

The University of Oklahoma College of Dentistry



STUDENT HANDBOOK

May 2015

INTRODUCTION

MISSION STATEMENT

The mission of the University of Oklahoma College of Dentistry is to improve the health of Oklahomans and shape the future of dentistry by developing highly qualified dental practitioners and scientists through excellence in education, patient care, research, community service, faculty and facilities.

CORE VALUE

Diversity
Excellence
Integrity
Leadership
Pursuit of Knowledge
Respect
Service to All Communities

VISION STATEMENT

The University of Oklahoma School of Dentistry leads the profession into the future of comprehensive healthcare.

DIVERSITY STATEMENT

The University of Oklahoma College of Dentistry holds diversity as a value at the very core of its educational, research, service and health care missions. The College recognizes that diversity embraces race, ethnicity, gender, religion, socioeconomic status, sexual orientation and disability.

We are committed to increasing the representation of women, ethnic minorities, and individuals who are members of groups, underrepresented in dentistry and science among our students, faculty and our leadership.

The College of Dentistry is committed to developing programs that will promote the academic advancement and success of minority students, faculty and staff and weaving and enhancing cultural and diversity instruction in our curriculum and breaking down racial and ethnic stereotypes.

The College's programs strive to enhance diversity and cultural competency in the health care workforce and to improve access to health care for under-served populations

GENERAL POLICIES

EQUAL OPPORTUNITY STATEMENT

This institution is in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

POLICIES SUBJECT TO CHANGE

The OU College of Dentistry Student Handbook will undergo revision from time to time, as will program, College, and University policies. Every effort is made to ensure the online Student Handbook is up to date; however, students are responsible to ensure that they are relying on the most current version of each policy. The Student Handbook does not represent a contract between the University of Oklahoma College of Dentistry and the students who attend. The faculty, College, and University retain the right at all times to modify the policies in this Handbook and to implement changes immediately and retroactively, as appropriate.

UNIVERSITY, COLLEGE AND PROGRAM POLICIES

The OU College of Dentistry Student Handbook does not contain an exhaustive compilation of all policies applicable to students. Additional University-wide policies that pertain to College of Dentistry students are also found in the OUHSC Student Handbook and on the OUHSC Web site under “Forms, Handbooks and Policies.” It is the responsibility of College of Dentistry students to familiarize themselves with and abide by all University, College, and program policies.

In the event of a conflict between a University policy and a College or program policy, the University policy will prevail.

ADMINISTRATIVE STAFF

Dean	Raymond A. Cohlma, DDS
Assistant to the Dean	Jessica Brown
Associate Dean for Academic Affairs	John J. Dmytryk, DMD, PhD
Assistant Dean for Research & Advanced Programs	Sharukh Khajotia, BDS, MS, PhD
Associate Dean for Finance & Administrative Affairs	Michael L. Ferguson, BS
Associate Dean for Clinics	Paul Mullasseril, DDS
Assistant Dean for Admissions & Student Affairs	Kevin Haney, DDS
Assistant Dean Director of Clinics	Kathy H. Miller, RDH, Med
Admissions & Student Affairs Coordinator	Sally J. Davenport
Admissions & Dean's Office Administrative Assistant	Heidi M. Martin
Dean's Office Administrative Assistant	Kasie Menefee
HR Staff Manager	Julie D. Mowdy
Senior Administrative Manager	Diana E. Stone
Student Affairs Specialist	Carla Lawson

COMMITTEES WITH STUDENT MEMBERSHIP

Academic Appeals Board
Academic Misconduct Board
Clinic Operations Committee
Continuous Quality Improvement Committee (Subcommittee of Clinic Operations Committee)
Dental Admissions Committee (Student Panel)
Dental Hygiene Admissions Committee
Health and Safety Subcommittee (Subcommittee of Clinic Operations Committee)
Instrument Committee (Subcommittee of Clinic Operations Committee)
Research Committee
Student Council

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ABSENCES PROCEDURES

PROPER PROCEDURE FOR REPORTING ABSENCES FOR DENTAL STUDENTS

Unanticipated absences, (i.e., personal illness, family emergency, transportation problems, etc.) are to be reported to the Office of the Dean 271-5444 *on or before the date the absence occurs* and before the class/clinic period ends on that date. In the case of unanticipated absences necessitating cancellation of patient(s), it is your responsibility to notify the patient and the office of the Director of Clinics 271-5422.

