IU SCHOOL OF DENTISTRY
DDS PROGRAM
STUDENT HANDBOOK
2015-2016

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The IU School of Dentistry and Indiana University reserve the right to change without notice policies, procedures, programs, and other matters when circumstances dictate.
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Indiana University School of Dentistry DDS Student Handbook

IUSD MISSION AND PROFESSIONALISM 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 places emphasis on developing graduates who are highly competent clinicians, critical thinkers and lifelong learners who are ethical, socially responsible, and culturally sensitive professionals.

PURPOSE OF THE STUDENT HANDBOOK

This handbook is a guide to the academic program requirements for obtaining the degree Doctor of Dental Surgery. The handbook is 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 the Indiana University and the School of Dentistry are the sources for the official policies, procedures, and standards of IUSD. It is the responsibility of each student to become familiar with the content of those materials. While every effort is made to provide accurate and current information, the School of Dentistry and the University 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 one 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 those IUSD personnel ready to assist students can be found in Appendix A.

ADMISSION PRE-MATRICULATION REQUIREMENTS

Applicants to the DDS Program are admitted on a conditional basis following acceptance to IUSD. It is the student’s responsibility to complete certain documents and actions required as a condition of admission to the Program. Relevant forms are provided to the student by April 1st of each year. 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.

The School of Dentistry is currently evaluating all of its curricula. As new information becomes available it will be published from the Office of Academic Affairs.

International Dentistry Program
The Indiana University International Dental Program (IDP) offers qualified graduates of foreign dental programs the opportunity to earn a DDS degree from Indiana University School of Dentistry. Applications are submitted through the Centralized Application for Advanced Placement for International Dentists (CAAPID), the centralized application services managed by the American Dental Education Association (ADEA). Applicants must have passed Parts I and II of the National Board Dental Examinations. Selected applicants are interviewed and must complete a bench test. The program is a minimum of 2.5 years. Accepted IDP students matriculate in January of each year with the D2 class. [Source: OASA 1/1/15]

ACADEMIC PERFORMANCE AND EVALUATION

Competencies
The IUSD curriculum is designed to ensure that upon graduation a student is competent to begin the independent, unsupervised practice of general dentistry. Dental education is competency based. Competency includes complex behaviors or abilities that include knowledge, experience, critical thinking and problem-solving skills, professionalism, ethical values, and technical and procedural skills. IUSD has established 20 Institutional Competencies detailed in the chart below that are used to measure a student’s development of competence across the program.
### IUSD Institutional Competencies for the Dental Graduate

1. Graduates must be competent in patient assessment, diagnosis, and referral.

2. Graduates must be competent in treatment planning.

3. Graduates must be competent to communicate and collaborate with individuals and groups to prevent oral disease and promote oral and general health in the community.

4. Graduates must be competent in control of pain and anxiety, clinical pharmacology, and management of related problems.

5. Graduates must be competent in the prevention and management of dental and medical emergencies.


7. Graduates must be competent in the diagnosis and restoration of defective teeth to form, function and esthetics.

8. Graduates must be competent in the replacement of teeth including fixed, removable and dental implant prosthodontic therapies.

9. Graduates must be competent in the diagnosis and management of periodontal disorders.

10. Graduates must be competent in the prevention, diagnosis and management of pulpal and periradicular diseases.

11. Graduates must be competent in the diagnosis and management of oral mucosal and osseous disorders.

12. Graduates must be competent to collect and assess diagnostic information to plan for and perform uncomplicated oral surgical procedures.

13. Graduates must be competent to recognize and diagnose malocclusion and space management needs.

14. Graduates must be competent in discerning and managing ethical issues and problems in dental practice.

15. Graduates must be competent in the understanding and application of the appropriate codes, rules, laws and regulations that govern dental practice.

16. Graduates must be competent in behavioral patient management and interpersonal skills.

17. Graduates must be competent in understanding the fundamental elements of managing a dental practice.

18. Graduates must be competent in performing and supervising infection control procedures to prevent transmission of infectious diseases to patients, the dentist, the staff and dental laboratory technicians.

19. Graduates must be competent in providing evidence-based patient care in which they access, critically evaluate, and communicate scientific and lay literature, incorporating efficacious procedures with consideration of patient needs and preferences.

20. Graduates must have the ability to recognize the role of lifelong learning and self-assessment to maintain competency.

Approved by the IUSD Curriculum Committee on 6/4/99; by the IUSD Faculty Council on 6/18/99; amended 6/29/01; amended 6/11/03; amended 5/12/06; amended 6/25/12.

For additional information on the competencies for the dental graduate see the Indiana University School of Dentistry Clinic Manual.
Assessments
Assessments are given periodically in the first two years of the pre-doctoral program. Assessments may consist of written examinations that involve module specific questions and may also pose questions developed by multiple module directors in all courses that require students to integrate information across modules and courses. Additionally, all pre-clinical dental courses conduct practical examinations to evaluate technical hand skills. Comprehensive and cumulative assessments may be conducted at the end of the semester to stress the integration of the knowledge and skills accumulated across the courses. A passing score on any comprehensive examination is required for promotion in good standing to the next semester.

