IU SCHOOL OF DENTISTRY

DDS PROGRAM

STUDENT HANDBOOK

Academic Year 2017-2018

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While every effort is made to provide accurate and current information, Indiana University reserves the right to change without notice statements in the handbook concerning rules, policies, fees, curricula, courses, or other matters. [Source: Academic Bulletin April 8, 2016]

Approved by Faculty Council: 6/21/17
# Indiana University School of Dentistry
## DDS Program Student Handbook

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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, 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 IU School of Dentistry 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 Doctor of Dental Surgery (DDS) degree. 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 IU and IUSD 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, 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 IUSD 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

Applicants to the DDS Program are admitted on a provisional basis following acceptance to IUSD. It is the responsibility of the student to complete certain documents and actions required as a condition of admission to the program. A criminal background check, acknowledgement or procurement of health insurance and verification of specific immunizations are among the requirements for admission. Failure to complete any of these requirements may constitute withdrawal of the provisional admission of the student. Students are also required to become familiar with the mobile device policy and laptop security program.
ACADEMIC CURRICULUM

Doctor of Dental Surgery Program
While every effort is made to provide accurate and current information about the IUSD degree and certificate programs, IU reserves the right to change without notice statements concerning rules, policies, fees, curricula, courses, or other matters. IUSD continuously evaluates the curriculum. As new information becomes available it will be published from the Office of Academic Affairs. A complete DDS course list is located in Appendix B.

Indiana University-International Dentist Program
The Indiana University-International Dentist Program (IU-IDP) offers qualified graduates of international dental programs the opportunity to earn a DDS degree from IUSD. The IU-IDP is a unique program with one separate, flat-rate tuition that is charged regardless of Indiana residency status. [Approved by the IU Board of Trustees, 6-7-17]. Applications are submitted through the Centralized Application for Advanced Placement for International Dentists (CAAPID), the centralized application service managed by the American Dental Education Association (ADEA). Applicants are required to pass Parts I and II of the National Board Dental Examinations prior to submission of their CAAPID application. Selected applicants are interviewed and must complete and pass a bench test. The program is a minimum of 30 months. Accepted IU-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 student development of competence across the program.

<table>
<thead>
<tr>
<th>IUSD Institutional Competencies for the Dental Graduate</th>
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<tbody>
<tr>
<td>1. Graduates must be competent in patient assessment, diagnosis, and referral.</td>
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<td>2. Graduates must be competent in treatment planning.</td>
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<tr>
<td>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.</td>
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<td>4. Graduates must be competent in control of pain and anxiety, clinical pharmacology, and management of related problems.</td>
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<td>5. Graduates must be competent in the prevention and management of dental and medical emergencies.</td>
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<td>7. Graduates must be competent in the diagnosis and restoration of defective teeth to form, function and esthetics.</td>
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</table>

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

Didactic Assessments may consist of written examinations that involve specific questions and may also pose questions developed by multiple directors in all courses that require students to integrate information across the curriculum. 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 may be required in order to pass the course or for promotion in good standing to the next semester. Consult course syllabi for specific course requirements.

IUSD uses various forms of assessments. Course Assessments are specific assessment tools used to monitor student performance and progress within courses. 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.

Clinical Assessments during the third and fourth years represent significant evaluations within the DDS Program. Individual clinical course directors are responsible for final grades. Grade determination may include many factors such as attendance, competency exams, total restorations completed, professional conduct and the course 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. [Source: OCA 5-23-16]

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 student 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
Student grades in each course 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 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 re-enroll in the course at the next time it is offered 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>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 – 100%</td>
<td>A - P - Pass</td>
</tr>
<tr>
<td>90 – 92.9</td>
<td>A- S - Satisfactory</td>
</tr>
<tr>
<td>87 – 89.9</td>
<td>B+ I - Incomplete</td>
</tr>
<tr>
<td>83 – 86.9</td>
<td>B R – Deferred Grade (for designated courses)</td>
</tr>
<tr>
<td>80 – 82.9</td>
<td>B- W - Withdrew</td>
</tr>
<tr>
<td>77 – 79.9</td>
<td>C+</td>
</tr>
<tr>
<td>73 – 76.9</td>
<td>C</td>
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</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. During remediation, an opportunity is given for the student to bring his/her performance level into the satisfactory range. The maximum level achievable through remediation is 70%. The course director will determine what type of remediation will take place. Performance at a level below 65% constitutes a failing grade without chance of remediation.

Dean’s List
At the end of each fall and spring term, the term GPA is used to determine students receiving Dean’s List recognition. Students ranking in the top 10% of each class receive this recognition. The Dean’s List for DDS and IDP are determined separately. Students with incomplete grades in the designated term or with active professional conduct issues are not eligible for the Dean’s List.

Disagreement Over Test Questions
Disagreement over test questions must be submitted initially to the elected class representative(s) of the Testing Committee. See Appendix C. 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 course grade, the student should contact the Associate Dean for Academic and Clinical Affairs within ten (10) business days of receipt of the contested course grade. The Associate Dean for Academic and Clinical Affairs will assign the challenge to the Assistant Dean for Academic Affairs (didactic courses) or the Assistant Dean for Clinical Affairs (clinical courses), who will contact the course director and/or faculty member involved and make a decision regarding the appropriateness of the contested grade.

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

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

The IUSD Progress Committee is charged with monitoring the progress of dental students through the entire pre-doctoral curriculum. The Committee shall review student progress through the pre-doctoral curriculum and make decisions concerning the promotion of dental students at the end of each semester. All Progress Committee decisions will be forwarded to the Faculty Council Executive Committee. The Executive Committee will share the decision with the Dean of the School of Dentistry, who will review the decisions for consistency with due process. Concerns raised by the Dean shall require further discussion between the Progress Committee and the Dean, with the Faculty Council President and President-Elect serving as facilitators. Final decisions will be forwarded to the Dean for implementation and reported to the Faculty Council. If the Dean and the Progress Committee are unable to reach a consensus, the matter shall be brought before the Faculty Council, as a whole, for resolution. A final decision, rendered by the Faculty Council, shall be forwarded to the Dean for implementation. (Source: IUSD Constitution and Bylaws, January, 2015).

**Student Promotions and Advancement in Good Standing**

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 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 may result in a recommendation for dismissal from Indiana University School of Dentistry.

**Academic Probation**

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

- An incomplete (“I” or “R”) grade in any course.
- A semester grade point average below 2.0.
- Remediation in a 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.
- Professional conduct violation that results in a sanction.
- Failure of NBDE Part 1 or Part 2

All earned probations shall remain a part of the student’s academic history and may be used in consideration of dental student eligibility for continued enrollment.
Additional Study: If a student fails a course and is retained in the program, the student must repeat the failed course. Because of the integrated nature of the curriculum failure in a course or module usually results in suspension. The Progress Committee may recommend that a student be required to repeat a full semester or academic year in order to remove the failing grade of the course in question.

Failure to Demonstrate Professional Development: Multiple incidents of academic misconduct and/or unprofessional behavior by a student will 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. When deciding whether to promote or graduate a student with a history of unprofessionalism, the Progress Committee must discuss the student’s professional growth. The Progress Committee can make a recommendation for suspension from school, suspension in progress, or dismissal based upon a student’s failure to demonstrate professional growth as documented by cases brought to the professional conduct system and/or multiple low clinical grades in professionalism.

Academic Dismissal: Academic dismissal is a function of the School of Dentistry Faculty Council’s Progress Committee and/or School of Dentistry Faculty Council’s Professional Conduct Committee in consultation with the Dean with regard to due process. Subject to their availability, students will be invited to appear before the Progress Committee to respond to circumstances that might result in a motion for their dismissal from school. Academic dismissal may be recommended by the Progress Committee and/or Professional Conduct Committee for the following reasons (although not limited to them):

- Failure to comply with the policy on attendance.
- Remediating more than 3 courses in the D1-D3 years
- Remediating more than 2 courses in a single academic year
- Multiple failures in courses, modules and/or on comprehensive semester examinations.
- Repeated instances of earning a semester grade point average below a 2.0.
- Cumulative grade point average below 2.00 following completion of all first and second years’ regularly scheduled coursework.
- Lack of acceptable progress, in the judgment of the faculty, toward the requirements for the degree.
- Not completing the DDS program in 6 years (barring extenuating circumstances as determined by the faculty)
- Failure to demonstrate professional growth.
- Unacceptable ethical or professional behavior.

Appealing Decisions of the Progress Committee for Dismissal
A student has the right to appeal decisions for dismissal issued by the Progress Committee. The general provisions for appeals involving academic performance are outlined in Appendix D. (The IUSD Appeals Form is located in Appendix J.) A student may not appeal Progress Committee decisions regarding additional study involving repeating a full semester or academic year. During any period of appeal for dismissal 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 of Clinical Affairs. 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. Under this document, authority has been given to specified IUSD officials. This authority may be exercised by any person occupying the office designated, or in his/her absence, by that person's designee.
REQUIREMENTS FOR GRADUATION

The DDS degree is conferred by IU 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 IUSD
- For IU-IDP students, attendance for a minimum of five (5) required semesters and any required summer semesters (or the equivalent) of the curriculum at IUSD
- 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 the University
- 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, DDS candidates must: (1) rank within the highest 10% of the graduating class; (2) have completed a minimum of 60 hours at IUSD; and (3) 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]

Fifth Year Dental Student Policy
Students who have not completed graduation requirements by the end of the summer term following their 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 Dental Examinations only if all courses pertaining to those examinations have been passed. 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 directors. The syllabus must clearly state the attendance policy for each course. As professionals, students are expected to be present and punctual for classes and clinical activities.

Student Absence
It is understood that students must occasionally be absent from class for unavoidable personal reasons. Students are expected to contact the Office of Admissions and Student Affairs at oasamail@iupui.edu or 317-274-8173 as early as possible to report an absence. OASA will then notify course directors regarding the absence and its general nature. It is the responsibility of the student to coordinate missed assignments or makeup quizzes with course directors and other involved faculty in a timely fashion. A student who is absent and fails to communicate with course directors in a timely manner regarding missed assignments is accountable for any negative outcomes based on the attendance policy of the course director. OASA only determines whether an absence is excused or unexcused when an assessment is involved. Please see the section below, “Assessment Absence,” for the appropriate procedures when an absence causes a student to miss an assessment.

Assessment Absence:
Except for extenuating circumstances, students are prohibited from missing any type of assessment unless excused by the Associate Dean for Admissions and Student Affairs. If the request for an excused absence is determined to be valid, the course director(s) will be notified and the student will be required to make arrangements for alternate assessment date(s). In the event of a recurring pattern of illness, the student may be required to provide documentation from the health care provider of record to the Associate Dean for Admissions and Student Affairs. Below is a list of acceptable and unacceptable reasons for missed assessment(s). This list is not exhaustive and each case will be considered by the Associate Dean for Admissions and Student Affairs. [Source: OASA 5/12/15]

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Leave of Absence
If a student needs to be absent more than 3 consecutive days due to illness, legal issues, etc., a Leave of Absence Form (Appendix I) must be completed and submitted to the Associate Dean for Admissions and Student Affairs detailing the reason for the leave. Official documentation related to the leave may be required. 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]

**Absence Due to 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 such as ASDA, ADEA, AADR, SPEA or in service-related activities for IUSD. When travel is involved, students must complete a Student Travel Form (see the Student Travel section of this handbook and Appendix P.)

**Attendance and Religious Holidays**

IU 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 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 submit the [IUUI religious observance request form](mailto:) to the Office of Admissions and Student Affairs by the end of the 2nd week of the semester so that any potential accommodations can be arranged. OASA will send notification of the approval to faculty and clinical directors. It should be noted that while campus policy requires faculty to make reasonable accommodations for missed assignments or examinations in observance of 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.

**Lecturer Absence Policy**

If a scheduled lecturer is not present within 5 minutes of the scheduled beginning of 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 (317-278-1194 or 317-278-0106). (Approved by IUSD Faculty Council: 6/24/11)

**Clinical Attendance**

Clinic attendance levels will be determined 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 Academic and 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 Academic and Clinical Affairs can suspend students from all clinical activity, he or the Associate Dean for Admissions and Student Affairs must interview them to hear their explanation of the problem(s).

**Withdrawals**

Voluntary withdrawals may be arranged by contacting the Office of Admissions and Student Affairs. In such instances, grades of “W” or “F”, depending upon student academic achievement at the time and date of request, will be entered
in the official university record. A student should consult with the Associate Dean for Admissions and Students Affairs or the Associate Dean for Academic Affairs and is encouraged to use 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.

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 or by calling 317-278-1600.

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 to 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 IUSD voluntarily accepts the rules and regulations of the 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 familiarize themselves with IU and IUSD regulations concerning plagiarism, 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 or professional misconduct of any sort will not be tolerated and will be dealt with as outlined in the IUSD Professional Code of Conduct located in Appendix J to this handbook, along with the Professional Conduct Reporting Form (PCRF) for alleged violations. The procedures for adjudicating an incident of misconduct are outlined in Appendix J which includes 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. The IUSD Appeals Form is located at the end of Appendix J.
As stated in the IUSD 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 student 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 Admissions and Student Affairs for information regarding separation procedures. Additionally, the following consequences occur:

- Only students in good academic and professional conduct standing are eligible to graduate with honors or receive awards at the Honor 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 in 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 unprofessional. These behaviors are not acceptable, and faculty and staff will address these problems as they arise either in class or on an individual basis. With respect to civility and social media, see guidelines found in Appendix V. [Adopted from IUSM 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 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. 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 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 online 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.

**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](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 laboratory and written examinations except as otherwise permitted by the course faculty. The IUSD testing 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 317-274-7911. 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**
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 Admissions and Student Affairs block enrolls students each semester. Enrollment cannot be finalized until all previously incurred fees have been paid and students are compliant with IUSD and IU 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 may not attend classes, participate in laboratories or treat patients.

**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 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 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 DDS program. 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 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 vary contingent upon donor intent. Students must submit an application to 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 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. 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 and the Associate Dean for Academic and Clinical Affairs or Assistant Dean for Academic Affairs 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] [Reviewed 5/13/16]

**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:

| VA Hospital VA Police Department | (317) 554-0063 |

[OASA/FC APPROVAL-6-21-17]
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 receive 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 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 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
IUPUI Campus 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 Campus Health Services, those students not on the IU School of Medicine 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 at Eskenazi Hospital or by calling (317) 880-0000. Limited and emergency outpatient care is available from IUPUI Campus 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 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) 554-2704
- 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 according to 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.

Compliance, Immunizations and GIS
For the protection of students and 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 academic year, 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 Services, Room 100A in Coleman Hall and 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 requirement for all IUSD faculty, staff and students. GIS is a digital tracking system used by IUSD to monitor and enforce compliance for credentials, immunizations and any other credentialing requirements for students. All faculty, staff and students are required to input updated credentials in GIS (Appendix W).

**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 will be enrolled automatically in the Professional Student Plan sponsored by Indiana University. Details of the benefits are available online at [http://www.indiana.edu/~uhrs/benefits/students.html](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 the Professional Student Plan (for example: fellowship, scholarship or grant, international or private insurance). If so, the student must submit a waiver form indicating nonparticipation in the Professional Student Plan 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](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 about benefits, please visit [http://www.indiana.edu/~uhrs/benefits/students.html](http://www.indiana.edu/~uhrs/benefits/students.html) or [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com). [Reviewed and Modified 5/16/16]

**Disability/Life Insurance**
All eligible ASDA members are automatically enrolled in the no-cost ADA-sponsored Student Disability and Life Insurance Plans. For more information, 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 School 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 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 to check with the testing agency requirements with regard to malpractice coverage. [Reviewed and Modified by Clinical Affairs 5/23/16]

**STUDENT ORGANIZATIONS AND GOVERNANCE**

Students are encouraged to participate in IUSD and IUPUI student organizations which provide opportunities for professional and social exchange and development. Students in the lower third of their class in clinical achievement or who are not in good academic standing are not eligible to serve on an IUSD committee or represent the School of Dentistry at a local or national meeting.

