members of the University Graduate School faculty. Generally, one member is also the student’s intended dissertation mentor. This committee is responsible for monitoring the student’s progress and for advising the student with regard to all matters associated with the graduate program.

Prior to the student’s qualifying exam (generally by the second summer following enrollment), two additional advisory committee members will be added from the student’s minor field and/or from the general area in which the student has decided to conduct his or her dissertation research. This committee of five serves as the qualifying exam committee, with a member other than the dissertation mentor serving as chairperson.

An advisory committee form must be completed and return to the Office of Graduate Education. The form is available at: http://graduate.iupui.edu/forms/index.shtml

Qualifying Examination for Admission to Candidacy

The qualifying exam consists of two parts: (1) writing and presenting an oral defense of a research proposal; and (2) sitting for a written exam.

Written Examination

Each member of the advisory committee submits a comprehensive question in his or her area(s) of expertise to the committee chairperson, who then collates the questions from all five committee members. The exam package is handed to the student on the morning of the exam. The student is provided a room in which to complete the examination, preferably in a typed format. No notes or any other study aids are permitted during the exam, which is expected to be
completed within eight hours. The entire exam is returned to the chairperson, who distributes the answers to individual committee members for correction, usually within a week. Students who do not satisfactorily complete the written exam may be allowed to retake it once with the permission of the advisory committee. In addition, students who fail both components of the qualifying exam are normally allowed to retake the exam once. The qualifying exam must be completed at least eight months before the degree is awarded.

**Nomination to Candidacy for the PhD Degree**

Following the passing of the qualifying examination and the completion of all course work and departmental language or research-skill requirements (if any), the student’s advisory committee will submit a Nomination to Candidacy E-Doc form to the Office of Graduate Education. This form is available at: [http://graduate.iupui.edu/forms/index.shtml](http://graduate.iupui.edu/forms/index.shtml) Upon approval of the Dean, the student will be admitted to candidacy. The date of successful completion of the qualifying examination (not the date of final approval of candidacy) is the one used in determining the seven-year period for currency of courses and completion of dissertation.

**Research Proposal**

The student chooses, with the help and approval of the advisory committee chairperson, a topic for a grant proposal to be written and defended as part of the qualifying exam. This is usually done by the end of the second spring semester following enrollment. The topic may be in the area of the student’s intended dissertation research but cannot be prepared as a requirement for another course.

Students should begin with an outline for a proposal that is approved by the committee chairperson. After approval, the student writes a proposal in the style of a National Institutes of Health (NIH) R01 grant proposal including the following sections: Summary, Specific Aims, Background and Significance, Research Design and Methods, Literature Cited, and Budget, but with the length reduced to a maximum of 15 single-spaced, 12-point font pages for the following sections: Summary, Specific Aims, Background and Significance, and Research Design and Methods. There are no page limits for the Literature Cited and Budget sections. The proposal, once written to the satisfaction of the student, is submitted to the committee chairperson, who distributes copies to the rest of the committee. The committee decides whether the proposal is defensible or in need of revisions prior to the defense. Upon final approval, a time is set for the student to defend the proposal in the presence of the committee.

The defense of the proposal consists of a 30- to 45-minute presentation of the proposed work by the student, followed by a one- to three-hour oral examination consisting of questions arising from the proposal, the student’s presentation, or answers to initial questions. Satisfactory defense of the proposal will be followed by a written exam at a date and time convenient to the members of the committee and student (within 60 days after the proposal defense). Students who do not satisfactorily complete the proposal defense may be allowed to retake it with the permission of the advisory committee.

**Research Committee**

To initiate research for the dissertation, the student chooses a professor who will agree to direct the dissertation. This person will help the student compose the student’s research committee. Members of the student’s advisory committee may continue to serve as members of his/her research committee. However, the latter committee is chaired by the student’s research advisor, who must be a member of the IU Graduate Faculty with endorsement to chair PhD committees,
and will consist of two other members of the IU Graduate Faculty within the School of Dentistry, a member of the IU Graduate Faculty outside of the School of Dentistry (generally a member of the minor department), and an expert in the student’s field of research outside of Indiana University. This outside member will be an affiliate member of the IU Graduate Faculty or must meet the requirements of membership. At least half of the members of the research committee must be members of the IU Graduate Faculty with endorsement; others may be members without endorsement or affiliate members.

The research committee is responsible for supervision of the student’s research, reading and providing scientific and editorial comments on the dissertation, and conducting the final examination (defense of dissertation). The research committee, except for the outside member, should meet formally with the student at least twice annually, to assess progress and make appropriate suggestions. During one of these assessments, most likely during the 3rd or 4th year, the student will present an open school-wide 45-50 minute presentation at least 6 months prior to finishing the dissertation.

After consultations, and with the approval of the dissertation director and research committee, the student will submit a one or two page prospectus of the dissertation research. If the proposed research involves human subjects, animals, biohazards, or radiation, approval from the appropriate university committee must be obtained. All of this information should be attached to the Nomination of Research Committee E-Doc form. This form is available at: http://graduate.iupui.edu/forms/index.shtml The membership of the research committee and the dissertation prospectus must be approved by the IU Graduate School at least six months before the defense of the dissertation.

Defense of Dissertation

When the dissertation has been completed, the student should submit an unbound copy to each member of the research committee as the initial step in scheduling the defense of the dissertation. All members of the research committee should read the dissertation in its entirety before attending the defense. At this stage, both the student and the faculty members must extend certain courtesies to each other. It is the responsibility of the student to give faculty members sufficient time to read the dissertation without making unreasonable requests of them based upon the IU Graduate School time limitations, immediate job possibilities, contract renewal, or other reasons. Similarly, a faculty member should not keep a student’s work for an excessive period of time because of the press of other duties.

If the committee members have read the dissertation, there should be direct communication (either in writing or orally) between the research committee chairperson and the other committee members about the readiness for defense. Readiness for defense, however, is not tantamount to acceptance of the dissertation; it means that the committee is ready to make a decision. The decision to hold a doctoral defense, moreover, is not entirely up to the research committee. If a student insists upon the right to a defense before the committee believes the dissertation is ready, that student does have the right to due process, but exercises it at some risk.

Forty-five days prior to your scheduled defense, submit to the IU Graduate Office at IUPUI via the PhD Defense Announcement Submission eDoc.

The eDoc will route to your department and the chairperson of your research committee for approval.

Once announced, the time and place cannot be changed without the approval of the IUSD Graduate School.
DISSEVTATION

Review of Dissertation
The student must have his/her research committee and the IU Graduate Office review the dissertation. The student must set up an appointment to meet with the IU Graduate Office.

Formatting information is available at:
http://www.iupui.edu/~gradoff/theses-dissertations/formatting/doctoral.shtml

Bindery Information
Once the student’s research committee and the IU Graduate Office have approved your dissertation, you may have your dissertation bound. Information on the bindery company is available from the Office of Graduate Education.

Time Limits and Revalidation
All PhD work offered in partial fulfillment of degree requirements must either have been completed within seven consecutive calendar years of the passing of the qualifying examination or be revalidated. In the case of an examination of more than one part, the date of passing is regarded as the date of passing the final portion of the examination, typically the written examination.

Any student whose candidacy lapses will be required to apply to the IU Graduate School for reinstatement before further work toward the degree may formally be done. To be reinstated to candidacy in the IU Graduate School, the student must: 1) obtain the permission of the program director; 2) fulfill the program requirements in effect at the time of the application for reinstatement; 3) pass the current PhD qualifying examination or its equivalent (defined in advance); 4) request reinstatement to candidacy from the Dean. Such reinstatement, if granted, will be valid for a period of three years, during which time the candidate must enroll each semester for a minimum of one credit hour.

Continuing Enrollment
Students who have passed the qualifying examination must enroll each semester (excluding summer sessions) for any remaining required course work or dissertation credits. Once such students have accumulated 90 credit hours in completed course work and deferred dissertation credits, they must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed. Failure to meet this requirement will automatically terminate the student’s enrollment in the degree program.

A candidate who will be graduating in June, July, or August of any year must enroll in a minimum of 1 hour of credit in either the current or immediately preceding summer session.

PhD Commencement Confirmation
Degrees are granted monthly. If the unbound and bound copies of the dissertation are turned in to the IU Graduate Office (UL 1170) by the 10th of each month, the degree can be awarded the same month; otherwise, it is granted the following month. Your name will be listed only one time in the commencement program, as either a candidate for degree or as a degree conferred.

Receipt of PhD Diploma
Your diploma will be mailed approximately three to four months after your degree requirements have been completed. The IU Graduate Office will send out the diploma using the address listed in One.IU.
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# Contact List for Indiana University School of Dentistry

## Administration

<table>
<thead>
<tr>
<th>Office of the Dean</th>
<th>Dr. John N. Williams</th>
<th>(317) 274-5403</th>
<th><a href="mailto:jnwill01@iu.edu">jnwill01@iu.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant</td>
<td>Ms. Carolyn Dill</td>
<td>(317) 274-5403</td>
<td><a href="mailto:cdill@iu.edu">cdill@iu.edu</a></td>
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</table>

## Office of Executive Assoc. Dean

<table>
<thead>
<tr>
<th>Assoc. Executive Dean, Assoc. Dean of Faculty Affairs and Global Engagement</th>
<th>Dr. Michael Kowolik</th>
<th>(317) 274-4561</th>
<th><a href="mailto:mkowolik@iu.edu">mkowolik@iu.edu</a></th>
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</thead>
<tbody>
<tr>
<td>Executive Administrative Assist.</td>
<td>Ms. Shelley Hall</td>
<td>(317) 278-9476</td>
<td><a href="mailto:shhall@iu.edu">shhall@iu.edu</a></td>
</tr>
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</table>

## Academic Affairs

<table>
<thead>
<tr>
<th>Interim Associate Dean</th>
<th>Dr. Paul Edwards</th>
<th>(317) 278-0106</th>
<th><a href="mailto:pcedward@iu.edu">pcedward@iu.edu</a></th>
</tr>
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<tbody>
<tr>
<td>Director of Institutional &amp; Program Assessment</td>
<td>Dr. Elizabeth Ramos</td>
<td>(317) 274-2959</td>
<td><a href="mailto:edramos@iu.edu">edramos@iu.edu</a></td>
</tr>
<tr>
<td>Assistant Dean</td>
<td>Prof. Melinda Meadows</td>
<td>(317) 274-5143</td>
<td><a href="mailto:melmeado@iu.edu">melmeado@iu.edu</a></td>
</tr>
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</table>

## Admissions and Student Affairs

<table>
<thead>
<tr>
<th>Associate Dean</th>
<th>Dr. Melanie Peterson</th>
<th>(317) 274-8173</th>
<th><a href="mailto:oasamail@iupui.edu">oasamail@iupui.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Director</td>
<td>Ms. Lucy Bickett</td>
<td>(317) 274-8173</td>
<td><a href="mailto:lbickett@iupui.edu">lbickett@iupui.edu</a></td>
</tr>
<tr>
<td>Assistant Director, Student Financial Aid Services IUPUI and Dental School Liaison</td>
<td>Mr. Jason Webster</td>
<td>(317) 274-5289</td>
<td><a href="mailto:jasowebs@iupui.edu">jasowebs@iupui.edu</a></td>
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## Civic Engagement

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<tr>
<th>Director</th>
<th>Dr. Armando Soto</th>
<th>(317) 278-6069</th>
<th><a href="mailto:arsoto@iu.edu">arsoto@iu.edu</a></th>
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<tbody>
<tr>
<td>Assistant to the Director</td>
<td>Ms. Bonnie Payne</td>
<td>(317) 278-0752</td>
<td><a href="mailto:bojpayne@iupui.edu">bojpayne@iupui.edu</a></td>
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## Clinical Affairs

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<tr>
<th>Associate Dean</th>
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Appendix B
Graduate Courses

While every attempt is made to provide accurate and current information in this handbook, Indiana University School of Dentistry reserved the right to change without notice statements in the handbook concerning rules, policies, fees, curricula, courses, or other matters.

- **DENT G905** Bone Physiology, Imaging, and Implant Anchorage (1-3 cr.) Histology, physiology, pathology of bone with reference to maxilla and mandible; development, growth, maintenance, and functional adaptation of bone; bone in pathologic states such as developmental disturbances, inflammatory disturbances, disturbances of metabolism, and tumors.

- **DENT G907** Clinical Oral Pathology Conference I (.5; 1 maximum cr.) Presentation of cases of diagnostic problems; student prepares several cases for presentation.

- **DENT G909** Clinical Oral Pathology Conference II (1 cr.) Differential diagnosis of oral and maxillofacial pathology. Emphasis on etiology, pathogenesis, and therapeutics.

- **DENT G910** Seminar (1 cr.)

- **DENT G911** Dental Materials Science and Engineering (2-3 cr.) Composition, chemical reactions, physical properties, and clinical significance of metals, resins, and other materials used in dentistry; phases of metallography, physical chemistry, and physics pertinent to this field. Laboratory experience in specimen preparation, use of metallograph and scanning electron microscope.

- **DENT G912** Properties and Test Methods: Dental Materials (2-3 cr.) Discussion of the basic physical, mechanical, and chemical properties with emphasis on the relationship to dental materials. Methods applicable to testing dental materials for these properties will be discussed along with ADA and ANSI specifications. (Laboratory demonstrations of instruments.)

- **DENT G913** Clinical Applications of Dental Materials (2-3 cr.) P: G912. This is a seminar course in which the clinical behavior and manipulation of dental materials as related to basic physical and chemical properties of the materials are discussed. Specific clinical problems are defined and knowledge of basic properties applied to explain the behavior and/or solve the problem.

- **DENT G914** Advanced Complete Denture Theory (1-3 cr.) Advanced theories of complete denture prosthodontics, including comparison of denture materials and prosthetic teeth.

- **DENT G916** Special Problems in Complete Denture Design (1-4 cr.) Treatment of patients with difficult and unusual prosthetic denture problems.

- **DENT G917** Maxillofacial Prosthetics (1-6 cr.) Lectures on the prosthetic rehabilitation of individuals with congenital, acquired, or developmental intraoral and extraoral defects; hospital routine and multidisciplined approach to treatment.

- **DENT G918** Research: Dental Diagnostic Sciences (arr. cr.)
• DENT G921 Research: Dental Materials (arr. cr.)

• DENT G922 Research: Pediatric Dentistry (arr. cr.)

• DENT G923 Research: Prosthodontics (arr. cr.)

• DENT G925 Research: Operative Dentistry (arr. cr.)

• DENT G926 Research: Endodontics (arr. cr.)

• DENT G927 Research: Orthodontics (arr. cr.)

• DENT G928 Research: Periodontics (arr. cr.)

• DENT G930 Research: Preventive Dentistry (arr. cr.)

• DENT G931 Advanced Pediatric Dentistry (1-3 cr.) Two-semester course; diagnostic, preventive, and therapeutic phases of pediatric dentistry; evaluation of the literature.

• DENT G934 Advanced Clinical Pediatric Dentistry (1-6 cr.) Advanced, diagnostic, corrective, and preventive procedures in pediatric dentistry; instruction and clinical experience in restorative dentistry, dental caries control, pulp therapy, periodontics, hereditary and congenital dental anomalies, oral medicine, behavior management, sedation, managing patients with various medically or physically disabling conditions, managing oral trauma, and interceptive orthodontic procedures.

• DENT G935 Dental Pediatrics (1-2 cr.) Medical and dental problems of the chronically ill or handicapped child; lectures, discussions, and ward rounds cover physical diagnosis, and normal and abnormal physical and emotional growth of the child.

• DENT G936 Advanced Pediatric Dentistry Techniques (1-3 cr.) Interceptive orthodontic appliance design and fabrication.

• DENT G937 Advanced Clinical Instruction in Removable Partial Prosthodontics (.5-6 cr.) Clinical experience in extracoronal and intracoronally retained removable partial dentures.

• DENT G938 Advanced Removable Partial Prosthodontics Technique (.5-6 cr.) Tooth preparation for and fabrication of abutment restorations for extracoronally and intracoronally retained removable partial dentures, and fabrication of the prostheses.

• DENT G941 Advanced Fixed Partial Prosthodontics Technique (.5-4 cr.) Tooth preparation for and fabrication of extracoronal restorations and fixed prostheses, including partial-veneer gold crowns, full-veneer cast crowns, pin-ledge retainers, metal-ceramic crowns, all-ceramic crowns, metal-ceramic pontics, and sanitary pontics.

• DENT G942 Theories of Occlusion (1-2 cr.) Review of the literature, philosophies, and techniques of major contributors to the development of modern gnathological concepts.

• DENT G944 The Principles of Gnathology (1-2 cr.) Lectures, laboratory, and clinical exercises demonstrating the application of gnathological principles to restorative dentistry.
• DENT G945 Pediatric Dentistry Seminar (1 cr.) Current literature, research design, case analysis, and diagnosis.

• DENT G947 Cephalometrics (1-4 cr.) Technique of procuring films of living individuals; tracing of important facial landmarks and planes; taking of significant angular and linear readings, and transposing same to a graph.

• DENT G948 Advanced Radiology (2 cr.) Applications in X-ray production, intraoral and extraoral techniques, film processing, radiographic interpretation, radiation hygiene.

• DENT G950 Advanced Clinical Operative Dentistry (1-6 cr.) Comprehensive restorative care correlated with modern preventive dentistry principles; current concepts of operative dentistry.

• DENT G951 Interdisciplinary Role of Operative Dentistry (2 cr.) The interrelationship of operative procedures with other areas of dental and general health care delivery.

• DENT G952 Analysis of Operative Procedures (2 cr.) Restorative techniques and physical properties of dental materials correlated to properties of tooth structure; pulp protection and permanency of restorations.

• DENT G953 Recent Advances in Operative Dentistry (2 cr.) Current concepts dictated by research; correlation of reports on the literature.

• DENT G956 Advanced Endodontics (1-8 cr.) Classroom instruction and clinical experience in developing proficiency in complicated endodontic cases.

• DENT G957 Analysis of Endodontic Theory (1-4 cr.) Library research and review of literature supporting principles and practice of endodontics.