IUSD utilizes various forms of assessments. Course and Module Assessments are specific assessment tools used to monitor student performance and progress within a Module or Course. Student Self Assessments use various forms of self-assessment materials in the courses, preclinical laboratories, and clinical activities. Small Group Assessments provide for self and peer assessment skills development.

The Clinical Assessments during the third and fourth years are significant evaluations within the DDS Program. Individual clinical module directors are responsible for final grades. Grade determination may include many factors such as attendance, competency exams, total restorations completed, professional conduct or director’s professional judgment of competence. The specific breakdown of the components included in clinic assessment grades is contained in the syllabus for each of the clinical courses in the third and fourth years and in the IUSD Clinic Manual.

The Objective Structured Clinical Examination (OSCE) is a performance based assessment tool. The OSCE Assessment is based on objective testing and direct observation of clinical skill performance. OSCE assesses a student’s ability to gather and interpret data, use interpersonal skills, and problem-solve. OSCE consists of testing stations which are related to clinical scenario(s). A combination of written questions, models, radiographs, instruments, and standardized patients are employed in the assessment of student performance. Each station is assessed using standardized criteria that are mapped to specific learning objectives.

Grades and Standardized Tests
A student’s grade in each course/module will be determined by the combined results of examinations, achievement in the laboratory and/or clinics, and other forms of assessment used by the course/module director(s) as specified in course syllabi.

A student may qualify for remediation or be placed on academic probation based on the specific details outlined below. If a student is required to repeat a course because of a failing grade the student must enroll in the course and pay applicable tuition and fees.
The following is a standardized grading scale for the didactic portion of the DDS Program:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100%</td>
<td>A</td>
<td>P - Pass</td>
</tr>
<tr>
<td>90 – 92.9</td>
<td>A-</td>
<td>S - Satisfactory</td>
</tr>
<tr>
<td>87 – 89.9</td>
<td>B+</td>
<td>I - Incomplete</td>
</tr>
<tr>
<td>83 – 86.9</td>
<td>B</td>
<td>R – Deferred Grade (for designated courses)</td>
</tr>
<tr>
<td>80 – 82.9</td>
<td>B-</td>
<td>W - Withdrew</td>
</tr>
<tr>
<td>77 – 79.9</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>73 – 76.9</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>70 – 72.9</td>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>65 – 69.9</td>
<td></td>
<td>(Unsatisfactory performance but eligible for remediation)</td>
</tr>
<tr>
<td>&lt;65</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

**Remediation:** The remediation program involves the identification of students having difficulties with academic performance. Based on the specific problem(s), adjustments are attempted on an individual basis. A student may qualify for remediation if his/her performance is graded at the 65 – 69.9% level. This grade level is considered unsatisfactory. An opportunity is given for the student to bring his/her performance level into the satisfactory range (maximum level achievable through remediation is 70%). The course/module director will determine what type of remediation will take place. Performance at a level below 65% constitutes a failing grade without chance of remediation.

All grades earned for all dental courses on a student’s record shall be used in computing a student’s cumulative grade point average. **IUSD does not accept the University’s FX option for grades earned in the DDS Program.**

**Disagreement over Test Questions**
Disagreement over test questions must be submitted initially to the elected class representative(s) of the Testing Committee. See Appendix B. When no resolution can be reached through the Testing Committee, the Testing Committee should contact the course instructor or faculty member for resolution.

**Appealing Course or Semester Grades and Other Performance Evaluations (e.g. OSCE, Preclinical Practical)**
If a student has a disagreement in regard to a grade or evaluation other than a test question(s), the student must negotiate initially with the faculty member.

If the student desires to challenge a faculty decision with respect to a grade, the student should contact the Associate Dean for Academic Affairs within ten (10) working days of receipt of the contested grade if it is in a didactic course. The Associate Dean for Academic Affairs will contact the course director and/or faculty member involved and make a decision regarding the appropriateness of the contested grade. If the contested grade is in a clinical course, the student should contact the Associate Dean for Clinical Affairs within the same time frame.

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

**Academic Probation**
Academic probation may occur in the event of one or more of the following circumstances:

- A semester grade point average is below 2.0.
- Failure (<70%) in a course module, even if eligible for remediation, that does not result in a failing grade for the entire course.
- Failure in a single course in a semester.
- Unacceptable clinical progress or participation (low point accumulation or less than required clinic attendance).
- Re-enrollment following a period of suspension.

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

**Student Promotions and Advancement**
To be promoted to the next semester in good standing with one’s class, the student must pass all courses as defined by the appropriate course director. To be in “good standing,” a student must have:

1. A passing or incomplete (“I” or “R”) grade for each course in which the student was enrolled, with a minimum cumulative 2.0 grade point average and a semester GPA of 2.0.
2. Acceptable ethical and professional behavior.

