Appendices to the Indiana University School of Dentistry DDS Student Handbook

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<table>
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<tr>
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<th>Name</th>
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<tbody>
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### Finance & Administration

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### Research

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### Clinical

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(END)
APPENDIX B
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 C

DDS Student Progress Committee Guidelines

Guidelines for Progress Committee: The following guidelines have been proposed to assist the Progress Committee’s evaluation of students who are in academic difficulty. The Progress Committee will take an individual student’s circumstances into account when making a final recommendation to Faculty Council. The following are examples of circumstances in which a student may earn academic probation:

1. A semester grade point average is below 2.0 but all courses were passed.
2. Failure in a course module that does not result in a failing grade in the entire course.
3. Failure in a single course in a semester.
4. Unacceptable clinical progress or participation.
5. Re-enrollment following a period of suspension.

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.

Remediation: Should a student fail a course module in which failure does not necessitate failure in the course the student may be promoted on probation by arrangements made with the module director and course director to identify possible mechanisms for removing the failure. Such a student would receive an “I” grade in the course containing that module until the deficiency is corrected. However, it is the prerogative of the course director to specify the terms of successful completion of his/her course. If the course director determines and specifies that all modules within the course must be passed in order to receive a passing grade in the course, then failure of a single module would result in a failing grade in the course. No “I” grade would be given under these circumstances.

Unsatisfactory Performance on a Comprehensive Examination: Should a student fail a comprehensive exam, he/she will be placed on academic probation by the Progress Committee and promotion withheld until an acceptable level of achievement is demonstrated by the student. A passing score on the comprehensive exam is required for promotion to the next level of instruction.

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, Suspension or Additional Study: 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 and legality. 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.
- Failing grades in at least 50 percent of the credit hours in which the student is enrolled.
- 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.
- Failure to demonstrate professional growth.

(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 suspension or dismissal as a result of course or semester grades. Appeal of such decision must be submitted by the student in writing to the IUSD Assistant Dean for Admissions and Student Affairs within five (5) 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) days from the Assistant Dean’s receipt of the student’s written appeal. An appeal is found to have merit if 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 and/or 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 appeal through the IUPUI Campus Appeals Process as described in the IUPUI Code of Student Rights, Responsibilities, and Conduct. Please note that the Campus level deliberation will only consider whether the IUSD process was appropriately followed.

(END)
APPENDIX E

Indiana University School of Dentistry
Office of Admissions and Student Affairs
1121 West Michigan Street, Room 105
Indianapolis, Indiana 46202
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ds-stdnt@iupui.edu

GRADUATION CLEARANCE CHECKLIST

Clearance Item

DISCIPLINE FULFILLMENT

- Endodontics
- Operative
- Oral Surgery
- Pediatric
- Periodontics
- Prosthodontics
- Chart Audits
- Discipline Competencies*

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

OTHER FULFILLMENTS

- Dental Instruments Return
- Central Sterilization
- ADEA Survey Completion
- Financial Aid Exit Procedures
- Exit Interview Completion
- Information Technology Equipment Return
- NBDE Clearance
- Patient Care Outcomes Review
- All Grades Reported
- No Pending Professional Misconduct Cases [Source: OASA 5/12/15]
- Cleared for Graduation

OASA – January 2014
APPENDIX F
Fifth Year Dental Student Policy

If a student plans to complete graduation requirements by the end of May following the student’s last scheduled semester, he/she must send a letter to the Assistant Dean of Admissions and Student Affairs stating that he/she plans to complete graduation requirements by the end of the summer term following the student’s last scheduled semester. If approved, that student:

- may be enrolled in R925 for one credit hour provided the student completes graduation requirements by the end of May following the student’s last scheduled semester.
- may be charged the per credit hour rate based on resident/non-resident status; and
- may be required to attend all Comprehensive Care Clinic rounds or other meetings or classes arranged by the Clinic Director.

If the student does not complete graduation requirements by the end of May, following the student’s last scheduled semester, his/her enrollment will change from R925 to D900. He/she will be charged the full flat semester rate based on resident/non-resident status and the dental student rental fee. Tuition payment for R925 will be applied to the D900 fee.