• DENT G958 Biomechanics (1-4 cr.) Principles of force application used in altering dento-facial relationship; appliance design, fabrication, and activation; specific treatment procedures discussed and applied on the typodont.

• DENT G959 Oral Microbiology (3 cr.) P: Basic microbiology. Role of oral microorganisms in health and disease states of the host. Emphasis is placed on the biological mechanisms involved in dental caries, periodontal disease, and specific microbial infections of the oral cavity.

• DENT G960 Advanced Orthodontic Clinic (1-6 cr.) Details of treatment plan based on careful analysis; timing phenomena; reanalysis of treatment; cleft palate, surgical correction, temporomandibular syndrome.

• DENT G963 Advanced Orthodontic Techniques (2 cr.) Details of wrought and cast appliances used in treatment of malocclusions.

• DENT G964 Dento-Facial Analysis (2 cr.) P: G947. Methods of determining and evaluating deviation from normal dental, skeletal, muscular, and integumental patterns; treatment objectives with respect to stability, esthetics, and function.

• DENT G966 Advanced Clinical Periodontics (1-4 cr.) Evaluation and treatment of special advanced cases involving diseases of soft tissue and bony support structures.

• DENT G967 Advanced Periodontics (1-4 cr.) Periodontal diseases relating to etiology, symptomatology, treatment, and differential diagnosis.
• DENT G974 Advanced Nutrition (2 cr.) Review of the basic nutrient categories and their relationship to health and disease in contemporary society. Special emphasis on nutritional factors influencing dental and oral health.

• DENT G976 Advanced Oral Pathology I (1-2 cr.) All phases of disease of the oral cavity and adjacent structures; oral manifestations of systemic disease; disturbances of growth and development, infections, and neoplasms; microscopic study of tissue sections.

• DENT G977 Advanced Oral Pathology II (2 cr.) All phases of disease of the oral cavity and adjacent structures; oral manifestations of systemic disease; disturbances of growth and development, infections, and neoplasms; microscopic study of tissue sections.

• DENT G980 Advanced Surgical Endodontics (1-6 cr.) P: G956 and G957. Classroom instruction in principles and clinical experience in advanced surgical endodontics.

• DENT R901 Oral Surgery Literature Seminar (.5 cr.) Seminar review of classic and current literature in the field of oral and maxillofacial surgery.

• DENT R905 Advanced Oral Surgery (1-3 cr.) Major and minor advanced oral surgical procedures, treatment planning, and variable approaches to similar problems; development of surgical judgment. (Enrollment limited to oral and maxillofacial surgery residents, except by special permission.)

• DENT R909 Advanced Preventive Dentistry I (2-3 cr.) Basic concepts, principles, and techniques relative to the etiology and prevention of oral diseases. Analysis of the components of the oral environment, attacking agents, defense mechanisms, and preventive measures.

• DENT R910 Advanced Preventive Dentistry II (2-3 cr.) Basic concepts, principles, and techniques relative to the etiology and prevention of oral diseases. Analysis of the components of the oral environment, attacking agents, defense mechanisms, and preventive measures.

• DENT R911 Advanced Preventive Dentistry III (1-2 cr.) Basic concepts, principles, and techniques relative to the etiology and prevention of oral diseases. Analysis of the components of the oral environment, attacking agents, defense mechanisms, and preventive measures.

• DENT R921 Maxillofacial Prosthetics Clinic (.5-6 cr.) Introduction to the clinical management of individuals with congenital, acquired, or developmental intraoral and extraoral defects, with hospital experiences and a multidisciplined approach.

• DENT R923 Maxillofacial Prosthetics Seminar (.5-2 cr.) Review of fundamentals, multidisciplined topics, current literature, and case presentation.

• DENT R924 Retention and Post-Retention Analysis (2 cr.) Problems of retention in orthodontically treated patients; appliances and procedures for prevention and control of relapses; retrospective analysis of long-term post-retention records to assess the results of different approaches to treatment.

• DENT R925 Special Topics in Dentistry (1-14 cr.) Attendance at lectures, seminars, and special clinics designed to update students’ knowledge in clinical and basic science disciplines.

• DENT R928 Advanced Maxillofacial Prosthetic Technique (.5-1 cr.) Design and fabrication of obturators for partial maxillectomy patients, both edentulous and dentulous. Introduction to the fabrication of extraoral prostheses.
• DENT R929 Advanced Complete Denture Technique (.5-1 cr.) Dental laboratory procedures for the fabrication of complete and immediate dentures, including setting and equilibrating denture teeth.

• DENT R930 Prosthodontic Literature Review (.5-1 cr.) Discussion of assigned topics from classic and current prosthodontic and related literature, led by students and moderated by faculty member in charge.

• DENT R931 Advanced Fixed Partial Prosthodontics Seminar and Laboratory I (.5-2 cr.) Advanced clinical and laboratory procedures with emphasis on metal-ceramic restorations.

• DENT R933 Clinical Prosthodontics Seminar (.5-2 cr.) Advanced clinical procedures pertinent to the practice of prosthodontics.

• DENT R934 Surgical Orthodontics Seminar I (1 cr.) Theoretical basis for diagnosis and treatment planning of cases involving both orthodontics and surgery.

• DENT R935 Surgical Orthodontics Seminar II (1 cr.) Continuation of Surgical Orthodontics Seminar I; theoretical basis for diagnosis and treatment planning of cases involving both orthodontics and surgery; student prepares cases for presentation.

• DENT R936 Advanced Fixed Partial Prosthodontics Seminar and Laboratory II (.5-2 cr.) Advanced clinical and laboratory procedures with emphasis on all-ceramic restorations.

• DENT R940 Fundamentals of Implant Dentistry I (1-3 cr.) Two-semester course presenting oral implants as an alternative for removable prostheses. The lecture and class participation course offers biological sciences relating to implantology with emphases on biomaterials, physiology of bone, soft tissue, and wound healing relating to various implants. Includes a review of pathology affecting implant therapy success.

• DENT R941 Fundamentals of Implant Dentistry II (1-3 cr.) An overview of available implant systems with clinical application including patient selection, diagnosis and treatment planning, implant placement, interim prosthetic management, and definitive restorative procedures. This lecture/clinical course is in conjunction with G915, G937, and G940 (clinics) and will provide hands-on experiences in clinical and laboratory procedures.

• DENT R942 Management of Temporomandibular Disorders and Occlusion (1-3 cr.) This course, a weekly two-hour seminar, will give the student a better perspective on the diagnosis and management of temporomandibular disorders. Host speakers will lecture on the perspective of their specialty (e.g., neurology, radiology, psychology, psychiatry, rheumatology, orthopedics, physical medicine, physical therapy). Literature reviews will be prepared by participating students.

• DENT R943 Management of Temporomandibular Disorders and Occlusion--Clinic (1-3 cr.) P: R942. Weekly three-hour clinical session for clinical management of the TMJ patient with (1) pain of muscular origin; (2) internal derangement; (3) problems associated with inflammation, chronic hypomobility, hypermobility, and deformity.

• DENT R944 Graduate Craniofacial Growth and Development I (2-3 cr.) Growth and development of the craniofacial complex are presented in descriptive and theoretical terms as they relate to occlusion and orthodontics.

• DENT R946 Prosthodontic Patient Presentation (.5-2 cr.) Case presentations and discussion of alternative methods of rehabilitation.
- DENT R947 Orthodontics for the Mixed Dentition (1 cr.) A course designed to familiarize the student with early interceptive orthodontic treatment in the mixed dentition and early first phase of comprehensive orthodontic treatment.

- DENT R948 Private Practice of Prosthodontics (.5-3 cr.) This seminar will provide guidance and resource materials that would be useful in establishing and promoting a prosthodontic practice. The diversity and similarity of prosthodontic practices will be illustrated. Field trip visits to several prosthodontic offices will be available. An effort will be made to establish a network for continuing support and exchange of ideas.

- DENT R949 Advanced Head and Neck Anatomy (3 cr.) P: Previous course in gross anatomy of the head and neck. This course presents an advanced approach to cranial anatomy with special reference to those regions of particular importance to clinical dentistry. Lectures are supplemented with a human cadaver dissection.

- DENT R951 Advanced Minimal and Moderate Sedation (2 cr.) Prepares students in the use of intravenous light sedation as an adjunct to a comprehensive management program for patients in the private practice setting.

- DENT R955 Graduate Oral Biology I (2.5 cr.) Basic survey of oral biology, including cell biology; composition of the oral hard tissues; role of saliva in health and disease; systemic and oral microbial diseases important in dentistry; immunology; prevention of oral diseases; nutrition; and infection control.

- DENT R956 Current Topics in Oral Biology (4 cr.) P: B500 and G865 or equivalents. Purpose is to familiarize students with current areas of research in oral biology through a combination of lectures and literature discussions on topics covered in review articles and original research papers appearing in journals devoted to various aspects of oral biology.

- DENT R957 Introduction to Research (3 cr.) P: Consent of instructor. Laboratory research instruction in oral biology. Purpose is to introduce students to three different research programs in the field of oral biology.

- DENT R958 Research: Oral Biology (1-12 cr.) P: Consent of instructor. Data obtained in this course may be used to meet the dissertation requirements for the Ph.D.

- DENT R959 Seminar: Oral Biology (1 cr.) P: Consent of instructor. Current topics in all fields of oral biology. Discussion and review of current literature in oral biology. Topics vary from year to year. May be repeated for credit.

- DENT R961 Recent Advances in Periodontics (.5-2 cr.) Discussion of current concepts and recent advances reported in the periodontal literature with emphasis on evidence-based practice. The seminar is led by students and moderated by selected faculty.

- DENT R962 Advanced Periodontal Treatment Planning Seminar (.5-2 cr.) Selected cases requiring periodontal and/or implant therapy will be presented by students. Various treatment options will be discussed for the particular case. Any completed therapy will be presented with a discussion and evaluation of the results.

- DENT R963 Dental Implantology (1 cr.) Study of basic and clinical sciences related to dental implantology.

- DENT R964 Pharmacology and Therapeutics for Graduate Dental Students (2 cr.) This course is a review of the major drug classes that the dental graduate student will encounter in the clinic. Discussion of how the drugs the patient takes impact the practice of dentistry will be included.
• DENT R965 Advanced Clinical Prosthodontics (.5-6 cr.) Clinical practice of prosthodontics involving complete dentures, removable partial dentures, fixed partial dentures, and/or dental implant-supported prostheses.

• DENT R 978 Introduction to Health Information Technology in Dentistry (1-3 cr) This course examines the role of health information technology in dentistry to improve patient care and outcomes. Students assess the dental team's workflow, relate it to system requirements, evaluate and select clinical information systems, and manage their implementation. Students research implementation challenges and create a strategic plan to address them.

• DENT R980 Research Methodology (1 cr) Graduate students will learn basic research methodology to prepare them for required research project as part of their graduation requirements. A fundamental overview of some of the concepts and principles related to the initiation and conduct of laboratory, animal and clinical research.

• DENT R985 Advanced Esthetic Dentistry (2 cr) The purpose of this course to provide Graduate Cariology and Operative Dentistry Students the opportunity to further develop esthetic restorative skills and improve predictability of esthetic treatment outcomes using direct and indirect restorative materials. The course will be comprised of lectures presented by faculty and invited expert lecturers, and laboratory activities.
Fields of Study

Cariology and Operative Science

M.S.D. degree program. Minor concentration: dental materials or preventive dentistry.

Core Competencies

Graduates of the three year postdoctoral program in cariology and operative science will be prepared to:

1. manage caries risk patients based on Caries Management by Risk Assessment (CAMBRA);
2. discuss current direct and indirect dental restorative materials (gold, dental amalgam, ceramics, glass ionomer cement, and resin-matrix composite) including associated setting reactions, physical properties, and indications and contraindications for their clinical use;
3. demonstrate clinical proficiency when performing routine and advanced restorative procedures;
4. demonstrate a broad knowledge base of dental restorative materials and procedures;
5. demonstrate knowledge of current restorative dentistry scientific literature;
6. develop and present evidence-based restorative dentistry lectures; and
7. develop a research protocol and perform controlled dental research.
8. describe the dental caries process in detail;
9. describe and contrast the interaction of the etiological factors associated with dental caries;
10. distinguish and assess the different presentations of dental caries;
11. recognize the epidemiology of dental caries;
12. discriminate populations at high risk for dental caries;
13. analyze the external and internal risk determinants of dental caries;
14. compare and contrast the different methodologies utilized for caries detection;
15. demonstrate diagnosis of dental caries;
16. assess caries risk status;
17. assess salivary flow measurements, buffering capacity, and management approaches for patients with low salivary flow;
18. compare and contrast some of the different strategies utilized for caries management;
19. discriminate the therapeutics used in caries management;
20. compare and contrast the use of sealants based on risk assessment, for individuals and populations;
21. support the values of prevention, evaluation, and reevaluation;
22. develop an oral health plan to be incorporated by a health professional team;
23. develop a community health plan;
24. summarize the basic principles on developing patient education plans;
25. critically review scientific methodology; and
26. recognize the different methodologies and techniques related to caries research.

Dental Materials

Available as an M.S. or M.S.D. degree program or as a track offered in the Ph.D. in Dental Science degree program. Minor concentration: operative dentistry or prosthodontics (for M.S.D. degree); chemistry, material science engineering, or mechanical engineering (for M.S. degree). For details about the Ph.D. dental biomaterials track, see the Dental Biomaterials Track Core Curriculum.

Core Competencies

Graduates of the two-year postdoctoral program in dental materials will achieve core competencies in Materials Knowledge, Critical Thinking, and Effective Communication.

Materials Knowledge
The graduate will be prepared to:

1. describe major classes of dental biomaterials used in clinical dentistry;
2. explain the differences in the chemical nature of the major classes of materials;
3. recognize the effects of chemical nature on the mechanical behavior of materials; and
4. describe the relationship between material characteristics and clinical performance of dental biomaterials.

**Critical Thinking**

The graduate will be prepared to:

1. identify the physical and chemical principles of major material testing methods;
2. select and justify appropriate testing methods for major classes of dental biomaterials; and
3. formulate hypotheses and design the necessary experiments for a given material evaluation scenario.

**Effective Communication**

The graduate will be prepared to:

1. present research methods and results correctly in oral and written reports;
2. provide evidence-based arguments on research findings in oral and written reports; and
3. provide suggestions on dental biomaterial selection based on current dental literature.

**Dental Science**

Ph.D. degree program offering tracks in preventive dentistry, oral biology, dental materials and dental biomaterials.

**Core Competencies**

The graduate of the Ph.D. program in dental science will be prepared to:

1. demonstrate an in-depth understanding of the biology of the oral cavity;
2. demonstrate the principles/mechanisms pertinent to human physiology and disease;
3. demonstrate competency in performing complex scientific literature searches;
4. write a detailed grant proposal;
5. express scientific material, including original research data, in both oral and written form;
6. demonstrate skills in critical thinking; and
7. plan and undertake independent research.

**Endodontics**

M.S.D. degree program. Minor concentration: oral pathology.

**Core Competencies**

Students who successfully complete the two-year postdoctoral endodontics program will be able to achieve proficiency in the following areas of clinical science:

1. diagnosis, treatment planning, and prognosis;
2. evidenced-based nonsurgical and surgical treatment and retreatment;
3. outcome evaluation;
4. radiography and other diagnostic imaging technologies;
5. management of endodontic treatment of medically compromised patients;
6. emergency treatment for endodontic conditions;
7. management of patients with orofacial pain and anxiety;
8. preparation of space for intraradicular restorations and cores in endodontically treated teeth;
9. use of enhanced magnification technologies; and
10. communications with patients and health care professionals.

Students will also be prepared to achieve competency in a variety of endodontic techniques, including, for example: vital pulp management, endodontic management of traumatic dental injuries, and endodontic management of developing permanent teeth.

The postdoctoral endodontic program will also prepare the graduate to conduct all phases of a research project, including protocol development, review of literature, management of all stages of the study, and preparation of a manuscript for publication.

Maxillofacial Prosthetics

M.S.D. program. Maxillofacial prosthetics is a track of the prosthodontics program (listed below) and is hospital-based.

Core Competencies

Students who successfully complete the four-year postdoctoral program in maxillofacial prosthetics will demonstrate competency in the following areas:

Clinical Skills and Knowledge

The successful graduate will be able to:

1. diagnose, treatment plan, and rehabilitate patients with defects of the maxilla, mandible, and facial structures using biocompatible substitutes;
2. be competent in a wide variety of treatment modalities used in the pre-prosthetic, prosthetic, and post-prosthetic management and treatment of patients with defects of the maxilla, mandible, and facial structures;
3. be competent in all aspects of the utilization of dental implants to restore intraoral and extraoral defects;
4. be competent in the prosthetic management of both radiation therapy and chemotherapy patients;
5. be competent in the laboratory procedures associated with the treatment of patients with defects of the maxilla, mandible, and facial structures; and
6. describe the relationship between material characteristics and clinical performance of dental biomaterials.

Critical Thinking

The successful graduate will be able to:

1. draw upon evidence-based research to select and justify appropriate treatment methods and biomaterials; and
2. formulate hypotheses and design the necessary experiments for a given procedure or material evaluation scenario.
Effective Communication

The successful graduate will be able to:

1. present appropriate treatment plans to patients and referring dentists correctly in oral and written reports;
2. provide evidence-based agreements on research findings in oral and written reports; and
3. provide patient education and oral hygiene instructions to patients based upon clinical findings and upon current maxillofacial prosthetic literature.

Oral and Maxillofacial Surgery Certificate

Four-year hospital-based postgraduate residency leading to a certificate in the specialty.

Core Competencies

Residents who complete the four-year oral and maxillofacial residency will be prepared to:

1. demonstrate proficiency in the core procedures, treatments, and surgical techniques available to oral and maxillofacial surgeons;
2. demonstrate familiarity with the full range of procedures, treatments, and surgical techniques available to oral and maxillofacial surgeons;
3. demonstrate competency in the medical management of the surgical patient, including the ability to adequately perform a preoperative assessment;
4. demonstrate proficiency in the full range of anesthetic techniques available to oral and maxillofacial surgeons;
5. manage medical emergencies;
6. demonstrate familiarity with and an understanding of relevant literature as well as an ability to apply critical thinking to their reading; and
7. participate in scholarly activity, including the ability to develop a research project, write a manuscript, and give scientific and/or case study presentations.