No student will be promoted in good standing unless the semester and accumulated grade point averages are equivalent to at least “C” (2.0). Regularly enrolled dental students must have at least a 2.00 cumulative grade point average and have passed or successfully remediated all dental science courses as the prerequisite for entering the clinic as D3 students. Irregularly enrolled students must have a 2.00 at the end of the semester in which all courses contained in the second year curriculum are completed to enter clinics as a D3 student. Failure to achieve this standard will result in a recommendation for dismissal from Indiana University School of Dentistry.

**Progress Committee**
The Dental Student Progress Committee is charged with monitoring the progress of dental students through the entire pre-doctoral curriculum. The Committee shall review student progress and make decisions concerning the promotion of dental students at the end of each semester. Guidelines proposed for use by the Committee in evaluating a student’s progress are detailed in Appendix C. In the event of suspension or dismissal, the student must see the Assistant Dean for Admissions and Student Affairs for information regarding separation procedures.

**Appealing Decisions of the Progress Committee for Dismissal or Suspension**
A student has the right to appeal decisions for dismissal or suspension issued by the Progress Committee. A student may not appeal Progress Committee decisions regarding additional study involving repeating a full semester or academic year. The general provisions for appeals involving academic performance are outlined
in Appendix D. For appeal by a student regarding dismissal or suspension based on academic misconduct or unprofessional behavior, see the provisions outlined in Appendix J, the IUSD Professional Code of Conduct.

REQUIREMENTS FOR GRADUATION

The DDS degree is conferred by Indiana University to those who have successfully completed all competencies and complied with the following requirements:

- Attendance for eight (8) required semesters and any required summer semesters (or the equivalent) of the curriculum at Indiana University School of Dentistry;
- Attendance for IDP Students is a minimum of five (5) required semesters and any required summer semesters (or the equivalent) of the curriculum at Indiana University School of Dentistry;
- Completion of all course work and examinations with at least a 2.0 cumulative grade point average;
- Completion of the competency examination/exercises;
- Successful completion of the National Board Examinations - Part I and Part II (see National Board Dental Examinations below);
- Payment in full of all fees due to University; and
- Ethics and behavior consistent with acceptable professional standards.
- Completion of the IUSD Clearance Checklist (Appendix E).

Graduating with Academic Distinction

To graduate with academic distinction, doctor of dental surgery (DDS) candidates must (1) rank within the highest 10% of the graduating class; (2) have completed a minimum of 60 hours at Indiana University; and (3) must meet the cumulative GPA requirements outlined below.

The criteria for Academic Honors:

<table>
<thead>
<tr>
<th>Honors</th>
<th>Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>3.700 – 3.799</td>
</tr>
<tr>
<td>High Distinction</td>
<td>3.800 – 3.899</td>
</tr>
<tr>
<td>Highest Distinction</td>
<td>3.900 and above (or 4.000)</td>
</tr>
</tbody>
</table>

[Source: OAA and OASA 5/12/15]

Candidates who are awarded honors in general scholarship are distinguished by cream and crimson fourragères, which are looped cords worn from the left shoulder during the commencement exercise.

Fifth Year Dental Student Policy

Students who have not completed graduation requirements by the end of the summer term following the student’s last scheduled semester will be evaluated under the provisions of the Fifth Year Dental Student Policy (Appendix F).
National Board Dental Examinations
All DDS students enrolled at IUSD must successfully complete the National Board Dental Examinations. Students will be certified to take the National Board examination only if they have passed all courses pertaining to those examinations. See Appendix G and Appendix H for the policies addressing the timing, eligibility and requirements for remediation of the National Board Dental Examinations, Part I and Part II.

ATTENDANCE
The DDS attendance policy for courses in which students are enrolled will be left to the discretion of the course/module directors. The syllabus must clearly state the attendance policy for each course/module. As professionals, students are expected to be present and punctual for classes and clinical activities.

Anticipated Absence
It is understood that students must occasionally be absent from class for unavoidable personal reasons. In such instances it is the responsibility of the student to notify the course/module director to arrange for missed assignments when the necessity for an absence becomes known to the student. A student who is absent is accountable to course/module directors for any negative impact on grades per the attendance policy documented in the syllabus of the course/module director.

Participation in Student and Service Organizations
Students who are in good academic standing (e.g., no probation, professional misconduct) are encouraged to participate in local, regional or national student organizations (e.g., ASDA, ADEA, AADR, etc.) or in service-related activities for organized dentistry or the School of Dentistry. Students intending to engage in such activities should inform the Office of Admissions and Student Affairs of an anticipated absence by completing the Student Travel Form (Appendix P) as soon as it becomes known and obtain permission from appropriate course/module directors and other faculty prior to participation.

Attendance and Religious Holidays
Indiana University respects the right of all students to observe personal religious holidays and will make reasonable accommodation, 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 his/her 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 Admissions and Student Affairs of known conflicts in writing by the end of the 2nd week of the semester so that any potential accommodations can be arranged. It should be noted that while campus policy requires faculty to make reasonable accommodations for missed assignments or examinations for religious holidays, it is NOT campus policy for faculty to make accommodations when students wish to travel to share a holiday with family and/or friends.