If a student will not have his/her graduation requirements completed 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 4th year clinical attendance requirement
6. will be required to attend all required 4th 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)
APPENDIX G
IUSD National Board Dental Examination (NBDE), Part I Policy
Approved by the IUSD Faculty Council Mar. 3, 2014

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
Students who are not successful on the first attempt:
1. Will not be permitted to be assigned to clinical activity, patient care or third year didactic courses until NBDE Part I is passed
2. Must document participation in a remediation/preparation program prior to being scheduled for an additional attempt of NBDE Part I
3. Prior to retesting must achieve on a Mock NBDE a minimum threshold score established by the school
4. Will comply with the testing eligibility requirements as outlined in the NBDE Part I Guide, to include:
   • candidates must be continuously enrolled at IUSD to be approved to retest
   • a minimum of 90 days must separate a candidate’s reexaminations
   • after three attempts, a candidate must wait one year before they can apply for reexamination (after the 12 month waiting period has lapsed, a new cycle will apply)
5. 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]
APPENDIX H
IUSD National Board Dental Examination (NBDE) Part II Policy
Approved by the IUSD Faculty Council Mar. 3, 2014

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 minimum of 90 days must separate a candidate’s reexaminations
   • after three attempts, a candidate must wait one year before they can apply for reexamination (after the 12 month waiting period has lapsed, a new cycle will apply)
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

Student Name: ___________________________ Graduation Year: __________

Student Contact Number: _______________________

Date of Leave: ___________________________ Expected Date of Return: __________

Check One That Applies:

☐ Medical Leave of Absence
☐ Personal / Family Leave of Absence
☐ Military Leave of Absence
☐ Other – Describe ___________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I understand that I am responsible for providing documentation (physician, military orders, etc.) documenting the reason for my leave of absence. I understand that the length of my leave may change depending on my circumstances. In the event of changes to my request, I will notify the Office of 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

Date Received From Student: _____/_____/____
Date Leave Of Absence Approved: _____/_____/____
Approved: ___________________________

Assistant Dean of Admissions and Student Affairs

OASA - January 2014

A-13
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:
      1. Respect for the sanctity of human life
      2. Commitment to excellence
      3. Respect for the dignity of patients in the provision of health care
      4. Devotion to quality of care
      5. Personal humility and an awareness of limitations inherent to the practice of dentistry
      6. Appreciation of the role of all factors in a patient’s state of well-being or illness
      7. Maturity with balanced personal and professional behavior
   
   D. Students at IUSD should realize the importance of this professional ethic and the necessity of assuming responsibility to develop, review, and maintain these ideals for themselves, their colleagues, and for the dental profession. **The fundamental principle involved is personal responsibility for the development and maintenance of professional conduct based on the ethic espoused by the dental profession of self-effacing service to society.** Development of a professional ethic must continue for as long as students, staff, and faculty represent the dental profession. Personal responsibility for maintaining and integrating these ideals is incumbent with staff and faculty.

II. The Code of Professional Conduct
   A. I shall conduct myself so that as a dental professional, I will be able to promise those for whose care I am entrusted competence, integrity, candor, personal commitment to their best interests, compassion, and absolute discretion and confidentiality.
   
   B. I shall do by my patients as I would be done by, shall obtain consultation when they desire or I believe there is a need, and shall include them to the extent possible in all important decisions.
   
   C. I shall accept all patients in a non-judgmental manner. I shall at all times and in all places conduct myself with honor and integrity, and I shall respect the rights and dignity of all individuals. I promise to attend to my own physical, intellectual, mental, and spiritual development in the interest of best serving others.
D. I shall commit to upholding a climate of mutual respect in the school and university community when working with my colleagues (i.e., students, staff, & faculty).

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

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

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

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

D. 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.

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

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

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

2. At the beginning of each academic year, 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.

3. Although the Code is continually in place, students renew this pledge on each examination or at the discretion of the course or module 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
   1. 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.
   2. Course directors have the ultimate responsibility for maintaining the proper environment for learning and assessment.
   3. Clinical faculty have the ultimate responsibility for maintaining the proper atmosphere for patient care.
   4. Faculty members have the responsibility for addressing the professional expectations relevant to their class, lab, or clinic.

C. Code Violations
   1. A violation of the Code of Professional Conduct occurs when any student acts in a manner contrary to the values and responsibilities expected of those engaged in the profession of dentistry. Violations also occur when anyone jeopardizes the welfare of a patient, disregards the rights or dignity of another individual, or allows or assists another in doing so. For example, students are subject to discipline under the Code if they have knowledge of an infraction of the Code but fail to report it to the appropriate authority.
   2. Examples of Unacceptable Behavior are listed in section VII of the appendix. The School of Dentistry reserves the right to initiate action and impose sanctions for any conduct that is not specifically listed as unacceptable behavior but is determined to be a violation of the Code, regardless of whether the violation occurs on or off the premises of the School.

