# Table of Contents

IUSD Mission and Professionalism Statement  
Overview  
Purpose of the Handbook  
Accreditation Guidelines and Complaint Policy  
IUSD Organization Chart and Contact Information  
Admission Pre-Matriculation Requirements  
Academic Curriculum  
Academic Performance and Evaluation  
  Competencies  
  Grades and Standardized Tests  
  Grading Scale  
  Academic Probation  
  Student Promotions and Advancement  
  Student Progress Policy  
  Reinstatement to Good Standing  
  Academic Dismissal Policy  
  Appealing Grades or Other Performance Evaluations  
  Appealing Decisions for Dismissal or Suspension  
  Requirements for Graduation  

Attendance  
  Course Attendance Requirements  
  Clinical Attendance Requirements  
  Attendance and Religions Holidays  
  Leave of Absence  
  Maternity Leave  
  Military Leave  
  Specialty Requirements  
  Make-up Time  
  Voluntary Withdraws  
  Emergency Withdrawals  
  Adverse Weather Closing  

Academic Policies, Personal Conduct and Professionalism  
  Academic Misconduct and Professional Behavior  
  Suspension or Dismissal for Academic Misconduct/Unprofessional Behavior  
  Cheating  
  Civility and Disorderly Conduct  
  Civility on Websites Maintained on University Services  
Clinic and Laboratory Policies  
  Dress Code  
Equal Opportunity and Non-Discrimination/Sexual or Racial Harassment  
Non-Retaliation and Whistleblower Policy  
Patient Confidentiality
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism</td>
<td>12</td>
</tr>
<tr>
<td>Safety and Infection Control</td>
<td>12</td>
</tr>
<tr>
<td>Sexual Misconduct/Violence</td>
<td>13</td>
</tr>
<tr>
<td>Smoking, Drug and Alcohol</td>
<td>13</td>
</tr>
<tr>
<td>Testing Policy</td>
<td>13</td>
</tr>
<tr>
<td>Threatening Behavior and Violence</td>
<td>13</td>
</tr>
<tr>
<td>Weapons Policy</td>
<td>13</td>
</tr>
<tr>
<td>Fees/Tuition/Financial Aid</td>
<td>13</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>13</td>
</tr>
<tr>
<td>Instruments</td>
<td>14</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>14</td>
</tr>
<tr>
<td>Employment</td>
<td>14</td>
</tr>
<tr>
<td>Work Study</td>
<td>15</td>
</tr>
<tr>
<td>Student Teaching Appointments and Employment</td>
<td>15</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>15</td>
</tr>
<tr>
<td>Campus Policy and Safety Escort</td>
<td>15</td>
</tr>
<tr>
<td>Security Alert Notification (IU Notify)</td>
<td>15</td>
</tr>
<tr>
<td>Commitment to Student Welfare</td>
<td>15</td>
</tr>
<tr>
<td>Criminal Background Checks</td>
<td>16</td>
</tr>
<tr>
<td>Disabilities Accommodation Policy</td>
<td>16</td>
</tr>
<tr>
<td>Health Services for Students</td>
<td>16</td>
</tr>
<tr>
<td>IUPUI Student Emergency Medical Care</td>
<td>16</td>
</tr>
<tr>
<td>Counseling and Psychology Services Center</td>
<td>16</td>
</tr>
<tr>
<td>Dental Care for IUSD Students and Family Member</td>
<td>17</td>
</tr>
<tr>
<td>Compliance, Immunizations and GIS</td>
<td>17</td>
</tr>
<tr>
<td>Insurance</td>
<td>17</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>17</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>18</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>18</td>
</tr>
<tr>
<td>Malpractice Coverage for the Clinical Examination</td>
<td>18</td>
</tr>
<tr>
<td>Student Organizations and Governance</td>
<td>18</td>
</tr>
<tr>
<td>IUPUI Graduate and Professional Student Government</td>
<td>18</td>
</tr>
<tr>
<td>IUSD Graduate Student Professional Conduct Committee (GSPCC)</td>
<td>18</td>
</tr>
<tr>
<td>IUSD and IUPUI Advisory Committees</td>
<td>19</td>
</tr>
<tr>
<td>Professional Organizations – ASDA/ADA/IDA</td>
<td>19</td>
</tr>
<tr>
<td>Student Group Announcements and Meeting Locations</td>
<td>19</td>
</tr>
<tr>
<td>Student Group Website and Social Media Accounts</td>
<td>19</td>
</tr>
<tr>
<td>Student Travel</td>
<td>19</td>
</tr>
<tr>
<td>The American Dental Interfraternity Council</td>
<td>20</td>
</tr>
<tr>
<td>Student Records</td>
<td>20</td>
</tr>
<tr>
<td>Student Name Change</td>
<td>20</td>
</tr>
<tr>
<td>Student Services</td>
<td>20</td>
</tr>
<tr>
<td>Building Security</td>
<td>20</td>
</tr>
</tbody>
</table>
Graduate Handbook