Unanticipated Absence
In the event of an unanticipated absence (e.g., illness) it is the responsibility of the student to contact the Office of Admissions and Student Affairs as early as possible to report the absence. The Office of Admissions and Student Affairs will contact all course/module directors to make them aware of the absence and its general nature. It is the responsibility of the student to notify course/module directors and other involved
faculty of an absence in a timely fashion to arrange for missed assignments or make-up examinations. A student who is absent and fails to communicate with course/module directors in a timely manner regarding missed assignments is accountable for any negative outcomes based on the attendance policy of the course/module director.

**Assessment Attendance:**
Except for extenuating circumstances, students are prohibited from missing any type of assessment. If a student feels that absence during an assessment is unavoidable, the student must provide detailed documentation to the Assistant Dean for Admissions and Student Affairs. If the Assistant Dean for Admissions and Student Affairs determines that the request is valid the course/module directors will be notified of such and the student will be required to make arrangements for an alternate assessment date(s). Below is a list of acceptable and unacceptable reasons for a student to miss an assessment. This list is not exhaustive and each case will be considered by the Assistant Dean for Admissions and Student Affairs. [Source: OASA 5/12/15]

<table>
<thead>
<tr>
<th>Acceptable Reasons for Assessment Absence*</th>
<th>Unacceptable Reasons for Assessment Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness</td>
<td>Holiday Plans</td>
</tr>
<tr>
<td>Military Duty</td>
<td>Travel Arrangements</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Alarm Clock Malfunctions</td>
</tr>
<tr>
<td>Death in the immediate family</td>
<td>Wedding Planning</td>
</tr>
<tr>
<td>Victim of recent serious crime</td>
<td>Sport and Leisure Activities</td>
</tr>
<tr>
<td>Quarantine</td>
<td>Lack of Child Care</td>
</tr>
<tr>
<td></td>
<td>Vacations (including those pre-planned)</td>
</tr>
</tbody>
</table>

*Students claiming an excused absence for an assessment(s) must provide documentary support for their absence based on the acceptable reasons.

**Lecturer Absence Policy**
If a scheduled lecturer is not present within 5 minutes of the scheduled start of the class students should contact the department of the course for which the lecture is being provided. If the lecturer is not present within 15 minutes of the scheduled beginning of class and students have not been informed to remain, class is cancelled and students may leave. In this case the class president or his/her designee should contact the Office of Academic Affairs (278-1194 or 278-0106). (Approved by IUSD Faculty Council: 6/24/11)

**Clinical Attendance**
Clinic attendance levels will be determined by and monitored by the Office of Clinical Affairs.

Students falling below the required level of productivity and participation are subject to disciplinary action, up to and including dismissal.

When students are accused of or caught violating provisions of the Clinical Manual, the Associate Dean of Clinical Affairs has the right to suspend students from all clinical activity pending final results of the
professional conduct and appeals processes. Given that violations of policies and procedures governing the clinics can impact patient health, impair student safety and impact school liability, clinical suspensions are not subject to appeal. However, before the Associate Dean of Clinical Affairs can suspend students from all clinical activity, he or the Assistant Dean for Admissions and Student Affairs must interview them to hear their explanation of the problem(s).

**Extraordinary Absence**
If a student is in need of an extended leave of absence due to illness, legal issues, etc., official detailed documentation must be presented to the Assistant Dean for Admissions and Student Affairs detailing the reason for the leave (See Leave of Absence Form – Appendix I). A leave of absence is generally requested if the student anticipates missing more than three (3) consecutive days of school. Contingent upon the reason and the number of days missed the Progress Committee will consider whether or not a student should be promoted, retained, or dismissed. [Source: OCA 5/12/15]

**Withdrawals**
Voluntary withdrawals may be arranged by contacting the Office of Admissions and Student Affairs (DS 105). 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. A student should consult with the Assistant Dean of Admissions and Students Affairs or the Associate Dean for Academic Affairs and is encouraged to utilize the services of the IUPUI Student Advocate if he/she is considering a withdrawal. More detailed information on withdrawals can be found at the following website: [http://www.iupui.edu/~fcouncil/committees/academic_affairs/emergency_withdrawal_final.pdf](http://www.iupui.edu/~fcouncil/committees/academic_affairs/emergency_withdrawal_final.pdf).

**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 OneStart at [www.onestart.iu.edu](http://www.onestart.iu.edu). Select the notifications tab at the top and then select the Emergency Notification along the left-hand me
ACADEMIC POLICIES, PERSONAL CONDUCT AND PROFESSIONALISM

Any individual who enrolls in the Indiana University School of Dentistry voluntarily accepts the rules and regulations of the University, the School, 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 as well as the University. Students are instructed to make themselves aware of University and School 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 http://conduct.iupui.edu 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 or professional misconduct of any sort will not be tolerated and will be dealt with as outlined in the IUSD Professional Code of Conduct in Appendix J to this Handbook. The procedures for adjudicating an incident of misconduct are outlined in Appendix J along with a flow chart. A Student has a right to appeal decisions for dismissal or suspension based on academic misconduct or unprofessional behavior as outlined in Appendix J.