Anticipated absences, (i.e., family events, advanced program interviews, personal business, doctor appointments, official University business, etc.) should be discussed with appropriate faculty in person prior to the time of the absence so arrangements can be made for make-up work. The absence should also be reported to the Dean's Office ahead of time. Simply notifying an instructor ahead of time of plans not to attend class/clinic does not constitute permission to be absent.

All absences are to be reported to the Office of the Dean for documentation; however, this DOES NOT EXCUSE the absence. Arrangements must be made with individual course directors.

PROPER PROCEDURE FOR REPORTING ABSENCES FOR DENTAL HYGIENE STUDENTS

Unanticipated absences, (i.e., personal illness, family emergency, transportation problems, etc.) are to be reported to individual course directors and the departmental Administrative Assistant at 271-4435 or specific Site Coordinator on the date the absence occurs. In the case of unanticipated absences necessitating cancellation of patient(s), it is your responsibility to notify the patient and the Clinical and/or Site Coordinator.

Anticipated absences, (i.e., family events, advanced program interviews, personal business, doctor appointments, etc.) should be discussed with appropriate faculty prior to the time of the absence.

For any absence, individual course absence policies will apply and arrangements for makeup work must be made with individual course directors.

All absences must be reported to the Clinical/Site Coordinator or Course Director and the Department Administrative Assistant for documentation. This DOES NOT EXCUSE the absence.

ACADEMIC APPEALS PROCESS

An Academic Appeals Board has been established by the College of Dentistry to hear student appeals concerning course evaluations or actions taken under the Student Professional Behavior in an Academic Program policy. The composition of the Board and the processes for handling academic appeals are in accordance with the OUHSC Academic Appeals Boards policy printed below and found in the OUHSC Faculty Handbook and on the OUHSC Web site under “Current Students.”

Academic Appeals Board

All appeals before an Academic Appeals Board must be handled according to the following processes.

An Academic Appeals Board will adjudicate the following types of hearings:

- 1) Hearings related to an appeal of an academic evaluation in a course
- 2) Hearings under the Student Professional Behavior in an Academic Program Policy
- 3) Other academic program-related appeals, as designated by the Senior Vice President and Provost

1) Appeals of an Evaluation Related to a Course:

The responsibility for academic evaluations of students rests with the faculty.

If a student feels he or she has received a prejudiced or capricious evaluation by an instructor, and if he or she is unable to resolve the matter in conference with the instructor or the departmental chair, an appeal may be made to the Appeals Board of the college offering the course. Any thesis, dissertation, or comprehensive exam appeals by a Graduate College student shall be heard by the Graduate College Appeals Board.

In each college of the University, there shall be established an Academic Appeals Board consisting of an equal number of students and faculty. Faculty members of the board will be chosen by the faculty of the college for a three year term. Student members of the Board will be appointed for a term of one year by the dean of the college upon recommendations from the college student association president.

(a) It shall be the primary function of a Board, through an appointed Hearing Panel, to adjudicate disputes which have not been satisfactorily resolved at the department level.

(b) A Hearing Panel will hear a case only after a student has notified an instructor of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor, if necessary in consultation with the department chair or appropriate department official. In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 business days after the results of the evaluation are made known to the student. In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession; and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer term.

If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the Dean shall deny any request for a hearing on the claim unless, in the view of the Dean, the student has been prevented from complying with the appropriate time limit (as, for example, in the case of a student being called into military service).

(c) The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be within 10 business days following the day when the attempts at resolution in paragraph (b) above are completed. The Dean shall deny any request for a hearing on a claim that does not meet this deadline unless, in the view of the Dean, exceptional circumstances exist whereby the student is prevented from filing the claim. Furthermore, if in the judgment of the Dean, the case is deemed to be without merit or already has been satisfactorily resolved in the department, the Board may refuse the student a hearing.

(d) Upon receiving notice of a student's request for a hearing, the Dean or his/her designee shall schedule a Hearing Panel selected randomly from the college's Academic Appeals Board.

(e) Each Academic Appeals Hearing Panel shall generally consist of 3 faculty and 3 student members from the college's Academic Appeals Board. However, to allow flexibility for unforeseen scheduling conflicts, a minimum of 2 faculty and 2 student members shall be sufficient for a general hearing to convene. If that minimum number cannot attend, the hearing date will be re-scheduled. In all instances the membership of the Hearing Panel must remain equally balanced between faculty and students. The Dean or his/her designee will select one of the faculty members to serve as Chair of the Hearing Panel.