D. Procedures for Investigating Code Violations by Students
   The School of Dentistry has a responsibility to ensure a professional climate and provide equity for all parties involved in a breach of professional conduct. Therefore, the School has adopted procedures to respond to infractions of the Code of Professional Conduct. Individuals reporting an infraction of the Code can first speak with offenders about the infraction and remind them of their professional conduct. However, if the circumstances do not allow the claimant to approach the offender, and the claimant believes the alleged infraction requires further action, the allegation should be reported to the Professional Conduct Committee (PCC) by submitting a completed Report of Misconduct form (available at the Office of Admissions and Student Affairs or online).
V. Professional Conduct Committee

The Professional Conduct Committee (PCC) is charged with reviewing charges and evaluating the evidence of alleged professional/academic misconduct incidents involving students. In evaluating these instances, the Committee shall make decisions based on their consideration of all the evidence.

VI. Appeals Committee

The Appeals Committee (AC) is charged with hearing student appeals of PCC decisions concerning professional/academic conduct incidents involving students. 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’s community.

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

C. Respect for patient’s confidentiality and safety.

Unacceptable behavior includes (but is not limited to):
- Failing to ask for assistance from appropriate faculty or staff when needed
- Writing offensive or judgmental comments in the patient’s chart
- Sharing medical or personal details of a patient with anyone other than health professionals involved in the patient’s care
- Engaging in discussion about a patient in public areas.
D. **Proper representation as a dental professional.**

Unacceptable behavior includes (but is not limited to):

- Misrepresenting oneself as a licensed professional rather than a student of dentistry
- Exhibiting personal appearance that gives the impression of uncleanness or carelessness
- Failing to maintain professional composure during stressful circumstances
- Engaging in an inappropriate relationship with patients or their family members
- 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):

- Disobeying federal, state, or local laws and ordinances
- Disregarding or acting contrary to institutional regulations and policies
- 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):

- Treating cadavers and body parts in a disrespectful manner
- Treating animals used for instruction in an insensitive or disrespectful manner
- Defacing or destroying other instructional materials, including software
- Defacing or destroying university or personal property, or any written material other than one’s own
- Removing information, mail, or property from mailboxes or lockers that are not one’s own
- Falsifying or defacing transcripts, evaluation forms, or other official documents.

VIII. **Case Procedures**  General Principles

1. The following case procedures establish the adjudication process as a learning experience that can result in growth and understanding of one’s rights and responsibilities within the School of Dentistry. An example of the process is outlined in the flow chart attached to this document. The procedure for imposing sanctions is designed to provide students with due process, procedural fairness and equal protection.

2. Sanctions will not become effective until after the opportunities for appeal according to the Code’s process have been exhausted.

3. Students have the right to appeal findings of misconduct and/or the imposition of sanctions upon specific grounds. Newly discovered facts and procedural errors that reasonably may bear on the outcome of the proceedings or grossly disproportionate sanctions may be appealed. Minor deviations from the procedures that do not have an effect on the student’s ability to respond fully to allegations of misconduct will not impair IUSD’s ability to proceed with the decisions and sanctions.

4. 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.
A. Definitions
1. All references to a “business” day include any day, Monday through Friday, in which the university offices are open.
2. The term “Conduct Officer” means the Assistant Dean of the Office of Admissions and Student Affairs (OASA). If the Assistant Dean of the OASA is unavailable to perform all duties pertaining to the Conduct Officer, a trained faculty will be authorized to serve as the Conduct Officer of the PCC, until such time that the Assistant Dean of the OASA again becomes available. The trained faculty may be one of the following: 1) the Associate Dean of the Office of Academic Affairs, 2) the Associate Dean of Diversity, Equity and Inclusion, 3) a faculty member appointed by the Executive Committee of the Faculty Council.
3. [Source: EC and PCC 5/9/2015] The term “sanction” refers to the discipline outcome imposed against a student for engaging in academic or personal misconduct in violation of this Code.
4. The term “Accused Student” means any student accused of violating the Code.