See Appendix U for a list of registered IUSD student organizations.

**Professional Organizations – ASDA/ADA/IDA**

IUSD automatically enrolls all DDS students in the American Student Dental Association (ASDA), the American Dental Association (ADA) and the Indiana Dental Association (IDA). Professional journals published by the organizations are mailed to student members. Students are encouraged to participate in the activities of organized dentistry to promote their professional development. For more information about ASDA/ADA/IDA, visit asdanet.org, ada.org and indental.org.

**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), attach a copy of the presentation, and submit it for approval to OASA prior to formalizing an invitation with a speaker. Guest speakers are expected to present for educational purposes only and not for personal or organizational gain. Approval will not be granted unless the presentation is submitted with the form. [Source: OASA and IUSD Office of Continuing Education 5/15/15]

**Student Group Announcements and Meeting Locations**

Student groups that meet in the dental school (including after hours) must obtain approval from the Associate Dean for Admissions and Student Affairs. Additionally, all room reservations for student events must be coordinated through OASA.

Posters, announcements or flyers describing student group meetings or events must be approved by the Office of Admissions and Student Affairs prior to posting. 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/. [Source: OASA 5/12/15]
**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 Associate Dean for Admissions and Student Affairs by completing the fundraising form prior to the initiation of a fundraising event (**Appendix S**). 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. Students must receive approval from the Director of Marketing in the Dental Illustrations department when a fundraiser involves IU or IUSD branding and logo for final approval. 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. Each school has two representatives elected to the GPSG. IUSD elects one DDS and one graduate student representative, and one DDS and one graduate student alternate. Each representative must attend two-thirds of the meetings in order for IUSD students to qualify for GPSG grant funds. For more information on this organization, visit [http://gpsg.iupui.edu](http://gpsg.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. The Student Professional Education Association (SPEA) provides oversight for class elections. 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)**

D3 and D4 students are selected as members of the Professional Conduct Committee (PCC). The PCC provides students 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. See **Appendix J**. [Faculty Constitution and Bylaws – Revision Date 5/16]

**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 submit the Student Travel Form (Appendix P-1) to the Office of Admissions and Student Affairs prior to travel for approval. In the event that the travel dates are taken during class time and assignments or assessments are missed, it is the student’s responsibility to address these matters. 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/.

A limited number of IUSD-funded grants may be available for the IUSD academic year to supplement student travel for national conferences or other travel opportunities that benefit the student, IUSD departments, student organizations or the school. These grants will cover only the cost of the conference registration fee, hotel accommodations and air travel to the airport near the conference site. Students are required to make arrangements to share hotel rooms to minimize the overall cost of the accommodations. The Office of Admissions and Student Affairs will administer the travel support-funded grants, which will not exceed $1,000 per trip. Any costs above $1,000 must be supplemented by the recipient, the student organization or the sponsoring department. If travel costs are less than the travel support-funded grant limit of $1,000, only the actual approved expenditures will be reimbursed. There will be no refund to the recipient of funds that do not meet the $1,000 threshold. (See Appendix P-2-3).

To obtain one of the grants, the Travel Support Application (Appendix P-4) must be submitted to the Office of Admissions and Student Affairs at least thirty (30) days prior to the start of the conference; sooner if possible to achieve maximum advantage for travel arrangements.

**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. The offices are typically open Monday – Friday, 8 AM to 5 PM. Appendix Q contains a matrix that explains what student information is considered public versus restricted and who may obtain the information under FERPA guidelines. Any student who wishes to request a release of information must submit the General Authorization To Release Student Information form located in Appendix Q to OASA. 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 is the legal name as recognized by the federal government and the State of Indiana. This is also the name that is reflected on all official academic records, such as transcripts and diplomas. The IUPUI Office of the Registrar maintains the official name and address for all students.

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

1. **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, may be 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](http://registrar.iupui.edu/name.html).

2. After completing a name change with the IUPUI Office of the Registrar, students must submit an **IUSD Name Change Form** to the Office of Admissions and Student Affairs (Appendix X).

**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**
IU is transitioning from the JagTag to the 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. For more details on the many uses of the Crimson Card, go to [http://www.jagtag.iupui.edu/](http://www.jagtag.iupui.edu/). 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 after purchase, but not returned. Students are not allowed in the Stores area, only at the window. If a student needs to visit the tech office, he or she can request at the Dental Stores window, or visit room B19.

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 and Clinical Affairs, Associate Dean for 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 IUPUI 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 (317) 278-7594. Hours of operation are Monday – Friday 8 AM - 4:30PM. For more information, go to [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) 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](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/](https://www.dentistry.iu.edu/library/)
- Ruth Lilly Medical Library: [http://library.medicine.iu.edu/](http://library.medicine.iu.edu/)
Key Requests
Keys for the bench lab, simulation lab, and mailboxes are issued at the Dental Stores area located in the IUSD basement.

Lockers and Mailboxes
Students are issued lockers and mailboxes in July (D1) or August (D2-D3-D4). Students must use only the lockers 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 ask IUSD facilities staff to cut the lock off the locker. 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. Students should not place locks on any locker they assume to be available.

Lost and Found
In the event that instruments, clothing, textbooks, or other items are found, they are requested to be turned into the IUSD Dental Student Instruments Office located in B22. It is important for students to record their instruments’ serial numbers for future reference if they are misplaced in order 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 https://www.parking.iupui.edu/ 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 patient 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; permits@iupui.edu

Preclinical Laboratory
Normal laboratory hours are as follows:

Monday - Thursday: 7:30 AM - 12:00 AM
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 responsibility 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); when depleted, 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 there is a need to leave the bench, turn off the flame.
- Clean up after yourself; leave the area in better condition than you found it. All students must clean up after themselves.
- See the Lab Tech/Faculty/TA if assistance is required.

For non-dental related emergencies on off-hours:

- Police/Fire Dispatch: 317-274-7911
- Facility related: 317-278-1900 – Be prepared to provide the type of emergency and location.

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

TECHNOLOGY (Computers, Mobile Phones, Email and Websites)

IT Services
IUSD 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 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 Department, 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](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/online-safety/policies/it121.html](https://protect.iu.edu/online-safety/policies/it121.html)
  - Appropriate Use of IT Resources: [http://policies.iu.edu/policies/categories/information-it/it/IT-01.shtml](http://policies.iu.edu/policies/categories/information-it/it/IT-01.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: [https://protect.iu.edu/online-safety/policies/index.html](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](https://protect.iu.edu/online-safety/program/safeguards/human-resources.html)
- Excessive Use of IT Resources: [http://policies.iu.edu/policies/categories/information-it/it/IT-11.shtml](http://policies.iu.edu/policies/categories/information-it/it/IT-11.shtml)

### Civility on Websites Maintained on University Servers

Material that violates University 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.
Frequently Used Links
See Appendix R 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

University Logo Use on Websites or Web Pages
The University 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.
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<tr>
<th>CONTACT LIST FOR INDIANA UNIVERSITY SCHOOL OF DENTISTRY</th>
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<td><strong>Administration</strong></td>
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<td>Assoc. Executive Dean, Assoc. Dean of Faculty Affairs and Global Engagement</td>
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<td>Executive Administrative Assist.</td>
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<td><strong>Academic Affairs</strong></td>
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<td>Director of Institutional &amp; Program Assessment</td>
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<td>Assistant to the Associate Dean</td>
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<td><strong>Admissions and Student Affairs</strong></td>
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<td>Administrative Director</td>
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<td>Assistant Director, Student Financial Aid Services IUPUI and Dental School Liaison</td>
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<td><strong>Civic Engagement</strong></td>
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<td><strong>Clinical Affairs</strong></td>
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<td>Assistant Director of Patient Care Services Clinics Administrator</td>
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<td><strong>Dental Illustrations</strong></td>
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<td>Director of Marketing</td>
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<tr>
<td>Supervisor/Graphic Artist</td>
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<td><strong>Development and Annual Giving</strong></td>
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<tr>
<td>Assistant Dean</td>
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<tr>
<td>Director of Alumni and Development Communication</td>
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<tr>
<td>Development Administrative Coordinator</td>
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</tbody>
</table>
**Diversity, Equity, and Inclusion**

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Graduate Clinic Coordinator  
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Director of Pre-Doctoral Endodontics  
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Pre-Doctoral Clinic Coordinator  
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APPENDIX B
This document is accurate as of: 06/09/17

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

First-year Curriculum

DENT D501 Introduction to Patient Care I (1.0 cr.)
This course provides students with the opportunity to apply, in a clinical care setting, the didactic content they are learning in the first year of the predocotoral curriculum. The course consists of face-to-face lectures, laboratory exercises and partnered patient care experiences. Students will gain experience in preparation and disinfection of the dental operatory, use of personal protective equipment, patient data collection, use of the electronic health record system, conducting a caries risk assessment, providing effective patient education, and fluoride application. Successful completion of this course is a prerequisite for the second semester Introduction to Patient Care course.

DENT D502 Introduction to Patient Care II (1.0 cr.)
This course is a continuation of Introduction to Patient Care I, with emphasis on application of risk assessment, and preventive therapies in a clinical setting.

DENT D503 Relationship-centered Care: Behavioral Science, Ethics and Professionalism I (2.0 cr.)
This course takes a relationship-centered care perspective in teaching and reinforcing foundational concepts of healthcare communication theory, humanism, civility, ethics, and professionalism.

DENT D504 Dental Public Health (1.0 cr.)
This course provides an introduction to dental public health with emphasis on the role of dentistry in our local, national and international communities.

DENT D510 General Microbiology, Infectious Disease, & Antimicrobial Therapy (3.0 cr.)
This course is designed to expand the students' understanding of microbiology and infectious diseases and to complement student learning in concurrent biomedical and dental sciences courses. It prepares the student for the Systems Approach to Biomedical Sciences (SABS) courses in the following semester. The principles of pharmacology are introduced, including the basics of pharmacodynamics (what the drugs do to the body), pharmacokinetics (what the body does to the drug) and therapeutics (the use of a drug or combination of drugs to treat disease).

DENT D512 Molecular Cell Biology (4.0 cr.)
D512 Molecular Cell Biology introduces dental students to the basic concepts of cellular and molecular biology. Course examines how cellular activity is regulated, how cells are structured, and how cells achieve homeostasis and interact with each other in multicellular systems. Structured to develop critical thinking skills as well as other knowledge acquisition.

DENT D514 Normal Oral Histology (2.0 cr.)
The Normal Oral Histology course is designed to facilitate students' learning of the basic microscopic anatomy of the human body and apply that foundation to the microscopic anatomy of the oral region. Students will learn the general methods of microscopic examination of tissues and apply it to the study of the oral region. This course provides a foundation for understanding physiology, pathology, pharmacology, oral pathology, periodontology and related clinical courses.

DENT D520 Risk Assessment, Prevention, & Early Management of Dental Disease (2.0 cr.)
This course introduces students to the biofilm basis of common oral diseases, including caries and periodontal disease. Emphasis is placed on the assessment and identification of these diseases, and on the prevention and non-surgical therapeutics that are available for their treatment.
DENT D521 Nonsurgical Periodontics (2.0 cr.)
This course familiarizes the student with the principles and skills required to provide nonsurgical periodontal therapy.

DENT D511 Head and Neck Anatomy (3.0 cr.)
This course focuses on Human Gross Anatomy (Macroscopic Anatomy) of the head and neck through dissection. Students will learn the locations and physical relationships of anatomical structures in the head and neck and be able to critically analyze clinical cases. This knowledge will provide the anatomical basis for specific diagnostic and treatment procedures currently used in dentistry and medicine.

DENT D515 Systems Approach to Biomedical Sciences I (5.0 cr.)
This is part I of a two-semester sequence that presents basic sciences organized into specific organ systems. This course presents the first seven modules out of the total of eleven modules in the series. Each organ system module is designed to cover the development, structure, function, pathology and therapy of each system. Critical thinking skills are emphasized.

DENT D530 Tooth Morphology Lecture (1.0 cr.)
The purpose of Tooth Morphology is to introduce students to the anatomical forms of the human dentition. In the lecture component of the course, students will learn to recognize normal tooth forms, identify permanent and deciduous teeth both individually and within normal jaw relationships, and describe the normal eruption sequence of primary and permanent teeth. Students will be expected to use appropriate nomenclature and terminology when describing teeth, parts of teeth, or other aspects of the oro-facial complex.

DENT D531 Tooth Morphology Lab (1.5 cr.)
In the Tooth Morphology Lab, students will begin to develop the manual skills necessary for the practice of Dentistry. Students will be required to reproduce normal tooth forms in wax. Wax is easily shaped and sculpted and is used as an intermediate stop in the fabrication of some types of restorations.

DENT D532 Single Tooth Direct Restorations Lecture (1.5 cr.)
Single Tooth Direct Restorations will introduce the student to the art and science of Operative Dentistry. Operative Dentistry has been recognized as the foundation of dentistry and the basis from which most other aspects of dentistry begin. Operative Dentistry involves the diagnosis, treatment, prognosis and prevention of defects of the teeth. Such treatment should result in the restoration or maintenance of proper tooth form, function, and esthetics while maintaining the physiological integrity of the teeth in relationship with the adjacent hard and soft tissue. It includes direct patient care through diagnosis and prevention of caries and other dental defects followed by treatment planning of restorative options for these areas. This course will focus on treatment options that include executing various single tooth direct cavity preparations and subsequently restoring them with the appropriate dental restorative materials.

DENT D533 Single Tooth Direct Restorations Lab (2.0 cr.)
The Single Tooth Direct Restorations Lab course is intended to help students develop the manual skills necessary to prepare and restore the diseased or abnormal tooth to proper form and function. The preparation and restoration of a tooth requires the dentist to practice applied human biology and microbiology, use principles of mechanical engineering, possess a high degree of technical skills, and demonstrate artistic ability. Manual skills are a very important component of the proper preparation and restoration of teeth and are the foundation to the practice of dentistry. As such, this lab will require students to execute various single tooth direct preparations and restorations.

DENT D534 Dental Materials (3.0 cr.)
This course presents the basics of materials science needed by the general dental practitioner. The properties of materials: metals, ceramics, polymers, and composites will be related to their structure using basic laws and principles from physics, chemistry and engineering science. These properties will be related to the performance of the materials in dental applications. While no clinical experience will be gained in this course, students are prepared for
understanding the use of specific dental materials in concurrent and later dental courses.

**DENT D535 Single Tooth Indirect Restorations Lecture (1.5 cr.)**

The Single Tooth Indirect Restorations course is a direct continuation of Single Tooth Direct Restorations, and students will be responsible for building upon the information and skills learned in that course. Students will be expected to understand the normal morphologic and physiologic characteristics of the dento-facial complex and the etiology, diagnosis and prevention of dental caries within the context of indirect restoration of single teeth.

**DENT D536 Single Tooth Indirect Restorations Lab (2.5 cr.)**

The purpose of the Single Tooth Indirect Laboratory is to apply the information acquired in D535 to hand skills developed through tooth preparation and the fabrication of indirect restorations. Students will be expected to become competent in indirect preparations and restorations including inlays, onlays, gold crowns and ceramic crowns. Students will be trained using computer aided design/computer aided manufacturing technology as well as more traditional methods of fabrication.