2017

Campus Housing 21
Career Placement 21
Crimson Card 21
Dental Stores 21
IUPUI Student Advocate 21
IUSD Library and Services 22
Lost and Found 23
Maintenance: Facility or Dental Equipment 23
Parking 23
University and Community Resources 23

Technology (Computers, Smart Phones, Email and Websites) 23
IT Service 23
Campus Technology Policy 24
Civility on Websites Maintained on University Servers 24
Copyrighted Materials/Reproducing Faculty Materials 24
Email Messaging 25
Frequently Used Links 25
Mobile Device Encryption 25
University Logo Use on Websites or Web Pages 25

IUSD Graduate School Information 26
Advance Standing Status for Dental Graduate Students 26
Part-Time Graduate Students 26
Residency for Fee Payment Purposes 26
Transferring Credits 27
Visiting Student/Scholars 27

MSD Procedures 27
MSD/Residency Required Coursework 27
Core Courses 27
Minor for MSD Degree 28
Faculty Advisory Committee 28
MSD Qualifying Examination 28
Research 29
Nomination of Research Committee for MSD Degree 29
Research Committee 29
Preparing a Research Protocol for Review by the IUSD Graduate 29

MSD – Manuscript Option 30
Manuscript Guidelines 30
Review of MSD Manuscript by Committee 30
MSD Manuscript Defense Announcement 30
Review and Final Approval of MSD Manuscript 31