Orthodontics

M.S.D. degree program. Minor concentration: dental materials, oral pathology, dental education, or life sciences.

Core Competencies

Students who successfully complete the two-year postdoctoral orthodontics program will demonstrate competency in the following areas:

Clinical Skills and Knowledge

The graduate will be able to:

1. correctly identify dental and skeletal problems and discrepancies that contribute to malocclusion;
2. correctly classify malocclusion;
3. be competent in selecting, placing, and activating appropriate appliances to treat malocclusion;
4. describe the relationship between material characteristics and clinical performance of orthodontic biomaterials;
5. explain the force load that appliances place on the dentition;
6. use patient management software and imaging software correctly;
7. identify the need and timing of interdisciplinary care; and
8. identify the effects of growth and development on malocclusion.

**Critical Thinking**

The graduate will be able to:

1. draw upon evidence-based research to select and justify appropriate treatment methods and biomaterials; and
2. formulate a hypothesis and design methods to solve a problem.

**Effective Communication**

The graduate will be able to:

1. effectively present appropriate treatment plans in written and oral formats to patients and referring dentists;
2. explain research results correctly in oral and written formats; and
3. provide appropriate patient education concerning the need for appliances, the care of appliances, and the effect of diet and hygiene on the dentition.

**Pediatric Dentistry**

M.S.D. degree program (hospital-based). Minor concentration: child psychology, oral pathology, public health

**Core Competencies**

Students who successfully complete the two-year postdoctoral pediatric dentistry program will demonstrate competency in the following areas:

**Clinical Skills and Knowledge**

The successful graduate will be able to:

1. diagnose and provide dental treatment to the child and adolescent patient;
2. manage the dental patient with the use of non-pharmacologic and pharmacologic management techniques; and
3. provide comprehensive management of the disabled patient.

**Critical Thinking**

The successful graduate will be able to:

1. draw upon evidence-based literature to select and justify appropriate treatment;
2. learn the dental care systems, both public and private sectors; and
3. successfully complete and present research relevant to the specialty of pediatric dentistry.

**Effective Communication**

The successful graduate will be able to:

1. present appropriate treatment plans to patients and family members;
2. present accurate oral and written reports to referring physicians and dentists;
3. draw upon the latest evidence-based literature to provide education and oral hygiene instructions to patients; and
4. interpret and present the findings of medical and laboratory reports.

Periodontics

M.S.D. degree program. Minor concentration: oral pathology.

Core Competencies

Students who successfully complete the three-year postdoctoral periodontics program will demonstrate competency in the following areas:

Clinical Skills and Knowledge

The successful graduate will be able to:

1. diagnose and treat diseases affecting the periodontium;
2. demonstrate competency in a wide variety of surgical techniques used in treatment of periodontal diseases;
3. demonstrate competency in all aspects of surgical placement of dental implants including implant site development; and
4. describe the relationship between material characteristics and clinical performance of dental biomaterials.

Critical Thinking

The successful graduate will be able to:

1. draw upon evidence-based research to select and justify appropriate treatment methods and biomaterials; and
2. formulate hypotheses and design the necessary experiments for a given procedure or material evaluation scenario.

Effective Communication

The successful graduate will be able to:

1. present appropriate treatment plans to patients and referring dentists correctly in oral and written reports;
2. provide evidence-based arguments on research findings in oral and written reports; and
3. provide patient education and oral hygiene instructions to patients based on clinical findings and current periodontal literature.

Research

The postdoctoral periodontics program will also prepare the graduate to conduct all phases of a research project, including protocol development, review of literature, management of all stages of the study, and preparation of a manuscript for publication.
Preventive Dentistry PhD Track

Core Competencies

Graduates of the preventive dentistry program will be able to define terms and explain basic principles, concepts, and theories related to cariology. They will be prepared to:

1. describe the dental caries process in detail;
2. describe and contrast the interaction of the etiological factors associated with dental caries;
3. distinguish and assess the different presentations of dental caries;
4. recognize the epidemiology of dental caries;
5. discriminate populations at high risk for dental caries;
6. analyze the external and internal risk determinants of dental caries;
7. compare and contrast the different methodologies utilized for caries detection;
8. demonstrate diagnosis of dental caries;
9. assess caries risk status;
10. assess salivary flow measurements, buffering capacity, and management approaches for patients with low salivary flow;
11. compare and contrast some of the different strategies utilized for caries management;
12. discriminate the therapeutics used in caries management;
13. compare and contrast the use of sealants based on risk assessment, for individuals and populations;
14. support the values of prevention, evaluation, and reevaluation;
15. develop an oral health plan to be incorporated by a health professional team;
16. develop a community health plan;
17. summarize the basic principles on developing patient education plans;
18. critically review scientific methodology; and
19. recognize the different methodologies and techniques related to caries research.

Prosthodontics

M.S.D. degree program. Minor concentration: dental materials.

Core Competencies

Students who successfully complete the three-year postdoctoral program in prosthodontics will demonstrate competency in the following areas:

Clinical Skills and Knowledge

The successful graduate will be able to:

1. diagnose, treatment plan, and rehabilitate dentate, partially edentulous, and completely edentulous patients having clinical conditions associated with missing or deficient teeth and/or oral and maxillofacial tissues using biocompatible substitutes;
2. be competent in a wide variety of treatment modalities utilized in the treatment and/or rehabilitation of dentate, partially edentulous, and completely edentulous patients;
3. be competent in all aspects of the restoration of dental implants;
4. be competent in all aspects of occlusion and the prosthodontic management of TMD/TMJ disorders and/or orofacial pain;
5. be competent in the laboratory procedures associated with the treatment of complete edentulism, partial edentulism, and dentate patients; and
6. describe the relationship between material characteristics and clinical performance of dental biomaterials.

**Critical Thinking**

The successful graduate will be able to:

1. draw upon evidence-based research to select and justify appropriate treatment methods and biomaterials; and
2. formulate hypotheses and design the necessary experiments for a given procedure or material evaluation scenario.

**Effective Communication**

The successful graduate will be able to:

1. present appropriate treatment plans to patients and referring dentists in oral and written reports;
2. provide evidence-based agreements on research findings in oral and written reports; and
3. provide patient education and oral hygiene instructions to patients based upon clinical findings and upon current prosthodontic literature.
APPENDIX D

LEAVE OF ABSENCE REQUEST FORM

Indiana University School of Dentistry

Complete and Return to Office of Graduate Education

Student Name:

Graduation Year:

Student Contact Number:

Date of Leave:

Expected Date of Return:

Check One That Applies:

☐ Medical Leave of Absence

☐ Personal / Family Leave of Absence

☐ Military Leave of Absence

☐ Other – Describe _______________________________________________________________________

Please explain the reason for the request for a leave of absence:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

I understand that I am responsible for providing documentation (physician, military orders, etc.) documenting the reason for my leave of absence. I understand that the length of my leave may change depending on my circumstances. In the event of changes to my request, I will notify the Office of Graduate Education documenting the reason and revised dates. I understand that there is no guarantee that I will be placed back into the curriculum with my current class due to when the leave occurs and its duration. It will be my responsibility to work with course directors as to when, if at all, they will allow me to make up any missed examinations.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Student Signature

Date

OFFICE USE

Date Received From Student: _____/_____/_____

Date Leave Of Absence Approved: _____/_____/_____  

Approved: ____________________________

Associate Dean for Graduate Education
APPENDIX E

IUSD Code of Professional Conduct

I. Preamble

A. The Code of Professional Conduct is founded on a long tradition extending at least from the Hippocratic School. This tradition acknowledges the unique privileges and responsibilities of the health professions. The individual deprived of good health becomes vulnerable and dependent on the knowledge entrusted to the healing professions who have pledged that the welfare and autonomy of the patient takes precedence over the self-interest of the healer. The Code speaks to the relationship of the dentist and patient, as well as to the relationship of trust and respect among students, faculty, staff, and society in general.

B. The Code of Professional Conduct is not intended to dictate behavior. It does, however, establish minimum expectations, which provide a disciplinary framework for those who choose not to abide by these professional standards, and it serves to remind everyone that a procedural framework for enforcing the Code is in place. Indiana University School of Dentistry, as part of its mission of education, will expect its students to become competent dental professionals and its students, staff and faculty to maintain exemplary ethical and professional attitudes.

C. Indiana University School of Dentistry expects its students to manifest exemplary ethical and professional attitudes characteristic of competent professionals. Among these attitudes are:

1. Respect for the sanctity of human life
2. Commitment to excellence
3. Respect for the dignity of patients in the provision of health care
4. Devotion to quality of care
5. Personal humility and an awareness of limitations inherent to the practice of dentistry
6. Appreciation of the role of all factors in a patient’s state of well-being or illness
7. Maturity with balanced personal and professional behavior

D. Students at IUSD should realize the importance of this professional ethic and the necessity of assuming responsibility to develop, review, and maintain these ideals for themselves, their colleagues, and for the dental profession. The fundamental principle involved is personal responsibility for the development and maintenance of professional conduct based on the ethic espoused by the dental profession of self-effacing service to society. Development of a professional ethic must continue for as long as students, staff, and faculty represent the dental profession. Personal responsibility for maintaining and integrating these ideals is incumbent with staff and faculty.
II. The Code of Professional Conduct

A. I shall conduct myself so that as a dental professional, I will be able to promise those for whose care I am entrusted competence, integrity, candor, personal commitment to their best interests, compassion, and absolute discretion and confidentiality.

B. I shall do by my patients as I would be done by, shall obtain consultation when they desire or I believe there is a need, and shall include them to the extent possible in all important decisions.

C. I shall accept all patients in a non-judgmental manner. I shall at all times and in all places conduct myself with honor and integrity, and I shall respect the rights and dignity of all individuals. I promise to attend to my own physical, intellectual, mental, and spiritual development in the interest of best serving others.

D. I shall commit to upholding a climate of mutual respect in the school and university community when working with my colleagues (i.e., students, staff, & faculty).

III. Expectations

The following statements are examples of the School of Dentistry’s minimum expectations:

A. Respect for all individuals in the School of Dentistry’s community. Students recognize that all individuals must be treated with respect. Patients must be treated with kindness, dignity, empathy, and compassion.

B. Social Media. All students and residents should follow the Social Media Guidelines located in Appendix and avoid any perception of unprofessional behavior toward others.

C. Appropriate handling of information, records, or examination materials. Patients' privacy, modesty, and confidentiality must always be honored. Patients must not be publicly identified without adequate justification or permission. Patients' records must be accurate and legible. Providing false or misleading information is a violation of the trust placed in a dental professional and is a serious infraction of the Code of Professional Conduct.

D. Proper representation as a dental professional. Appearance, speech, and behavior should be above reproach during patient care activities. Dress should be appropriate for professional activities, and personal hygiene should be exemplary.

E. Adherence to laws, policies, and regulations. Students at IUSD are expected to adhere to laws, policies, and regulations. Policies and regulations, including policies on sexual harassment, have been established for the benefit of the School of Dentistry community. Laws, policies, and regulations are not to be disregarded or violated. Individuals who feel that the School’s policies, procedures, or regulations require modification are encouraged to suggest such changes using appropriate channels.

F. Respect for property and instructional material. All property and instructional material must be respected.

G. Academic assessment.
Any form of cheating is a violation of the Code of Professional Conduct.

IV. Administration and Implementation of the Professional Conduct Code (currently under review)

A. Role of Student

1. During orientation at the School of Dentistry, each student will be orientated to the principles and procedures of the IUSD Code of Professional Conduct. Students must signify in writing that he/she agrees to abide by the principles and procedures of the Code:

I understand the Code of Professional Conduct System of the Indiana University School of Dentistry and agree to abide by its principles.

2. At the beginning of each academic year, the Code will be distributed to continuing graduate students. Students are expected to signify in writing that he/she agrees to abide by the principles and procedures of the Code:

I understand the Code of Professional Conduct System of the Indiana University School of Dentistry and agree to abide by its principles.

B. Role of Faculty

1. Course directors have the ultimate responsibility for maintaining the proper environment for learning and assessment.
2. Clinical faculty have the ultimate responsibility for maintaining the proper atmosphere for patient care.
3. Faculty members have the responsibility for addressing the professional expectations relevant to their class, lab, or clinic.

C. Code Violations

1. A violation of the Code of Professional Conduct occurs when any student acts in a manner contrary to the values and responsibilities expected of those engaged in the profession of dentistry. Violations also occur when anyone jeopardizes the welfare of a patient, disregards the rights or dignity of another individual, or allows or assists another in doing so. For example, students are subject to discipline under the Code if they have knowledge of an infraction of the Code but fail to report it to the appropriate authority.

2. A violation of the campus policy on sexual harassment should be reported to the IUPUI Office of Equal Opportunity (317-274-2306).

3. Examples of Unacceptable Behavior are listed below in Section VII of the Code. The School of Dentistry reserves the right to initiate action and impose sanctions for any conduct that is not specifically listed as unacceptable behavior but is determined to be a violation of the Code, regardless of whether the violation occurs on or off the premises of the School.
D. Procedures for Investigating Code Violations by Students

The School of Dentistry has a responsibility to ensure a professional climate and provide equity for all parties involved in a breach of professional conduct. Therefore, the School has adopted procedures to respond to infractions of the Code of Professional Conduct. Individuals reporting an infraction of the Code can first speak with offenders about the infraction and remind them of their professional conduct. However, if the circumstances do not allow the claimant to approach the offender, and the claimant believes the alleged infraction requires further action, the allegation should be referred to the Graduate Student Professional Conduct Committee (GSPCC).

V. Graduate Student Professional Conduct Committee

The Graduate Student Professional Conduct Committee (GSPCC) is charged with evaluating all professional/academic conduct incidents involving graduate students. In evaluating these instances, the Committee will make decisions based on their consideration of all the pertinent circumstances including, but not limited to, documented evidence of previous misconduct, the cooperation of the accused with the Committee’s evaluation and the seriousness of the infraction; providing the faculty with the opportunity for peer review of reported incidents of alleged professional misconduct. The Committee shall be responsible for hearing charges and history associated with alleged professional conduct violations and investigating such charges. Based on the evidence presented, the GSPCC will render a decision. All GSPCC decisions will be forwarded to Dean, who will review the decision for consistency with due process and legality. Concerns raised by the Dean shall require further discussion between the GSPCC and the Dean. If the Dean and the GSPCC are unable to reach a consensus, the matter shall be sent to the IUPUI Associate Vice Chancellor for Graduate Education for review. The IUPUI’s Associate Vice Chancellor for Graduate Education decision is final. The decision will be forwarded to the Dean, and the Dean will notify the student of the decision.

Composition:

- Chair – Associate Dean for Graduate Education (ADGE);
- Three members from among the Graduate Program Directors, including the Program Director of the Relevant Program; and
- Three graduate students, selected from a pool of graduate students, who are elected annually by their peers from each program (one student/program), from programs other than that involved in the allegation. Each program will elect one representative for the pool at the beginning of each academic year and then three from that pool will be selected by the three Program Directors. In order to select three from the pool the student from the involved department will be excused leaving possibly six in the pool. Availability would be asked of these remaining six in the pool and then the three faculty (Program Directors) would select three students from the remaining available students in the pool.

Voting Status: Each voting member of the Committee shall have a vote unless they are involved in the case being heard. Members of the Committee may request that a member recuse him/herself and a temporary member be appointed to serve. A member may be compelled to be recused by a vote of the Committee. The Chair’s vote will be reserved for those cases where a tie vote is encountered. Ex-officio members do not have a vote.

C. Duties of the Committee

The duties of the Committee are entirely judicial and advisory. The Committee considers all violations of the Code. The members of the Committee are to be consulted by students or faculty for advice on all problems arising relative to the conduct of examinations or the interpretations of the Code.
D. Violations

A violation may be suspected when:

1. There is an unsigned conduct pledge.

2. The Code of Professional Conduct or specified rules are not followed.

E. Reporting Violations

A written statement providing details of the incident and the names of other individuals who may be involved should be submitted to the Office of Graduate Education (OGE; with the Associate Dean of Graduate Education (ADGE) or Coordinator of Graduate Programs) within five working days after there is knowledge of a suspected infraction.

- The ADGE will review report to determine timeliness of the report and whether the report has merit. No later than three business days following the report of misconduct, the ADGE will send an acknowledgement of receipt of report to the reporting individual, a copy of the report to the GSPCC and a written notice letter to the accused student outlining the violations.
- Investigation by the GSPCC should take place within 10 business days.
- A statement of charges will be sent to the accused student no later than 10 business days prior to the scheduled GSPCC Hearing.
- The hearing must be held within 20 days from the date of the receipt of the report of misconduct.
- The accused student may provide witnesses at the hearing provided the witnesses names are submitted to the ADGE at least three business days prior to the date of the hearing. Any statements or evidence that the accused student may present must also be provided at least three business days prior to the date of the hearing.
- Within 3 business days of the GSPCC hearing date, the GSPCC will send the decision to the accused and the Dean of IUSD (if the decision is dismissal).

F. Rights of the Accused

The student who is accused will be notified in writing that an accusation has been filed. The student who is accused is not initially informed of the identity of the accuser. The letter shall include a description of the alleged violation, the procedure to be followed and the name(s) of the person(s) assigned to investigate the complaint.

1. The accused student will have the opportunity to be heard by the GSPCC before any recommendations regarding the complaint is made. The student may bring pertinent material to the hearing.

2. The student who is accused also has the right to:

   a. Request a different investigator be assigned,

   b. Submit names of witnesses to his/her assigned investigator to be interviewed. Name should be submitted to the ADGE at least three business days prior to the date of the hearing,

   c. Review all evidence compiled in the investigation,
d. Know and question the Accuser at a moderated meeting in the presence of the GSPCC, provided the Accuser’s testimony is being used by the GSPCC. The GSPCC cannot use the testimony of the Accuser if the Accuser refuses to meet with the Accused. If the Accused declines to confront the Accuser, then the Accuser’s identity will not be revealed.

f. Prompt and timely notification of the results of the hearing,

g. Confidentiality in all proceedings.