**DENT D537 Introduction to Operative Dentistry (0.5 cr.)**

Introduction to Operative Dentistry- D537 will introduce the student to the art and science of Operative Dentistry which includes introduction to Operative Dentistry, use of hand-pieces and rotary instruments, dental terminology, dental histology as it relates to single tooth direct preparations and restorations, cavity classifications, use of rubber dam and other isolation methods, preventive measures such as fluoride and pit & fissure sealants, and utilization of hand instruments to refine the cavity preparation and place direct restorations. After mastering this information, the student should be able to utilize this knowledge for single tooth direct preparations and restorations. Operative Dentistry has been recognized as the foundation of dentistry and the basis from which most other aspects of dentistry begin. Operative Dentistry involves the diagnosis, treatment, prognosis and prevention of defects of the teeth. Such treatment should result in the restoration or maintenance of proper tooth form, function, and esthetics while maintaining the physiological integrity of the teeth in relationship with the adjacent hard and soft tissue utilizing the basics acquired in D537- Introduction to Operative Dentistry. The preparation and restoration of a tooth requires the dentist to practice applied human biology and microbiology, use principles of mechanical engineering, possess a high degree of technical skills, and demonstrate artistic ability. The student will utilize the background knowledge obtained in Introduction to Operative Dentistry, Tooth Morphology, Dental Materials, and Gnathology to prepare and restore the diseased or abnormal tooth to proper form and function.

**DENT D540 Removable Prosthodontics Lecture I (1.0 cr.)**

The Removable Prosthodontics Lecture I is the first in a series of three courses that prepare the student for the examination, diagnosis and treatment of the edentulous or partially edentulous patient. The course is further supplemented by a concurrent laboratory course.

**DENT D541 Removable Prosthodontics Lab I (2.0 cr.)**

This laboratory course introduces the student to the fabrication of complete dentures, immediate dentures and overdentures.

**DENT D542 Gnathology Lecture (1.0 cr.)**

Gnathology builds upon the knowledge and skills that were learned during the Tooth Morphology course. The student’s knowledge of tooth morphology will be adapted to the anatomical, physiological, and biomechanical requirements of the stomatognathic system. This course is intended to serve as the basis for a curriculum that integrates relevant knowledge of stomatognathic function and stability with all dental diagnosis and treatment procedures.

**DENT D543 Gnathology Lab (1.0 cr.)**

During the Gnathology laboratory sessions, the student will learn to apply knowledge of head and neck anatomy and biomechanical principles of jaw
motion to the maintenance and restoration of the stomatognathic system, assuring proper functions.

**DENT D550 Dental Radiography (2.0 cr.)**
Examines the normal form and function of the oral and maxillofacial complex, with emphasis on the fundamentals of intraoral imaging techniques and radiation safety.

**DENT D551 Oral Diagnosis and Treatment Planning (1.0 cr.)**
Introduces the student to the methods of the diagnostic process, including patient assessment and evaluation, interpretation of findings and accurate recording of findings in the electronic health record. Students will be formulating and presenting a treatment plan that addresses the patient's dental needs in an orderly and appropriate sequence.

**DENT D560 Local Anesthesia (1.0 cr.)**
This course prepares the student for the clinical administration of local anesthetic drugs. Course reviews the neurophysiology of local anesthetic action, and the pharmacology of commonly used anesthetic medications. Introduced students to the armamentarium used to deliver local anesthetic, and the techniques of maxillary, mandibular and supplemental injections. Presents local and systemic complications and the management of those complications.

**DENT T520 Introduction to Critical Thinking and Professional Behavior (2.5 cr.)**
This course is designed to help students think critically about the nature of health care, professions and the bioethical and psychosocial dimensions of the doctor-patient relationship. Students will learn the foundations of evidence-based dentistry (EBD) and to analyze health care problems from population, behavioral, biomedical and ethical perspectives.

**First-year Elective Courses**

**DENT T571 Community-based Education I-Part II (0.5-3.0 cr.)**
This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

**DENT T572 Community-based Education I-Part II (0.5-3.0 cr.)**
This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

**Second-year Curriculum**

**DENT D600 Clinical Procedures (2.5 cr.)**
This course is the continuation of the Introduction to Patient Care courses in the first year of the DDS curriculum. Students participate in a variety of clinically focused educational experiences in the IUSD clinics which include, but are not limited to, observations, assisting, and direct patient care.

**DENT D601 Applied Clinical Dentistry (1.0 cr.)**
The purpose of the Applied Clinical Dentistry courses is to prepare students for the comprehensive care of patients by building upon foundational knowledge and experience gained in the first year of the program. Students will have opportunities for in depth training on document patient assessment and recording data in the electronic health record, with special emphasis on proper documentation of medications, coding and compliance. Additionally, students will be introduced to the foundations of comprehensive treatment planning and have opportunities for expanded laboratory techniques, preclinical exercises, special topics in patient care, and limited direct patient care.

**DENT D602 Applied Clinical Dentistry (1.0 cr.)**
The purpose of the Applied Clinical Dentistry course is to prepare students for the comprehensive care of patients by building upon foundational knowledge and experience gained in the first three semesters of
the program. Students will have opportunities for in-depth training on documentation, patient assessment, and recording data in the electronic health record, with special emphasis on proper documentation of medications, coding, and compliance. Students will have opportunities to participate Emergency Clinic, Screening Clinic, and to provide limited direct patient care in their Comprehensive Care Clinic.

DENT D603 Relationship-centered Care: Behavioral Science, Ethics and Professionalism (2.0 cr.)
This course takes a relationship-centered care perspective in teaching and reinforcing foundational concepts of healthcare communication theory, humanism, civility, ethics, and professionalism.

DENT D615 Systems Approach to Biomedical Sciences II (5.0 cr.)
The purpose of this course is to present basic biomedical science information in an integrated manner across the fundamental systems operating in the human body. Using this educational approach will allow the student to relate the information presented in lectures and laboratories in a comprehensive manner for each system. To this end, rather than presenting the basic sciences in the traditional, individual discipline manner (Embryology, Histology, Anatomy, Biochemistry, Physiology, Microbiology, Pathology and Pharmacology), the course material is organized into individual modules encompassing the various "systems" of the body.

DENT D618 Craniofacial Growth and Development (1.0 cr.)
The purpose of the Craniofacial Growth and Development course is to provide foundational knowledge of the processes of craniofacial growth and development and their relationship that can be used to assess, diagnosis, and treat patients. Growth and development of the normal and abnormal craniofacial complex is presented from prenatal development through adulthood. Students will learn normal and some abnormal variations of craniofacial growth and development. Students will be able to relate such basic science information (e.g., developmental biology, clinical genetics) to craniofacial growth and development. When possible, these normal and variants of normal will be related to clinical situations.

DENT D630 Clinical Applications of Cariology and Operative Dentistry I (1.0 cr.)
The purpose of the Clinical Applications of Cariology and Operative Dentistry Concepts course is to reinforce and build upon the material introduced in D520 Risk Assessment, Prevention, and Early Management of Dental Disease, D532/D533 Single Tooth Direct Restorations and D535/536 Single Tooth Indirect Restorations courses. Students will be expected to understand the continuum of caries management from detection and diagnosis to surgical intervention, with an emphasis on clinical relevance and application. Course lecture topics will include: caries detection and diagnosis, risk assessment, remineralization, erosion, cavity liners and bases, pulp therapy, secondary caries, ceramic restorations, posterior resin composites, and restoration longevity. Laboratory exercises include: caries detection, risk assessment, preventive techniques, and anterior direct esthetic restorations.

DENT D 631 Clinical Applications of Cariology and Operative Dentistry II
This course is a continuation of D630 and students will be expected to understand the continuum of caries management from detection and diagnosis to surgical intervention, with an emphasis on clinical relevance and application. Course lecture topics will focus on appropriate selection and use of the variety of restorative modalities available. Laboratory exercises include anterior and posterior direct esthetic restorations.

DENT D640 Removable Prosthodontics Lecture II (1.0 cr.)
The Removable Prosthodontic courses continue the preparation of the student for patient care by enhancing the student’s foundational and clinical knowledge base and continuing their development of manual skills. The purpose of the Removable Prosthodontics Lecture II course is to build upon the foundational content presented in Removable Prosthodontics Lecture I by continuing to prepare students for the examination, diagnosis, treatment planning and treatment of the edentulous patient
requiring uncomplicated treatment. Accordingly, students will be exposed to didactic experiences that will enable them to achieve the needed knowledge and skills.

DENT D641 Removable Prosthodontics Lab II (2.0 cr.)
The Removable Prosthodontic courses continue the preparation of the student for patient care by enhancing the student’s foundational and clinical knowledge base and continuing their development of manual skills. The purpose of the Removable Prosthodontic Lab II course is to continue to prepare students for the examination, diagnosis, treatment planning and treatment of the edentulous patient requiring uncomplicated treatment. Accordingly, students will be exposed to laboratory experiences that will enable them to achieve the needed knowledge and skills.

DENT D642 Removable Prosthodontics Lecture III (1.0 cr.)
This is the third in the series of Removable Prosthodontics courses designed to prepare students for patient care by enhancing their foundational and clinical knowledge base and continuing their development of manual skills. The purpose of this course is to introduce students to the basic biomechanical concepts and mechanisms relevant to removable partial denture design and fabrication.

DENT D643 Removable Prosthodontics Lab III (2.0 cr.)
This is the third in the series of Removable Prosthodontics courses designed to prepare students for patient care by enhancing their foundational and clinical knowledge base and continuing their development of manual skills. This course will provide laboratory experiences related to the basic biomechanical concepts and mechanisms relevant to removable partial denture design and fabrication.

DENT D644 Fixed Prosthodontics Lecture I (2.0 cr.)
The student’s knowledge of tooth morphology and occlusion, dental materials and single tooth indirect procedures will be applied to the dentulous patient requiring more extensive treatment. This portion of the curriculum will also integrate basic science concepts into the treatment of the patient. From the information learned prior to and during this course the student will be able to diagnose, treatment plan and treat the uncomplicated fixed prosthodontic patient.

DENT D645 Fixed Prosthodontics Lab I (3.0 cr.)
During the laboratory sessions of Fixed Partial Prosthodontics, the student will learn to apply the knowledge of tooth preparation, indirect procedures, oral anatomy, biomechanical principles of jaw motion and dental material concepts to restore the stomatognathic system, assuring proper function and esthetics.

DENT D646 Fixed Prosthodontics Lecture II (2.0 cr.)
A continuation of Fixed Partial Prosthodontics Lecture I, this course further develops the students’ knowledge of tooth morphology, occlusion, dental materials and indirect procedures in the context of a dentulous patient requiring more extensive treatment.

DENT D647 Fixed Prosthodontics Lab II (3.0 cr.)
This course is a continuation of Fixed Partial Prosthodontics Lab I, and allows students to further develop their knowledge of tooth preparation, indirect procedures, oral anatomy, biomechanical principles of jaw motion and dental material concepts to restore the stomatognathic system, assuring proper function and esthetics.

DENT D650 Radiographic Interpretation (1.0 cr.)
This course increases the skills of the dental student in interpreting intraoral and extraoral diagnostic images with emphasis on identifying normal radiographic anatomy, imaging artifacts and commonly occurring oral abnormalities and diseases.

DENT D651 Oral and Maxillofacial Pathology (4.0 cr.)
This course continues the concepts of normal form and function of the oral and maxillofacial complex presented earlier in the curriculum. Disease processes that affect this region and their underlying pathophysiology will be discussed.
DENT D652 Oral and Maxillofacial Pathology: Clinical Pathologic Conference (2.0 cr.)
This course builds on the basic knowledge gained in the Oral and Maxillofacial Pathology course to enable the student to place the knowledge of oral pathology in the context of clinical presentations of patients.

DENT D660 Oral and Maxillofacial Surgery (1.0 cr.)
Fundamentals of Oral and Maxillofacial Surgery is the didactic introduction to the surgical management of the dental patient. The course is designed to provide the dental student with the basic knowledge to perform minor oral and maxillofacial surgical procedures. Course material will be presented in a lecture format.

DENT D661 Fundamentals of Clinical Medicine (2.0 cr.)
This course has been established to prepare the dental student for the practice of clinical dentistry as it applies to the medically complex patient. The process of acquiring a thorough medical history, identifying at-risk patients, application of pharmacology related to and co-existing disease and the proper management of medical emergencies will be explored. Information will be presented using several different formats. (1) Material will be provided in lecture format, (2) material will be provided through “on-line” presentations, (3) material will be presented in a case format, and (4) there will be required texts with assigned reading.

DENT D670 Endodontics Lecture (1.0 cr.)
This course is an introduction to basic endodontic procedures and related biological principles. Lectures and laboratory assignments relate to etiology, diagnosis, prevention, and treatment of disease and injuries of the pulp and periapical tissues to prepare students to treat endodontic patients in IUSD clinics. Didactic, laboratory and clinical instruction in endodontics has as its goals the acquisition of clinical knowledge and its biological basis and the acquisition of clinical skills. In presenting this material it is understood that supplementary information and skills will be included in the overall dental curriculum. At the completion of pre-doctoral instruction, the graduating dentist should be well qualified to pass the endodontic portion of the National Board Examination.

DENT D671 Endodontics Lab (1.0 cr.)
This course is an introduction to basic endodontic procedures and related biological principles. Laboratory assignments relate to etiology, diagnosis, prevention, and treatment of disease and injuries of the pulp and periapical tissues to prepare students to treat endodontic patients in IUSD clinics. Didactic, laboratory and clinical instruction in endodontics has as its goals the acquisition of clinical knowledge and its biological basis and the acquisition of clinical skills. In presenting this material it is understood that supplementary information and skills will be included in the overall dental curriculum. At the completion of pre-doctoral instruction, the graduating dentist should be well qualified to pass the endodontic portion of the National Board Examination. The scope of the course includes preparing the student to understand, recognize, diagnose and successfully treat pulpally involved or potentially pulpally involved teeth.

DENT D680 Orthodontics (2.0 cr.)
The purpose of this course is to introduce the student to the specialty of orthodontics and its role in total patient care. The lectures will introduce students to basic orthodontic terminology, diagnostic techniques, and methods of managing common malocclusions. The laboratory will provide students with an opportunity to utilize different orthodontic materials in order to complete diagnostic records; trace and measure lateral cephalometric head - plates; perform an orthodontic clinical evaluation; become familiar with diagnosis and treatment planning procedures; construct retainers, and place orthodontic appliances. This course will prepare the student for the clinical treatment of patients needing limited orthodontic tooth movement.

DENT D690 Pediatric Dentistry (2.5 cr.)
The purpose of the Pediatric Dentistry Didactic and Technique course is to present the fundamentals of diagnosis and treatment modalities for the management of the young patient including the healthy child and those with physical or intellectual
disabilities. This course is a prerequisite for the Pre-doctoral Pediatric Dentistry Clinic rotation.

**International Dental Program Courses**

**DENT T642 IDP Transitions (4.0 cr.)**

This course is designed for students newly admitted to the International Dental Program (IDP) and is intended to assist students with acclimating and transitioning into the program. Students will participate in a variety of orientation and educational activities including introductions/reviews of: navigating university systems and resources, intercultural communication, axiUm electronic health record training, Ethics and Professionalism, Behavioral Science, Evidence-based Dentistry, Local Anesthesia, Radiology Technique, Cariology, and hand skill diagnostics.

**DENT T643 Dental Sciences for IDP (6.0 cr.)**

The purpose of this course is to assist students enrolled in the IUSD International Dental Program in the development and acquisition of the knowledge, psychomotor skills, critical thinking, problem solving, communication, professional conduct, behavior and self-assessment skills necessary to provide optimal dental treatment to their patients. The course consists of several discipline specific modules each with specific learning objectives and methods of assessment. At the completion of Dental Sciences for IDP, students should be able to: perform to a clinically acceptable standard those techniques and procedures presented in the component modules, gather diagnostic information, diagnose and treatment plan for the uncomplicated dental patient, and self-assess performance and/or simulated patient treatment quality and make appropriate modifications.