MSD – Thesis Option 31
Thesis Guidelines 31
Dental Illustrations Office 31
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of MSD Thesis by Committee</td>
<td>31</td>
</tr>
<tr>
<td>MSD Thesis Defense Announcement</td>
<td>31</td>
</tr>
<tr>
<td>Review and Approval of MSD Thesis by IUSD Thesis Editor</td>
<td>31</td>
</tr>
<tr>
<td>Review and Approval for Binding of MSD Thesis by Research Committee</td>
<td>31</td>
</tr>
<tr>
<td>Submitting Thesis for IUPUIScholarWorks</td>
<td>32</td>
</tr>
<tr>
<td>Binding Information</td>
<td>32</td>
</tr>
<tr>
<td>Number of Required Copies of the MSD Thesis</td>
<td>32</td>
</tr>
<tr>
<td>Graduation Clearance Form</td>
<td>32</td>
</tr>
<tr>
<td>Continuing Enrollment</td>
<td>32</td>
</tr>
<tr>
<td>Time Limits and Revalidation</td>
<td>32</td>
</tr>
<tr>
<td>Commencement Confirmation for MSD</td>
<td>33</td>
</tr>
<tr>
<td>Commencement Confirmation for MSD</td>
<td>33</td>
</tr>
<tr>
<td>Receipt of MSD Diploma</td>
<td>33</td>
</tr>
<tr>
<td>MSD Procedure</td>
<td>33</td>
</tr>
<tr>
<td>Requirements for MS Degree</td>
<td>33</td>
</tr>
<tr>
<td>Minor for MS Degree</td>
<td>34</td>
</tr>
<tr>
<td>Faculty Advisory Committee</td>
<td>34</td>
</tr>
<tr>
<td>MS Qualification Examinations</td>
<td>34</td>
</tr>
<tr>
<td>Nomination of Research Committee for MS Degree</td>
<td>34</td>
</tr>
<tr>
<td>Review of MS Thesis</td>
<td>34</td>
</tr>
<tr>
<td>MS Thesis Defense Announcement</td>
<td>34</td>
</tr>
<tr>
<td>MS Thesis Guidelines</td>
<td>35</td>
</tr>
<tr>
<td>Bindery Information</td>
<td>35</td>
</tr>
<tr>
<td>Electronic Submission of Thesis to IUPUIScholarWorks Repository</td>
<td>35</td>
</tr>
<tr>
<td>Receipt of MS Diploma</td>
<td>35</td>
</tr>
<tr>
<td>PhD Procedure</td>
<td>35</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD) Degree in Dental Science</td>
<td>35</td>
</tr>
<tr>
<td>Admission</td>
<td>35</td>
</tr>
<tr>
<td>Tuition</td>
<td>36</td>
</tr>
<tr>
<td>Enrollment and Financial Support</td>
<td>36</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>36</td>
</tr>
<tr>
<td>General Information</td>
<td>36</td>
</tr>
<tr>
<td>English Proficiency</td>
<td>37</td>
</tr>
<tr>
<td>Continuing Enrollment</td>
<td>37</td>
</tr>
<tr>
<td>Minor</td>
<td>37</td>
</tr>
<tr>
<td>Minor Form and Plan of Study</td>
<td>38</td>
</tr>
<tr>
<td>Other Courses</td>
<td>38</td>
</tr>
<tr>
<td>Research</td>
<td>38</td>
</tr>
<tr>
<td>Research Credits</td>
<td>38</td>
</tr>
<tr>
<td>PhD Program Checklist</td>
<td>38</td>
</tr>
<tr>
<td>Student Advisory Committee</td>
<td>38</td>
</tr>
<tr>
<td>Qualifying Examination for Admission to Candidacy</td>
<td>39</td>
</tr>
<tr>
<td>Written Examination</td>
<td>39</td>
</tr>
<tr>
<td>Nomination to Candidacy for the PhD Degree</td>
<td>39</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>39</td>
</tr>
</tbody>
</table>
Research Committee 40
Defense of Dissertation 40
Dissertation 41
Review of Dissertation 41
Bindery Information 41
Time Limits and Revalidation 41
Continuing Enrollment 41
PhD Commencement Confirmation 42
Receipt of PhD Diploma 42
Indiana University School of Dentistry Graduate Student Handbook

IUSD MISSION STATEMENT

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

OVERVIEW

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

1. Equal Opportunity / Affirmative Action

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

2. Office of Diversity, Equity and Inclusion

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

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

ACCREDITATION GUIDELINES AND COMPLAINT POLICY

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

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

IUSD ORGANIZATIONAL CHART AND CONTACT INFORMATION

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

ADMISSION PRE-MATRICULATION REQUIREMENTS

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

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

**ACADEMIC CURRICULUM**

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

**ACADEMIC PERFORMANCE AND EVALUATION**

**Competencies (Appendix C)**

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

**Grades and Standardized Tests**

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A - Pass</td>
</tr>
<tr>
<td>3.7</td>
<td>A- - Satisfactory</td>
</tr>
<tr>
<td>3.3</td>
<td>B+ - Incomplete</td>
</tr>
<tr>
<td>3.0</td>
<td>B - Deferred Grade (for designated courses)</td>
</tr>
<tr>
<td>2.7</td>
<td>B- - Withdraw</td>
</tr>
<tr>
<td>2.3</td>
<td>C+</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
</tr>
<tr>
<td>1.3</td>
<td>D+</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
</tr>
<tr>
<td>0.7</td>
<td>D-</td>
</tr>
<tr>
<td>0</td>
<td>F</td>
</tr>
</tbody>
</table>