G. Rights of the Accuser

1. Have a different investigator assigned.

2. If the Accused declines to question the Accuser in a moderated meeting, then the Accuser’s identity will not be revealed.

3. Confidentiality in all proceedings.

H. Quorum

For the purpose of conducting the review of complaints a quorum shall consist of at least five (5) members of the GSPCC. Other members of the GSPCC may act as investigators and shall not vote.

I. Hearing Procedure

1. It is the responsibility of the investigator to provide the GSPCC with both oral and written reports of the results of the investigation.

2. At the meeting the accused student has the right to be accompanied by a faculty member and to bring any material pertinent to the matter being discussed. Decisions are made by a majority vote of the GSPCC members.

3. Each complaint brought before the GSPCC must be considered on its own merit and on the basis of fact. Violations of the Code are cumulative and penalties will be influenced by previous GSPCC actions. If a complaint warrants recommendation, prior violations of code can then be introduced and the recommendations can reflect a cumulative nature influenced by previous sanctions. Under this document, authority has been given to specified School of Dentistry officials. This authority may be exercised by any person occupying the office designated, or in his/her absence, by that person’s designee.

4. Advisors for witnesses and principals: A person who appears as a witness or principal in any proceeding conducted under this Student Rights and Responsibilities document is entitled to have a faculty member present while the witness or principal is testifying. A faculty member for a witness or principal is limited to advising only. The faculty member may not participate in the proceeding, may not pose questions nor make any statement for the record during the proceeding.

J. Decisions
Recommendations by the GSPCC may include but are not limited to:

1. Warning
2. Probation
3. Failure or lowering of a grade in a course
4. Letter in file
5. Suspension
6. Expulsion
7. Recession of a degree
8. Remediation
9. Other measures and/or sanctions – to be defined by the GSPCC

K. Appeal

If substantive information not previously available during deliberations can be introduced, a dismissed student may appeal the decision for dismissal. The accused student has 10 business days to submit appeal to the ADGE. Within 3 business days the appeal will be sent to the Associate Vice Chancellor for Graduate Education, IUPUI Office of Student Conduct and IUPUI Dean of Students for review of due process and legality.

If no written appeal is received by the ADGE within 10 business days, the accused, the Program Director, Department Chair, IUSD Dean, and IUPUI Associate Vice Chancellor for Graduate Education, IUPUI Office of Student Conduct and IUPUI Dean of Students will be sent a letter indicating the case is concluded and that the sanctions determined by the GSPCC will be imposed.

During any period of appeal, the student may be reinstated in didactic courses but will be suspended from clinical procedures unless there is evidence that to suspend the student would put patients at risk. The decision to allow a suspended student to continue treating patients in any IUSD clinic or IUSD-affiliated clinic rests solely with the Dean of the School of Dentistry and the Associate Dean for Graduate Education. Additionally, the Dean may suspend a student completely from the program during the period of appeal if there is evidence that reinstating the student in the program would place the School of Dentistry, its patients or its personnel in jeopardy.

L. Review of Code of Professional Conduct

The GSPCC may evaluate the Code of Professional Conduct on an annual basis.

VI. Examples of Unacceptable Behavior

A. *Respect for all individuals in the School of Dentistry’s community.*

Unacceptable behavior includes (but is not limited to):

1. Expressing racial, sexual, sexist, or religious slurs
2. Committing racial or sexual harassment
3. Using inappropriate, offensive, or threatening language
4. Criticizing a colleague inappropriately or unprofessionally with the intention to belittle, embarrass, or humiliate
5. Requiring a colleague to perform personal services
6. Committing physical acts of violence or threats of violence
7. Manipulating clinical schedules for one’s own benefit
8. Showing lack of respect to colleagues
9. Failing to comply with a reasonable request or instruction from faculty, staff, or administrators
10. Using computer e-mail or internet in a harassing or libelous manner

B. Appropriate handling of information, records, or examination materials.
Unacceptable behavior includes (but is not limited to):
1. Giving or receiving any information except as allowed by the course director or teaching faculty during the course of an exam
2. Plagiarizing, forging, or falsifying academic records, financial aid information, patient records, research, or scientific data
3. Tampering with examination material, or any dishonesty in connection with an examination
4. Abusing computerized information or technology

C. Respect for patient’s confidentiality and safety.
Unacceptable behavior includes (but is not limited to):
1. Failing to ask for assistance from appropriate faculty or staff when needed
2. Writing offensive or judgmental comments in the patient’s chart
3. Sharing medical or personal details of a patient with anyone other than health professionals involved in the patient’s care
4. Engaging in discussion about a patient in public areas

D. Proper representation as a dental professional.
Unacceptable behavior includes (but is not limited to):
1. Misrepresenting oneself as a licensed professional rather than a student of dentistry
2. Exhibiting personal appearance that gives the impression of uncleanliness or carelessness
3. Failing to maintain professional composure during stressful circumstances
4. Engaging in an inappropriate relationship with patients or their family members
5. Using alcohol, drugs, or other controlled substances inappropriately, or in a way that could affect the quality of patient care or academic performance

E. Respect for laws, policies, and regulations (on or off campus at all times).
Unacceptable behavior includes (but is not limited to):
1. Disobeying federal, state, or local laws and ordinances
2. Disregarding or acting contrary to institutional regulations and policies
3. Refusing to provide information or testify in Professional Conduct system proceedings

F. Respect for property and instructional material.
Unacceptable behavior includes (but is not limited to):
1. Treating cadavers and body parts in a disrespectful manner
2. Treating animals used for instruction in an insensitive or disrespectful manner
3. Defacing or destroying other instructional materials, including software
4. Defacing or destroying university or personal property, or any written material other than one’s own
5. Removing information, mail, or property from mailboxes or lockers that are not one’s own

- Falsifying or defacing transcripts, evaluation forms, or other official documents.
FLOW CHART OF GSPCC PROCESS

Associate Dean for Graduate Education (ADGE) receives report of misconduct within 5 business days of misconduct and determines if the report has merit for an investigation within 3 days

Investigation takes place within 10 days of receipt of the report by investigative committee consisting of 3 Program Directors (including Director of Relevant Program), the ADGE and 3 graduate students selected from pool of students elected by each program

GSPCC hearing within 20 days of receipt is held by the investigative committee

Dismiss allegation          Decision on sanction

GSPCC will send decision within 3 days of the hearing to the accused and if the student is dismissed the dismissal decision is sent to IUSD Dean

If the student elects to, s/he sends appeal to ADGE within 10 days of receipt of the decision

Within 3 days of receipt the appeal is sent to the IUPUI Associate Vice Chancellor for Graduate Education, IUPUI Office of Student Conduct and IUPUI Dean of Students for review of due process and legality
Indiana University School of Dentistry

Professional Conduct Reporting Form Graduate Students

Within five (5) business days (any day, Monday through Friday, in which IUSD administrative offices are open) from the date of discovery of suspected or known violations of the IUSD Code of Professional Conduct, complete this form and attach all supporting documentation known to you at the time. Please refer to the IUSD Code of Professional Conduct for procedures related to professional or academic misconduct. If the outcome of an Incident Report results in a charge(s) and a subsequent hearing the accuser is required to be present at the hearing. Submit this completed form to the Associate Dean for Graduate Education.

PART I: Contact Information of Individual Reporting the Incident/Activity
(Reporting individual must be present if an investigation results in a GSPCC hearing)

Name: ____________________________ Date of this Report: ________________
Status: □ Student □ Faculty □ Staff
Telephone: __________________________ Email: ________________________

PART II: General Information of Incident/Activity
If multiple students are involved in the incident, provide a full list in PART IV below.

Student Name: ____________________________ Date of Alleged Violation: ________________
Student’s Program (if known): ____________________________
Course (if applicable): _____________ Instructor Name (if applicable): _______________________

PART III: Type of Violation
I am reporting the above named student for a violation of the Student IUSD Code of Professional Conduct as specified below. (Check all that apply.)

□ Cheating □ Fabrication of Sources □ Facilitating Cheating □ Plagiarism
□ Personal Misconduct □ Violation of ADA professional code provisions relating to patient care
□ Other specify) ________________________________________________________________

PART IV: Summary of the Incident/Activity
Please provide a detailed summary of the incident including the names of any witnesses. Attach to this form all documentation, if any, related to the alleged violation, such as the course syllabus and or assignment instructions.

_______________________________________________________________________________
_______________________________________________________________________________
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32
Student Appeals Processes Regarding Academic Performance

A student has the right to appeal any decision made regarding dismissal as a result of course or semester grades. To appeal such a decision, the student must submit: (1) the IUSD Appeals Form (located at the end of Appendix E) and (2) written documentation that supports one or more of the criteria below to the IUSD Associate Dean for Graduate Education within ten (10) business days following the student’s receipt of notification of the dismissal decision.

An IUSD appeal will be forwarded to the Graduate Student Professional Conduct Committee to determine if the reason for appeal has merit. The Committee must consider the appeal within ten (10) business days from the Associate Dean’s receipt of the student’s written appeal.

An appeal is found to have merit if one or more of the following exists:
1) Substantive information not previously available during the assignment of semester grades
2) The decision process did not follow appropriate due process
3) The outcome is judged to be unfair or inequitable.

Any case in which the outcome of the GSPCC decision is judged unfair/inequitable will be submitted to the Dean of the School of Dentistry who, following appropriate consultation, will determine the case outcome. Appeals providing evidence that due process was not followed will be cause for dismissal of the case unless the GSPCC determines the problem is rectifiable.

An appeal found to be without merit will be rejected by the GSPCC and their decision is final and there is no option for further appeal within the School of Dentistry. The GSPCC will inform the School of Dentistry Dean of the final decision who will then notify all involved parties of the decision.

Students who feel that a demonstrable procedural error occurred during the GSPCC proceedings may submit an IUPUI appeal only on those grounds. The external appeals document is limited to the identification of a specific procedural violation. The appeal is submitted through the Associate Dean for Graduate Education for review and simultaneous forwarding to the IUPUI Vice Chancellor of Graduate Education and copying the student filing the appeal.

(END)
Indiana University School of Dentistry  
IUSD Appeals Form Graduate Students

A student has the right to appeal decisions concerning alleged violations of the IUSD Code of Professional Conduct and decisions involving dismissal due to academic performance. **To initiate the appeals process to the GSPCC and IUPUI, this form must be completed and sent via university e-mail to the Associate Dean for Graduate Education within ten (10) business days from the date of the Letter of Resolution sent by the Dean.** Further information is available in the IUSD Code of Professional Conduct (in Appendix E).

**PART I: Contact Information of Individual Appealing**

Name:_________________________________________ Program and Class:____________________

Today’s Date:__________________ Date of Alleged Violation:__________________________

Telephone:________________________________Email:____________________________________

**PART II: Type of Violation**

Please identify the basis of your IUSD appeal below. (*Check all that apply*)

- The discovery of new and substantial information, which was unavailable at the time of the GSPCC Meeting and/or assigned grade, but has since become available and, if had been available, reasonably would have affected the outcome.

- A procedural error occurred which resulted in material harm that reasonably would have affected the outcome. *This is the only criterion on which IUPUI appeals are considered.*

- The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors.

**PART III: Notice Letter of Findings and/or Sanctions**

You are required to attach a copy of the Letter of Resolution from which you are appealing.

**PART IV:**

Please attach to this form any statements or evidence that support your appeal. For example, should you contend that new and substantial information has become available that would have affected the outcome, you are to provide the new documentation and/or the names and statements of witnesses. This is not an opportunity to readjudicate your case but to provide information that supports one or more of the criteria above.

**THIS FORM AND ATTACHMENTS SHOULD BE SUBMITTED WITHIN TEN (10) BUSINESS DAYS OF THE DATE OF THE LETTER OF RESOLUTION.**
Appendix F
Indiana University School of Dentistry
Social Media Guidelines

I. Overview and rationale
a. Weblogs and online social networks such as Facebook and Instagram have become popular communication tools in recent years. These forums offer unique opportunities for individuals to interact, remain in contact and have the potential to augment friendships and professional interactions. As professionals with a unique social contract and obligation, dental students as well as practicing dentists must be very mindful of the public nature of these forums and the permanent nature of social media postings. While these sites offer excellent potential to bolster communication with friends and colleagues, they are also a potential forum for lapses of professionalism and professional behavior. While these sites may give the impression of privacy, postings and other data should be considered public and freely visible by the public. IU School of Dentistry (IUSD) has adopted the following guidelines to assist students in safely and responsibly using these sites.

II. Scope
a. These guidelines are “best practice guidelines” for health care professionals, including those -in-training at the Indiana University School of Dentistry. They apply to all IUSD DDS, dental hygiene, dental assisting students and residents. Students and residents should follow these guidelines whether participating in social networks personally or professionally, and whether they are using personal or IU computing equipment.

III. Definitions
a. Social networking site: spaces in the internet where users can create a profile and connect that profile to others (individuals or entities) to create a personal network. Examples include Facebook, Instagram, LinkedIn, and Twitter.
b. Weblog: a website, usually in the form of an online journal, maintained by an individual with regular commentary on any number of subjects. Can incorporate text, audio, video clips, and any other types of media.

IV. Guidelines for ethical/professional behavior
a. Professionalism
   i. Postings within social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them subject to even more scrutiny than most other forms of communication. The professionalism description can be found in the IUSD Student Code of Professional Conduct which is also governed by the IUPUI Student Code of Conduct. Students may be subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.
ii. Statements made by within online networks will be treated as if you verbally made the statement in a public place.

iii. Do not violate copyrighted or trademarked materials. If you post content, photos or other media, you are acknowledging that you own or have the right to use these items.

iv. In online social networks the lines between public and private, personal and professional are blurred. By identifying yourself as an IUSD student or resident you are creating perceptions about IUSD by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and reflect IUSD values and professional standards.

v. IU logos may not be used on any social media site without the approval of IUSD Illustrations. Any dentally or medically oriented weblogs should contain the disclaimer: “The posts on this site are my own and do not represent the IU School of Dentistry’s positions, strategies, recommendations or opinions.”

vi. Use of social networking sites or weblogs may have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or in other disciplinary proceedings (i.e. Indiana Professional Licensing Agency: Board of Dentistry).

vii. Unprofessional postings by others on your page reflect very poorly on you. Please monitor others’ postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.

viii. Social media and weblog users are encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.

ix. Social media and weblog users should keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires; there are many examples of people being denied a job because of findings on social networking sites.

x. Relationships online with colleagues are all governed by the IU policy against sexual harassment. Cyber stalking, requests from those who you supervise to engage in activities outside of work, and inappropriate postings to social networking sites while supervising trainees can all be considered forms of sexual harassment.

xi. Avoid giving specific dental or medical advice.

b. Privacy

i. Due to continuous changes in these sites it is advisable to closely monitor the privacy settings of your social network accounts to optimize their privacy and security.

ii. It is advisable that you set your privacy profile so that only those people to whom you provide access may see your personal information and photos.

iii. Avoid sharing personal identification numbers on your on-line personal profile. These would include address, telephone numbers, social security, passport numbers or driver’s license numbers, birth date, or any other data that could be used to obtain your personal records.
iv. Others may post photos of you, and may “tag” you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally compromising. It is wise to “untag” yourself from any photos as a general rule and to refrain from tagging others unless you have explicit permission from them to do so.

v. Maintain the privacy of all colleagues when referring to them in a professional capacity unless they have given you permission for their names, images or likenesses to be used.

vi. Make sure that you differentiate dental or medical opinions from dental or medical facts. The world of dentistry is foreign to many and readers may take your words at face value. Try to make clear what statements reflect your personal beliefs.

vii. Student academic records are protected by federal law (FERPA). Without a student’s written permission, IUSD affiliated personnel are not authorized to post and/or discuss student grades, evaluations, course feedback, etc.

c. **Confidentiality**

   i. **HIPAA** regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.

   ii. Patient privacy measures taken in any public forum apply to social networking sites as well.

   iii. Online discussions of specific patients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context.

   iv. Under no circumstances should photos of patients or photos depicting the body parts of patients be displayed online unless specific written permission to do so has been obtained from the patient. Even if you have obtained a patient’s permission, such photos may be downloadable and forwarded by others.

d. **Patient contact**

   i. Interaction with patients within these sites is strongly discouraged. This provides an opportunity for a dual relationship which can be damaging to the doctor-patient relationship and may also carry legal consequences.

   ii. Private patient information obtained on a social networking site should not be entered in the patient’s record without the patient’s knowledge and consent.

e. **Social media in clinical settings**

   i. Students and residents should refrain from accessing personal social networking sites in clinical work areas at all dental school and extramural sites. [Adopted from IU School of Medicine 5/19/16]
APPENDIX G
Dress Code Regulations

[Source: Dress Code Task Force 5/12/15]

Acceptable Dress

Business style clothing is preferred for most types of activities at the school. The following are examples of business attire:

- Dress slacks, khakis, chinois for men
- Dress slacks khakis, chinos skirts or dresses that fall below the knee for women.
- Dress shirts for men, blouses for women
- Closed toe shoes
- Dress socks for men
- Dress socks or hose for women

Unacceptable Dress

The following items of apparel are unacceptable for any student to wear in the dental school or any of its affiliated clinics or classroom buildings during regular school/business hours:

- Any clothing item not in good repair; or that is frayed, torn, or ripped
- Any item of clothing that does not cover the shoulders, abdomen or back is not acceptable
- Any item of clothing that is above the knee (for example, miniskirt)
- Any item of clothing with inappropriate language or images (profane or offensive language; items promoting alcohol, tobacco, drugs; items making inappropriate political or religious statements)
- Sweat suits, jogging suits, or bib overalls
- Tights or leggings as an outer garment (without a skirt or dress) is inappropriate
- Wearing mis-matched scrubs or just scrub bottoms and a t-shirt

Clinical or Laboratory Settings

The following guidelines apply to students in clinical or laboratory settings:

Guidelines for Acceptable Protective Clothing and Infection Control policies and procedures must be followed and are described in the IUSD Infection Control Manual.