(f) Hearing Procedures

(1) Each Chair of the Hearing Panel shall obtain a copy of the Hearing Guide for the Academic Appeals Hearing Panel from the Office of the Vice Provost for Academic Affairs.

(2) The Chair of the Hearing Panel will notify the student and the instructor of the applicable hearing procedure, the date and location of the hearing, and all relevant timelines. The Chair of the Hearing Panel has the authority to preside at all hearings, to keep order throughout the hearing process, to exercise control over the hearing for efficiency and relevancy, and to determine all relevant timelines including the extension of any such timelines.

(3) Each party will be allowed to give a five-minute opening statement and a five minute closing statement. After the opening statements, the Hearing Panel may provide the parties an opportunity to present their respective positions, including the presentation of documentary and witness testimony. Each party shall also be given the opportunity to cross-examine witnesses presented by the other. The Hearing Panel may also directly question any individuals and will consider any relevant documents presented.

(4) The Hearing Panel will make determinations about the facts and the credibility of those providing information and determine by majority vote

whether the student has successfully proven there was a prejudiced or capricious evaluation.

(5) In the event of a tie vote, the finding will be that the student did not meet the burden to prove there was a prejudiced or capricious evaluation.

(g) Meetings of a Hearing Panel are closed to the public.

(h) In cases involving an evaluation related to a course, findings of the Board Panel shall be communicated in writing to the Board's Dean, and the student's Dean (if different). The Dean shall inform the student, and the instructor.

In cases involving Student Professional Behavior in an Academic Program, the Hearing Panel will transmit its finding and recommendations to the Board's Dean, and the student's Dean (if different). The student's Dean shall notify the student and the Vice Provost for Academic Affairs in writing of the finding and recommendations of the Hearing Panel and of the Dean's decision.

(i) The findings and the disciplinary sanction shall be final and not appealable within the University, unless (1) manifest procedural irregularities effectively denied the student a fair hearing; (2) new and significant evidence becomes available which could not have been discovered by a reasonably diligent student before or during the original hearing; or (3) probable inequity exists in the disposition of the matter. Such appeals must be made within 10 days of the time such grounds for the appeal are discovered or should have been discovered.

(j) Appeals of the Hearing Panel's Findings or the Dean's Decision

Appeals shall be made in writing to the OUHSC Senior Vice President and Provost. Consideration of such appeals may be made by the OUHSC Senior Vice President and Provost upon the basis of written statements and such other evidence as the OUHSC Senior Vice President and Provost may require according to procedures the Senior Vice President and Provost deems appropriate.

Harmless deviations from prescribed procedures may not be used to invalidate the finding or proceeding. Technical departures from these procedures and errors in their application shall not be grounds to withhold sanctions unless, in the opinion of the OUHSC Senior Vice President and Provost, the technical departure or errors were such as to have prevented a fair determination of the issues.

In all cases, the President and the Board of Regents reserve the right to review, at their discretion, any decision of a Hearing Panel for manifest error or inequity.

2) Appeals Under the Student Professional Behavior in an Academic Program Policy and those involving other academic program-related appeals.

(a) Appeals related to violations of the Student Professional Behavior in an Academic Program Policy and those involving other academic program related appeals are handled according to procedures noted above in 1 (f), (g), (h), (i), and (j)

(Regents, 6-19-16, 1-26-99, 12-3-02, 6-25-08, 12-1-11)

ACADEMIC COUNSELING SERVICES

(405) 271-3530

College of Dentistry, Room 512

Academic counseling in a particular course is provided by the course director. If a student is having difficulty in multiple courses, academic counseling is provided by the Dean of Student Affairs. Tutorial services are also available through this office as well.

ACADEMIC MISCONDUCT POLICY

The OUHSC Academic Misconduct Code is printed below and applies to all members of the academic community at the College of Dentistry.

Academic Misconduct Code

This Code applies to students, former students, and graduates.