**Academic Probation.** A student will earn an academic probation for any of the following reasons:

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

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

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

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

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

Student Progress Policy

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

Reinstatement to Good Standing

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

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

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

Academic Dismissal Policy

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

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

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

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

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

Appealing Decisions for Dismissal or Suspension

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

Requirements for Graduation

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

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

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

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

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

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

**ATTENDANCE**

**Course Attendance Requirements**

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

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

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

**Clinic Attendance Requirements**

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

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

**All graduates students are required to obtain either an Indiana License or Limited Residency Permit in prior to seeing patients in the clinic.**
Attendance and Religious Holidays
IU respects the right of all students to observe personal religious 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 notify the Office of Graduate Education of known conflicts in writing by the end of the 2nd week of the semester so that any potential accommodations can be arranged. The Office of Graduate Education will send notification of the approval to the student’s graduate program director. It should be noted that while campus policy requires faculty to make reasonable accommodations for missed assignments or examinations in observance of religious 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.

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

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

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

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

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

Make-Up Time

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

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

Voluntary Withdrawals

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

Emergency Withdrawals

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

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

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 278-1600.
The University has an emergency notification system (IU Notify) that permits messages to be sent as voice or text messages to cell, home and office phones and university or non-university email accounts. To receive notification of class cancellations and campus closings via phone and email, students must update their contact information through One.IU at https://one.iu.edu.

ACADEMIC POLICIES, PERSONAL CONDUCT AND PROFESSIONALISM

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

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

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

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

Suspension or Dismissal for Academic Misconduct/Unprofessional Behavior

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

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

**Civility and Disorderly Conduct**

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

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

**Civility on Websites Maintained on University Servers**

See the section titled Technology in this Handbook.

**Clinic and Laboratory Policies**

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

**Dress Code**

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

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

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

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

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

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

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

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

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

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

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

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

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

FEES/TUITION/FINANCIAL AID

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

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

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

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

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

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

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

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

**HEALTH and SAFETY**

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

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

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

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

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

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

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

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

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

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

In the event of a medical and/or mental health emergency, contact 911 or the following 24 hour crisis resources:
   Crisis and Suicide Hotline: (317) 251-7575
   Midtown Mental Health Center (317) 630-8485
   Aspire Indiana Behavioral Health System 24 Hour Crisis Line: (800) 560-4038
Dental Care for IUSD Students and Family Members
IUSD provides financial courtesy and discounts for specific services provided to full-time pre-doctoral students of IUSD as defined in IUSD policy. IUSD also extends a limited financial courtesy to family members of full-time students enrolled in the pre-doctoral program as per the IUSD policy. Please carefully read the Student Access and Fees for Dental Care Policy found in Appendix J and the Limited Financial Courtesy for Family Members of Full-time Students set forth in Appendix K.

Compliance, Immunizations and GIS
For the protection of students and the patients with whom they will come in contact during training, all entering dental students must provide proof of immunization for the following: tetanus, rubella, rubeola, mumps, tuberculosis, and hepatitis B. Proof of immunity to varicella and proof of TDap vaccine are also required. Students are required to have an annual tuberculosis (TB) test and flu vaccine(s).

Prior to the beginning of each year, documentation of tuberculosis status and immunization reviews are required of all dental students. Students are required to coordinate compliance of their immunization status with IUPUI Campus Health, 1140 West Michigan Street, Room 100, Indianapolis, IN 46202. A student is not allowed to attend classes or participate in clinical activities unless his/her immunizations are up to date and properly documented. 100% compliance at all times is a requirement for all faculty, staff and IUSD students. GIS is a digital tracking system used by IUSD to monitor and support compliance enforcement for credentials, immunizations and any other enrollment requirements for students. All faculty, staff and students are required to input updated credentials in GIS (Appendix L).