B. Report of Misconduct
1. Any person may file a Report of Misconduct charging a student for misconduct. A Reporting Form must be utilized for each case. The completed Reporting Form must be submitted to the Assistant Dean of the Office of Admissions and Student Affairs (OASA) within 5 business days following the discovery of the alleged violation except in extraordinary cases.
2. Upon receipt of the Reporting Form, the Assistant Dean of OASA will review the report to determine:
   a. the timeliness of the report;
   b. whether the report has merit; and
   c. 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.
3. No later than three (3) business days of receipt of the Reporting Form unless there are extenuating circumstances, the Assistant Dean of OASA will send:
   a. an acknowledgment of receipt to the reporting individual;
   b. a copy of the Reporting Form to the Chair of the PCC; and
   c. a written Notice Letter to the Accused Student (via University email account) outlining:
      i. the violations alleged
      ii. the intent to investigate
      iii. a summary of the adjudication process
      iv. the anticipated date of the PCC Hearing
      v. the opportunity to appeal the decision(s)

C. Investigation
1. The Conduct Officer has ten (10) business days or more if reasonably necessary from the date of the receipt of the Reporting Form at 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 any pertinent documentation; and an informal, non-adversarial interview with the Accused Student. All contacts should be carefully documented. The Conduct Officer is to remain an impartial fact-finder throughout the entire process. Should the findings of the investigation clearly indicate that no
violation occurred, the Conduct Officer will confer with the Chair of the PCC for verification of the findings and the case will be closed.

2. The Accused Student’s failure to schedule and/or keep a requested appointment will not preclude the Conduct Officer from continuing with the disciplinary process, which may include filing of charges or other appropriate actions.

3. Should the Conduct Officer require additional time for investigation, the Accused Student would be provided written notice of the need for an extended time for investigation and a rescheduling of the PCC Hearing.

4. The Conduct Officer will submit a Statement of Charges to the Accused Student at least ten (10) business days prior to the scheduled PCC Hearing unless the accused student submits, in writing, a reasonable request to waive the ten day notice and schedule the hearing earlier, if practicable. [Source: PCC/IUPUI Conduct Process 5/5/15] The Statement of Charges would provide the Accused Student with:
   a. timeframe and information about the PCC hearing;
   b. written notice of the final charges;
   c. specific information about the behaviors that allegedly caused the charge(s);
   d. options to resolve the charges under the discipline procedures;
   e. the procedures to be followed in the PCC hearing process; and
   f. Resources for assistance in preparing for the PCC hearing.

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

6. 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 Conduct Officer 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 following a conference with the Conduct Officer and review of the accepted charges. In such situations, the student also waives the right to appeal a finding or sanction except on the grounds that the sanction imposed is grossly disproportionate to the violation(s) committed.

7. If the Accused Student does not wish to accept responsibility for the charges placed by the Conduct Officer, then the case will go to a hearing before the PCC. The Accused Student has the following rights and responsibilities for preparing information for the PCC hearing:
   a. The Accused Student may provide witnesses at the hearing provided the witnesses names are submitted to the Assistant Dean of OASA at least three (3) business days prior to the date of the hearing.
   b. Any statements or evidence that the Accused Student may present must be provided to the Assistant Dean of the OASA at least three (3) business days prior to the date of the hearing.
   c. The Accused Student may be precluded from presenting witnesses or evidence at the hearing if the information has not been provided within the stated time limits.
   d. The Accused Student may be accompanied by an advisor. However, the advisor is not allowed to address any other participants involved in the process.
   e. The Accused Student will have an opportunity during the hearing to address the PCC regarding the alleged misconduct and the testimony and evidence provided at the hearing.
D. PCC Adjudication Hearing

1. 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 Reporting Form from OASA. The Conduct Officer, pertinent faculty (if any) and the members of the PCC are to attend the meeting. 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.

2. The OASA would arrange for the hearing location and the scheduling of witnesses as supplied by the Accused Student and the Conduct Officer.

3. At the PCC Hearing:
   a. 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]
   b. If the Accused Student fails to appear at the hearing, the Accused Student waives the right to appeal of the PCC decision as to both responsibility for the charge(s) and associated sanction(s).
   c. The Conduct Officer may present an oral report and/or written findings of the investigation.
   d. The Accused Student and the Conduct Officer may attend the hearing during the presentation of evidence by live witnesses.
   e. The Accused Student and the Conduct Officer may present and question witnesses (if any).
   f. The Accused Student and the Conduct Officer may present other information (if any).
   g. The burden of proving that the Accused Student committed the violation(s) will be upon the University.
   h. The Accused Student’s failure to respond at the hearing will not be considered an admission of responsibility.