- Long hair must be pinned or tied back, out of the field of vision and away from any operating surfaces.

- Adherence to infection control guidelines is mandatory. All disposable protective clothing must be removed prior to entering restrooms, libraries, canteens or eating areas or exiting the building.

- For safety and hygiene reasons, close-toed shoes and socks that cover the ankles or hose must be worn in
clinics and laboratories. All shoes must be in good repair.

- Jeans may be worn in laboratories or classrooms as long as they are clean and not ripped, frayed, or torn.

- If slacks or skirts/dresses are worn in the clinics, dress (conventional) close-toed shoes or dress boots and hose or socks that cover the ankles must be worn.

- For safety reasons, long pants must be worn in laboratory settings. Shorts are not permitted in the labs or clinics.

- Dental Students may wear scrub suits under disposable gowns while treating patients in the clinics in the school. School-affiliated clinics in community settings may allow treatment of patients while wearing scrubs covered by disposable gowns or clean laboratory coats. Scrubs may be worn for patient treatment or other program-related educational activities. Approved IUSD scrubs may be ordered through a designated vendor in ceil blue and pewter in addition to an ASDA specific color that will be offered on a limited time basis through the Student ASDA fundraiser. Embroidery or lettering on scrub suits must be approved by the administration to ensure currency of the logo. (OASA/ASDA/Dental Illustrations: 6/1/15)

- Jeans may not be worn as clinic attire under any circumstances except during fundraising events sanctioned by IUSD or IUSD associated organizations. Students must receive approval to wear jeans from their program and/or clinic director in advance in order to participate.

**Enforcement**

Faculty and/or staff may refuse admittance of students who are inappropriately attired to classrooms, clinics or labs and may report violations to a student’s Clinic Director, Program Director or the Associate Dean of Clinical Affairs.

(END)
## Appendix H

### Dental Graduate Student Program Costs

#### 2018-2019 Academic Year Cost of Attendance (COA) Figures

*IUSD Tuition - Fall and Spring Semester - To determine semester rate divide tuition and fees by 1/2. The instrument purchase fee will be charged fall semester only.*

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<th>2nd year</th>
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<td>Non-Residents</td>
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<td>R&amp;R Fee</td>
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<td><strong>Dental Materials (MS)</strong></td>
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<td>R&amp;R Fee</td>
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<td><strong>Oral Surgery (tuition charge for entire academic year)</strong></td>
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<td>Indiana Residents</td>
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| **Periodontics**        |          |             |            |
| Tuition                 |          |             |            |
| Indiana Residents       | $34,686.28 | $34,686.28 | $357.00 per credit hour |
| Non-Residents           | $77,250.00 | $77,250.00 | $977.00 per credit hour |
| R&R Fee                 | $339.60   | $339.60     | $339.60     |
| Instrument Purchase     | $1,457.95 |             |            |
| Instrument Rental       | $3,268.74 | $3,268.74   | $3,268.74   |
| Camera                  | $1,500.00 (estimate) | | |

| **Prosthodontics**      |          |             |            |
| Tuition                 |          |             |            |
| Indiana Residents       | $34,686.28 | $34,686.28 | $357.00 per credit hour |
| Non-Residents           | $77,250.00 | $77,250.00 | $977.00 per credit hour |
| R&R Fee                 | $339.60   | $339.60     | $339.60     |
| Instrument Purchase     | $13,766.01 |             |            |
| Instrument Rental       | $3,268.74 | $3,268.74   | $3,268.74   |

**Fall and Spring IUPUI fees for Dental Material (MS) and Oral and Maxillofacial Surgery Students:**

- General Fee < 6 credit hours: $224.30
- General Fee > 6 credit hours: $385.00
- General Tech Fee < 6 credit hours: $209.16
- General Tech Fee > 6 credit hours: $359.00
- R&R Fee: $13.96 per credit hour

**Summer Fees:** All graduate students are enrolled for summer term and charged the mandatory general fee and R&R Fee

- General Fee < 6 credit hours: $112.15
- General Fee > 6 credit hours: $192.50
- General Tech Fee < 6 credit hours: $104.58
- General Tech Fee > 6 credit hours: $179.50
- R&R: $167.52

All fees are current as of 6/30/18 and may be subject to change.

**All newly accepted students must purchase all of the instruments required by the respective graduate program.**

Once students have accumulated the number of credit hours required by a particular graduate program, they must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed.

*MSD students (excluding GME, Fellowship, and international students) will be enrolled in the university’s Aetna health insurance plan 2018-2019, unless a student waives out of the plan. New students will be charged $4245. Continuing students will be charged $3913. This will be an additional charge per semester (fall/spring) on the student’s bursar account.

**Student Loans:**

Federal student loans are available to qualified students. A limited number of small scholarships are awarded to dental students by the academic departments. If you have questions about financial aid, please contact the IUPUI Financial Aid Liaison at dentaid@iupui.edu.
Appendix 1

Disabilities Accommodation Procedure

The Americans with Disabilities Act (ADA) of 1990 is the civil rights legislation for persons with disabilities in the U.S. It provides protection from discrimination for individuals on the basis of disability. A “person with a disability” is anyone with a physical or mental impairment that limits one or more major life activities. A person is considered a “person with a disability” if he/she has a disability, has a record of a disability or is regarded as having a disability.

Procedures for Disclosure

After admission to the program, a student is encouraged to disclose a disability to the Associate Dean for Diversity, Equity and Inclusion and request accommodations. The student will be asked to provide documentation of the disability so that appropriate accommodations may be considered. Requirements for documentation are described below.

Documentation Requirements for Disabilities

Any student requesting an accommodation must present appropriate documentation from a qualified professional, establishing: (a) that the disability exists, and (b) that the requested accommodation is necessary to provide the student with the opportunity to achieve or participate in the program to the same extent as a similarly-situated person without a disability. The documentation should be provided to IUPUI Adaptive Educational Services within four weeks of the initial meeting with the Associate Dean for Diversity, Equity and Inclusion, and the following requirements apply to documentation of disabilities.

Documentation must be provided by a licensed professional who is qualified in the appropriate specialty area and whose primary expertise involves the adult population, and the documentation must establish that the licensed professional’s qualifications are in the appropriate specialty area related to the disability.

Documentation must be submitted on letterhead of the professional, be signed by the professional and include a minimum of the following: (a) the specific diagnosis of the disabling condition; (b) a description of the specific way(s) in which the disability limits the student’s functions; (c) recommendations for accommodation, including a statement that the professional is aware that the student’s environment is a dental school rather than a graduate school, undergraduate school, or secondary school; and (d) a specific explanation of the manner in which the proposed accommodation responds to the student’s limitations. Handwritten documents will not be accepted.

Documentation of a learning disability must include a description of the diagnostic interview, a history of the student’s learning disability and any accommodations provided for it, and a specific diagnosis of a generally recognized learning disability. The cost of providing the necessary documentation will be borne by the student.

Determination of Appropriate Accommodations for Disabilities

Once documentation has been submitted as described above, IUPUI Adaptive Educational Services (AES) will contact the Associate Dean for Diversity, Equity and Inclusion. AES will review the request and documentation, establish whether the applicant has a disability, and make or confirm recommendations for appropriate accommodations to the Associate Dean for Diversity, Equity and Inclusion. The process shall be interactive, involving full input from the applicant, appropriate Indiana University School of Dentistry personnel, AES and other IUPUI and external offices possessing the technical, medical, and administrative expertise as needed to evaluate the request.
Should the accommodations recommend revision of the curriculum or program, the Associate Dean for Diversity, Equity and Inclusion will present the accommodation recommendations to a committee composed of the Associate Dean for Diversity, Equity and Inclusion, legal counsel, faculty representatives and AES. This Committee may do one of the following: (a) determine that the recommended accommodations fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program, and therefore should be denied; (b) modify the proposed accommodations because unless modified, they fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program; or (c) approve the accommodations as recommended. The accommodation plan will apply to the student throughout his/her tenure in dental school unless the disability changes. The student and the student’s respective program director and/or Office of Academic Affairs will follow the recommended accommodation for written examinations and other testing situations set forth by AES provided that the recommended accommodation does not significantly alter the goals of the educational program or any specific activity in the program.

Indiana University School of Dentistry will provide reasonable accommodations but is not required to make modifications or provide auxiliary aids or services that would fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients or others, or compromise the academic integrity of the respective program. The student must be able to perform the essential skills of the respective curriculum, with or without accommodation, in order to begin or continue in the program.

There may be components to the curriculum which are areas in which accommodations recommended for a disability may not be applied (e.g. small group activities, oral examinations, clinical exams, clinic, etc.). Any fundamental change in time allotted, small group and research activities, and assessment methods associated with these components of the program may adversely affect the role of the activity in the curriculum and the expected standards for performance for a student and graduate. Additionally, changes in timed laboratory examinations or other performance-based demonstrations of competence may not be possible.

Tests or test booklets, instructions and testing procedures will be standardized for all students at IUSD. If a student’s learning disability is accommodated and results in nonstandardized testing administration or environment, the student’s performance will be judged on the performance criteria set for all students within the course or curriculum. Performance standards for all educational activities are regulated by the faculty and apply to all students.

Decisions where a student is denied admission or disenrolled due to undue hardship, safety risk, or significant programmatic changes as a result of an inability to meet these minimum standards for admission or retention will be fully documented. Documents regarding a student’s or applicant’s disability and requests for accommodation shall be treated in a confidential manner and maintained separately from his or her admissions, academic or other files. IUSD shall maintain files regarding the decision making process with respect to accommodation requests (Reviewed 5/14/15).
APPENDIX J
Student Access and Fees for Dental Care Policy

PURPOSE

The School of Dentistry (IUSD), in order to provide adequate instructional cases, provides financial courtesy and discounts for specific services provided to full-time students of IUSD.

SCOPE

All full-time students enrolled in the dental assistant, dental hygiene, pre-doctoral, graduate and resident programs at IUSD.

DEFINITIONS

Students are defined as: persons currently enrolled in IUSD resident, graduate dental, pre-doctoral dental, dental hygiene and dental assisting programs.

POLICY

The Student courtesy fee and discounts depend on the status of the service-provider i.e., dental hygiene, pre-doctoral or graduate/resident student. The courtesy fee does not apply to the following items and procedures no matter the service-provider: bleaching kits, bleaching refills, implant placement treatments, or cone beam imaging. The remaining services are eligible for either a full financial courtesy or a discounted fee as set forth below.

1) IUSD provides full financial courtesy to Students for services performed by dental hygiene students.

2) IUSD provides financial courtesy or discounted fees to Students for services performed by pre-doctoral students as follows:
   a) Students receive a full financial courtesy applied to fees for all services other than those listed in section 2(b).
   b) Students receive a 50% discount off of the published pre-doctoral rates for:
      i) Orthodontic treatments;
      ii) Treatment requiring lab work (a Student may not use his/her own gold or other material to avoid charges for laboratory work); and
      iii) Restoration of an implant (note that implant placement is not discounted).

3) IUSD provides discounted fees to Students for services performed by graduate students or residents as follows: Students receive a 25% discount off of the published fee schedules in the specific graduate dental clinic where the Student receives treatment. For treatment requiring lab work, a Student may not use his/her own gold or other material to avoid charges for laboratory work.

REFERENCES: None

PROCEDURES: Application of Discounts for Students and Family Members

HISTORY:
(Source: OCA 11/2014 Reviewed by Finance and Administration 4/7/16)
Approval Date: 4/4/13; Effective Date: 4/4/13
APPENDIX K

Limited Financial Courtesy for Family Members of Full-time Students Policy

PURPOSE

IUSD extends a limited financial courtesy to family members of full-time students enrolled in the dental assistant, dental hygiene, pre-doctoral, graduate and resident programs of IUSD consistent with the limitations herein in the effort to provide adequate instructional cases for the students.

SCOPE

All full-time dental assistant students, dental hygiene students, pre-doctoral students, graduate students and residents currently enrolled in IUSD programs. This policy is effective for those full-time students who began their program participation on or after July 1, 2012.

DEFINITIONS

Student means a full-time dental assistant student, dental hygiene student, pre-doctoral student, full-time graduate student or full-time resident actively enrolled in an IUSD program.

Family Member means the following relatives of the Student: spouse or same sex domestic partner, parents, spouse’s/domestic partner’s parents, brothers and sisters, sons and daughters (including step-children), aunts, and uncles.

Student Allotment means the one-time, total amount granted to a Student based on the length of the established curriculum of the program in which the Student is enrolled and applies only to the time that the Student is actively enrolled. The Student Allotment for enrollment is as follows:

- One (1) year program total allotment is $250.00
- Two (2) year program total allotment is $500.00
- Three (3) year program total allotment is $750.00
- Four (4) year program total allotment is $1,500.00

POLICY

Upon enrollment as a full-time student in an IUSD program, a Student will be allowed to use their Student Allotment for fees arising from services provided to Family Members of Students.

The Student Allotment is to be used as a limited financial courtesy for fees arising from services provided to Family Members. The Student Allotment may be applied to only the specific fees described below. The Student may determine which fees they want applied to their Student Allotment, however, a Student may not split a fee between the Student Allotment and another payment source. In no case will the accumulated financial courtesy for the services provided to Family Members exceed the total Student Allotment.

1) The Student Allotment may be used to cover the following fees:
   a) The full published fee for services provided by dental hygiene students;
   b) The full published fee for services provided by pre-doctoral students except those discounted services listed in section 1(c).
c) The fees for orthodontic treatments, treatments requiring lab work and restoration of an implant provided by pre-doctoral students discounted by fifty percent (50%) of the pre-doctoral rate; and
d) The fees for services provided by graduate students and residents discounted by twenty-five percent (25%) of the published graduate student rate.

2) The Student may not use his/her own gold or other material to avoid charges for laboratory work for Family Members.

IUSD offers this limited financial courtesy to Students’ Family Members provided that:

a) The policy applies to all Students without regard to the volume or value of referrals or other business generated for IUSD by the Family Members;
b) The health care services provided are of a type routinely provided by IUSD; and
c) The Family Member is not a beneficiary of a federal health care program (e.g., Medicare, Medicaid, etc.)

REFERENCES: None

PROCEDURES: Application of Discounts for Students and Family Members

HISTORY:
Source: OCA 11/2014 Reviewed by Financial and Admin 4/7/16

Approval Date: 4/4/13; Amended Date: 6/15/13; Effective Date: 7/1/13
Appendix L

General Information Systems (GIS)

GIS is a digital tracking system used by IUSD to monitor and enforce compliance for credentials, immunizations and any other enrollment requirements for students. GIS is a web based system that can be accessed with MAC or PC from any location with internet access. 100% compliance at all times is a requirement for all faculty, staff and students at IUSD.

Access to the system corresponds with the student’s primary email address. If the account was created with one email address and that address changes, notification of the change must be relayed to the system administrator at dsgis@iu.edu (example, started with janedoe@iupui.edu which was changed to janedoe@iu.edu ). To access GIS, go to: https://www.dentistry.iu.edu/index.php/about-us/gis/ and click on “IUSD GIS Application.” Log in requires university credentials.

It is every student’s responsibility to adhere to IUSD compliance guidelines to avoid suspension from class and / or clinic due to compliance failure.
APPENDIX M
Release of Student Information Matrix

<table>
<thead>
<tr>
<th>PUBLIC INFORMATION</th>
<th>Student – Own Record</th>
<th>General Public</th>
<th>University Personnel</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
<td>Y</td>
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<tr>
<td>Local Address/Telephone Number</td>
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</tr>
<tr>
<td>Permanent Address/Telephone Number</td>
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<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Current Enrollment</td>
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<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Class Level</td>
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<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Full-time/Part-time</td>
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<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Dates of Enrollment</td>
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<td>Y</td>
</tr>
<tr>
<td>Degrees Received</td>
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<td>Y</td>
</tr>
<tr>
<td>School or Division</td>
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</tr>
<tr>
<td>RESTRICTED INFORMATION +</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age/Birth date/Birthplace</td>
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<td>N</td>
</tr>
<tr>
<td>High School(s) Attended</td>
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<td>N</td>
</tr>
<tr>
<td>Social Security Number</td>
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<td>Marital Status</td>
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<tr>
<td>Academic Status</td>
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<td>Class Rank</td>
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<tr>
<td>Grades (Specific or GPA)</td>
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</tr>
<tr>
<td>Testing Information</td>
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</tr>
<tr>
<td>Class Schedule</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

Y – YES, approved for release

N – NO, not approved for release to public without student’s authorization.

+ – A written statement or form from the student to release his/her personal restricted information authorizes the Office of Admissions and Student Affairs to furnish requested information to agencies, employers, other institutions, and/or other persons so specified.

* – Final grades may be released to the parents of single students under age 18 without written authorization from the student. [Last reviewed and updated May 2017]
Directory information may appear in public documents and may otherwise be released to individuals outside the University without the student's specific consent. Indiana University has designated the following items as directory information: name; hometown (city, state), University e-mail address; major field of study; dates of attendance; admission or enrollment status (admitted, full-time, part-time); campus; school, or division; class standing (freshman, sophomore, junior, senior); degrees and awards; activities; sports; and athletic information. Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry.

Legitimate educational interest is the need to review an education record in order for a University official to carry out his or her responsibilities in regard to performing an administrative task outlined in the official's duties, or performing a supervisory or instructional task directly related to the student's education.

School official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service (such as an attorney, auditor, collection agent, learning management system vendor (e.g., Canvas), or other contractor which has agreed to assume responsibility specifically for the security of student records in the capacity of a “school official”); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Faculty members are considered to be advisors with a legitimate educational interest for all students currently enrolled in their classes or seeking enrollment, and others that they may be advising on an assigned basis.

Non-disclosure of directory information (FERPA restriction) may be requested by currently enrolled students and a student may choose to file a partial restriction where one or more directory data points are restricted or a full restriction. A full FERPA restriction means the University may not release any directory information about the student, except as permitted under the provisions of FERPA (i.e. to school officials with a legitimate educational interest). The University may not even acknowledge to third parties that the person is a student if a FULL restriction is filed.