INSURANCE

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

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

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

For information please visit http://www.indiana.edu/~uhrs/benefits/students.html, www.aetnastudenthealth.com,
Disability Insurance
All eligible ASDA members are automatically enrolled in the no-cost ADA-sponsored Student Disability Insurance Plan. For more information, including auto-enrollment details and the option to decline coverage, visit https://www.insurance.ada.org/ada-insurance-plans/student-disability-insurance.aspx or call 855-411-5197, or e-mail ada@greatwest.com.

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

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

STUDENT ORGANIZATIONS AND GOVERNANCE

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

IUPUI Graduate and Professional Student Government
The IUPUI Graduate and Professional Student Government (GPSG) is the governance body for graduate and professional students. The IUSD Student Affairs Council elects a dental student representative for the GPSG. Graduate Students elect two graduate student representatives. Dental Hygiene and/or Dental Assisting students are also elected as representatives to this organization. A representative must attend the meetings in order for IUSD to receive its appropriate graduate allotment of the campus Student Activities Fees. For more information on this organization, visit http://graduate.iupui.edu/support/student-organizations.shtml (Source: Student Leadership 5/14/15).

IUSD Graduate Student Professional Conduct Committee (GSPCC)
An important goal of the School of Dentistry is for the student to take ownership for developing a strong sense of professional responsibility. The Graduate Student Professional Conduct Committee (GSPCC) provides students with the opportunity for peer review of reported incidents of alleged professional misconduct.
IUSD and IUPUI Advisory Committees
Students are invited and encouraged to participate on the many committees within IUSD and IUPUI that serve in an advisory capacity to the Faculty Council and the dental school administration. Graduate Student interested in representing IUSD should contact their program director.

Professional Organizations – ASDA/ADA/IDA
Graduate Dental students are eligible for the benefits of membership in the American Dental Association (ADA) and the Indiana Dental Association (IDA) and are invited to attend all local constituent society meetings. The professional journals published by both organizations are mailed to student members and students are encouraged to enroll and participate in the activities of organized dentistry to promote their professional development. For more information about ASDA, visit their website at http://www.asdanet.org.

Student Group Announcements and Meeting Locations
Student groups that meet in the dental school (including after hours) must reserve rooms through their specific graduate program. Posters, announcements or flyers describing student group meetings or events must be approved for public display by the Office of Admissions and Student Affairs prior to posting. Unapproved notices will be removed from display. Notices pertaining to student organizations should not be posted on the first floor. IUSD and IUPUI student organizations must follow University and IUSD policies on student organizations. More information on the policies for student organizations and activities can be found on the website for the IUPUI Division of Student Affairs at http://life.iupui.edu/osi/student-orgs/.

Student Group Websites and Social Media Accounts
Students are encouraged to use electronic means of communication with other IUSD students, staff and faculty. Many student groups establish their own websites and facebook pages as well as use other social media outlets to communicate. Students who elect to establish a program website must consult with the 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
All activities involving IU students studying or traveling abroad with institutional assistance must be approved by the Office of Overseas Study. Visit their website at http://overseas.iu.edu/.

Graduate - Professional Educational Grants, or G-PEG’s, are grants awarded to graduate and professional students at IUPUI for the assistance in the development of their educational experiences. G-PEG’s can be applied towards attending a conference, conducting research, or gaining training outside the campus. Each student can receive up to $500 per academic year. G-PEG’s are individual and not group grants (i.e. a group attending a conference cannot apply together, each participant must submit a separate and unique application). Additional information is available at: http://studentaffairs.iupui.edu/involved/graduate%20professional%20student%20government/g-peg.shtml
The American Dental Interfraternity Council
This council is the supervisory body that directs activities of the professional fraternities represented on campus. Delta Sigma Delta and Alpha Omega both have active chapters. Many dental students pledge membership to one of these organizations.