**Second-year Elective Courses**

**DENT T671 Community-based Education II-Part I (0.5-3.0)**

This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

**DENT T672 Community-based Education II-Part II (0.5-3.0)**

This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

**Third-year Curriculum**

**DENT D700 Clinical Procedures (4.5 cr.)**

The purpose of the Clinical Procedures Course is to provide clinical patient experiences to students during the summer between the D2 and D3 years. Students will begin the process of comprehensive patient care by participating in screening clinics, diagnosis and treatment planning and the treatment of assigned patients. This course will begin to guide students through their development of the knowledge, skills and values needed for the competent independent practice of dentistry.

**DENT D701 Dental Rounds I (1.0 cr.)**

**DENT D702 Dental Rounds II (1.0 cr.)**

**DENT D703 Applied Clinical Patient Management I (1.0 cr.)**

The purpose of the Applied Clinical Patient Management course is to provide an opportunity for students to increase their knowledge and skill in treatment planning and patient management using specially designed patient scenarios. Through mentor facilitation of the scenario presentation and discussion, students improve their ability to identify and apply evidence-based information required to appropriately manage a patient.

**DENT D704 Applied Clinical Patient Management II (1.0 cr.)**

The purpose of the Applied Clinical Patient Management course is to provide an opportunity for students to increase their knowledge and skill in treatment planning and patient management using...
specially designed patient scenarios. Through mentor facilitation of the scenario presentation and discussion, students improve their ability to identify and apply evidence-based information required to appropriately manage a patient.

DENT D705 Practice Administration I (1.0 cr.)

The purpose of the D803 Practice Administration I course is to introduce dental students to the principles and philosophy of practice administration including essential financial concepts, employment options, a variety of practice models, and to provide an opportunity for identifying those business skills which will enable them to become functional practitioners in their chosen practice setting. Topics which will be addressed over the course of two semesters include: Basic Financial Literacy, Trends in Dentistry, Career Opportunities, Use of Consultants, Obtaining Financing, Associateships, Purchasing a Practice, Staffing and Staff Management, Patient Scheduling/Recall Records, and Financial Operations.

DENT D706 Practice Administration II (1.0 cr.)

In D706 Practice Administration II, students will continue to be introduced to the principles and philosophy of practice administration including essential financial concepts, employment options, a variety of practice models, and to provide an opportunity for identifying those business skills which will enable them to become functional practitioners in their chosen practice setting. Topics which will be addressed over the course of two semesters include: Basic Financial Literacy, Trends in Dentistry, Career Opportunities, Use of Consultants, Obtaining Financing, Associateships, Purchasing a Practice, Staffing and Staff Management, Patient Scheduling/Recall Records, and Financial Operations.

DENT D707 Comprehensive Care and Patient Management I (1.0 cr.)

D707 Comprehensive Care and Patient Management I is the first in a series of four clinical courses focused on the comprehensive care and management of dental patients. This course emphasizes the clinical application and integration of knowledge about the principles of basic and dental sciences attained in the first two years of the curriculum. Students will participate in a variety of clinical experiences, and will be expected to consider the comprehensive treatment possibilities for individual patient care situations, from diagnosis and treatment planning through maintenance.

DENT D708 Comprehensive Care and Patient Management II (1.0 cr.)

D708 Comprehensive Care and Patient Management I is a continuation of D707 and is the second in a series of four clinical courses focused on the comprehensive care and management of dental patients. This course emphasizes the clinical application and integration of knowledge about the principles of basic and dental sciences attained in the first two years of the curriculum. Students will participate in a variety of clinical experiences, and will be expected to consider the comprehensive treatment possibilities for individual patient care situations, from diagnosis and treatment planning through maintenance.

DENT D721 Surgical Periodontics I (1.0 cr.)

This is an introductory course to periodontal surgical procedures. This course will familiarize the student with various surgical procedures that can be utilized when patients have periodontal defects that have not responded to non-surgical periodontal procedures and/or may benefit from surgical procedures to facilitate restorative dental needs. It will be important for the student to understand the indications and contraindications for the various surgical procedures so that the optimal clinical outcome may be achieved for the patient.

DENT D722 Surgical Periodontics II (1.0 cr.)

The purpose of this course is to familiarize the dental student with advanced periodontal surgical procedures. By knowing the indications and contraindications for periodontal surgical therapy, the dental student will be able to discuss periodontal treatment modalities with patients and understand the referral process when addressing specific periodontal diseases and conditions.

DENT D723 Clinical Periodontics I (1.5 cr.)

D723 Clinical Periodontics I is the first in a series of four clinical courses in Periodontics. The primary goal of these courses is to give students the opportunity to
learn the basic concepts and develop clinical competency in: periodontal examination, periodontal charting and record keeping, diagnosis of periodontal diseases, periodontal treatment planning, dental prophylaxis, periodontal scaling & root planing, periodontal maintenance, management of periodontal emergencies, and appropriate referral of periodontal patients. A secondary goal of these courses is to teach students the fundamentals of periodontal surgery. Students will be required to assist graduate periodontics students during surgical procedures and, when deemed capable, will have the opportunity to perform periodontal surgeries on their own patients.

**DENT D724 Clinical Periodontics II (1.0 cr.)**

D724 Clinical Periodontics II is the second in a series of four clinical courses in Periodontics. The primary goal of these courses is to give students the opportunity to learn the basic concepts and develop clinical competency in: periodontal examination, periodontal charting and record keeping, diagnosis of periodontal diseases, periodontal treatment planning, dental prophylaxis, periodontal scaling & root planing, periodontal maintenance, management of periodontal emergencies, and appropriate referral of periodontal patients. A secondary goal of these courses is to teach students the fundamentals of periodontal surgery. Students will be required to assist graduate periodontics students during surgical procedures and, when deemed capable, will have the opportunity to perform periodontal surgeries on their own patients.

**DENT D732 Advanced Restorative Dentistry II (1.0 cr.)**

The purpose of this course is to explore restorative principles in greater depth, review basic principles in light of the third-year students' clinical experiences. It updates information from the restorative literature since their first-year experience. Restorative materials' properties are reviewed in the context of clinical applications. Material choice and handling techniques are taught primarily through case presentations of actual patients. Rationale for material choice and techniques in each case is reviewed in depth and supported with literature when available.

**DENT D733 Dental Materials (1.0 cr.)**

This course is designed to broaden student knowledge of dental materials. The dental materials that are in use at IUSD are but a small fraction of those that are available for purchase. One purpose of this course is to advance student knowledge and skill in material selection. In this way, the risk to patients due to poor materials selection will be minimized. Furthermore, the cost of dental care can be better managed.

**DENT D735 Cariology and Operative Dentistry Clinic I (2.5 cr.)**

D735 Cariology and Operative Dentistry Clinic I is the first in a series of four courses that provides students with supervised clinical experiences in Cariology and Operative Dentistry. This courses will enable the student, upon graduation, to be competent and proficient in the diagnosis and management of dental caries and other dental conditions requiring non-surgical (preventive) treatment or direct restorative care using dental amalgam and resin composite, which are required experiences for graduation, and are evaluated by the Caries Risk Assessment Competency in the 3nd year, and the Operative Dentistry Clinical Competency exam in the 4th year. Additionally, students may obtain clinical experiences involving glass ionomer, cosmetic resin bonding, sealants, direct and indirect pulp therapy, control of rampant caries, provisional and sedative restorations, repair of castings, and direct gold.
DENT D736 Cariology and Operative Dentistry Clinic II (2.5 cr.)

D736 Cariology and Operative Dentistry Clinic II is a continuation of the Fall Semester course and provides students with supervised clinical experiences in Cariology and Operative Dentistry. This course will enable the student, upon graduation, to be competent and proficient in the diagnosis and management of dental caries and other dental conditions requiring non-surgical (preventive) treatment or direct restorative care using dental amalgam and resin composite, which are required experiences for graduation, and are evaluated by the Caries Risk Assessment Competency in the 3rd year, and the Operative Dentistry Clinical Competency exam in the 4th year. Additionally, students may obtain clinical experiences involving glass ionomer, cosmetic resin bonding, sealants, direct and indirect pulp therapy, control of rampant caries, provisional and sedative restorations, repair of castings, and direct gold.

DENT D740 Prosthodontics Seminar (1.0 cr.)

Clinically oriented lecture and seminar course, integrating prosthodontics principles of previous courses. Small group seminars discuss diagnosis and treatment planning with combined fixed and removable prosthodontics treatment.

DENT D741 Advanced Occlusion (1.0 cr.)

The Advanced Occlusal Studies course is designed to provide students with a clinical orientation to the principles learned in the Gnathology and Complete Dentures courses. This course will provide a historical perspective of the concepts of occlusion and will enable students to enhance their technical skills.

DENT D742 Introduction to Implant Dentistry (2.0 cr.)

The purpose of Introduction to Dental Implants is to provide third-year dental students with the opportunity to become familiar with implant dentistry. Students will be introduced to foundational concepts that will prepare them to recognize when dental implant is an appropriate treatment method and to determine when referral is needed.

DENT D743 Complete Denture Clinic I (0.5 cr.)

D743 Complete Denture Clinic I is the first in a series of courses providing clinical instruction and practice in complete denture prosthodontics. Experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring complete denture prostheses.

DENT D744 Complete Denture Clinic II (0.5 cr.)

D744 Complete Denture Clinic II is a continuation of D743 Complete Denture Clinic I and provides students with clinical instruction and practice in complete denture prosthodontics. Experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring complete denture prostheses.

DENT D745 Removable Partial Denture Clinic I (0.5 cr.)

D745 Removable Partial Denture Clinic I is the first in a series of courses providing clinical instruction and practice in removable partial denture prosthodontics. Experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring removable partial denture prostheses.

DENT D746 Removable Partial Denture Clinic II (0.5 cr.)

D746 Removable Partial Denture Clinic II is a continuation of D745 Removable Partial Denture Clinic I and provides students with clinical instruction and practice in removable partial denture prosthodontics. Experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring removable partial denture prostheses.

DENT D747 Fixed Prosthodontics Clinic I (0.5 cr.)

D747 Fixed Prosthodontics Clinic I is the first in a series of courses providing clinical instruction and practice in fixed prosthodontics. Students will gain experience in diagnosis, treatment planning, and patient treatment for patients requiring fixed prostheses.

DENT D748 Fixed Prosthodontics Clinic II (0.5 cr.)
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D748 Fixed Prosthodontics Clinic II is a continuation of D747 Fixed Prosthodontics Clinic I and provides students with clinical instruction and practice in fixed prosthodontics. Students will gain experience in diagnosis, treatment planning, and patient treatment for patients requiring fixed prostheses.

DENT D749 Implant Clinic I (0.5 cr.)
D749 Implant Clinic I is the first in a series of three clinical courses designed to provide students clinical experience in dental implants. The purpose of the course is to provide introductory concepts that should allow students to recognize the possibility of implant dentistry as a treatment method, make wise referrals when appropriate, and to provide clinical treatment with dental implants involving simple fixed and removable restorations.

DENT D751 Clinical Radiology I (0.5 cr.)
Students will gain clinical experience in obtaining and interpreting diagnostic imaging surveys for their patients. In providing care for their patients, students will be expected to select appropriate radiographic surveys, obtain diagnostic images, and demonstrate competence in the interpretation of intraoral and panoramic images in terms of anatomic structures, errors, artifacts, caries, and pathologic processes.

DENT D752 Clinical Radiology II (1.0 cr.)
In D752 Clinical Radiology II, students will continue to gain clinical experience in obtaining and interpreting diagnostic imaging surveys for their patients. In providing care for their patients, students will be expected to select appropriate radiographic surveys, obtain diagnostic images, and demonstrate competence in the interpretation of intraoral and panoramic images in terms of anatomic structures, errors, artifacts, caries, and pathologic processes.

DENT D760 Pain and Anxiety Management (1.0 cr.)
Pain and anxiety control is a fundamental skill for successful dental practice. A competent dentist should be able to select an appropriate method of pain and anxiety control for each patient under his/her care. The purpose of this course is to acquaint the student with the basic didactic theories of pain and anxiety control for managing patients in contemporary dental practice.

DENT D761 Advanced Oral Surgery Concepts (1.0 cr.)
The Advanced Oral Surgery Concepts course exposes the student to advanced aspects of oral and maxillofacial surgery, the dental specialty that is involved in the diagnosis, management and treatment of injuries, deformities, and pathology of the maxillofacial region. The general dentist is the first diagnostician who may be involved in these conditions and as such should have a basic knowledge to diagnose and refer, and the ability to follow the progression of their patient’s care once the referral is made. This requires knowledge of the various interventions provided by the oral and maxillofacial surgeon. The course will provide the student with an understanding of the various management interventions that may be used by an oral and maxillofacial surgeon.

DENT D763 Pharmacotherapeutics (2.0 cr.)
This course is designed to broaden student knowledge of pharmacology and therapeutics. Patients will be on a variety of medications that will impact dental practice. One purpose of this course is to advance student knowledge of the medications patients are taking for differing medical conditions. In this way, the risk to patients due to drug interactions will be minimized.

DENT D765 Oral Surgery Rotation I (0.5 cr.)
D765 Oral Surgery Rotation I is structured for students to gain clinical experience in basic oral and maxillofacial surgery. All predoctoral students will participate in clinical experiences each semester in the Oral Surgery Clinic. The clinical experiences will provide the opportunity for students to use their knowledge from the didactic curriculum and apply it to patient care.

DENT D766 Oral Surgery Rotation II (0.5 cr.)
D766 Oral Surgery Rotation II is a continuation of the D765 Oral Surgery Rotation I course. The course is structured for students to gain clinical experience in basic oral and maxillofacial surgery. All predoctoral students will participate in clinical experiences each
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semester in the Oral Surgery Clinic. The clinical experiences will provide the opportunity for students to use their knowledge from the didactic curriculum and apply it to patient care.

DENT D767 Hospital Dentistry Rotation (0.5 cr.)
The purpose of the Hospital Dentistry rotation is to expose the student to the management of patients referred for dental treatment within the hospital environment, patients with complex medical conditions and patients with neurodevelopmental disorders (intellectual and developmental disabilities or IDD). This rotation is structured to supplement the knowledge base from the didactic curriculum so that the student will achieve knowledge to manage patients’ care. Management of patients’ care depends on the specific medical and dental diagnoses and may entail the ability to monitor or coordinate care provided by others, refer the patient to another health care provider, or perform the actual procedure.

DENT D768 Emergency Clinic Rotation I (0.5 cr.)
D768 Emergency Clinic Rotation I is the first course in a series of rotation-based clinical courses that will prepare students to be able to triage and treat dental emergencies effectively, while keeping in mind the ultimate treatment plan or dental needs of the individual patient. This rotation combines the principles learned throughout the IUSD curriculum, with the time management and critical thinking skills of the student.

DENT D771 Clinical Endodontics I (0.5 cr.)
The purpose of D771 Clinical Endodontics I is to provide students with initial clinical exposure to endodontics. Students will participate in lecture and laboratory exercises pertaining to isolation, anesthetic, and diagnostic techniques related to endodontic diagnosis and treatment.

DENT D772 Clinical Endodontics II (0.5 cr.)
D772 Clinical Endodontics II is a continuation of D771 Clinical Endodontics I, and provides students with initial clinical exposure to endodontics. Students will participate in lecture and laboratory exercises whereby clinical skills such as accessing, filing, and obturation of extracted and artificial teeth will be conducted. Furthermore, advanced clinical armamentarium including rotary instrumentation, ultrasonic use, various obturation methodologies and use of microscopic observation for treatment will be completed. Lastly, students will gain exposure to endodontic care and treatment, which will include topics related to incision and draining procedures, pulpotomy/pulpectomy procedures and management of traumatic cases.