Letters of recommendation - Written consent from the student is required for a letter of recommendation if any information included in the recommendation is part of the "education record" (grades, GPA and other non-directory information) or is an assessment of student performance. Statements made from personal observation or knowledge do not require a signed release.
GENERAL AUTHORIZATION TO RELEASE STUDENT INFORMATION
(FERPA Compliance)

I (print student name), _________________________________________________________________,
hereby authorize the Office of Graduate Education (DS 280B) at IU School of Dentistry (IUSD) to release
the information contained in my student record as specified below in this form to the third party or parties
listed. I understand that this authorization, as required under FERPA Guidelines, will remain in effect until
completion of the stated purpose for this authorization as described:____________________________________________________________________________

INFORMATION TO BE RELEASED MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

    Academic Performance (including grades / rank)
    Professional Conduct
    Attendance
    Other (please specify):

PLEASE LIST INDIVIDUALLY THE THIRD PARTY (“RECEIVING PARTY”) OR PARTIES TO WHOM YOU ARE
GRANTING ACCESS TO YOUR STUDENT RECORD; include name, address, and phone number for parties
designated.

I acknowledge that this information may be needed to verify the identity of this third party at the time of
communication, verbal or written.

<table>
<thead>
<tr>
<th>Name of Student Releasing Information</th>
<th></th>
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<tbody>
<tr>
<td>Address of Student Releasing Information</td>
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<tr>
<td>Phone Number of Student Releasing Information</td>
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</table>

<table>
<thead>
<tr>
<th>Name of Receiving Party</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Receiving Party</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Receiving Party</td>
<td></td>
</tr>
</tbody>
</table>

PRINTED NAME OF STUDENT__________________________________________________________

SIGNATURE OF STUDENT______________________________________________DATE___________

(initials) ___________________I understand that I may change, amend, or rescind this authorization at
any time by submitting a new written authorization to the Office of Graduate Education at IU School of
Dentistry (IUSD).
APPENDIX N

IUSD Student Organizations
(as of 1/15/18)

The following organizations registered in the Dean indicate an affiliation with the School of Dentistry

- Academy of General Dentistry at IU School of Dentistry (IU AGD)
- Advanced Graduate Organization (AGO)
- Academy of LDS Dentists
- American Academy of Pediatric Dentistry - Students United with America’s ToothFairy (AAPD-SUAT)
- American Association of Public Health Dentistry Chapter IUSD (AAPHD)
- American Association of Women Dentists
- American Dental Education Association at Indiana University (IU ADEA)
- American Student Dental Association Chapter at Indiana University (ASDA)
- Christian Dental Association at Indiana University School of Dentistry (CDA; CDA at IUSD)
- Christian Medical & Dental Association (CMDA)
- Dental Student Research Group (DSRG)
- Give Kids A Smile
- Kids Club @ IUSD
- Muticultural Oral Health Association
- Pediatrics Student Interest Group (PedSIG)
- Pre-Dental Club at IUPUI
- Pre-Dental Hygiene Club (Pre DH Club)
- Student Professionalism and Ethics Association in Dentistry (SPEA at IUSD)
- Tau Sigma, Tri-Service Military Dental Club
## Frequently Used Links

<table>
<thead>
<tr>
<th>Task</th>
<th>Link</th>
</tr>
</thead>
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<tr>
<td>American Dental Association (ADA)</td>
<td><a href="http://www.ada.org/">http://www.ada.org/</a></td>
</tr>
<tr>
<td>Bursars Office</td>
<td><a href="http://www.bursar.iupui.edu/">http://www.bursar.iupui.edu/</a></td>
</tr>
<tr>
<td>Campus Map of IUPUI</td>
<td><a href="http://www.iupui.edu/~iupuimap/">http://www.iupui.edu/~iupuimap/</a></td>
</tr>
<tr>
<td>Canvas</td>
<td><a href="https://canvas.iu.edu/lms-prd/app">https://canvas.iu.edu/lms-prd/app</a></td>
</tr>
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<td>Commission on Dental Accreditation (CODA)</td>
<td><a href="http://www.ada.org/117.aspx">http://www.ada.org/117.aspx</a></td>
</tr>
<tr>
<td>Dental Insurance Plan</td>
<td><a href="http://www.aetnastudenthealth.com">www.aetnastudenthealth.com</a></td>
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<td>Encrypting your Mac Computer</td>
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<tr>
<td>Encrypting your Windows Computer</td>
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<tr>
<td>International Affairs Office</td>
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<td>Intranet at IUSD (Sharepoint site)</td>
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<td>IT Help Desk</td>
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<td>Library Services at IUSD</td>
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<td>Securing your iPhone, iPad or iPod touch</td>
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</tr>
<tr>
<td>Student Advocate</td>
<td><a href="http://studentaffairs.iupui.edu/advocate/">http://studentaffairs.iupui.edu/advocate/</a></td>
</tr>
</tbody>
</table>
Appendix P

MSD PROGRAM CHECKLIST

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**Faculty Advisory Committee (Appendix S)**

Each degree candidate is assigned to a faculty advisory committee. The committee is chaired by the program director of the candidate’s major subject (or the program director’s designee) and is composed of the chair and four or more additional members of the IUSD, IU or Purdue graduate faculty (Appendices Q&R), including at least two from the student’s major department, one from each minor, and one from outside the student’s program of study, if deemed appropriate.

---

**Written Qualifying Examination**

The candidate must complete this examination six months prior to the intended date of graduation. The student is eligible to take this examination upon completion of one-half of the didactic course work. Your committee chairperson will determine when you are qualified to complete this examination. It is the committee chairperson’s responsibility to schedule a date, time, and room for the examination and to inform you and your committee. The graduate advisory committee will prepare the questions and the chair of your committee will present the examination questions to you the day of your examination. The committee chairperson should also inform the Office of Graduate Education when the written examination has been scheduled so that your file will be delivered to your committee prior to the date of the examination.

---

**Oral Qualifying Examination**

The candidate must complete this examination six months prior to the intended date of graduation. The student is eligible to take this examination upon completion of one-half of the didactic course work. Your committee chairperson will determine when you are qualified to complete this examination.

Once you have completed your oral and written examinations, it is the program director’s responsibility to sign the front of your file and return it to the Office of Graduate Education. You will then be sent a letter notifying you of your successful completion of the examinations or what you need to do to successfully complete the examinations. Copies of your written examination should also be placed in your academic file.

---

**Nomination of Research Committee for MSD and MS Degrees (Appendix T)**

The Nomination of Research Committee Form must be submitted to the Office of Graduate Education. This form needs to be submitted to the Office of Graduate Education immediately after you have completed your orals and written.
Approval of Research Protocol by IUSD Graduate Student Research Committee

The thesis protocol must be submitted for review by the IUSD Graduate Student Research Committee, and if research support funds are requested, the IUSD Graduate Student Research Committee must approve the protocol.

Manuscript Option

Review of Manuscript by Committee

If the manuscript submission option is indicated, you must submit the manuscript to your Research Committee for approval 2 weeks before your defense.

Manuscript defense announcement (Appendix V)

Once the manuscript has been reviewed by your research committee you may schedule your defense. At least two weeks prior to the defense, you must submit to the Office of Graduate Education a one-page announcement that includes the date, time, and room of the defense, as well as a list of your research committee and an abstract of the research project. It is your responsibility to schedule the date, time, and room for the defense. The announcement will be sent to the IUSD graduate faculty. **FAILURE TO COMPLY WITH THIS TIME FRAME WILL REQUIRE RESCHEDULING OF YOUR DEFENSE.**

Review and final approval of manuscript and journal

After the research committee approves the manuscript, the committee and the mentor will have an opportunity to make appropriate changes in the manuscript. The research committee needs to approve the journal to which the manuscript will be submitted.

Submission of Manuscript to Journal

The research committee must confirm to the Associate Dean for Graduate Education that the manuscript has actually been submitted to the approved journal.

Required copy of the manuscript

You must present an electronic copy of your manuscript along with proof that the journal received your manuscript to the Office of Graduate Education.

Thesis Option

Review of thesis by research committee

If the thesis option is indicated, you must submit a semi-final version of your thesis (all sections included) to your research committee at least 2 weeks prior to your defense.

Thesis/manuscript defense announcement (Appendix V)
Once the thesis has been reviewed by your research committee you may schedule your defense. At least two weeks prior to the defense, you must submit to the Office of Graduate Education a one-page announcement that includes the date, time, and room of the defense, as well as a list of your research committee and an abstract of the research project. It is your responsibility to schedule the date, time, and room for the defense. The announcement, it will be sent to the IUSD graduate faculty. **FAILURE TO COMPLY WITH THIS TIME FRAME WILL REQUIRE RESCHEDULING OF YOUR DEFENSE.**

**Review and Approval of Thesis by Office Editor**

Once your committee has reviewed and approved your thesis, and after your defense, the Editor can review and edit your thesis. Contact Office of Graduate Education and you will be sent the editor’s email in order to send electronic version for the editor’s review.

**Review and Approval for Binding of Thesis by Your Committee**

If your graduate committee has accepted full responsibility for editing your thesis, the committee chair must send an email to the Office of Graduate Education indicating that the editor need not review the thesis. The email should also state that the committee has approved the thesis and that it is ready to be sent to the bindery. Once this email has been received, you may obtain information concerning the bindery company from the Office of Graduate Education.

**Submitting Thesis to IUPUIScholarWorks (formerly known as IUPUIScholarWorks)**

All students are required to electronically submit thesis to IUPUIScholarWorks Repository. Once the Office of Graduate Education has received final approval from the editor or chair of the research committee, the Office of Graduate Education will send notification to the IUPUIScholarWorks and submission directions will be sent to the student (Appendix W)

**Required Copies of the MSD Thesis**

One bound copy for major department (may be waived by department.
One bound copy for minor department (may be waived for certain departments)
One bound copy for student (optional)

**Graduation Clearance Form (Appendix X)**

You must obtain the Graduation Clearance form from your department, obtain all appropriate signatures and submit completed form to the Office of Graduate Education before a certificate or the MSD degree can be awarded.

**Receipt of Diploma**

If you graduate in May and participate in the Commencement ceremony, you will receive your diploma that day or you may pick it up in my office after commencement. Otherwise, your
diploma will be ordered the month that you complete graduation requirements and mailed approximately three to four months after your degree requirements have been completed.

---

**Continuous Enrollment**

Once you have accumulated the number of credit hours required by your graduate program, you must be enrolled for a minimum of 1 hour of graduate credit each semester until the degree is completed.

If you are completing a thesis, the degree is considered complete once you have defended your thesis, submitted graduation clearance sheet, submitted electronic thesis to IUPUIScholarWorks and submitted bound thesis to your department.

If you are completing a manuscript, the degree is considered complete once you have defended your manuscript, submitted the approved manuscript to an approved journal, provided the proof that the journal received your manuscript; completed the graduation clearance sheet and presented an electronic copy of your manuscript to the Office of Graduate Education.

All requirements for the Master’s degree must be completed within five consecutive years. Students who do not complete all MS and MSD degree requirements within five years will be given one year to revalidate courses and complete all requirements or enrollment will be automatically terminated.
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<td>Dent Mat</td>
<td>Dr. Laura Romito</td>
<td>Oral Biology</td>
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<td>Oper Dent</td>
<td>Dr. Brian Sanders</td>
<td>Ped Dent</td>
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<td>Ped Dent</td>
<td>Dr. Armando Soto</td>
<td>Prev Dent</td>
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<td>Oper Dent</td>
<td>Dr. Kenneth Spolnik</td>
<td>Endodontics</td>
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<td>Oral Path</td>
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<td>Dr. Kelton Stewart</td>
<td>Orthodontics</td>
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<tr>
<td>Dr. Lawrence Garetto</td>
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<td>Dr. LaQuia Walker</td>
<td>Ped Dent</td>
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<tr>
<td>Dr. Lawrence Goldblatt</td>
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<td>Dr. Jack Windsor</td>
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<td>Dr. Karen Yoder</td>
<td>Prev Dent</td>
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<td>Dr. James Jones</td>
<td>Ped Dent</td>
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<tr>
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<td>Orthodontics</td>
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Appendix R

IU Graduate Faculty with Endorsement

All tenure track faculty are granted IU graduate faculty status at the time of appointment. Non-tenure-track faculty or other appointees (such as research scientists) can be appointed to graduate status for a term not to exceed their employment contract; the nominating department should send a brief memo and copy of the faculty member’s vita.

An endorsement to chair doctoral dissertation committees is granted separately from graduate faculty status by a vote of a departmental advisory or steering committee, or by a majority vote of the departmental graduate faculty with the endorsement in a program or department authorized to offer the Ph.D., or by some other review process appropriate for the unit. Faculty who receive this endorsement must hold a regular faculty appointment at IU, but not necessarily have to hold that appointment within the unit conferring the endorsement. The following faculty have an IU Graduate Faculty status with endorsement:

NAME:
Masatoshi Ando
T. Gabriel Chu
Dominique Galli
Lawrence Garetto
Richard Gregory
Anderson Hara
Richard Jackson
Thomas Katona
Michael Kowolik
Sean Liu
Esperanza Martinez-Mier
Jeffrey Platt
Fengyu Song
Armando Soto
L. Jack Windsor
Domenick Zero

Additional IUPUI Faculty on the IU or Purdue Academic Faculty

Paul Jamison
Ramana Pidaparti
Dong Xie
IU
Purdue
Purdue
Appendix S
Indiana University School of Dentistry
Appointment of MSD Graduate Advisory Committee

Each degree candidate is assigned to a faculty advisory committee. The committee is chaired by the program director of the candidate’s major subject (or the program director’s designee) and is composed of the chair and four or more additional members of the IUSD, IU or Purdue graduate faculty (Appendices C&D), including at least two from the student’s major department, one from each minor, and one from outside the student’s program of study, if deemed appropriate.

This form should be filled out and signed by the Program Director and returned to the Office of Graduate Education (DS 280B) not later than six months after matriculation to the MSD Program.

Name of Student ____________________________________________

Department ____________________________________________

Major ______________________________    Minor ______________________________

Advisory Committee: Please print the names of the graduate faculty on the advisory committee (signatures are not required):

___________________________
Committee Chairperson

___________________________
___________________________
___________________________
___________________________

(minor)

I certify that this advisory committee is appropriate to 1) approve the student’s program of study; 2) counsel the student until the qualifying examination is passed; 3) compose and grade the qualifying examination.

Signed ___________________________ Date _________________
Program Director

Signed ___________________________ Date _________________
Associate Dean for Graduate Education
Appendix T

Indiana University School of Dentistry

Nomination of Research Committee for MSD and MS* Degrees

All graduate students must provide the IUSD Graduate Office (DS 280B) a list of their graduate research committee members. The research committee is chaired by the faculty member who directs the thesis research and is composed of the chairperson and at least two additional members of the IUSD graduate faculty** with at least one from the student’s major department (minimum of three members willing to devote significant time and effort to the process).

Name of Student: ________________________________

I.D. Number: ___________ Department: ________________________________

Major: ________________________________ Minor: ________________________________

Title of Thesis: ________________________________

Please list the members of the graduate faculty on the research committee:

_____________________________________

Committee Chairperson

_____________________________________

_____________________________________

________________________

(minor)
I certify that this committee is appropriate to supervise research with this student.

Signed ________________________________ Date ________________________________

Program Director

Signed ________________________________ Date ________________________________

Associate Dean for Graduate Education

*MS committee members must be members of the IU graduate faculty.
**All MSD committee members must be members of the IUSD, IU, or Purdue University graduate faculty.
GOALS OF PROPOSAL REVIEW PROCESS:

All M.S.D. students of Indiana University School of Dentistry are required to submit a research proposal to the IUSD Graduate Student Research Committee prior to beginning the experimental or data collection phase of their research project. Prior to this, the student’s research committee must review and approve the proposal. Selection of a research topic, review of the literature and preparation of the research proposal should be completed by the end of the first spring semester of the program. It is the goal of the proposal review process to provide qualified feedback to the principal investigator and student on the scientific merit of the project. The school has a vested interest in encouraging students and faculty to prepare well-justified and competitive proposals, research publications and both internal and external grant applications related to their work. A secondary goal of this process is to improve the external funding support the school receives by improving the quality of student pilot projects that can provide preliminary data for external grant proposals from principal investigators. The IUSD Graduate Student Research Committee consists of members of the faculty that are active in research and are willing to provide significant guidance in reviewing research proposals.

Final approval of the protocol will rest with the student’s research committee. However, the IUSD Graduate Student Research Committee protocol approval is required to receive funding to support the student’s research effort. Average funding is $300.

PREPARATION OF STUDENT PROPOSAL:

Proposals should not consist of the entire background section of the student’s thesis. The proposal should be no longer than 3500 words inclusive of all of the following sections except for the budget, tables, figures and references.

1. **Cover Sheet and Abstract Page**
   The entire submission should consist of one document. The abstract cover sheet with signatures of the student’s research committee should be the first page of the document. Prepare a one page abstract containing a summary of the background, justification, hypotheses and methods to be used in the project. References should be included if critical. A conclusion of expected significance is required. Please use separate sheets of paper for the signature cover form and abstract page (see attached; available in the Graduate Handbook and on the student research website). **The abstract should be limited to 400 words** and should be prepared as any abstract of a grant proposal should be prepared (including sentences for the introduction and background, rationale for project, methods, alternative hypotheses consisting of what is really expected and discussion of relevance of project to the field). **Do not include your null hypothesis in the abstract.** Prepare the cover and abstract pages (see enclosed) and obtain all student research committee member and biometrician signatures. **It is**
imperative that all members of the student research committee provide significant input and thoroughly review the proposal as they typically will be the major experts in this research area. The committee member’s signature indicates that s/he has thoroughly reviewed the proposal.

2. **Background**
Prepare a concise literature review of pertinent papers or observations which justify the need for further research.

3. **Purpose of the Study and Objectives or Specific Aims**
Using the background as a guide, describe exactly what the study is designed to accomplish. This section is very important for it defines and restricts the scope of the study and dictates the scientific methodology to be used.