STUDENT RECORDS

Student academic records are maintained in the IUSD Office of Graduate Education located in Room DS 280B. Walk in or schedule an appointment for record requisitions or inquires. The offices are typically open Monday – Friday, 7 AM to 4 PM. Appendix M is a matrix that explains what student information is considered public versus restricted information and who may obtain the information under FERPA guidelines. Any student who wishes to request a release of information must complete the release form located in Appendix M to the Office of Graduate Education. Specific details regarding the use and maintenance of student records can be found in the University’s Student Rights under FERPA Policy at http://policies.iu.edu/policies/categories/academic-faculty-students/university-student-services-systems/USSS-06-student-rights-under-FERPA.shtml.

Student Name Change
A student’s primary name 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 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

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/. 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/.

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/).

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/. To manage your Crimson Card, go to https://crimsoncard.iu.edu

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

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

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

Emergency Contact Numbers
For non-dental related emergencies on off-hours:

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

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

IUSD library hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:30 AM - 10:00 PM*</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 AM – 5:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 AM – 4:30 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 PM – 5:00 PM</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

Please see the following websites for more information:

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

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

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

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

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

TECHNOLOGY (Computers, Smart Phones, Email and Websites)

IT Services
Indiana University School of Dentistry works with Clinical Affairs IT Services (CAITS), a unit within the University Information Technology Services (UITS) in providing assistance with encryption, lost devices, password changes, and IU Knowledge Base. To obtain further information on the services provided by CAITS, visit their website at https://caits.iu.edu/CAITS. For a list of those issues that may be addressed by the IUSD IT Services (CAITS) visit their website at:
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/cybersecurity/policies/IT12/12.1](https://protect.iu.edu/cybersecurity/policies/IT12/12.1)
- Appropriate Use of IT Resources: [https://protect.iu.edu/online-safety/policies/it121.html](https://protect.iu.edu/online-safety/policies/it121.html)
- 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/categories/information-it/it/IT-11.shtml](http://policies/categories/information-it/it/IT-11.shtml)

**Civility on Websites Maintained on University Servers**

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

**Copyrighted Materials/Reproducing Faculty Materials**

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

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

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

Ignoring or abusing the copyright laws may be considered academic and/or professional misconduct under the IUSD Code of Professional Conduct and is grounds for possible disciplinary action. Unauthorized reproduction/distribution could also give rise to a claim of copyright violation.
Email Messaging
University policy (see http://www.iupui.edu/~bulletin/iupui/2012-2014/policies/iupui/e-mail.shtml) 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 O to this Handbook.

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

University Logo Use on Websites or Web Pages
The University’s trademark policy, as well as federal law, prohibits the use of certain phrases, information or links on student websites or student pages published or maintained on servers external to the University. The policy can be found at http://policies.iu.edu/policies/categories/financial/licensing-trademarks/FIN-LT-licensing-and-trademark-policy.shtml. Failure to comply with the procedures outlined by the University for trademarked or copyrighted material may result in prosecution for violation of University policies or applicable laws.
IUSD GRADUATE SCHOOL INFORMATION

Advanced Standing Status for Dental Graduate Students

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

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

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

Part-time Graduate Students

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

Residency Status for Fee Payment Purposes

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

**Transferring Credits**

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

**Visiting Students/Scholars**

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

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

**MSD/Residency REQUIRED COURSEWORK**

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

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

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

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

**Core Courses**

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

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

Minor for MSD Degree

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

Faculty Advisory Committee

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

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

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

MSD Qualifying Examination

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

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

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

Nomination of Research Committee for MSD Degree

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

Research Committee

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

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

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

Preparing a Research Protocol for Review by the IUSD Research Committee

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

Biostatistical support is available.