As stated in the Code of Professional Conduct, the Appeals Committee (AC) is charged with review of appeals of the Professional Conduct Committee (PCC) decisions 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 Assistant Dean for Admissions and Student Affairs for information regarding separation procedures. Additionally, the following consequences occur:

- Students suspended because of professional or academic misconduct may neither graduate with honors nor receive an award at the Honors Ceremony.
- 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 interactions with one another in all interactions, 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.

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 Admissions and Student Affairs 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 Technology section of 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 K, Dress Code Regulations. An individual’s 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’s and/or patient’s safety or the student’s 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. The University Policy
against Sexual Harassment is found at [http://www.iupui.edu/~oeo/policy/sexhapol.html](http://www.iupui.edu/~oeo/policy/sexhapol.html). The IUPUI
reaffirmation to equal opportunity is located at [http://www.iupui.edu/~oeo/policy/IUPUI%20EQUAL%20OPPORTUNITY%20REAFFIRMATION.pdf](http://www.iupui.edu/~oeo/policy/IUPUI%20EQUAL%20OPPORTUNITY%20REAFFIRMATION.pdf). For
additional information or to submit a complaint, contact the Office of Equal Opportunity located in Room
1164 of the Lockefield Village Building, 980 Indiana Avenue. For copies of the official University policies,
information or questions call (317) 274-2306 or consult the Office of Equal Opportunity’s website at [http://www.iupui.edu/~oeo/](http://www.iupui.edu/~oeo/).

**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 University and School policies. The whistleblower policy can be found at
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.

**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/](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.

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. The IUSD policy can be found in Appendix L.

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.

Violence against Women Act
Report all dating violence, sexual assault, domestic violence or stalking to IU Police Department, 1232 West Michigan Street, Indianapolis, IN 46202; 317-274-2058; on-campus emergencies to 317-274-7911 or email at police@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
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](http://bursar.iupui.edu)) offers information regarding payment methods, billing deadlines and payment procedures.

The Office of Admissions and Student Affairs at IUSD automatically registers students for their courses each semester. However, students cannot finalize registration 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 on page 20).

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 registered for classes may not attend classes, participate in laboratories or treat patients in the clinics.

Instruments and Textbooks
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 instruments’ serial number for future reference if they are misplaced.

Faculty will identify those textbooks required for a course. The required textbooks will be available in the Barnes and Noble Bookstore in the IUPUI Campus Center. Texts identified as recommended textbooks may be purchased or ordered at the student’s discretion. [Source: OAA and OASA 5/12/15]

Financial Aid
Information on financial aid is sent to all incoming students upon their provisional acceptance to the DDS program. Up-to-date information can be found on the IUSD website ([http://www.iusd.iupui.edu/prospective-students/financial-aid/](http://www.iusd.iupui.edu/prospective-students/financial-aid/)). A representative from the IUPUI Office of Student Financial Services ([http://www.iupui.edu/~finaid/](http://www.iupui.edu/~finaid/)) meets with first year dental 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.

**Scholarships**
IUSD awards a number of donor-funded scholarships during the fall semester; criteria varies contingent upon donor intent. Students must submit an application to IUSD Office of Admissions and Student Affairs to be considered for scholarships.

**Employment**
Students must recognize that the curriculum is extremely rigorous and employment for students is generally 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 by the Progress Committee 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 the IUSD are expected to abide by University and IUSD employment policies and procedures. For example, DDS students must have a GPA of 2.8 or above and be in the upper 2/3 of their class in clinical progress for eligibility to serve as teaching assistants. Third and fourth year dental students must also obtain the approval of their comprehensive care clinic directors to serve as teaching assistants. The IUSD Human Resources Office will verify GPA and clinical rank before teaching appointments are approved. [Source: OASA, OCA, OAA, and HR 5/12/15]

**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 whish 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>
</tbody>
</table>
Security Alert Notifications (IU Notify)
Register at IU NOTIFY in OneStart for notification about IU Indianapolis emergency alerts by phone, text or email. A student may pick 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 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 DDS students will interact with children in clinics as well as 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 DDS students meeting the Technical Standards for Admission and Retention. See Appendix M 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 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 IU School of Medicine Student Health Insurance plan (see section on Health Insurance in this Handbook on page 21) 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) 880-7532. 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 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 N and the Limited Financial Courtesy for Family Members of Full-time Students set forth in Appendix O.

Immunizations
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, rubeola, 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).
Prior to the beginning of each year of dental school, documentation of tuberculosis status and immunization reviews are required of all dental students. Students are required to coordinate compliance of their immunization status with IUPUI Campus Health, 1140 West Michigan Street, Room 100, Indianapolis, IN 46202. A student is not allowed to attend classes or participate in clinical activities unless his/her immunizations are up to date and properly documented.