DENT D790 Pediatric Dentistry Clinical Rotation I (0.5 cr.)
The purpose of Pediatric Dentistry Clinical Rotation I is to prepare the student dentist for the care of the oral health of the child patient. This course is a supervised clinical experience in the practice of dentistry for children subsequent to the lecture and technique course. Satisfactorily completing the didactic and technique course is a prerequisite. It is comprised of clinical experience in the diagnosis, treatment planning, caries risk assessment and caries risk management with preventive measures and typical treatment procedures for typical children.

DENT D791 Pediatric Dentistry Clinical Rotation II (0.5 cr.)
The purpose of Pediatric Dentistry Clinical Rotation II is to prepare the student dentist for the care of the oral health of the child patient. This course is a supervised clinical experience in the practice of dentistry for children subsequent to the lecture and technique course. Satisfactorily completing Pediatric Dentistry Clinical Rotation I is a prerequisite. It is comprised of clinical experience in the diagnosis, treatment planning, caries risk assessment and caries risk management with preventive measures and typical treatment procedures for typical children.

DENT T771/T772 Community-based Education III – Part I/II, Required Service Learning Section (0.5 cr.)
The SEAL INDIANA rotation is a part of IUSD 3rd year dental student rotations and houses the Health Promotion and Disease Prevention competency. This rotation is based on service-learning methodology and includes broad preparation, and reflection to help students understand the role of dentistry in the
community, the nation and the world. The rotation includes a 3 day visit to community sites.

**Third-year Elective Courses**

**DENT T771 Community-based Education III-Part I (0.5-3.0)**

This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

**DENT T772 Community-based Education III-Part II (0.5-3.0)**

This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

**Fourth-year Curriculum**

**DENT D800 Clinical Procedures (4.5 cr.)**

The purpose of the Clinical Procedures Course is to provide clinical patient experiences to students during the summer between the D3 and D4 years. Students continue comprehensive patient care by participating in screening clinics, diagnosis and treatment planning, treatment of assigned patients, and participating in assigned rotations. This course will continue to guide students through their development of the knowledge, skills and values needed for the competent independent practice of dentistry.

**DENT D801 Dental Rounds III (1.0 cr.)**

**DENT D802 Dental Rounds IV (1.0 cr.)**

**DENT D803 Practice Administration I (1.0 cr.)**

*Moving to third-year of curriculum – discontinued following Fall 2017 Semester*

The purpose of the Practice Administration course is to introduce fourth year dental students to the principles and philosophy of practice administration including essential financial concepts, employment options, a variety of practice models, and to provide an opportunity for identifying those business skills which will enable them to become functional practitioners in their chosen practice setting. Topics which will be addressed over the course of two semesters include: Basic Financial Literacy, Trends in Dentistry, Career Opportunities, Use of Consultants, Obtaining Financing, Associateships, Purchasing a Practice, Staffing and Staff Management, Patient Scheduling/Recall Records, and Financial Operations.

**DENT D804 Practice Administration II (1.0 cr.)**

*Moving to third-year of curriculum – discontinued following Spring 2018 Semester*

D804 is a continuation of D803, and introduces students to the principles and philosophy of practice administration including essential financial concepts, employment options, a variety of practice models, and to provide an opportunity for identifying those business skills which will enable them to become functional practitioners in their chosen practice setting. Topics which will be addressed over the course of two semesters include: Basic Financial Literacy, Trends in Dentistry, Career Opportunities, Use of Consultants, Obtaining Financing, Associateships, Purchasing a Practice, Staffing and Staff Management, Patient Scheduling/Recall Records, and Financial Operations.

**DENT D805 Jurisprudence (0.5 cr.)**

The Jurisprudence course will expose students to legal principles that impact dentistry and business. Additionally, this course will familiarize students with the Indiana Dental Law as promulgated by the Indiana General Assembly and Indiana Dental Board.

**DENT D806 Dental Practice Extramural (0.5 cr.)**

The primary goal of the Dental Practice Extramural course is to supplement and enhance the practice management aspect of the curriculum by placing new fourth year dental students in the private practice environment where they can observe, be instructed and participate in office management activities. It will
also provide an opportunity for students to explore future private practice opportunities.

DENT D807 Comprehensive Care and Patient Management III (3.5 cr.)

D807 Comprehensive Care and Patient Management III is the third in a series of four clinical courses focused on the comprehensive care and management of dental patients. This course emphasizes the clinical application and integration of knowledge about the principles of basic and dental sciences attained in the first two years of the curriculum. Students will participate in a variety of clinical experiences, and will be expected to consider the comprehensive treatment possibilities for individual patient care situations, from diagnosis and treatment planning through maintenance.

DENT D808 Comprehensive Care and Patient Management IV (3.5 cr.)

D808 Comprehensive Care and Patient Management IV is the fourth and final clinical course in the DDS curriculum focusing on the comprehensive care and management of dental patients. This course emphasizes the clinical application and integration of knowledge about the principles of basic and dental sciences attained in the first two years of the curriculum. Students will participate in a variety of clinical experiences, and will be expected to consider the comprehensive treatment possibilities for individual patient care situations, from diagnosis and treatment planning through maintenance.

DENT D810 Intramural Electives (1.0 cr.)

Intramural electives provide dental students opportunities to gain additional exposure and in-depth training in areas of particular interest, e.g. clinical science, research, teaching and learning, service, etc. The course director is responsible for the overall administration of the course, while individual elective instructors are responsible for teaching their electives and measuring students’ attainment of elective goals and learning objectives. Students are responsible for working with instructors to monitor their progress in meeting the expectations for satisfactory achievement of the learning objectives outlined in each elective.

DENT D823 Clinical Periodontics III (1.0 cr.)

D823 Clinical Periodontics III is the third in a series of four clinical courses in Periodontics. The primary goal of these courses is to give students the opportunity to learn the basic concepts and develop clinical competency in: periodontal examination, periodontal charting and record keeping, diagnosis of periodontal diseases, periodontal treatment planning, dental prophylaxis, periodontal scaling & root planing, periodontal maintenance, management of periodontal emergencies, and appropriate referral of periodontal patients. A secondary goal of these courses is to teach students the fundamentals of periodontal surgery. Students will be required to assist graduate periodontics students during surgical procedures and, when deemed capable, will have the opportunity to perform periodontal surgeries on their own patients.

DENT D824 Clinical Periodontics IV (0.5 cr.)

D824 Clinical Periodontics IV is the final course in the Clinical Periodontics course series. The primary goal of these courses is to give students the opportunity to learn the basic concepts and develop clinical competency in: periodontal examination, periodontal charting and record keeping, diagnosis of periodontal diseases, periodontal treatment planning, dental prophylaxis, periodontal scaling & root planing, periodontal maintenance, management of periodontal emergencies, and appropriate referral of periodontal patients. A secondary goal of these courses is to teach students the fundamentals of periodontal surgery. Students will be required to assist graduate periodontics students during surgical procedures and, when deemed capable, will have the opportunity to perform periodontal surgeries on their own patients.

DENT D835 Cariology and Operative Dentistry Clinic III (2.5 cr.)

In D835 Cariology and Operative Dentistry Clinic III students continue their clinical education in Cariology and Operative Dentistry by treating patients during supervised clinical experiences. This course will enable the student, upon graduation, to be competent and proficient in the diagnosis and management of dental caries and other dental conditions requiring non-surgical (preventive) treatment or direct restorative care using dental
amalgam and resin composite, which are required experiences for graduation, and are evaluated by the Caries Risk Assessment Competency in the 3rd year, and the Operative Dentistry Clinical Competency exam in the 4th year. Additionally, students may obtain clinical experiences involving glass ionomer, cosmetic resin bonding, sealants, direct and indirect pulp therapy, control of rampant caries, provisional and sedative restorations, repair of castings, and direct gold.

**DENT D836 Cariology and Operative Dentistry Clinic IV (2.5 cr.)**

D836 Cariology and Operative Dentistry Clinic IV is a continuation of D835 Cariology and Operative Dentistry Clinic III and is the final course in the series. Students will continue their clinical education in Cariology and Operative Dentistry by treating patients during supervised clinical experiences. This courses will enable the student, upon graduation, to be competent and proficient in the diagnosis and management of dental caries and other dental conditions requiring non-surgical (preventive) treatment or direct restorative care using dental amalgam and resin composite, which are required experiences for graduation, and are evaluated by the Caries Risk Assessment Competency in the 3rd year, and the Operative Dentistry Clinical Competency exam in the 4th year. Additionally, students may obtain clinical experiences involving glass ionomer, cosmetic resin bonding, sealants, direct and indirect pulp therapy, control of rampant caries, provisional and sedative restorations, repair of castings, and direct gold.

**DENT D841 Implant Clinic II (0.5 cr.)**

D841 Implant Clinic II is a continuation of D749 Implant Clinic II and is designed to provide students clinical experience in dental implants. The purpose of the course is to provide introductory concepts that should allow students to recognize the possibility of implant dentistry as a treatment method, make wise referrals when appropriate, and to provide clinical treatment with dental implants involving simple fixed and removable restorations.

**DENT D842 Implant Clinic III (0.5 cr.)**

D842 Implant Clinic III is the final course in the dental implants clinical series. The course is designed to provide students clinical experience in dental implants. The purpose of the course is to provide introductory concepts that should allow students to recognize the possibility of implant dentistry as a treatment method, make wise referrals when appropriate, and to provide clinical treatment with dental implants involving simple fixed and removable restorations.

**DENT D843 Complete Denture Clinic III (1.0 cr.)**

D843 Complete Denture Clinic III is the third in a series of courses providing clinical instruction and practice in complete denture prosthodontics. Experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring complete denture prostheses.

**DENT D844 Complete Denture Clinic IV (1.0 cr.)**

D844 Complete Denture Clinic IV is the final course in the clinical complete denture series. Students receive clinical instruction and practice in complete denture prosthodontics. Experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring complete denture prostheses.

**DENT D845 Removable Partial Denture Clinic III (1.0 cr.)**

D845 Removable Partial Denture Clinic III is the third in a series of courses providing clinical instruction and practice in removable partial denture prosthodontics. Experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring removable partial denture prostheses.

**DENT D846 Removable Partial Denture Clinic IV (1.0 cr.)**

D846 Removable Partial Denture Clinic IV is the final course in the clinical removable partial denture series. Students receive clinical instruction and practice in removable partial denture prosthodontics, and experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring removable partial denture prostheses.
DENT D847 Fixed Prosthodontics Clinic III (1.0 cr.)
D847 Fixed Prosthodontics Clinic III is the third in a series of courses providing clinical instruction and practice in fixed prosthodontics. Students will gain experience in diagnosis, treatment planning, and patient treatment for patients requiring fixed prostheses.

DENT D848 Fixed Prosthodontics Clinic IV (2.0 cr.)
D848 Fixed Prosthodontics Clinic IV is the final course in the clinical prosthodontics series. Students receive instruction and practice in fixed prosthodontics, and experience is gained in diagnosis, treatment planning, and patient treatment for patients requiring fixed prostheses.

DENT D865 Oral Surgery Rotation III (0.5 cr.)
D865 Oral Surgery Rotation III is designed for students to expand their clinical experience and refine their knowledge in basic oral and maxillofacial surgery. The rotation is structured to supplement the knowledge base from the didactic curriculum so that students will achieve knowledge and be able to manage their patients’ care. Management of patient care will depend on the specific diagnoses and may entail the ability to monitor or coordinate care provided by others, refer the patient to another health care provider, or perform the actual procedure.

DENT D866 Oral Surgery Rotation IV (0.5 cr.)
D866 Oral Surgery Rotation IV is a continuation of the D865 Oral Surgery Rotation III course, and is designed for students to expand their clinical experience and refine their knowledge in basic oral and maxillofacial surgery. The rotation is structured to supplement the knowledge base from the didactic curriculum so that students will achieve knowledge and be able to manage their patients’ care. Management of patient care will depend on the specific diagnoses and may entail the ability to monitor or coordinate care provided by others, refer the patient to another health care provider, or perform the actual procedure.

DENT D867 Emergency Clinic Rotation II (0.5 cr.)
In D867 Emergency Clinic Rotation II, students will continue to triage and treat dental emergencies effectively, while keeping in mind the ultimate treatment plan or dental needs of the individual patient. This rotation combines the principles learned throughout the IUSD curriculum, with the time management and critical thinking skills of the student.

DENT D868 Emergency Clinic Rotation III (0.5 cr.)
D868 Emergency Clinic Rotation III is the final course in the emergency clinic rotation series. Students will continue their training to be able to triage and treat dental emergencies effectively, while keeping in mind the ultimate treatment plan or dental needs of the individual patient. This rotation combines the principles learned throughout the IUSD curriculum, with the time management and critical thinking skills of the student.

DENT D871 Clinical Endodontics III (0.5 cr.)
The objective of D871 Clinical Endodontics III is to provide students with experience in endodontic treatment. Upon completion of this course students will be capable of managing endodontic emergencies and completing uncomplicated endodontic cases.

DENT D872 Clinical Endodontics IV (0.5 cr.)
D872 Clinical Endodontics IV is the continuation of D871 Clinical Endodontics III, and provides students with experience in endodontic treatment. Upon completion of this course students will be capable of managing endodontic emergencies and completing uncomplicated endodontic cases.

DENT D890 Pediatric Dentistry Rotation III (0.5 cr.)
The purpose of Pediatric Dentistry Clinical Rotation III is to prepare the student dentist for the care of the oral health of the child patient. This course is a supervised clinical experience in the practice of dentistry for children subsequent to the lecture and technique course. Satisfactorily completing the D790/D791 Pediatric Dentistry Rotations are prerequisites for taking this course. It is comprised of clinical experience in the diagnosis, treatment
planning, caries risk assessment and caries risk management with preventive measures and typical treatment procedures for typical children.

Fourth-year Elective Courses
DENT T871 Community-based Education IV-Part I (0.5-3.0)
This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

DENT T872 Community-based Education IV-Part II (0.5-3.0)
This elective course aims at connecting meaningful community service experiences with academic and personal growth, as well as civic responsibility. Students have the opportunity to enroll in the elective service learning, international service learning, and community service sections.

Courses for Atypically Enrolled Students
DENT D900 Clinical Procedures (12.0 cr.)
Required for all students following the fourth year who have not been certified for graduation by the last day for summer registration.

DENT D901 Clinical Procedures (12.0 cr.)
Required for students who have not been certified for graduation by the last day of fall registration following the fourth year.

DENT D902 Clinical Procedures (12.0 cr.)
Required for students who have not been certified for graduation by the last day of spring registration following the fourth year.

DENT D925 Predoctoral Independent Study (1.0-9.0 cr.)
This course is designed for irregularly enrolled students who require independent study to prepare for National Board Dental Examinations or for other educational or remedial activities.
APPENDIX C

Policy on Challenging Test Questions
Students who wish to challenge any test item for a higher grade must submit their challenge(s) to their elected class representative(s) (Testing Committee) who will then forward all challenges to the appropriate instructor within five (5) business days of receipt of the examination. When the questions that are being challenged are part of a final examination, the Testing Committee may be allowed the opportunity to address their concerns in the first five (5) business days of the following term. In the interim, grades for the term will be reported based on the pre-challenge exam results. Instructors who agree to modify scores due to the Test Committee discussion that occurs at the beginning of the next term, will edit grades to reflect the revisions. No student’s grades will be lowered based on the Test Committee challenge, but student scores may be improved. [Source: CAC 5/12/15 approved by FC]

Each instructor has the prerogative to develop his/her own method of addressing grade challenges; however, deviation from the aforementioned policy must be outlined in detail in the syllabus and explained on the first day of the course. Please note: This policy should not discourage students from approaching faculty and instructors when their pursuit is to acquire information, knowledge, or clarification of the subject matter. It is the responsibility of the elected class test representative(s) (Testing Committee) to relay information back to the class requiring faculty clarification of challenged test questions.