4. 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.

5. The PCC members review and determine any one, or a combination of, the following:
   a. Whether the Accused Student committed the violation(s);
   b. Determination of the sanction(s) to be imposed, if any.

6. Within three (3) business days of the PCC hearing date, 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 and legality.
7. The Dean implements the PCC final decision by sending a written Letter of Resolution to the Accused Student with a copy to the Assistant 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:
   a. the findings and decision of the PCC;
   b. the Appeals Form; and
   c. Instructions, including the time limit, for submitting the Appeals Form.

E. Appeals Committee Appeals Process

1. An Accused Student may appeal the PCC decision by submitting the Appeals Form to the Assistant Dean of OASA no later than ten (10) business days after the date of the Letter of Resolution. An Appeals Form may be obtained by contacting the OASA. 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.

2. An appeal will be received if submitted on one of more of the following grounds:
   a. 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.
   b. A procedural error occurred which resulted in material harm that reasonably would have affected the outcome.
   c. The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors.

3. If no written Appeals Form is received by the Assistant Dean of OASA within ten (10) business days following the date of the Letter of Resolution, the Assistant Dean of OASA will send the following:
   a. 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
   b. A copy of the Letter of Resolution to the Associate Dean of Academic Affairs and the Chair of the relevant Progress Committee(s).

4. If the Appeals Form is submitted within ten (10) business days of the date of the Letter of Resolution, the Assistant Dean of OASA will:
   a. review the Appeals Form for timeliness and completion;
   b. defer the PCC findings and sanctions (if any); and
   c. Send a copy of the Appeals Form to the Chair of the Appeals Committee (AC).

5. The Chair of the AC will convene a meeting of the AC members to review the appeal. The AC may reach one or more of the following outcomes after a review of the appeal and supporting documentation, including prior disciplinary history if applicable:
   a. Dismiss the appeal if the appeal is not clearly based upon one or more of the grounds set forth above.
   b. Uphold the original decision and/or sanction(s) reached by the PCC.
   c. Dismiss or vacate the original case, an individual charge, and/or sanction(s), or any portion of the three.
   d. Modify the original sanction.
   e. 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.

6. Within three (3) business days of the AC meeting, the AC decision is forwarded to the Dean for due process review. If the Dean has concerns, the Dean meets with the AC to discuss the case. The Dean implements the AC final decision by writing a Letter of Decision to the following recipients:
   a. the Accused Student;
   b. the Assistant Dean of OASA;
   c. the Associate Dean of Academic Affairs; and
   d. The Chair(s) of the relevant Progress Committee(s).

F. Appealing an IUSD Final Decision involving Suspension or Dismissal

1. If the AC decision results in a suspension or dismissal of the Accused Student, then the Accused Student who feels that a demonstrable procedural error occurred during the IUSD proceedings has the right to appeal the decision in writing to the IUPUI Office of Student Conduct and the Assistant Dean of the Office of Admissions and Student Affairs at IUSD no later than five (5) business days from the date of the notice of outcome was sent to the student.

2. The student must contact both of the following:
   a. The IUPUI Office of Student Conduct, Division of Student Affairs, 420 University Blvd, CE 270, Indianapolis, IN 46202; 317-274-4431 or at dos@iupui.edu.
   b. The Assistant Dean of the Office of Admissions and Student Affairs at IUSD by phone at 317/274-8173 or by email at ds-stdnt@iupui.edu.

3. Please note that the Campus level deliberation will only consider whether the IUSD process was appropriately followed.

4. The IUPUI Office of Student Conduct reviews the findings according to its policies and presents its decision to the Accused Student and the Assistant Dean of the OASA. [Source: PCC 5/5/15]

(remainder of page intentionally left blank)
Case Procedure Flow Chart for illustrative purposes only - This does not reflect all aspects of the process.

1. Incident is discovered
   - No Action
   - Incident is reported on a form to Ass’t Dean of OASA

2. Investigation by Ass’t Dean of OASA
   - Meeting with the Accused, with notice
   - Meeting with Reporting Party
   - Meeting with Witnesses
   - Finding of Fact

3. Evaluation of Potential Charges by Ass’t. Dean of OASA

4. Statement of Charges
   - Provided by Ass’t Dean of OASA to the Accused in writing, with options to resolve the charges.