4. **Hypothesis**
State both the alternative hypothesis (that statement which you expect your data to indicate) and the null hypothesis where appropriate. The alternative hypotheses should be correlated with the specific aims. A complete and well-justified null hypothesis should be an integral component of every proposal that will be the focus of all research methods and can be tested using the proposed methods.

5. **Materials and Methods**
   a) The section should begin with a brief description (2-3 sentences) of the study design. Describe what type of study (e.g., double blind clinical evaluation, a laboratory study, and animal study) will be conducted and what types of comparisons will be made.
   b) Describe any special materials or equipment to be used, evaluated or prepared and give their source.

Explain exactly what methods will be used to address the purpose (test the hypothesis) of the study. Include details in describing these procedures and reference the procedures when appropriate. Describe how subjects will be recruited, selected, assigned to different groups, analyzed or evaluated, all in a nonbiased fashion (e.g., blindness). Describe sample collection and storage, if appropriate, and all analytical procedures to be performed. Studies involving human subjects also must consider confidentiality of records and subject identification, remuneration, and procedures for obtaining informed consent. Also, all investigators (students, all faculty on the student’s research committee and staff such as hygienists, assistants or recruiters) using any aspect of human use research (even those using teeth, tissue or body fluid samples previously collected) must successfully complete the Human Research and Responsible Conduct of Research web course and test at [http://researchcompliance.iu.edu/ez/ez_citi.html](http://researchcompliance.iu.edu/ez/ez_citi.html). In fact, all students who submit a proposal to the Graduate Student Research Committee must complete the Human Research and Responsible Conduct of Research web course and test. Documentation of successfully passing the test must be sent to the Research Committee Chair (rgregory@iu.edu) and Dana Holman (dholman@iu.edu) to place in the student proposal file. Receipt of this documentation must be received before the student’s proposal is approved. Describe any special infection or hazard control procedures to be used when handling any human specimens or hazardous chemicals. A diagram, such as a flow chart or schematic, is suggested to describe the overall study especially if analyses are to be performed at various times throughout the
course of a study. All studies involving human subjects, including the use of human teeth, other tissue and pooled saliva, etc., must submit the proposal to Sue Kelly (OH104; sakelly@iu.edu) before submitting to the IUSD Graduate Student Research Committee in order to avoid any changes in the proposal to correct for any IRB human use need. Sue Kelly will also provide assistance in preparing IRB applications. All studies involving human or animal use, DNA engineering, radiation safety or hazardous procedures must also obtain appropriate approval from campus offices before Research Committee funding can be obtained. It is recommended that IRB or IACUC application not be made until after Research Committee approval is obtained to minimize unnecessary IRB/IACUC amendments. All IRB/IACUC approvals and amendments must be sent to the Research Committee Chair to place in the student proposal file.

**PLEASE NOTE:** the student **MUST** also meet with Sue Kelly prior to initiating their study if they are doing a study that has been filed with the IRB as Full Board or Expedited in order for an “Investigator’s Notebook” to be established and with which the official paperwork will be kept, i.e., consent forms, HIPPA forms, etc. Only **AFTER** Sue Kelly’s review will the proposal be ready to submit to the Graduate Student Research Committee.

c) **Describe the methods to be used** for organization and analysis of the data. Prior to finalizing the proposal obtain the advice of a biometrician on sample size and types of data to collect, in addition to the types of data analyses to be used.

6. **Budget**

Prepare a budget detailing the cost of the entire study using the attached form. All biostatistical consulting costs for MSD/MS proposals will be met by IUSD. One of the goals of the Graduate Student Research Committee is to be able support MSD/MS student projects up to about $300 for supplies. All budgets must be fully justified and any budgets over that amount will be closely scrutinized.

7. **Nomination of Research Committee for MSD and MS Degrees Form**

Attach the completed Nomination of Research Committee for MSD and MS Degree Form (see page 10) to the proposal. All members of the student’s research committee must have read and approved the proposal. This form must then be submitted to the student's Program Director and Associate Dean for Graduate Education for approval. After approval it should be attached to the proposal.

8. **Submission to Turnitin**

MSD students must submit their proposal through Turnitin.com and then electronically send the final Turnitin report with your research proposal to Dana Holman. Dr. Gregory will also have electronic access to these reports. Prior to submitting the proposal to Turnitin.com, you must register through Turnitin.com using your iupui.edu email address. It is important that the proposal not receive more than a 20% similarity index compared to other publications and research proposals. Large consecutive sections of identical text will be scored high. The Class Id and password are: Class ID 14001752; Password AllStudents (please note that this Class ID will change from year to year). Please label your Turnitin proposal submission with your name. The Turnitin
similarity index will include your literature references which obviously will be identical to other published work.

9. **Submit the Proposal to the Graduate Student Research Committee**
Send one hard copy (containing signatures of all members of the student’s research committee) and one email copy of the completed proposal to Dana Holman, room 266 (DS266; 278-1356). Please contact Ms. Holman (dholman@iu.edu) for all administrative questions, and for any scientific or review questions, please contact the Chair of the Graduate Student Research Committee, Dr. Richard Gregory (274-9949; rgregory@iu.edu).

10. **Attend the Graduate Student Research Committee Meeting**
The student and the principal investigator (or designate) **MUST** attend the Graduate Student Research Committee meeting at which the proposal will be reviewed in order to present a short 5 minute oral summary (background, pertinent methods, hypotheses and clinical relevance) of the project and to answer any questions the reviewers or other members of the Research Subcommittee may have. A computer is available so students, when presenting their proposals to the SRS, should bring a flash drive containing their presentations. It is also important that students check the proper projection of their presentations prior to their date of presentation to ensure proper projection. **Absence of the student and principal investigator (or his/her designate) from the subcommittee meeting will result in the proposal being tabled until the next meeting.**
Appendix U-2

Review of Graduate Student Thesis Research Proposals

The IUSD Graduate Student Research Committee must review all graduate student research proposals before the project is initiated. This subcommittee meets once a month, and a schedule is provided to Graduate Program Directors. Research proposals for review by the committee must be received in room 266 (DS266; contact Dana Holman 278-1356) at least six weeks before the scheduled committee meeting at which the proposal will be discussed. The enclosed cover sheet ("Graduate Student Research Proposal Abstract Form") must be completed and attached to the front of the proposal.

The review process:

1. Each proposal is assigned a routing number and is then sent to two faculty reviewers. Selection of the reviewers is made by the Chair of the Graduate Student Research Committee and is made based on the background of the reviewer and the relatedness to the scientific area of the proposal. The reviewers will be members of the Graduate Student Research Committee but it is possible that in some cases outside reviewers will be asked to review proposals. The Research Committee is composed of dental school faculty that have research backgrounds and are active in research. It is possible that all of the available faculty expertise in a particular area are involved in the project as investigators and are therefore not available to serve as reviewers. The Chair then will make a decision to select reviewers with a background as close to the research proposal area as possible.

2. The reviewers have two weeks to review and give comments back to the student. The students will have two weeks to respond to the reviewers, and obtain approval from their committee. The revised proposal and response to the reviewers needs to be sent to Dana Holman as two different documents. This revise and review sequence will be repeated until the proposal receives tentative approval from the reviewers. If tentative approval is obtained by the Friday prior to the monthly GSRC meeting the proposal will be presented at the GSRC meeting. If not tentatively approved, the student will present his/her proposal at the next GSRC meeting. The student and the principal investigator or a designate MUST be present at that meeting in case questions about the proposal arise. If the student or principal investigator is not present, the proposal will be tabled and not considered until the following month. The Research Committee members in attendance will discuss the proposal and vote. One of five determinations will be made:
   a) Full Approval: (no or very minor concerns)
   b) Provisional Approval: (approval pending satisfactory response to reviewers’ comments – This can usually be taken care of in a few days after the Committee meeting.)
   c) Revise and Resubmit: (This requires major revisions and resubmission for review at the next Committee meeting the following month.)
d) **Tabled:** (To be considered at the next meeting because no one was present to answer questions about the proposal)

e) **Non-approval:** (not scientifically sound, not original research, or below the scientific level appropriate for a graduate student)

3. The student, principal investigator and all student research committee members will be informed by letter or e-mail of the committee’s action.

   If the proposed project involves human subjects, animal studies, radiation safety or recombinant DNA, IRB, IACUC or IBC approval must be obtained prior to funding by the IUSD Graduate Student Research Committee. Furthermore, for projects involving human study subjects all investigators, staff and students must comply with the Indiana University Human Study Subject Certification procedures.

   Sue Kelly will help guide the proposal through the IRB review and, once approved, the student investigator and faculty mentor will enter a period of continuous dialogue with Sue Kelly, to ensure adherence with all aspects of Good Clinical Practice (GCP) which will continue throughout the life of the study.

   When the project is **approved at all necessary levels**, you may begin your research work immediately and you will be offered up to $300 for supplies and expenses. All biostatistical consulting costs will be covered from other sources by IUSD. All budgets must be fully justified. Budgets greater than $300 (up to $600) may be considered. If the project receives **provisional approval** or **revise and resubmit**, you will receive the reviewers’ comments and will be asked to respond point by point to each comment, revise the proposal as needed, and send the point by point responses and revised proposal to the Research Committee Chair (rgregory@iu.edu) and Ms. Dana Holman (dlholman@iu.edu). You **MUST** also have all of your committee members review and sign your revised proposal which implies their approval of the revisions. In addition, you will need to take the newly resigned hard copy to Ms. Dana Holman in Room DS 266. Your responses will then be sent to the original reviewers and they will be asked if the responses are satisfactory. If the responses are satisfactory you will be notified immediately (for provisional approval) or after the next Committee meeting (if revise and resubmit) that your proposal has been approved and you can begin your project. If the reviewers still have concerns, this process will continue until the project is approved.
Appendix U-3

Indiana University School of Dentistry
Graduate Student Research Proposal Abstract Form
(for review by the IUSD Research Subcommittee)

Project Title: ____________________________________________________________

Name

Principal Investigator: ____________________________  ____________________________
Co-investigator (student): ____________________________  ____________________________
Research Committee: ________________________________________________
___________________________________________  __________________________________________
___________________________________________  __________________________________________
___________________________________________  __________________________________________
___________________________________________  __________________________________________
___________________________________________  __________________________________________
___________________________________________  __________________________________________
Project Biometrician: ____________________________  ____________________________
Department/Program: ________________________________________________

Cost of Project: _______________ Dates of Project: ____________________________

Use of: Human Subjects or Tissues: ______ Animals: ______ Biohazards or rDNA: ______

Reviewed by Sue Kelly (IRB/Good Clinical Practice, only if human subjects involved) ______
Reviewed by Rebecca Dixon (Research Billing Compliance, only if human subjects involved) ______

**Signature indicates that the proposal has been read and approved.
Place Abstract on separate page and attach prior to remainder of proposal.
ABSTRACT
Student must provide the following information when submitting a proposal to the IUSD Graduate Student Research Committee.

$ REQUESTED FROM GRADUATE STUDENT RESEARCH COMMITTEE (maximum of $600)

INKIND = money or services to be supplied “in-kind” by department or other source

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<th>Amount ($)</th>
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<td>Other:</td>
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TOTAL REQUESTED FROM RESEARCH COMMITTEE (Not to exceed $600) (To average $300) $  
TOTAL OF FUNDS PROVIDED FROM OTHER SOURCES $  

TOTAL COST OF PROPOSED PROJECT: $
Indiana University School of Dentistry

Nomination of Research Committee for MSD and MS* Degrees

All graduate students must provide the IUSD Graduate Office (DS 280B) a list of their graduate research committee members. The research committee is chaired by the faculty member who directs the thesis research and is composed of the chairperson and at least two additional members of the IUSD graduate faculty** with at least one from the student’s major department (minimum of three members willing to devote significant time and effort to the process).

Name of Student: ____________________________

I.D. Number: ________________ Department: ____________________________

Major: ____________________________ Minor: ____________________________

Title of Thesis: ____________________________

Please list the members of the graduate faculty on the research committee:

____________________________________
Committee Chairperson

____________________________________

____________________________________

____________________________________

(minor)
I certify that this committee is appropriate to supervise research with this student.

Signed ____________________________ Date ____________________________

Program Director

Signed ____________________________ Date ____________________________

Associate Dean for Graduate Education

*MS committee members must be members of the IU graduate faculty.

**All MSD committee members must be members of the IUSD, IU, or Purdue University graduate faculty.
Appendix V

Announcing the Defense for

Your Name Here

Date, Time, and Location Here

for the Degree of Master of Science in Dentistry

Thesis Title Here . . .

Summary

Place single spaced abstract here – announcement should be one page in length.

Committee in Charge:
List chair’s name first
Then rest of committee

Outline of Studies:
Major:
Minor:

Education Career
Degree (i.e., DDS, BDS):
Name of Dental School:
Year of Dental Degree:
Appendix W

Information on Submitting Thesis Electronically

All students will be required to submit their thesis electronically to the IUPUI’s Digital Archive, IUPUIScholarWorks. Your program major and minor area of study may still require submission of a traditionally bound copy of your thesis, participation in IUPUIScholarWorks means that the Office of Graduate Education does not need an additional bound copy for the IUSD library.

If you have or plan to submit your work to a journal, please read the following licensing agreement link carefully http://www.ulib.iupui.edu/idea/license.html. Many publishers make specific accommodations for posting of works in institutional repositories such as IUPUIScholarWorks, you merely need to ask permission from the publisher. You should also consult with your program director.

It is possible to place a moratorium on your thesis. If you place a moratorium, your thesis will be listed in IUPUIScholarWorks, but the public will not have access. If you choose to place a moratorium on your thesis, you would need to inform Barb Lerner prior to submitting your thesis in IUPUIScholarWorks. You may want to do this if you are planning on submitting your research to a journal. You can always request public access at a later time.

How does submitting your thesis to IUPUIScholarWorks benefit you?

- You save money because there is at least one less copy you need to print.
- IUPUIScholarWorks is freely accessible to anyone on the web
- IUPUIScholarWorks is a digital archive, meaning the University library is dedicated to ensure that your electronic thesis is maintained under current technological best practices
- IUPUIScholarWorks tracks the number of times your thesis is downloaded, giving you insight into the impact your work is making.

Once a final approval has been sent to the Office of Graduate Education, either by the thesis editor or the chair of your thesis committee that your thesis is in its final, publishing state, you will be sent directions on submitting your thesis electronically.

Prior to submission, you will need to convert your document to a PDF. There are several options available:

- All IUPUI Student Technology labs have Adobe Acrobat Pro which can be used to convert your thesis to PDF.
- Check with your program’s administrative assistant to see if he/she can convert your thesis to PDF.
- As a final resort, you may email your thesis to Barb Lerner (blerner@iu.edu), and she will convert your thesis to PDF.

Once you have a PDF version of your thesis, you are ready for the submission process:

2. Submission to IUPUIScholarWorks – you will receive an email from Kristi Palmer, from the IUPUI Library. Please follow these instructions carefully. The submission process should take about 10 minutes. Remember the larger the file, the longer it will take the load.
Appendix X

Graduation Clearance Form for Graduate Programs

Student’s name: ______________________________________ Program: _____________________

In preparation for your graduation, before you leave, the department will need clearances on the following.

All keys in the school must be returned. Please return your keys to designated person in your department and have him/her sign below.________________________________________________________________________________________

Library books – A signature from library staff verifying all books have been returned. _____________________________

Copy Card - Return card to designated person in your department and have him/her sign below

Dental Instruments - any fees owed to Dental Instruments or items borrowed must be paid/returned and have signed below.

Thesis Submission Option – If your committee is approving your thesis, please have your committee chairperson sign below.

Submission of Thesis to IUPUIScholarWorks - a signature from Office of Graduate Education

Manuscript Submission Option - If your research manuscript has been submitted to a journal, have your committee chairperson sign below. (Include with this form proof that the journal received the paper). The graduate office will also need an electronic version of the manuscript.

Completion of program (Signed by Program Director after all other signatures are obtained)

1. Certificate: ____________________________________________

2. MSD degree: __________________________________________

3. Certificate and MSD Degree: _____________________________

Forwarding Address

__________________________________________________________

Personal E-mail Address ______________________________________

Plans After Graduation _______________________________________

Please return completed form to designated person in your department. A copy of this form must be provided to the Office of Graduate Education (Rm 280B) before certificates, and/or degrees can be released.
Appendix Y
Indiana University School of Dentistry

**MS PROGRAM CHECKLIST**

___ Written Qualifying Examinations

Your committee chairperson will determine when you are qualified to complete this exam. It is the student’s responsibility to schedule a date, time, and room for the exam and to inform their committee. The chair of your graduate advisory committee will present the exam questions to you the day of your exam.

___ Oral Qualifying Examinations

Your committee chairperson will determine when you are qualified to complete this exam. It is the student’s responsibility to schedule a date, time, and room for the exam and to inform their committee. The chair of your graduate advisory committee will present the exam questions to you the day of your exam.

___ Master’s Application and Recommendation for Advanced Degree e-Doc

Students can begin the Master’s Application and Recommendation for Advanced Degree e-Doc (Master’s e-Doc) anytime within the semester they intend to graduate. All grades for previous semesters must be posted prior to the submission of the Master’s e-Doc by the student. Departments should complete the e-Doc and submit it no later than the 15th of the month in which their student will have completed the degree requirements.

The University Graduate School (UGS) recorder will review the e-Doc and check for completion, and attach required documentation (plan of study, course substitutions, revalidations, and exceptions). If items and/or information are missing the UGS record will resubmit the e-Doc to the department representative and include a note stating what is needed to process the e-Doc. If the e-Doc is not received back in the UGS with the required information and documentation by the 15th of the month, the student will not graduate that month. The student will graduate in the month in which the completed e-Doc is received by the UGS recorder by the 15th of said month. Final semester grades will be entered by the UGS recorder, prior to approving the e-Doc and awarding the degree.