(END)
APPENDIX D

Student Appeals Processes Regarding Academic Performance

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

An appeal will be forwarded to the IUSD Faculty Council Appeals Committee to determine if the reason for appeal has merit. The Appeals Committee must consider the appeal within thirty (30) 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 original deliberations of the Progress Committee can be presented
2) The decision process did not follow appropriate due process
3) The outcome is judged to be unfair or inequitable.

Appeals providing new substantial evidence will cause the case to be referred back to the Progress Committee. Any case in which the outcome is judged unfair/inequitable by the Appeals Committee 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 Appeals Committee determines the problem is rectifiable.

An appeal found to be without merit will be rejected by the Appeals Committee and the decision of the Progress Committee of the Faculty Council will be implemented. The Appeals Committee decision is final and there is no option for further appeal within the School of Dentistry. The Appeals Committee 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 IUSD proceedings may submit an 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 Admissions and Student Affairs for review and simultaneous forwarding to the Vice Chancellor of Graduate Education and copying the student filing the appeal.

(END)
IUSD Progress Committee (PC) renders decision

Decision forwarded to IUSD Faculty Council Executive Committee (EC)

EC forwards decision to Dean who reviews decision for Due Process

Dean agrees with decision and finds process in order.
- Decision is reported to IUSD Faculty Council (FC)
- Dean implements the decision.

Dean raises concerns regarding process or decision
- Dean and Progress Committee review student’s case, the committee process and decision. EC President and President-elect serve as facilitators in discussion.

Dean and Progress Committee come to consensus
- Decision is reported to IUSD Faculty Council (FC)
- Dean implements the decision.

Dean and Progress Committee do not reach consensus
- Matter referred to IUSD FC for resolution
- Dean implements FC decision.
Student earns unsatisfactory marks in course, module or clinical setting or is failing to progress

Possible Outcomes

Additional study required
- Repeat the course
- Repeat the semester
- Repeat the year
- Other, as directed, including Board preparation

Dismissal from IUSD
Student will be invited to address the Progress Committee when there is a motion for dismissal.

Appeal? NO appeal for requirement of additional study.

Appeal to IUSD Appeals Committee possible, based on:
- New information that would affect outcome
- Decision process did not follow appropriate due process
- Outcome judged to be unfair or inequitable
See DDS Handbook for appeals process details.

Appeal Found by IUSD to have Merit

Merit Based on New Information
Case returned to PC for further consideration

Merit Based on Due Process Error
Case dismissed unless rectifiable

Merit based on inequity or judged unfair
Dean determines outcome

Appeal Denied by IUSD
Student may appeal at the campus level through the IUPUI Graduate Office only on grounds of procedural error.
Appendix E

GRADUATION CLEARANCE CHECKLIST

Clearance Item

DISCIPLINE FULFILLMENT

Endodontics
Operative
Oral Surgery
Pediatric
Periodontics
Prosthodontics
Chart Audits
Patient Care Outcomes
Discipline Competencies*

*Please refer to your current Clinic Competency Assessment Manual for details regarding fulfillment requirements.

OTHER FULFILLMENTS

NBDE Clearance
Payment of student patient accounts
ADEA Survey Completion
IUSD Exit Interview Completion
Financial Aid Exit Procedures
Dental Instruments Return
Central Sterilization
Laptop clearance
All Grades Reported
No Pending Professional Misconduct Cases [Source: OASA 5/12/15]
Cleared for Graduation

If a student does not complete graduation requirements prior to the IUSD graduation clearance deadline, but plans to complete graduation requirements by the end of the IUPUI spring grade entry deadline, he/she will receive an incomplete or “R” grade in any 800-level course in which they have not completed requirements. Student must submit the Summer Enrollment Form to the Office of Admissions and Student Affairs for appropriate enrollment.

If the student has met all graduation requirements with the exception of successful completion of the NBDE, he/she will be enrolled in D925 for 1 credit hour per semester until successful completion of the Boards.

If the student does not complete graduation requirements by the end of the IUPUI grade entry period (typically the 3rd week in May), his/her enrollment will change to D900. He/she will be enrolled and charged for 12 credit hours based on resident/nonresident status and the dental student rental fee.
Fifth Year Dental Student Policy

If a student will not complete graduation requirements by the end of the summer term following the student’s last scheduled semester, he/she must send a letter to the Office of Admissions and Student Affairs requesting enrollment for fall semester. The letter should include an estimation of completion of graduation requirements. Students requesting such an extension will be considered for approval as a fifth year student by the IUSD DDS Progress Committee. If approved, the student:

1. must enroll in D901 for 12 credit hours
2. must pay the flat resident or nonresident tuition fee
3. must pay the dental student rental fee
4. will be assigned to special clinic assignments for the fall semester
5. will be required to honor the 4<sup>th</sup> year clinical attendance requirement
6. will be required to attend all required 4<sup>th</sup> year classes, rounds, clinic meetings, etc.
7. Even if the student completes all graduation requirements before December, he/she WILL be required to remain for the entire fall semester in order to complete all special clinic assignments and attendance requirements.

If a fifth year student is not finished by the end of the fall semester, he/she will be reviewed by the IUSD Faculty Progress Committee. If the IUSD Progress Committee approves that the student be retained for the spring semester, the student will be required to enroll in D902 spring semester and remain enrolled for the entire spring semester. Similar requirements for tuition payment, classes and clinical attendance from the fall semester of fifth year will apply.

Failure to comply with any of these clinic or class requirements may result in a motion for a student’s dismissal from IUSD.

(END)
IUSD National Board Dental Examination (NBDE), Part I Policy

Timing
Students must take the NBDE Part I prior to March 1 of the second year of dental school (D2).

Eligibility
To be approved to take the NBDE Part I, students must:
1. Complete the required courses of the curriculum in good standing
2. Take the Mock NBDE and achieve the minimum threshold score established by the school

Failure and Remediation
1. Students who are not successful on the first attempt:
2. Will not be permitted to be assigned to clinical activity, patient care or third year didactic courses until NBDE Part I is passed
3. Must document participation in a remediation/preparation program prior to being scheduled for an additional attempt of NBDE Part I
4. Prior to retesting must achieve on a Mock NBDE a minimum threshold score established by the school
5. Will comply with the testing eligibility requirements as outlined in the NBDE Part I Guide, to include:
   a. candidates must be continuously enrolled at IUSD to be approved to retest
   b. a minimum of 90 days must separate a candidate’s reexaminations
6. In accordance with NBDE eligibility, failure to pass Part I within five years of the first attempt or five attempts, whichever comes first, will result in dismissal from IUSD.

Sanctions
NBDE Part I Policy: D2 students who do not take the NBDE Part 1 by March 1st of their second year may be suspended from direct patient care until the Fall Semester. During the time of suspension, the student will be required to maintain 100% clinic attendance to assist classmates. Students will be referred to the Progress Committee and may receive a letter in their permanent academic files regarding their failure to progress towards the requirements of the degree. Students may be subject to additional sanctions as deemed appropriate by the Progress Committee. [Source: CAC 4/3/15 Approved by FC 5/15/15]

Approved by the IUSD Faculty Council Mar. 3, 2014
Revised and approved by Faculty Council 5/18/17
IUSD National Board Dental Examination (NBDE) Part II Policy

Timing
Students must take the NBDE Part II by Dec. 1 of their 4th (D4) year.

Eligibility
To be approved to take the NBDE Part II, students must:
1. Be enrolled and in good standing
2. Have passed NBDE Part I

Failure and Remediation
Students who are not successful on the first attempt:
1. Must be continuously enrolled at IUSD to be approved to retest
2. Must document plans for preparation/remediation with a faculty mentor prior to being scheduled for an additional attempt of NBDE Part II
3. Will comply with the testing eligibility requirements as outlined in the NBDE Part II Guide, to include:
   a. a minimum of 90 days must separate a candidate’s reexaminations
4. Failure to pass Part II within five years of the first attempt or five attempts, whichever comes first, will result in dismissal from IUSD.

Sanctions
D4 students who do not take NBDE Part II by December 1st of their fourth year may be suspended from direct patient care at the start of the Spring Semester (January). The suspension will be for a minimum of two weeks or until they take Part II of the NBDE. During the time of suspension, the student will be required to maintain 100% clinic attendance to assist classmates. Students will be referred to the Progress Committee and may receive a letter in their permanent academic files regarding their failure to progress towards the requirements of the degree. Students may be subject to additional sanctions as deemed appropriate by the Progress Committee. [Source: CAC 4/2/15 Approved by FC 5/15/15]
APPENDIX I

LEAVE OF ABSENCE REQUEST FORM

Indiana University School of Dentistry

Complete and Return to Office of Admissions and Student Affairs

THIS FORM IS REQUIRED FOR ABSENCES OF FOUR (4) OR MORE CONSECUTIVE DAYS.

_________________________________________________________________________________________________
Student Last Name    Student First Name    Student Middle Name    Graduation Year
_________________________________________________________________________________________________

Student Contact Number     Student Contact Email
__________________________________________________________________________________________________

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 Admissions and Student Affairs 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 ONLY

Date Received From Student : _____/_____/_____

Date Leave Of Absence Approved: _____/_____/_____ 

Approved: _____________________________

Associate Dean for Admissions and Student Affairs
APPENDIX J

IUSD Code of Professional Conduct

I. Preamble

a. The Code of Professional Conduct acknowledges the unique privileges and responsibilities of the health professions. 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:
   
   - i. Respect for the sanctity of human life
   - ii. Commitment to excellence
   - iii. Respect for the dignity of patients in the provision of health care
   - iv. Devotion to quality of care
   - v. Personal humility and an awareness of limitations inherent to the practice of dentistry
   - vi. Appreciation of the role of all factors in a patient’s state of well-being or illness
   - vii. Maturity with balanced personal and professional behavior

d. IUSD students 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 IU School of Dentistry minimum expectations:

a. **Respect for all individuals in the IU School of Dentistry 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 V and avoid any perception of unprofessional behavior toward others.

c. **Appropriate handling of information, records, or examination materials.** Patient privacy, modesty, and confidentiality must always be honored. Patients must not be publicly identified without adequate justification or permission. Patient 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, behavior, and all forms of communication (including social media) should be above reproach during patient care and at all times. 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

a. **Role of Student**

   i. During orientation at the School of Dentistry, each student will be oriented 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.**

   ii. At the beginning of each academic year, during orientation, the IUSD Code of Professional Conduct will be discussed. The Code will be distributed to all DDS Second, third, and fourth year classes. 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.**

   iii. Although the Code is continually in place, students renew this pledge on each examination or at the discretion of the course director, faculty member or administrator by signifying in writing: **I affirm that I have upheld the IUSD Code of Professional Conduct during this examination.**
b. Role of Faculty
   i. Instructors may provide professional conduct pledges on all written exercises used in
determining a student’s grade. Examinations comprised of separate sections (example:
practical and written exam) should have pledges provided for each section.
   ii. Course directors have the ultimate responsibility for maintaining the proper environment for
learning and assessment.
   iii. Clinical faculty have the ultimate responsibility for maintaining the proper atmosphere for
patient care.
   iv. Faculty members have the responsibility for addressing the professional expectations relevant
to their class, lab, or clinic.

c. Code Violations
   i. 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.
   ii. Examples of Unacceptable Behavior are listed in section VII of this Appendix. The IU 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
   i. 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 may first speak with offenders about the infraction and remind them
of their professional conduct. However, if the circumstances do not allow the accuser to
approach the accused, and the accuser believes the alleged infraction requires further action,
the allegation should be reported to the Professional Conduct Committee (PCC) by submitting
a completed Professional Conduct Reporting Form (PCRF) included in this Appendix.

V. Professional Conduct Committee
   a. The Professional Conduct Committee (PCC) is charged with reviewing charges and evaluating the
evidence of alleged professional/academic misconduct incidents involving students. In evaluating
instances where a student(s) does not accept responsibility for a charge(s), the Committee shall make
decisions based on their consideration of a preponderance of the evidence provided at a hearing
attended by PCC members and the alternates. Final decisions will be forwarded to the Faculty Council
(FC) Executive Committee. The FC Executive Committee will share the decision with the Dean, who will
review the decision for consistency with due process. The accused will be notified by a letter from the
Dean and the decision will then be reported to the Chair of the Progress Committee, Associate Dean for
Academic Affairs, and the Associate Dean for Admissions and Student Affairs. The Chair of the PCC shall
provide the Faculty Council with a de-identified quarterly report of the PCC actions.
VI. Appeals Committee  
   a. The Appeals Committee (AC) is charged with hearing student appeals of PCC decisions concerning professional/academic conduct incidents involving student suspensions and dismissal. **Appeals are limited to the following grounds:** (a) the discovery of new and substantial information not available at the time of the PCC hearing and which reasonably would have affected the outcome; (b) a procedural error occurred which resulted in material harm that reasonably would have affected the outcome; or (c) the sanction imposed was grossly disproportionate to the violation(s) committed.

VII. Examples of Unacceptable Behavior  
   a. **Respect for all individuals in the School of Dentistry community.** Unacceptable behavior includes (but is not limited to):
      i. Expressing racial, sexual, sexist, or religious slurs
      ii. Committing racial or sexual harassment
      iii. Using inappropriate, offensive, or threatening language
      iv. Criticizing a colleague inappropriately or unprofessionally with the intention to belittle, embarrass, or humiliate
      v. Requiring a colleague to perform personal services
      vi. Committing physical acts of violence or threats of violence
      vii. Manipulating clinical schedules for one’s own benefit
      viii. Showing lack of respect to colleagues
      ix. Failing to comply with a reasonable request or instruction from faculty, staff, or administrators
      x. 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):
      i. Giving or receiving any information except as allowed by the course director or teaching faculty during the course of an exam
      ii. Plagiarizing, forging, or falsifying academic records, financial aid information, patient records, research, or scientific data
      iii. Tampering with examination material, or any dishonesty in connection with an examination
      iv. Abusing computerized information or technology.

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

   d. **Proper representation as a dental professional.** Unacceptable behavior includes (but is not limited to):
      i. Misrepresenting oneself as a licensed professional rather than a student of dentistry
      ii. Exhibiting personal appearance that gives the impression of uncleanliness or carelessness
      iii. Failing to maintain professional composure during stressful circumstances
      iv. Engaging in an inappropriate relationship with patients or their family members
      v. 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):
   i. Disobeying federal, state, or local laws and ordinances
   ii. Disregarding or acting contrary to institutional regulations and policies
   iii. 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):
   i. Treating cadavers and body parts in a disrespectful manner
   ii. Treating animals used for instruction in an insensitive or disrespectful manner
   iii. Defacing or destroying other instructional materials, including software
   iv. Defacing or destroying university or personal property, or any written material other than one’s own
   v. Removing information, mail, or property from mailboxes or lockers that are not one’s own
   vi. Falsifying or defacing transcripts, evaluation forms, or other official documents.