5. Accused accepts findings, accepts responsibility for charges
6. Accused denies responsibility, a hearing is scheduled before the PCC

7. PCC Hearing
   - PCC determines finding of responsibility and sanctions

8. PCC forwards decision to FC Exec Comm who forwards to the Dean for due process and legality review

Title IX: Legal Notice to University /Law Enforcement
The PCC decision is forwarded to Student, Chair of the applicable Progress Comm, Assoc. Dean of Academic Affairs and Ass’t Dean of OASA

Student submits an “Appeals Form” to Ass’t Dean of OASA for Appeals Committee

Appeal 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

If student was suspended or dismissed

Student accepts decision

Student appeals to the IUPUI Office of Student Conduct and provides Ass’t Dean of OASA notice of Appeal to IUPUI

IUPUI Office of Student Conduct
Reviews based on procedural error that reasonably would affect outcome.

Remands case back to IUSD to correct as instructed

No issues noted; no further appeal level at the University
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:
- Dress slacks, khakis, chinos for men
- Dress slacks, khakis, chinos skirts or dresses that fall below the knee for women.
- Dress shirts for men, blouses for women
- Closed toe shoes
- Dress socks for men
- Dress socks or hose for women

Unacceptable Dress
The following items of apparel are unacceptable for any student to wear in the dental school or any of its affiliated clinics or classroom buildings during regular school/business hours:
- Any clothing item not in good repair; or that is frayed, torn, or ripped
- Any item of clothing that does not cover the shoulders, abdomen or back is not acceptable.
- Any item of clothing that is above the knee (for example, miniskirt)
- Any item of clothing with inappropriate language or images (profane or offensive language; items promoting alcohol, tobacco, drugs; items making inappropriate political or religious statements)
- Sweat suits, jogging suits, or bib overalls
- Tights or leggings as an outer garment (without a skirt or dress) is inappropriate.
- Wearing mis-matched scrubs or just scrub bottoms and a t-shirt.

Clinical or Laboratory Settings
The following guidelines apply to students in clinical or laboratory settings:
- Guidelines for Acceptable Protective Clothing and Infection Control policies and procedures must be followed and are described in the IUSD Infection Control Manual.
- Long hair must be pinned or tied back, out of the field of vision and away from any operating surfaces.
- Adherence to infection control guidelines is mandatory. All disposable protective clothing must be removed prior to entering restrooms, libraries, canteens or eating areas or exiting the building.
- For safety and hygiene reasons, close-toed shoes and socks that cover the ankles or hose must be worn in clinics and laboratories. All shoes must be in good repair.
• Jeans may be worn in laboratories or classrooms as long as they are clean and not ripped, frayed, or torn.

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

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

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

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

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

(END)
APPENDIX L
IUSD Testing Policy
(Approved by IUSD Faculty Council on 2/3/14)

All students must sign the IUSD Honor Code requiring them to self-regulate testing environments by reporting any academic misconduct to the Professional Conduct Committee through the OASA. Students should give OASA (317-274-8173) as the emergency contact on testing days. In the event of an emergency, a representative from the Office of Student Affairs will notify the student immediately.

During laboratory and written examinations, all electronic devices must be silenced and stowed in a secure location not on the students’ person, unless otherwise permitted by the course faculty.

(END)
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, including the skills described on page 33, with or without accommodation, in order to begin or continue in the program.

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

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

Decisions where a student is denied admission or disenrolled due to undue hardship, safety risk, or significant programmatic changes as a result of an inability to meet these minimum standards for admission or retention will be fully documented. Documents regarding a student’s or applicant’s disability and requests for accommodation shall be treated in a confidential manner and maintained separately from his or her admissions, academic or other files. IUSD shall maintain files regarding the decision making process with respect to accommodation requests. [Reviewed 5/14/15]
APPENDIX 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]
Approval Date: 4/4/13; Effective Date: 4/4/13
APPENDIX O
Limited FinancialCourtesy 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.