___ Thesis Defense Announcement

At least two weeks prior to the scheduled defense of the dissertation, you must submit, via email, to the Office of Graduate Education, a one-page announcement of the defense (Refer to Appendix V). It is the graduate student’s responsibility to schedule the date, time and room for the defense. The Office of Graduate Education will send the one-page announcement to the IUSD and IU Graduate Faculty at IUSD.
Review of Thesis

You must submit a semi-final version of your thesis (all sections included) to your committee prior to your defense. A master’s thesis must be approved by at least three members of the faculty, usually the professors who have directed your research and writing. Once three professors have read your final draft and approved it, have them sign the acceptance page. A copy of this signed page will be bound in your thesis right after the title page. After they have signed the acceptance page and your work is in final form, set up an appointment with the IU Graduate School at IUPUI to check the format of your thesis. After this scheduled meeting, you should be ready to bind your thesis. NOTE: You may schedule a pre-check for your format.

Commencement Confirmation

Degrees are granted monthly. If the unbound and bound copies of the dissertation are turned in to the IU Graduate Office (UN 207) by the 15th of the month, the degree can be awarded the same month; otherwise, it is granted the following month. Your name will be listed only one time in the commencement program, as either a candidate for degree or as a degree conferred.

Receipt of Diploma

Your diploma will be mailed approximately three to four months after your degree requirements have been completed. Make sure your current address and name are correct in the Office of Graduate Education and the IU Graduate Office.

If you have any questions, refer them to the Office of Graduate Education (274-5348) or the IU Graduate Office (274-4023).

All students are required to electronically submit thesis to IUPUIScholarWorks Repository. Once the Office of Graduate Education has received final approval from the editor of chair of the research committee, the IU Graduate Office will send notification to the IUPUIScholarWorks contact and submission directions will be sent to the student (Appendix R). This replaces the unbound copy sent to the IUSD Library.

Detailed information on requirements for the IU Graduate School are available at:

http://graduate.iupui.edu/theses-dissertations/index.shtml
Appendix Z – PhD Curriculum

Oral Biology Track Core Curriculum:

Courses: (Required courses below and 12 minor credits)

Required Courses:

Biochemistry

- B500 Introduction to Biochemistry (3 cr.) or
- B800 Medical Biochemistry (3 cr.) and
- G817 Eukaryotic Cell Biology (2 cr.)

Microbiology:

- J822 General & Medical Microbiology (3 cr.) or
- J510 Infectious Microbes & Host Interactions (3 cr.) or
- J805 Molecular Immunology (3 cr.)

General Graduate:

- G651 Introduction to Biostatistics I (3 cr.)
- G504 Introduction to Research Ethics (2 cr.) or
- G505 Responsible Conduct of Research (1 cr.)
- G865 Fundamental Molecular Biology (3 cr.)
- G655 Research Communications Seminar (2 cr.; take in spring of 2nd year)
- J500 Instruction in the Context of Curriculum (Educ.; 3 cr.; take in first year) or
- 608 Measurement Theory and Data Interpretation (Psy; 3 cr.) or

- W531 Technology for Teaching and Learning (Educ: 3 cr)

Dental

- G910 Seminar: Preventive Dentistry or
- G910 Seminar: Dental Materials or
- R959 Seminar: Oral Biology and
one IUPUI graduate level seminar course outside of the Dental School (one semester seminar course each year, 1 cr. each)

R956 Current Topics in Oral Biology (4 cr.)
Preventive Dentistry Track Core Curriculum:

**Required Courses:** (Required courses below and 12 minor credits)

**Required Courses:**

R909 Advanced Preventive Dentistry I (3 cr.)
R910 Advanced Preventive Dentistry II (3 cr.)
R911 Advanced Preventive Dentistry III (2 cr.)
G974 Advanced Nutrition (2 cr.)
G959 Graduate Oral Microbiology (3 cr.)

Additional courses from the following list can be selected for the major subject:

G905 Physiology and Pathology of Bone (3 cr.)
G911 Dental Materials Science and Engineering (3 cr.)
G967 Advanced Periodontics (4 cr.)

**General Graduate:**

G651 Introduction to Biostatistics I (3 cr.)
G504 Introduction to Research Ethics (2 cr.) or
G505 Responsible Conduct of Research (1 cr.)
G655 Research Communications Seminar (2 cr.; take in spring of 2nd year)
J500 Instruction in the Context of Curriculum (Educ.; 3 cr.; take in first year) or
608 Measurement Theory and Data Interpretation (Psy; 3 cr.) or
W531 Technology for Teaching and Learning (Educ; 3 cr) or

a 3 cr. graduate level course in educational methods approved by the Program Director

**Dental:**

G910 Seminar: Preventive Dentistry or
G910 Seminar: Dental Materials or
R959 Seminar: Oral Biology and
one IUPUI graduate level seminar course outside of the Dental School (one semester seminar course each year, 1 cr. each)

R956 Current Topics in Oral Biology (4 cr.)

Required dental science course for non-dental Preventive Dentistry track applicants: Applicants without a dental degree may apply for the Preventive Dentistry track but are required to take the following course in the first two years of their program.

G935 Dental Pediatrics (2 cr.)
Dental Materials Track Core Curriculum:
Courses: (Required courses below and 12 minor credits)

Required Courses:

Biochemistry Microbiology:
B500  Introduction to Biochemistry (3 cr.) or
G959  Graduate Oral Microbiology (3 cr.)

General Graduate:
G651  Introduction to Biostatistics I (3 cr.)
G504  Introduction to Research Ethics (2 cr.) or
G505  Responsible Conduct of Research (1 cr.)

G865  Fundamental Molecular Biology (3 cr.)
G655  Research Communications Seminar (2 cr.; take in spring of 2\textsuperscript{nd} year)

J500  Instruction in the Context of Curriculum (Educ.; 3 cr.; take in first year) or
608   Measurement Theory and Data Interpretation (Psy; 3 cr.) or

W531   Technology for Teaching and Learning (Educ.; 3cr) or

a 3 cr. graduate level course in educational methods approved by the Program Director

Dental Materials:

G911  Dental Materials Science and Engineering (3 cr.)
G912  Properties and Test Methods: Dental Materials (3 cr.)
G913  Clinical Applications of Dental Materials (3 cr.)

G910  Seminar: Preventive Dentistry or
G910  Seminar: Dental Materials or

R959  Seminar: Oral Biology and

one IUPUI graduate level seminar course outside of the Dental School (one semester seminar course each year, 1 cr. each)

R956  Current Topics in Oral Biology (4 cr.)
Dental Biomaterials Track Core Curriculum:

Courses: (Required courses below and 12 minor credits)

Required Courses:

Biochemistry-Microbiology:

B500  Introduction to Biochemistry (3 Credits) (Ind. Campus) or
G959  Graduate Oral Microbiology (3 Credits) (Ind. Campus)

General Graduate:

G651  Introduction to Biostatistics I (2 Credits)(Ind. Campus)
G504  Introduction to Research Ethics (2 Credits)(Ind. Campus) or
G505  Responsible Conduct of Research (1 Credits)(Ind. Campus)
G655  Research Communications Sem. (2 Credits)(Ind. Campus)
J500  Instruction in Context of Curric. (3 Credits)(Ind. Campus) or
608   Measurement Theory & Data Interp. (3 Cred.)(Ind. Campus) or
W531  Technology for Teaching and Learning (Educ., 3 Cred.) (Ind. Campus)
or a 3 cr. graduate level course in educational methods approved by the Program Director

Dental

G910  Seminar: Preventive Dentistry or
G910  Seminar: Dental Materials or
R959  Seminar: Oral Biology and
one IUPUI graduate level seminar course outside of the Dental School (one semester seminar course each year, 1 cr. each)
R956  Current Topics in Oral Biology (4 cr.)

Elective Classes:

Offered by the Purdue University School of Materials Science & Engineering (MSE) or Indiana University School of Dentistry

MSE 530 or MSE 230 Introduction to Materials Engineering (3 Credits)(West LaFayette Campus)
MSE 240  Processing and Properties of Materials (3 Credits) (WestLaFayette Campus)
MSE 335  Materials Characterization Laboratory (3 Credits) (WestLaFayette Campus)
MSE 350  Thermodynamics of Materials (3 Credits) (West LaFayette Campus)
MSE 382  Mechanical Response of Materials (3 Credits) (West LaFayette Campus)

The MSE Graduate Seminar (1 Credit) (West LaFayette Campus)

G911  Dental Materials Science and Engineering (3 Credits) (Indianapolis Campus)
G912  Properties and Test Methods: Dental Materials (3 Credits) (Indianapolis Campus)
G913  Clinical Applications of Dental Materials (3 Credits) (Indianapolis Campus)
G865  Fundamental Molecular Biology (3 Credits) (Indianapolis Campus)
M527  Advanced Mathematics for Engineering and Physics I (Offered through Dept. of Mathematical Sciences, Indianapolis) (3 Credits)

**Specialty Courses in Addition to the Core Courses:**

These courses are offered by the Purdue University School of Materials Science & Engineering (MSE) in West Lafayette Campus; Indiana University School of Dentistry on the Indianapolis Campus; and Indiana University Department of Biomedical Engineering (BME) on the Indianapolis Campus.

**Polymers:**

MSE 597Y  Polymer Synthesis (3 Credits) (West LaFayette Campus)
MSE 525  Structure-Property Relationships of Engineering Polymers (3 Credits) (West LaFayette Campus)
MSE 597B-A & AE 590M  Manufacturing of Advanced Composites (3 Credits) (West LaFayette Campus)

Six credits graduate level coursework chosen by the student's advisory committee

**Ceramics:**

MSE 510  Microstructural Characterization Techniques (3 Credits) (West Lafayette Campus)
MSE 512  Powder Processing (3 Credits) (West Lafayette Campus)
MSE 523  Physical Ceramics (3 Credits) (West Lafayette Campus)
MSE 556  Fracture of Materials (3 Credits) (West Lafayette Campus)

Three credits graduate level coursework chosen by the student's advisory committee

**Metals:**
**MSE 508** Phase Transformation in Solids (3 Credits) (West LaFayette Campus)

**MSE 522** Rate Phenomena in Process Metallurgy (3 Credits) (WestLaFayette Campus)

**MSE 510** Microstructural Characterization Techniques (3 Credits) (West LaFayette Campus)

Six credits graduate level coursework chosen by the student's advisory committee

**Biomechanics:**

**BME 595C** Skeletal Biomechanics (3 Credits) (Indianapolis Campus)

**BME 595J** Molecular, Cellular Biomechanics (3 Credits) (Ind. Campus)

**MSE 556** Fracture of Materials (3 Credits) (West LaFayette Campus)

Six credits graduate level coursework chosen by the student's advisory committee

**Tissue Engineering:**

**BME 595E** Tissue Engineering (3 Credits) (Indianapolis Campus)

**BMS 523** Tissue Engineering (3 Credits)(Indianapolis Campus)

**BME 601** Principles of Biomedical Engineering I (3 Cred.)(Ind. Campus)

**BME 602** Principles of Biomedical Engineering II (3 Cred.)(Ind. Campus)

**BME 595B** Biomolecular Engineering (3 Credits) (Indianapolis Campus)

Internet links to course’s web pages can be found at:

https://engineering.purdue.edu/MSE/Graduate/PhD.whtml

https://www.dentistry.iu.edu/index.php/departments/education/graduate-education/graduate-programs/phd-dental-sciences

http://www.engr.iupui.edu/bme/index.shtml?menu=home
PhD PROGRAM CHECKLIST

___ Appointment of Advisory Committee
The Appointment of Advisory Committee form must be reviewed and signed by the advisory committee and the program director, and submitted to the Office of Graduate Education. (DS 280B) within one year of matriculation. The Office of Graduate Education will mail this form to the IU Graduate Office (UL 1170) for approval.

___ Minor Form
Once minor courses have been completed, a minor form needs to be completed and submitted to the Office of Graduate Education.

___ Qualifying Examination
This examination, given at such time and in such manner as the major department shall determine, shall be in the form of an oral defense of a research proposal and a written exam. The qualifying examination shall cover the major subjects and may, at the discretion of the minor department(s) or the interdepartmental committee, cover the minor subjects as well. Normally, the qualifying examination is taken after the student has completed all course work for the PhD. Students who fail the qualifying examination are normally allowed to retake it only once. The qualifying examination must be passed at least eight months before the date the degree is awarded.

Your chairperson will determine when you are qualified to complete this exam. It is the student’s responsibility to schedule a date, time, and room and to inform your committee. The chair of your committee will present the exam questions to you the day of your written exam.

___ Nomination to Candidacy for the PhD Degree
An E-Doc Nomination to Candidacy form is submitted once the qualifying examination is passed and the student is judged to have met all criteria for candidacy.

http://graduate.iupui.edu/forms/index.shtml

___ Nomination of Research Committee
The Nomination of Research Committee E-doc form must be submitted and approved by the IU Graduate School at least six months before the defense of the dissertation.

http://graduate.iupui.edu/forms/index.shtml
Dissertation Defense Announcement

At least thirty (30) days prior to the scheduled defense of the dissertation, you must submit an E-Doc Dissertation Defense Announcement

http://graduate.iupui.edu/theses-dissertations/defense/index.shtml

Review of Dissertation

You must submit a semi-final version of your dissertation (all sections included) to your committee prior to your defense. After the defense the dissertation also needs to be reviewed by the IU Graduate Office. Once the dissertation has been approved by your committee and the IU Graduate School, you may have your dissertation bound. Guidelines for the dissertation are available from the Office of Graduate Education.

Binding of Dissertation

Dissertation (with the exception of the original copy) must be bound by the National Library Bindery Company of Indianapolis. Once the dissertation has been reviewed and approved for binding, you may receive information concerning the bindery company from the Office of Graduate Education.

Commencement Confirmation

Degrees are granted monthly. If the unbound and bound copies of the dissertation are turned in to the IU Graduate Office (UN 207) by the 10th of the month, the degree can be awarded the same month; otherwise, it is granted the following month. Your name will be listed only one time in the commencement program, as either a candidate for degree or as a degree conferred.

Receipt of Diploma

Your diploma will be mailed approximately three to four months after your degree requirements have been completed. Make sure your current address and name are correct in the Office of Graduate Education and the IU Graduate Office. The IU Graduate Office will send out the diploma to the address listed in One.IU.

NOTE: You must enroll each semester after passing the qualifying examination, with the exception of summers; however, if you are graduating during the summer, you must enroll for at least one session during that summer.

Detailed information on requirements for the IU Graduate School are available at:
http://graduate.iupui.edu/theses-dissertations/deadlines.shtml
Guidelines on the Ethical Practice of Authorship  
(Revised April 2017)

Background

Among the most vexing issues that can surface within a collaborative group of colleagues is that of authorship. That is, 1) who warrants inclusion as an author and 2) in what order should the names appear? Disenchantment occurs when there is a perceived injustice and, in the vast majority of circumstances, this is entirely preventable.

The principles outlined here can be regarded as applicable to any form of scholarly work, whether original basic or applied research, clinical trials, case reports, review articles or book chapters. Common sense and considerate professional behavior underpin authorship decisions but, where problems arise, it is helpful to have published assistance available.

Many authoritative bodies, such as the International Committee of Medical Journal Editors (ICMJE), have provided guidance and the guidelines presented here are a distillation of these and other advisory documents that have been produced over the past few years. Some of the ‘top line’ medical and scientific journals have made these guidelines prescriptive, and it is conceivable that the oral health literature will follow suit.

Given the increasing focus on ethical practices in all spheres of professional activity, the objective is therefore to provide IUSD with a succinct set of guidelines that may help prevent stress or conflicts, and ensure that the School is operating according to current best practices.

Who should be an author?

To warrant inclusion as an author, 4 main criteria should be satisfied:

1. Substantial contribution to at least 1 of the following – a) conception and design; b) data collection; or c) analysis and interpretation of data
2. Drafting the manuscript OR undertaking critical revisions
3. Giving final approval for the manuscript to be published
4. Able to take public responsibility for all/part of the manuscript

The appendix offers a simple, rapid checklist when considering those who may qualify as an author. Some of the categories that DO NOT QUALIFY for authorship are simply being the Chair of the department in which the work is performed, being a member of a student’s research committee, providing laboratory facilities for the work, providing financial support or sponsorship, or proof reading protocols or manuscripts. In some cases, these may be deemed to deserve acknowledgement at the end of the paper or chapter.

Order of authors

In some respects, this is more open to flexibility but often it is clearly evident who should be the first author. For example, a graduate/ research student who has produced the draft study design, undertaken
the bulk of the work, and drafted the manuscript is likely to warrant first author position. Where then, does the senior author (e.g., research advisor) belong? There are 2 commonly used formats:

1. The senior author may be recognized by appearing at the end of the list (i.e., cited last), whether there are 5 or 15 co-authors.
2. Alternatively, because some prestigious journal bibliography styles are to cite the first 3 authors followed by et al. for all remaining authors, the senior author may be cited in second place. There is no general rule as to where the other co-authors should appear. As far as possible, they should be placed in order of involvement in the study. Where responsibilities have been equally divided, one option is to place authors in alphabetical order.

A recent movement is to assign equal responsibility to two individuals for first authorship. This may be useful for cases when two students worked equally on the project.

**Summary Comment**

_To warrant inclusion as an author in a scholarly work, each individual must be able to satisfy the criteria suggested above, and this extends to taking responsibility for the finished product._

_The most effective way by which to prevent misunderstandings that can lead to professional and personal disharmony is for the Principal Investigator to clarify these ‘ground rules’ at the outset of the project._

**Additional reading**

1. The Uniform Requirements for Manuscripts Submitted to Biomedical Journals ([http://www.icmje.org](http://www.icmje.org))
2. The CONSORT Statement ([http://www.consort-statement.org](http://www.consort-statement.org))

Adapted from Dr. M. Kowolik.

**APPENDIX**

<table>
<thead>
<tr>
<th>Proposed author</th>
<th>Able to take public responsibility for part of all or all content</th>
<th>Substantial contribution in 1 or more of the following 3 categories</th>
<th>Drafting manuscript/critical revisions</th>
<th>Approved final manuscript</th>
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<td>Study conception/design</td>
<td>Data acquisition</td>
<td>Data analysis and interpretation</td>
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Please return completed form for access to dsgis@iu.edu. You will receive confirmation notice once your account box health account has been granted.