VIII. Case Procedures
   a. General Principles
      i. The following case procedures establish the student adjudication process as a learning experience that can result in growth and understanding of student rights and responsibilities within the IU School of Dentistry. An example of the process is outlined in the flow chart in this Appendix. The procedure for imposing sanctions is designed to provide students with due process, procedural fairness and equal protection.
      ii. All notices specified in the procedures will be made in writing which may include electronic mail. Whenever notice is required to be given to a student under these procedures, it will be presumed that the student has been given notice if it was sent to the student’s official University email or mailed to the address appearing on either the student’s current local address or permanent address on record in the IU system.

b. Definitions
      i. All references to a “business” day include any day, Monday through Friday, in which IUSD offices are open.
      ii. The term “Investigator” means a faculty member designated to investigate alleged conduct violations. If the Investigator is unavailable to perform this duty, a trained faculty member will be authorized to serve as the Investigator. In the event that the trained Investigator is unavailable, a substitute faculty member will be appointed by the Executive Committee of the Faculty Council. [Source: EC and PCC 5/9/2015. Revision approved FC 6-21-17]
      iii. The term “sanction” refers to the discipline outcome imposed against a student for engaging in academic or personal misconduct in violation of this Code.
      iv. The term “Accused Student” means any student accused of violating the Code.

c. Report of Misconduct
      i. Any individual who witnesses professional misconduct is encouraged to submit a Professional Conduct Reporting Form (PCR F), located at the end of this Appendix. A PCR F must be completed for each case. The completed PCR F must be submitted to the Associate Dean for the Office of Admissions and Student Affairs (OASA) within ten (10) business days following the discovery of the alleged violation except in extenuating circumstances.
      ii. Upon receipt of the PCR F, the Associate Dean of OASA will review the report to determine:
          1. the timeliness of the report;
          2. whether the report has merit; and
          3. whether to give notice to other University, Campus or School offices based on
allegations involving violations of law or as required by law or University policy.

iii. No later than three (3) business days of receipt of the PCRF unless there are extenuating circumstances, the Associate Dean of OASA will send:
   1. an acknowledgment of receipt to the reporting individual;
   2. a copy of the PCRF to the Chair of the PCC and the Investigator; and
   3. a written Notice Letter to the Accused Student (via University email account) outlining:
      a) The violations alleged
      b) The intent to investigate
      c) A summary of the adjudication process
      d) The timeframe if a hearing is indicated
      e) The opportunity to appeal the decision(s)

d. Investigation
   i. It is the policy of IUSD to use an independent Investigator chosen from current faculty to review all allegations of student professional conduct violations. The Faculty Investigator will serve for one academic year (July 1–June 30) and may be reappointed for additional one year terms. In the event an investigation extends beyond the appointee’s end date of service, the Investigator will complete the review prior to relinquishing this position. The Dean of the School of Dentistry will recommend the name of a Faculty Investigator and this recommendation will be reviewed and approved by the Faculty Executive Committee prior to June 1st of each year. Preference will be given to experienced members of the faculty with a good working knowledge of the Professional Conduct Committee. The Investigator may not concurrently hold membership on the Professional Conduct Committee. In the event the Investigator is directly involved in making an allegation and has a Conflict of Interest, the Faculty Executive Committee will appoint an interim Investigator to conduct the investigation. [Approved by PCC Committee 6/16/17]
   ii. The Investigator has ten (10) business days or more if reasonably necessary from the date of the receipt of the PCRF to OASA to complete an investigation of the allegations. The investigation is to examine the complaint, interview the involved persons, and identify the circumstances of the incident. The investigation should include: separate interviews with each reporting student(s), faculty (if any) and witness(es) (if any); collection of pertinent documentation; and an informal, non-adversarial interview with the Accused Student. All contacts should be carefully documented. The Investigator is to remain an impartial fact-finder throughout the entire process. Should the findings of the investigation clearly indicate that no violation occurred, the Investigator will confer with the Chair of the PCC for verification of the findings and the case will be closed upon notification of the Associate Dean of OASA.
   iii. The Accused Student’s failure to schedule and/or keep a requested appointment will not preclude continuation of the disciplinary process.
   iv. Should the Investigator require additional time for investigation, the Accused Student will be provided written notice of the need for an extended time for investigation and the Associate Dean of OASA will be notified.

e. Charge and Adjudication Procedures
   i. If the Accused Student does not wish to accept responsibility for the charges placed by the Investigator, then the case will go to a hearing before the PCC. With direction from the Chair of the PCC, the Office of Admissions and Student Affairs schedules a meeting to be held within twenty (20) business days, if practicable, from the date of receipt of the PCRF to OASA. Members of the PCC will be free from conflicts of interest that reasonably would appear to impair their ability to evaluate the misconduct matter in a fair and impartial
manner. For example, a PCC member directly involved as a witness or course director in the reported incident should recuse him/herself and an alternate member of the PCC will serve as a voting member in all capacities involving that incident.

ii. The Investigator will submit a Statement of Charges, should the investigation warrant it, to the Accused Student and the Associate Dean of OASA at least ten (10) business days prior to a scheduled PCC Hearing unless the Accused Student accepts responsibility. In the event of a hearing, the student may submit, in writing, a reasonable request to waive the 10-day notice and schedule the hearing earlier, if practicable. OASA will arrange a hearing location and schedule the accused, accuser(s) and any witnesses called by the Investigator. The accused may notify their own witnesses regarding the time and place of the hearing provided their witness names and contact information are provided to the Associate Dean of OASA at least three (3) days prior to the hearing. [Source: PCC/IUPUI Conduct Process 5/5/15]

The Statement of Charges will provide the Accused Student with:

1. timeframe and information about a PCC hearing; if one is indicated
2. written notice of the final charges;
3. options to resolve the charges under the discipline procedures;
4. the procedures to be followed in the PCC hearing process; and
5. Resources for assistance in preparing for the PCC hearing.

iii. In circumstances where an accused student is nearing graduation, the accused student may be offered a prompt review of the case, thereby waiving the 10-business day notice of hearing requirement. An Accused Student may refuse a proposal for prompt review. [Source: PCC/IUPUI Conduct Process 5/5/15]

iv. An Accused Student with one or more charges placed upon them for allegations of misconduct has the right to a formal hearing before the PCC. However, in cases when the Accused Student has notified the Associate Dean of OASA prior to the scheduled PCC hearing that he/she wishes to accept responsibility for all charges in the case, the Accused Student may waive the right to a formal in-person hearing and related procedural guarantees and receive a sanction issued by the PCC. In such situations, the student also waives the right to appeal a finding or PCC sanction except on the grounds that the sanction imposed is grossly disproportionate to the violation(s) committed.

v. The accused has the following rights and responsibilities for preparing information for the PCC hearing:

1. The accused and the accuser(s) may provide witnesses at the hearing provided the witnesses names are submitted to the Associate Dean of OASA at least three (3) business days prior to the date of the hearing.
2. Witnesses will be at the hearing only during the time they testify and answer questions.
3. The PCC may invite an advisor who may remain during the entire hearing.
4. Any statements or evidence that the accused and the accuser(s) may present must be provided to the Associate Dean of OASA at least three (3) business days prior to the date of the hearing.
5. The accused and the accuser(s) may be precluded from presenting witnesses or evidence at the hearing if the information has not been provided within the stated time limits.
6. The accused and the accuser(s) may be accompanied by an advisor. However, the advisor is not allowed to address any other participants involved in the process.
7. The accused and the accuser will have an opportunity during the hearing to address the PCC regarding the alleged misconduct and the testimony and evidence provided at the hearing.
8. When two or more students are accused of collusion in an academic dishonesty accusation, each will have the opportunity to meet independently of the other(s) and the
other(s) advisors and witnesses with the PCC.

9. The Chair may dismiss any participant who is demonstrating disruptive behavior during
   the hearing,

10. A record of the proceedings, whether written, audio, or video-recorded or any
   combination thereof, will be made at the hearing. The record is the sole property of the
   university. [Source: PCC/IUPUI Conduct Process 5/5/15]

11. If the accused fails to appear at the hearing, the accused waives the right to appeal of
   the PCC decision as to both responsibility for the charge(s) and associated sanction(s).

12. The Investigator may present an oral report and/or written findings of the investigation.

13. The accused, the accuser(s) and the Investigator may attend the hearing during
   the presentation of evidence by live witnesses.

14. The accused, the accuser(s) and the Investigator may present and question witnesses (if
   any).

15. The accused, the accuser(s) and the Investigator may present other information (if any).

16. The burden of proving that the Accused Student committed the violation(s) will be upon
   the University.

17. The accused’s failure to respond at the hearing will not be considered an admission of
   responsibility.

The PCC will deliberate in a closed session after the completion of the hearing. Deliberations
are not recorded. [Source: PC/IUPUI Conduct Process 5/5/15] Only members of the PCC and
individuals permitted by the Chair to remain for reasonable cause will be present during the
deliberations. For example, if the violation involves academic misconduct associated with a
specific course, the PCC may directly consult with the faculty/course director of the pertinent
course during deliberations regarding the imposition of sanctions. The PCC decision is based
on a preponderance of the evidence introduced at the hearing. The decision of the PCC is
made by a majority vote of the voting members during private deliberations after the close of
the hearing. The PCC members review and determine whether the accused committed the
violation(s) and determines the sanction(s) to be imposed, if any. Within three (3) business days
of the final PCC hearing outcome, the PCC will provide a decision based on their evaluation of the
evidence and forward the decision to the Faculty Executive Committee who will share the PCC
decision with the Dean for review of due process. The Dean implements the PCC final decision
by sending a written Letter of Resolution to the Accused Student with a copy to the Associate
Dean of OASA, the Chair of the Progress Committee and the Associate Dean for Academic
Affairs. The Letter of Resolution must provide at a minimum the following:

1. the findings and decision of the PCC;
2. the IUSD Appeals Form; and
3. Instructions, including the time limit, for submitting the Appeals Form.

f. Appeals Committee Process
A student has the right to appeal any decision made by the PCC involving suspension or dismissal from
the program. The accused may appeal the PCC decision by submitting the IUSD Appeals Form to the
Associate Dean of OASA no later than ten (10) business days after the date of the Letter of Resolution.
The IUSD Appeals Form is located at the end of Appendix J. The appeal must clearly state the
specific grounds for appeal and must include all supporting documentation. A student is limited to one
opportunity to appeal to the AC. During any period of appeal for suspension or dismissal 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 IU
School of Dentistry and the Associate Dean of Clinical Affairs. 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 IU School of Dentistry, its patients or its personnel in jeopardy. 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.

An appeal will be received if submitted on one or more of the following grounds:

1. The discovery of new and substantial information, which was unavailable at the time of the PCC hearing but has since become available and, if had been available, reasonably would have affected the outcome.
2. A procedural error occurred which resulted in material harm that reasonably would have affected the outcome.
3. The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors.

ii. The Appeals Committee must consider the appeal within thirty (30) calendar days from the Associate Dean’s receipt of the student’s written appeal.

iii. If no written IUSD Appeals Form is received by the Associate Dean of OASA within ten (10) business days following the date of the Letter of Resolution, the Associate Dean of OASA will send the following:

   1. a notice letter to the Accused Student that the case is concluded, the sanctions determined by the PCC will be imposed, and the Accused Student has waived the right to further appeal of the PCC decision; and
   2. A copy of the Letter of Resolution to the Associate Dean of Academic Affairs and the Chair of the relevant Progress Committee(s).

iv. If the IUSD Appeals Form is submitted within ten (10) business days of the date of the Letter of Resolution, the Associate Dean of OASA will:

   1. review the IUSD Appeals Form for timeliness and completion;
   2. defer the PCC findings and sanctions (if any); and
   3. Send a copy of the IUSD Appeals Form to the Chair of the Appeals Committee (AC).

v. The Chair of the Appeals Committee will convene a meeting of the members to review the appeal. The Appeals Committee may reach one or more of the following outcomes after a review of the appeal and supporting documentation, including prior disciplinary history if applicable:

   1. Dismiss the appeal if the appeal is not clearly based upon one or more of the grounds set forth above.
   2. Uphold the original decision and/or sanction(s) reached by the PCC.
   3. Dismiss or vacate the original case, an individual charge, and/or sanction(s), or any portion of the three.
   4. Modify the original sanction.
   5. Remand the case back to the PCC for consideration or rehearing. A case which is to be reheard may result in dismissal of the case, modification of the finding, or a finding and/or sanction of greater severity than the original outcome.

vi. Within three (3) business days of the Appeals Committee meeting, the Committee decision is forwarded to the Dean for due process review. If the Dean has concerns, the Dean meets with the Appeals Committee to discuss the case. The Dean implements the final decision by writing a Letter of Resolution to the following recipients:

   1. the Accused Student;
   2. the Associate Dean of OASA;
   3. the Associate Dean of Academic Affairs; and
   4. the Chair(s) of the relevant Progress Committee(s).
vii. Appealing an IUSD Final Decision involving Suspension and Dismissal

1. Students who feel that a demonstrable procedural error occurred during the IUSD proceedings may submit an appeal only on those grounds. The external appeals document is limited to the identification of a specific procedural violation. The appeal is submitted to the Associate Dean for Admissions and Student Affairs, who will review then forward to the IUPUI Associate Vice Chancellor of Graduate Education and copy the student filing the appeal. The Associate Vice Chancellor of Graduate Education reviews the findings and presents the decision to the Accused Student and the Associate Dean of OASA. [Source: PCC 5/5/15. Revision approved by FC 6-21-17]
CASE PROCEDURE FLOWCHART
For illustrative purposes only, this does not reflect all aspects of the process.

Incident is discovered

Title IX: Legal Notice to University/ Law Enforcement

No action

Incident is reported on a form to Assoc. Dean of OASA

INVESTIGATION BY DESIGNATED FACULTY:
• Meeting with the accused, with notice
• Meeting with witnesses
• Meeting with reporting party
• Finding of fact

Evaluation of charges by Investigator

STATEMENT OF CHARGES
Provided by Assoc. Dean of OASA to the accused in writing, with options to resolve the charges

Accused accepts findings, accepts responsibility for charges

Determination of sanctions

Accused denies responsibility, a hearing is scheduled before the PCC

PCC Hearing

PCC determines findings of responsibility and sanctions

PCC forwards decision to FC Exec Comm who forwards to the IUSD Dean for due process review

The PCC decision is forwarded to Student, Chair of the applicable Progress Comm, Assoc. Dean of Academic Affairs and Assoc. Dean of OASA

CONTINUED ON NEXT PAGE

END
Student accepts decisions

The PCC decision is forwarded to Student, Chair of the applicable Progress Comm, Assoc. Dean of Academic Affairs and Assoc. Dean of OASA

Student submits an IUSD Appeals Form to Assoc. Dean of OASA for Appeals Committee

APPEALS TO THE APPEALS COMMITTEE (AC)
AC reviews based on one of the following three criteria:
1. Discovery of new and substantial information that reasonably would have affected outcome
2. Procedural error that reasonably would affect outcome
3. The sanction imposed was grossly disproportionate

AC forwards decision to Dean for due process review and implementation

Assoc. Dean of OASA
Student receives Letter of Decision
Assoc. Dean of Academic Affairs
Chair of Progress Comm.

If student was suspended or dismissed

Student accepts decision

Student submits appeal to Assoc. Dean of OASA, who reviews and forwards to IUPUI Associate Vice Chancellor for Graduate Education and copies the student.

The IUPUI Office of Student Conduct performs a review of the student's appeal to IUPUI based on procedural error that could reasonably affect outcome.

Remands case back to IUSD Appeals Committee.

No issues noted; no further appeal level at the University

APPENDIX J-12
Indiana University School of Dentistry

Professional Conduct Reporting Form

Within ten (10) 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 Admissions and Student Affairs.

PART I: Contact Information of Individual Reporting the Incident/Activity (Reporting individual must be present if an investigation results in a PCC 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 and Class (if known):_______________________________________________________________

Course/Section (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.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Indiana University School of Dentistry
IUSD Appeals Form

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 Faculty Council Appeals Committee and IUPUI, this form must be completed and sent via university e-mail to the Associate Dean for Admissions and Student Affairs 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 J) and the Student Appeals Process Regarding Academic Performance.

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 appeal below. (Check all that apply)

☐ The discovery of new and substantial information, which was unavailable at the time of the PCC hearing or Progress Committee meeting 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 K
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:

1. Dress slacks, khakis, chinos for men
2. Dress slacks/khakis, chinos skirts or dresses that fall below the knee for women.
3. Dress shirts for men, blouses for women
4. Closed toe shoes
5. Dress socks for men
6. 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:

1. Any clothing item not in good repair; or that is frayed, torn, or ripped
2. Any item of clothing that does not cover the shoulders, abdomen or back is not acceptable
3. Any item of clothing that is above the knee (for example, miniskirt)
4. 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)
5. Sweat suits, jogging suits, or bib overalls
6. Tights or leggings as an outer garment (without a skirt or dress) is inappropriate
7. Wearing mismatched scrubs or just scrub bottoms and a t-shirt.