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]
Approval Date: 4/4/13; Amended Date: 6/15/13; Effective Date: 7/1/13
# APPENDIX P

## STUDENT TRAVEL FORM

*Indiana University School of Dentistry*

Complete and return to the Office of Admissions and Student Affairs

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
</tr>
<tr>
<td>Student Contact Number:</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td></td>
</tr>
<tr>
<td>Name and Relation:</td>
<td></td>
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<tr>
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<tr>
<td>Purpose of Travel</td>
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<td>Travel Destination :</td>
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<tr>
<td>Departure Date:</td>
<td></td>
</tr>
<tr>
<td>Return Date:</td>
<td></td>
</tr>
<tr>
<td>Faculty Sponsor/Faculty Advisor/Traveling Faculty:</td>
<td></td>
</tr>
<tr>
<td>Funding Source of Travel (IU Travel, Self-Pay, Other Source):</td>
<td></td>
</tr>
<tr>
<td>Mode of Transportation:</td>
<td></td>
</tr>
</tbody>
</table>

*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 or assignments are missed it is my responsibility to address these matters.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date: / /</th>
</tr>
</thead>
</table>

Office Use: Date Received From Student

<table>
<thead>
<tr>
<th>Date: / /</th>
</tr>
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</table>

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## APPENDIX Q
### Release of Student Information Matrix

<table>
<thead>
<tr>
<th>PUBLIC INFORMATION</th>
<th>Student – Own Record</th>
<th>Employers</th>
<th>Government Agencies</th>
<th>Other Institutions</th>
<th>General Public</th>
<th>Parent / Guardian</th>
<th>School Administration</th>
<th>University Administration</th>
<th>Faculty</th>
<th>Spouse</th>
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<td>Academic Status</td>
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<td>Class Rank</td>
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<td>Grades (Specific or GPA)</td>
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<td>Testing Information</td>
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<td>Class Schedule</td>
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</tbody>
</table>

Y – YES, approved for release  
N – NO, not approved for release to public without student’s authorization. No permission needed for IUSD / IUPUI administration and faculty.  
+ – 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 21 without written authorization from the student. [Last reviewed May 2015]
# 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>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>
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<td>Encrypting your Mac Computer</td>
<td><a href="https://kb.iu.edu/data/azmb.html">https://kb.iu.edu/data/azmb.html</a></td>
</tr>
<tr>
<td>Encrypting your Windows Computer</td>
<td><a href="https://kb.iu.edu/data/azmz.html">https://kb.iu.edu/data/azmz.html</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>
</tbody>
</table>
| Intranet at IUSD (Sharepoint site)                                  | On campus: [https://sharepoint/sites/IN-DENT/](https://sharepoint/sites/IN-DENT/)  
|                                                                         | Off campus: [https://www.sharepoint.iu.edu/sites/IN-DENT/](https://www.sharepoint.iu.edu/sites/IN-DENT/)  |
| IT Help Desk                                                        | [istmhelp@iu.edu](mailto:istmhelp@iu.edu)                             |
| IUSD Website Home Page                                              | [https://www.dentistry.iu.edu/](https://www.dentistry.iu.edu/)         |
| Library Services at IUSD                                            | [https://www.dentistry.iu.edu/library/](https://www.dentistry.iu.edu/library/) |
| Oncourse – course materials and podcasts                            | [https://oncourse.iu.edu/portal](https://oncourse.iu.edu/portal)      |
| OneStart – online campus services                                   | [https://one.iu.edu/](https://one.iu.edu/)                            |
| Parking Services                                                    | [http://parking.iupui.edu/](http://parking.iupui.edu/)               |
| Passphrase – Change your Passphrase                                 | [https://access.iu.edu/Passphrase](https://access.iu.edu/Passphrase)  |
| Plagiarism                                                          | [http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml) |
| Securing your iPhone, iPad or iPod touch                            | [https://kb.iu.edu/data/ayem.html](https://kb.iu.edu/data/ayem.html)  |
| Student Advocate                                                    | [http://studentaffairs.iupui.edu/advocate/](http://studentaffairs.iupui.edu/advocate/) |
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: _______________________________________________________

---------------------------------------------------------------------------------------------------------------------
FOR OFFICE USE:
_____ Approved Date: _________
_____ Denied Date: _________  Reason: __________________________________________
_____________________________________________________________________________

Assistant Dean for Admissions and Student Affairs’ Signature

OASA 3/2015 p:\studafr\internal\1admissions-current\forms\fundraising form.docx - sah
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Appendix T

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

Today’s Date: ___________________ Student Organization: _______________________________
Student Contact: __________________________________________________________________

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: ___________________________________________________________________

---------------------------------------------------------------------------------------------------------------------

FOR OFFICE USE:

_____ Approved Date: __________

_____ Denied Date: ________  Reason: __________________________________________________________

_______________________________________________________________________________

Assistant Dean for Admissions and Student Affairs’ Signature