**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 annual documentation of current adequate health insurance.

Option 1: Students may elect coverage under the Student Health Insurance Plan (SHIP) sponsored by Indiana University. Details of the benefits are available online at [http://hr.iu.edu/benefits/iupfps_2013-14.html](http://hr.iu.edu/benefits/iupfps_2013-14.html). Students will be billed for coverage by IUPUI Office of the Bursar in the fall and the spring.

Option 2: Students may elect coverage under a plan other than SHIP. If so, the student must submit a waiver form indicating their nonparticipation in SHIP no later than August 1 of each year. The waiver form can be completed by following the instructions at the following website [https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupId=812801](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@indiana.edu. [Source: OASA 5/12/15]

For information about additional benefits and discounts available for purchase, including the Aetna Dental plan, please visit [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com).

**Disability Insurance**
All eligible ASDA members are automatically enrolled in the no-cost ADA-sponsored Student Disability Insurance Plan. For more information, including auto-enrollment details and the option to decline coverage, visit [https://www.insurance.ada.org/ada-insurance-plans/student-disability-insurance.aspx](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. The 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 North East Regional Board of Dental Examiners, Inc. with limits of $1 million/$3 million. It is the responsibility of the student who elects to take other clinical licensure examinations to check with the testing agencies requirements with regard to malpractice coverage.

STUDENT ORGANIZATIONS AND GOVERNANCE
A number of student organizations exist to provide students with a variety of opportunities to become involved. See Appendix U for the Student Organization Chart. All student organizations must be registered with the IUPUI Office of Student Activities. [Source: IUPUI Policy]

Fundraising for Student Groups
Student groups often hold fundraisers to generate resources for class activities; all fundraising efforts must be approved in advance by the Assistant Dean of Admissions and Student Affairs. University policy forbids the sale of food items that have not been prepared in a commercially licensed kitchen. Classes that wish to sell merchandise that display copyrighted phrases or logos referring to Indiana University must select vendors who are licensed to use the University logo or name. Unlicensed vendors who sell merchandise with “Indiana University” or other copyrighted logos (“IU” for example) to student groups may be subject to prosecution by the University.

Classes or student groups that wish to contact individuals outside IUSD (for example, commercial dental labs, dental suppliers, individual or group private practitioners, professional organizations, etc.) for fundraising events must clear such efforts with the IUSD Development Office in addition to the Office of Admissions and Student Affairs.

IUPUI Graduate and Professional Student Government
The IUPUI Graduate and Professional Student Government (GPSG) is the governance body for graduate and professional students on campus. The IUSD Student Affairs Council elects a dental student representative for the GPSG. Each school has two representatives elected to the GPSG. IUSD elects one DDS and one graduate student. Both representatives must attend two-thirds of the meetings in order to qualify for GPSG grant funds. Alternates are also elected from both the DDS and Graduate school. Elected representatives 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://gso.iupui.edu. [Source: Student Leadership 5/14/15]

IUSD Student Class Governance
Each class elects, at a minimum, the following: President, Vice President, Treasurer, Secretary, and Webmaster, to conduct the business of the class. Each class is considered an independent group of students without formal status at the campus level and each class may impose its own rules and regulations on its members. Class leadership meets with OASA on a monthly basis to address current or pertinent topics.
**IUSD Professional Conduct Committee (PCC)**  
An important goal of the School of Dentistry is for the student to take ownership for developing a strong sense of professional responsibility. The Professional Conduct Committee (PCC) provides students with the opportunity for peer review of reported incidents of alleged violations of the IUSD Professional Code of Conduct. The DDS members of the PCC include one student from the third year dental class elected as a member at the time of election of class officers, one student from the fourth year dental class elected as a member at the time of the election of class officers, and one alternate student member elected from the fourth year dental class by their class to serve a one year term. [Faculty Constitution and Bylaws – Revised 1/16/15]

**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. Student representatives are identified each year by the Student Affairs Council or are elected by their class to these committees. Students with an interest in becoming involved in these activities should contact their class president or SAC representative.

**Professional Organizations – ASDA/ADA/IDA**  
IUSD automatically enrolls all DDS students into the American Student Dental Association (ASDA). Membership dues are collected as part of a student’s general tuition and fees. Dental students become 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 on ASDA, visit their website at [http://www.asdanet.org](http://www.asdanet.org).

**Student Organizations**  
Students are encouraged to participate in student organizations and opportunities for professional and social exchange. Students in the lower third of their class in clinical achievement or who are not in good academic standing will be ineligible to serve on an IUSD committee or represent the School of Dentistry at a local or national meeting.