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

1. Guidelines for Acceptable Protective Clothing and Infection Control policies and procedures must be followed and described in the IUSD Infection Control Manual
2. Long hair must be pinned or tied back, out of the field of vision and away from any operating surfaces
3. 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
4. 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
5. Jeans may be worn in laboratories or classrooms as long as they are clean and not ripped, frayed, or torn.
6. 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.
7. For safety reasons, long pants must be worn in laboratory settings. Shorts are not permitted in the labs or clinics.
8. 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)
9. 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 Assistant Dean of Clinical Affairs.

Crimson Card
Students can acquire a new Crimson Card 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. During the transition from the JagTag to the Crimson Card, more details on the many uses of the Crimson Card can be found at http://www.jagtag.iupui.edu/. Students are required to wear the Crimson Card identifying them as a Professional Dentistry student within the building at all times.

(END)
APPENDIX L

IUSD Policy on Administering Examinations

All students must review and sign the IUSD Code of Professional Conduct annually requiring them to self-regulate testing environments by reporting any academic misconduct to the Professional Conduct Committee. Students who are non-compliant will be suspended from classes and clinics until this is completed.

Students will provide the phone number of the Office of Student Affairs (317-274-8173) to family members and other individuals in case the student needs to be reached. In the event of an emergency, a representative from the Office of Student Affairs will notify the student and course director immediately. Students are encouraged to inform the course director/proctor in the event of a possible foreseen emergency (e.g. birth of a baby).

During laboratory, written and electronic examinations, a student will not have any personal belongings at his/her assigned seat. All personal belongings (including food and drinks) must be stowed in designated locations as specified by the Course Director or exam proctor. All electronic devices, except those used to access and take exams, are to be silenced and stowed in a secure location not on the students’ person, this includes all wearable technologies. Noncompliance is likely to give the perception of academic misconduct, which may result in sanctions.

All exams are to be proctored by the course director, associated faculty or their designees.

All students are to be assigned a seat in the testing location according to a seating chart generated per the guidelines generated by the Office of Academic Affairs.

All screens on devices used to take an 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.

Due to the nature of the IUSD graduate programs, dental hygiene program and dental assisting program, academic departments or divisions will uphold the integrity of the examination process by establishing guidelines specific to the needs of the individual program.

Approved by CAC, 09/03/13

Revised by CAC, 10/08/13

Approved by IUSD Faculty Council, 02/03/2014

Revised by CAC, 08/18/16, 09/27/2016

Approved by IUSD Faculty Council, 10/06/2016
APPENDIX M

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]

(END)
APPENDIX N
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 Admin. 4/7/16]
APPENDIX O

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, uncles, and grandparents.

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. 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.

3. 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 Finance and Admin. 4/7/16]

Approval Date: 4/4/13; Amended Date: 6/15/13; Effective Date: 7/1/13
STUDENT TRAVEL FORM

Indiana University School of Dentistry

Complete and return to the Office of Admissions and Student Affairs

Student Name:                                                                                                         Year:

Student Contact Number:  Student IU E-mail:

Emergency Contact Information

Name and Relation:

Phone Number:

Alternate Phone Number:

Purpose of Travel:

Travel Destination:

Departure Date and Time:  Return Date and Time:

Faculty Sponsor/Faculty Advisor/Traveling Faculty:

Funding Source for Registration:  Funding Source for Hotel:

Funding Source for Transportation:  Mode of Transportation:

If OASA is arranging flights, please complete:  Birthdate _______ - _______ - _______

Will the student miss any assessments?  (circle one)         Yes        No

*Please attach all documents that support and verify travel (IU Travel, Conference Schedule, Hotel, Flight Itinerary, Etc.)

Student Acknowledgement of Responsibilities

I acknowledge that my course directors/instructors have been notified of these travel dates. In the event that the travel dates are taken during class time and assignments or assessments are missed, it is my responsibility to address these matters.

Student Signature:

Office Use: Date Received From Student

_____/_____/_____

OASA Office Use: Approved by

aaaaaaaaaaaaaaaaaaa

Created January 2016
Indiana University School of Dentistry Policy

CATEGORY: Admissions and Student Affairs; Finance

TITLE: Travel Support Policy for Student Professional Development, Leadership or Presenter Roles

POLICY NO:

SUBJECT: Funding for Student Travel - Student Professional Development, Leadership or Presenter Roles

PURPOSE
To support student travel to national conferences or programs for specific training or student professional development, leadership or presenter roles related to dentistry academics, online education or peer mentoring group development.

SCOPE
All Fulltime Students

DEFINITIONS
National Dental Conference is defined as any of the following approved national dental education organizations: ADEA, ASDA, SPEA, ADA, CODA, AADR. Other organizations may be considered if the applicant submits a statement describing the purpose and importance of a particular organization’s meeting.

POLICY
The IUSD Office of Admissions and Student Affairs (OASA) will consider applications for funding of conference registration, hotel accommodations and airfare in partnership with the respective department or student organization for fulltime IUSD students to attend OASA-approved National Dental Conferences or disciplinary-based conferences to support strategic IUSD initiatives or student development of members of the peer mentoring group. The Associate Dean for Admissions and Student Affairs will determine if the student member, student member’s department or organization and the school will significantly benefit from attendance at the conference or program. Funding will be provided as the budget allows and preference will be given to student members who have not been previously funded. In addition, preference will be given to applicants who document contribution of departmental funds, if applicable, to help support the meeting travel request.

REFERENCES:

PROCEDURES:
Procedure #________ - Travel Support for Strategic Student Professional Development, Leadership or Presenter Roles

HISTORY:
Approval Date: ; Effective Date:
PURPOSE
To outline the standard operating procedure for a student to complete a funding request and the approval process.

PROCEDURE

1. Student must complete the funding request application and submit it a minimum of 30 days prior to the first day of open conference registration or upon receipt of acceptance notification. Travel funding approval for presentation at a conference is contingent upon acceptance of the poster and/or oral presentation by the student, and if applicable, the sponsoring organization, or approval of the submitted application for conference attendance.

2. The application will require documentation of the purpose and benefit to the student education, department or organization and school.

3. Student must provide a statement of benefit to the department and school.

4. The student must provide a copy of the conference registration confirmation to the Office of Admissions and Student Affairs.

5. The Associate Dean for Admissions and Student Affairs will approve/disapprove the travel support request within five (5) business days, based upon the policy criteria, application and documentation provided. The student and student’s sponsoring organization or department will be notified of the funding decision.

6. If approved, the Office of Admissions and Student Affairs will coordinate arrangements with the student for the Travel Trip Authorization.

FORMS:
Form #_____________ - Travel Support Policy for Student Professional Development, Leadership or Presenter Roles

HISTORY:
Approval Date: ; Effective Date:
INDIANA UNIVERSITY SCHOOL OF DENTISTRY  
TRAVEL SUPPORT APPLICATION  
For  
Student Professional Development, Leadership or Presenter Roles

Fulltime students are eligible to apply for travel funds if they are pursuing Student Professional Development, Leadership or Presenter Role opportunities as long as such opportunities are of benefit to the department, student organization and IUSD.

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<tr>
<th>Name</th>
<th>Student Organization</th>
<th>Department</th>
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<tr>
<th>Conference</th>
<th>Location</th>
<th>Meeting Dates</th>
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Title of Presentation (if applicable), Professional Development or Leadership Development Opportunity

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<th>Conference</th>
<th>Location</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Benefit Statement

Have you applied for student travel funding from any other (IUPUI, IUSD, etc.) source? (____) Yes  (____) No

If yes, what was the source and the amount of other funding approved? $ ________________________________

Amount Funded by Department or Student Organization

<table>
<thead>
<tr>
<th>Associate Dean for Admissions and Student Affairs Approval Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount Funded by OASA (if applicable)

NOTE: Travel Support will only be provided for conference registration, hotel or air travel to conference site. If Travel Support is provided, students must share hotel space when possible and appropriate; students are encouraged to use the official conference hotel for safety and maximum attendance benefit. No per diems will be paid.
## APPENDIX Q
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>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Local Address/Telephone Number</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Permanent Address/Telephone Number</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Current Enrollment</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Class Level</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Full-time/Part-time</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Dates of Enrollment</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Degrees Received</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>School or Division</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td><strong>RESTRICTED INFORMATION +</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age/Birth date/Birthplace</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>High School(s) Attended</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Academic Status</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Class Rank</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Grades (Specific or GPA)</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Testing Information</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</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, such as his or her rank in the class. 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 Admissions and Student Affairs 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>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Student Releasing Information</td>
<td></td>
</tr>
<tr>
<td>Phone Number of Student Releasing Information</td>
<td></td>
</tr>
</tbody>
</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 Admissions and Student Affairs at IU School of Dentistry (IUSD).
## APPENDIX R

### Frequently Used Links

<table>
<thead>
<tr>
<th>Task</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<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>
</tr>
<tr>
<td>Encrypting your Mac Computer</td>
<td><a href="https://kb.iu.edu/d/bcnx">https://kb.iu.edu/d/bcnx</a></td>
</tr>
<tr>
<td>Encrypting your Windows Computer</td>
<td><a href="https://kb.iu.edu/d/avjz">https://kb.iu.edu/d/avjz</a></td>
</tr>
<tr>
<td>Health Insurance</td>
<td><a href="http://hr.iu.edu/benefits/students.html">http://hr.iu.edu/benefits/students.html</a></td>
</tr>
<tr>
<td>International Affairs Office</td>
<td><a href="http://international.iupui.edu/">http://international.iupui.edu/</a></td>
</tr>
<tr>
<td>Intranet at IUSD (Sharepoint site)</td>
<td><a href="https://indiana.sharepoint.com/sites/DENT">https://indiana.sharepoint.com/sites/DENT</a></td>
</tr>
<tr>
<td>IT Help Desk</td>
<td><a href="mailto:caits@iu.edu">caits@iu.edu</a></td>
</tr>
<tr>
<td>IUSD Website Home Page</td>
<td><a href="https://www.dentistry.iu.edu/">https://www.dentistry.iu.edu/</a></td>
</tr>
<tr>
<td>Library Services at IUSD</td>
<td><a href="https://www.dentistry.iu.edu/library/">https://www.dentistry.iu.edu/library/</a></td>
</tr>
<tr>
<td>One.IU – online campus services</td>
<td><a href="https://one.iu.edu/">https://one.iu.edu/</a></td>
</tr>
<tr>
<td>Parking Services</td>
<td><a href="http://parking.iupui.edu/">http://parking.iupui.edu/</a></td>
</tr>
<tr>
<td>Passphrase – Change your Passphrase</td>
<td><a href="https://access.iu.edu/Passphrase">https://access.iu.edu/Passphrase</a></td>
</tr>
<tr>
<td>Plagiarism</td>
<td><a href="http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml">http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml</a></td>
</tr>
<tr>
<td>Securing your iPhone, iPad or iPod touch</td>
<td><a href="https://kb.iu.edu/data/ayem.html">https://kb.iu.edu/data/ayem.html</a></td>
</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 S
Indiana University School of Dentistry
Office of Admissions and Student Affairs
Fund Raising Approval Form

Today’s Date: ___________________ Class/Group Raising Funds: ____________________
Student Contact: ________________________________________________________________

Type of Product to be sold: _______________________________________________________
Dates product is to be sold: _______________________________________________________
Name of Company: _____________________________________________________________
Company Contact Person: ________________________________________________________
Company Telephone Number: _____________________________________________________

Reason for Fundraiser: __________________________________________________________
Number of Students Involved: __________________________________________________
Expected Funds to be earned: ____________________________________________________
Projected Costs: ________________________________________________________________

What will this cover? ____________________________________________________________
Other pertinent Information: ______________________________________________________

NOTE: Dental Illustrations must approve the use of any IU or IUSD logos or branding.

---------------------------------------------------------------------------------------------------------------------
FOR OFFICE USE:

_____ Approved Date: __________

_____ Denied Date: ____________ Reason: _________________________________________

Associate Dean for Admissions and Student Affairs’ Signature__________________________

Logo Usage (if applicable) Approved by Dental Illustrations Dept.

Appendix T

Indiana University School of Dentistry
Office of Admissions and Student Affairs
Guest Speaker/Vendor Approval Form

Today’s Date: _______________   Student Sponsoring Organization: _______________

Student Contact: ______________________________________________________________

Intended Audience: __________________________________________________________________

Please designate if this approval request is for a guest speaker or guest vendor:

*Guest Speaker Approval _________       Guest Vendor Approval ___________

Is this speaker affiliated with an organization/corporate entity?    Yes ________  No _________

If yes, indicate: ___________________________________________________________________

*Guest speakers are expected to present for educational purposes only and not for personal or organizational gain.

Guest Speaker/Vendor Contact: _______________________________________________________

Guest Speaker/Vendor Topic: _______________________________________________________

Proposed Date of Event: ___________________________________________________________________

Please Note: A copy of the presentation must be attached or emailed to OASA for approval prior to extending an invitation.

_____________________________________________________________________________

FOR OFFICE USE:

_____ Approved Date: __________

_____ Denied Date: __________   Reason: ___________________________________________

Associate Dean for Admissions and Student Affairs’ Signature

OASA 12/2016
APPENDIX U

IUSD Student Organizations
(which have completed annual registration with IUPUI as required as of 6/1/17)

- 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 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)
- 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)
Appendix V

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, graduate, 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 (see Appendix J) which is also governed by the IUPUI Student Code of Responsibilities. 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. [Adapted from IU School of Medicine 5/19/16]
Appendix W

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 a 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.
NAME CHANGE NOTIFICATION
Office of Admissions and Student Affairs

Former Name (First, MI, Last) ____________________________________________

New Name (First, MI, Last) ____________________________________________

IU ID# ____________________________________________

Anticipated Graduation Date ______________________________

I have contacted the IUPUI registrar and submitted the required documentation. My name has been legally changed within the University system.

Signature ____________________________________________

Date ____________________________________________

OASA Office use:
Date notification sent _____________________
Appendix Y
Box Health Account Form

Indiana University School of Dentistry

BOX HEALTH ACCOUNT ACTION REQUEST

<table>
<thead>
<tr>
<th>NEW USER ACCOUNT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>Middle Name:</td>
</tr>
<tr>
<td>Select one:</td>
</tr>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Program/Dept.:</td>
</tr>
<tr>
<td>Full Time/Part Time</td>
</tr>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Start Date:</td>
</tr>
<tr>
<td>End Date (if known) / Inactivate Date:</td>
</tr>
</tbody>
</table>

IU username:

University Email Address:

Form Submitted by:

Responsible Program Director / Dept. Head / Clinic Director:

Purpose of Account:

Owner of Account: Y/N  Member of Account: Y/N

Will you be adding others to your group:

- Each individual that is being granted access will need to complete this Box Health Account Action Request form.
- Each individual that is designated as a Member of Account will be given Viewer/Uploader collaborator permission levels unless the Account Owner requests otherwise.

Initials: I have read and understand the IUSD Box Health Account usage guidelines

Initials: I understand that there is an audit trail that logs all action which would be tied to a username.

Initials: I understand that I will be held accountable for those invited and the permission levels at which I invite them at. (Suggested level is Viewer Uploader)

For Internal Use Below

Date of BH Account Attestation:

Date of HIPAA: Training:

Date BH Account Created:

Please return completed form for access to dsgis@iu.edu. You will receive confirmation notice once your account box health account has been granted.