Appendix U-1: Preparing a Thesis Research Protocol for Review by the IUSD Graduate Student Research Committee

Appendix U-2: Review of Graduate Student Thesis Research Protocols

Appendix U-3: Graduate Student Research Proposal Signature Page, Abstract Page and Budget Page (for review by the IUSD Graduate Student Research Committee)

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

**MSD – MANUSCRIPT OPTION**

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

**Manuscript Guidelines**

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

**Review of MSD Manuscript by Committee**

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

**MSD Manuscript Defense Announcement**

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

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

MSD - THESIS OPTION

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

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

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

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

Review and Approval of MSD Thesis by IUSD Thesis Editor

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

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

Review and Approval for Binding of MSD Thesis by Your Research Committee
If your graduate committee has accepted full responsibility for editing your thesis, the committee chair must send a memo to the Office of Graduate Education stating the committee has approved the thesis and that it is ready to be submitted electronically to IUPUIScholarWorks.
Submitting Thesis to IUPUI ScholarWorks

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

Bindery Information

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

Number of Required Copies for the MSD Thesis

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

Graduation Clearance Form

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

Continuing Enrollment

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

Time Limits and Revalidation

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

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

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

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

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

**Commencement Confirmation for MSD**

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

**Receipt of MSD Diploma**

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

**MS PROCEDURE**

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

**Requirements for MS Degree**

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

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

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

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

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

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

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

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

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

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

http://graduate.iupui.edu/theses-dissertations/submission/masters.shtml

Bindery Information

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

Electronic Submission of Thesis to IUPUI ScholarWorks Repository

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

Receipt of MS Diploma

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

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

PHD PROCEDURE

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

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

Admission

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

**Tuition**

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

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

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State</td>
<td>$352.00</td>
</tr>
<tr>
<td>Out of State</td>
<td>$967.00</td>
</tr>
</tbody>
</table>

Students are also assessed IUPUI fees:

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

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

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

**Enrollment and Financial Support**

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

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

**General Information**

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

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

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

**English Proficiency**

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

For more information, visit the [EAP Program’s Web site](#):

**Continuing Enrollment**

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

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

**Minor**

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

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

Other Courses

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

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

Research

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

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

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

Research Credits

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

PhD Program Checklist (Appendix Z-1)

Student Advisory Committee

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

Prior to the student’s qualifying exam (generally by the second summer following enrollment), two additional advisory committee members will be added from the student’s minor field and/or from the general area in which the student has decided to conduct his or her dissertation research. This committee of five serves as the qualifying exam committee, with a member other than the dissertation mentor serving as chairperson.
An advisory committee form must be completed and return to the Office of Graduate Education. The form is available at: http://graduate.iupui.edu/forms/index.shtml

**Qualifying Examination for Admission to Candidacy**

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

**Written Examination**

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

**Nomination to Candidacy for the PhD Degree**

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

**Research Proposal**

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

Students should begin with an outline for a proposal that is approved by the committee chairperson. After approval, the student writes a proposal in the style of a National Institutes of Health (NIH) R01 grant proposal including the following sections: Summary, Specific Aims, Background and Significance, Research Design and Methods, Literature Cited, and Budget, but with the length reduced to a maximum of 15 single-spaced, 12-point font pages for the following sections: Summary, Specific Aims, Background and Significance, and Research Design and Methods. There are no page limits for the Literature Cited and Budget sections. The proposal, once written to the satisfaction of the student, is submitted to the committee chairperson, who distributes copies to the rest of the committee. The committee decides whether the proposal is defensible or in need of revisions prior to the defense. Upon final approval, a time is set for the student to defend the proposal in the presence of the committee.
The defense of the proposal consists of a 30- to 45-minute presentation of the proposed work by the student, followed by a one- to three-hour oral examination consisting of questions arising from the proposal, the student’s presentation, or answers to initial questions. Satisfactory defense of the proposal will be followed by a written exam at a date and time convenient to the members of the committee and student (within 60 days after the proposal defense). Students who do not satisfactorily complete the proposal defense may be allowed to retake it with the permission of the advisory committee.

Research Committee

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

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

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

Defense of Dissertation

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

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

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

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

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

**DISSERTATION**

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

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

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

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

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

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

**PhD Commencement Confirmation**

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

**Receipt of PhD Diploma**

Your diploma will be mailed approximately three to four months after your degree requirements have been completed. The IU Graduate Office will send out the diploma using the address listed in One.IU.