**Student Group Announcements and Meeting Locations**  
Student groups that meet in the dental school (including after hours) must obtain approval from the Assistant Dean of OASA. Additionally, all room reservations for student events must also be coordinated through the OASA. (See Appendix T). Posters, announcements or flyers describing student group meetings or events must be approved, as indicated by a stamp, for public display by the Office of Admissions and Student Affairs prior to posting. Unapproved notices will be removed from display. Notices pertaining to student organizations should not be posted on the first floor. IUSD and IUPUI student organizations must follow University and IUSD policies on student organizations. 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/](http://life.iupui.edu/osi/student-orgs/). [Source: OASA 5/12/15]
Guest Speakers and Vendors
Guest speakers or vendors invited by student organizations (e.g. Lunch and Learn) must complete the “Guest Speaker / Vendor Approval Form” (Appendix T) and submit it for approval to OASA prior to extending an invitation. For any student sponsored program involving guest presenters, IUSD Dental Education must be notified with the name(s) of the guest presenter(s) and the faculty member(s) who will be present. Guest speakers are expected to present for educational purposes only and not for personal or organizational gain. [Source: OASA and IUSD Office of Continuing Education 5/15/15]

Student Group Websites and Social Media Accounts
Students are encouraged to use electronic means of communication with other IUSD students, staff and faculty. Many classes and 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 class website must consult with the IUSD 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
Students traveling in any capacity on behalf of the school or its organizations must complete the “Student Travel Form” (Appendix P) and return it to the Office of Admissions and Student Affairs prior to travel departure. 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/.

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.

Dental Honor Society
Omicron Kappa Upsilon (OKU) is a dental honorary society to which a percentage of the fourth year dental students are elected; scholarship and professionalism are the primary qualifications for selection. OKU provides scholarships and low-cost loans for students.

STUDENT RECORDS
Student academic records are maintained in the IUSD Office of Admissions and Student Affairs (OASA) located in Room DS 105. Walk in or schedule an appointment. The offices are typically open Monday – Friday, 8 AM to 5 PM. Appendix Q is a matrix that explains what student information is considered public versus restricted and who may obtain the information. 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 SERVICES

Building Security
The normal hours at the IUSD school facility are 7:00 AM – 6:00 PM, Monday through Friday. A student must use his/her jagtag to swipe in outside of these hours. It is possible that events will cause exterior doors to be open outside of these hours, but it is not the norm.

If the jagtag isn’t allowing access, submit a request via the school’s reporting system (currently Plato; this will soon change to “Footprints”). You can also report a problem at the Stores window or email the Facility Manager.

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

For non-dental related emergencies on 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 finding 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/. Additional assistance may be available through the Office of Admissions and Student Affairs at IUSD. Contact information and additional details can be found on their website at http://www.iusd.iupui.edu/prospective-students/new-students/housing-information/.

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.

The instrument fees consist of durable and consumable goods. Should a student need to repeat a year, that student will need to repurchase the entire consumables list and any new durables added to the issue for that respective year as identified by the faculty.

If a student is withdrawn in the middle of the year (at the end of the fall semester), that student, in the next year of attendance, will be responsible for paying:

1. The fee for consumable items issued in the fall and spring semesters of the current academic year.
2. The fee for any durable items issued in the prior year that was not yet paid for by the student.
3. Any new durables added to the instrument issue for the current year.

Axium - Patient Cases:
- Payment must be applied (stop by the cashier to verify) – bleaching kits, gold, denture teeth
- Patient’s chart must be “in process”; not planned (must have been swiped/approved by the instructor)
**Faculty Liaisons**
Each D1 and D2 class is assigned faculty liaisons to act as advocates for the class and to help direct any student issues that might arise to the appropriate source for resolution. Such issues include, but are not limited to, early identification and resolution of problems that might impede academic and/or professional progress (e.g., academic problems, professional misconduct, conflicts with faculty members or staff, and personal problems).

The Associate Dean for Academic Affairs, Assistant Dean of Admissions and Student Affairs, and the Associate Dean for Diversity, Equity and Inclusion are available for student counseling. The clinic directors for D3 and D4 classes serve as student liaisons in a similar fashion.

**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](http://studentaffairs.iupui.edu/advocate/about/faq.html).

**IUSD Library and Services**
Indiana University School of Dentistry Library ([https://www.dentistry.iu.edu/library](https://www.dentistry.iu.edu/library)) provides materials and services to support the teaching, research, patient care, and community outreach activities of our 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 Jagtag 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 of the IU libraries, including the Indiana University School of Medicine’s Ruth Lilly Medical Library, the Robert H. McKinney School of Law’s Ruth Lilly Law Library, and the IUPUI University Library, all of which are conveniently located on the IUPUI campus.
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’s 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, Thieme, 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]

Please see the following websites for more information:

- School of Dentistry Library: https://www.dentistry.iu.edu/index.php/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/

**Jagtags**
Students can acquire a new jagtag from OneCard Services located in Suite 217 of the IUPUI Campus Center, 420 University Blvd., Indianapolis, IN 46202; phone 317/274-5177. The office hours are Monday, 8 AM – 6 PM and Tuesday through Friday 8 AM – 5 PM. For more details on the many uses of the jagtag see http://www.jagtag.iupui.edu/.

**Key Requests**
Keys for the bench lab, simulation lab, and mailboxes are issued at the Dental Stores area.

**Lockers and Mailboxes**
Students are issued lockers and mailboxes in July (D1) or August (D2-D4). Students are only to utilize the locker they are issued. The first lock is provided to the student. The combinations of the locks are NOT kept on record. If the combination is lost or forgotten, the student may have the facilities personnel cut the lock off of the locker if needed. The student is responsible for replacing the lock. Replacement locks are sold at
the Dental Stores area or the student may purchase his/her own from an outside source. A student should not place a lock on any locker they assume to be available.

**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**
You may report any maintenance problems at the Dental Stores’ window Monday through Friday, 8:30 AM – 4:30 PM, but the preferred method is to utilize the school’s reporting system (currently using the “Plato” system; this will soon change to “Footprints”). Examples include a sink that does not drain, a handpiece that no longer works or a broken lecture hall seat.

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 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 & Transportation Services at [http://parking.iupui.edu/index.html](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 with 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 & Transportation Services is located at 1004 West Vermont Street; Telephone (317) 274-4232; Monday – Friday, 8 AM – 5 PM.

**Preclinical Laboratory**
Normal laboratory hours are as follows:

- **Monday - Thursday:** 7:30 AM - 12:00 AM
- **Friday:** 7:30 AM - 6:00 PM
- **Saturday:** 10:00 AM - 4:00 PM
- **Sunday:** 12:00 PM - 6:00 PM

If extended lab hours are required, the request needs to be emailed to the Lab Tech from the Class President of the requesting student’s class. It is the Class President’s job to evaluate the necessity of the request.

There are several rules applicable to the use of the preclinical laboratory. The following is a sample of the rules:
- No food or drink is allowed in the lab.
Students are to use the materials provided in their instrument issue (each student is given enough to complete their assignments); once out, the student will need to purchase additional or replacement materials from Dental Stores.

- Laboratory attire must adhere to the school dress code to better ensure student safety. Failure to adhere to the dress code could result in being asked to leave the lab. [Source: Facility Operations 5/15/15]
- Safety glasses are required to be worn at all times in the wet lab; if bench work is being performed in the bench lab, glasses are also required.
- A flame is not to be left unattended; if you need to walk away from your bench, put out the flame.
- Clean up after yourself; leave the area in a better condition than you found it.
- If you need help, please ask the Lab Tech/Faculty/TA.

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.

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/](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 University Information Technology Services (UITS) in providing assistance with encryption, lost devices, password changes, and IU Knowledge Base. To obtain further information on the services provided by UITS visit their website at [http://uits.iupui.edu/](http://uits.iupui.edu/). For a list of those issues that may be addressed by IUSD IT Department visit their website at [http://www.iusd.iupui.edu/departments/technology-services/](http://www.iusd.iupui.edu/departments/technology-services/). Clinical Affairs IT Services (CAITS), a division of UITS, provides both onsite and remote technology support. For a list of those issues that may be addressed by CAITS, please visit the website at [http://www.iusd.iupui.edu/departments/technology-services/](http://www.iusd.iupui.edu/departments/technology-services/).” [source: IT Services 5/12/15]

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](http://kb.iu.edu/data/begk.html)
- Security of IT Resources: [http://policies.iu.edu/policies/categories/information-it/it/IT-12.shtml](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](https://protect.iu.edu/cybersecurity/policies/IT12/12.1)
- Appropriate Use of IT Resources: [http://informationpolicy.iu.edu/policies/university.shtml](http://informationpolicy.iu.edu/policies/university.shtml)
Misuse and Abuse of IT Resources: [http://uits.iupui.edu/page/akbg](http://uits.iupui.edu/page/akbg)
Eligibility to Use Indiana University IT Resources: [http://informationpolicy.iu.edu/policies/IT03.shtml](http://informationpolicy.iu.edu/policies/IT03.shtml)
Privacy of Electronic Information and Information Technology Resources: [http://informationpolicy.iu.edu/policies/IT07.shtml](http://informationpolicy.iu.edu/policies/IT07.shtml)
Excessive Use of IT Resources: [http://informationpolicy.iu.edu/policies/IT11.shtml](http://informationpolicy.iu.edu/policies/IT11.shtml)

**Civility on Websites Maintained on University Servers**
Material that violates the 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 an individual’s 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 or module 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/module 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/module. 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.
Frequently Used Links
See Appendix R to this Handbook.

Mobile Device Encryption
It is Indiana University policy that all mobile devices (such as smartphones, 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 your devices can be found at http://kb.iu.edu/index.cgi?searchOptionBtn=KB&search=encrypting+laptop&Search=Search&maxdocs=15.

University Logo Use on Websites or Web Pages
The University’s trademark policy, as well as federal law, prohibits the use of certain phrases, information or links 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. 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.