Academic Misconduct includes any act, which improperly affects the evaluation of a student's academic performance or achievement, including but not limited to the following:

- (a) Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- (b) Plagiarism: the representation of the words or ideas of another as one's own, including:
 - 1) direct quotation without both attribution and indication that the material is being directly quoted; e.g., quotation marks;
 - 2) paraphrase without attribution;
 - 3) paraphrase with or without attribution where wording of the original remains substantially intact and is represented as the author's own;
 - 4) expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- (c) Fabrication: the falsification or invention of any information or citation in an academic exercise;
- (d) Fraud: the falsification, forgery, or misrepresentation of academic or clinic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery, or misrepresentation of other academic or medical records or documents, including admissions materials, transcripts, and patient records; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;
- (e) Destruction, misappropriation, or unauthorized possession of University property or the property of another;
- (f) Bribery or intimidation;
- (g) Assisting others in any act proscribed by this Code; or
- (h) Attempting to engage in such acts.

It is the responsibility of each faculty member and each student to be familiar with the definitions, policies, and procedures concerning academic misconduct.

<https://www.ouhsc.edu/integrity/documents/AcademicMisconductCode-HSC.pdf>

ADMINISTRATION OF QUIZZES AND EXAMS

1. Examinations will be prepared in a minimum of two different forms and the examination given in a room(s) large enough to provide one empty seat space between students when possible.
2. A list of seat assignments will be posted outside the room immediately prior to the examination. All students will occupy their assigned seats for the examination.
3. At least one proctor will be a faculty member who is present in the room during the entire examination. If more than one proctor is present, one proctor should be designated as chief proctor. The course director may assign proctors to the hall and restroom areas if deemed necessary.
4. Examinations will begin promptly at the announced time. Students who arrive more than 10 minutes late may not be permitted to take the examination. The department responsible for the examination will determine examination procedures for late arriving students.
5. Hats, study materials, backpacks, briefcases, audio equipment, earphones, food and drink will not be allowed in the examination room. Cell phones and other electronic devices are strictly prohibited.
6. During the examination, students will be restricted to the examination room or to the area immediately outside of the examination room, including the restrooms.
7. No talking or other communications is permitted by students during the examination.
8. Students who finish the examination early will quietly follow the procedure established by the proctor and, if permitted, must immediately leave the examination area, which includes the hallway and restrooms used by the examinees.
9. Final examinations can be given at the course director's discretion during the regular semester schedule or according to the final examination schedule. The student must take the examination at the time it is scheduled, unless specifically excused in advance by the course director.
10. Once the examination has started, no questions will be answered. Interpretation of questions is part of taking the examination. Any concern about the exam or the intent of an exam item should be given verbally or in writing to the proctor after the exam is completed.
- 11A. Guidelines for Written examinations:
 - Pencils and erasers are the only writing materials permitted in the room during the examination.
 - All materials should be placed face down on the desk if a student must leave the room.
 - Answer keys for the examination will not be posted before all students have turned in their examination materials.

11B. Guidelines for Blackboard or D2L examinations utilizing laptops:

- Examination questions must be randomized.
- The Lock Down browser stipulated by the OUHSC Office of Academic Technology must be installed and used by students.
- Following completion of the examination, students must close out of the Lock Down browser, close the laptop and exit the classroom.

12. Failure of a student to comply with the above rules and regulations will result in failure of the given examination, as stated in the Academic Misconduct Code. Additional penalties may be recommended by the Academic Misconduct Board and imposed by the Dean.

This policy also applies to situations regarding special accommodations and make-up exams.

ADMISSIONS AND CONTINUATION IN THE CURRICULUM

The College has determined that the functions and skills listed above are fundamental to the nature of the program. The College will consider for admission any applicant who has: 1) the ability to perform the functions and skills specified, with or without reasonable accommodations, and 2) met the published criteria for admission required for all applicants.

The College is not permitted to make any inquiries regarding disability at the time of application. Applicants should refer to the “Technical Standards for Matriculation and Continuance in the Clinical Programs of the College.” Applicants may review the University of Oklahoma Reasonable Accommodation Policy online at: www.ou.edu/drc. All applicants must meet all published admissions criteria and be able to meet all elements that are fundamental to the nature of the program, with or without accommodation, as outlined in the Technical Standards.

A matriculated or current student who discloses a disability and requests accommodations must provide appropriate documentation to substantiate the disability and any functional limitations related to the disability that require reasonable accommodation. The College, in accordance with University Policy, will provide reasonable accommodation to otherwise qualified individuals with disabilities, but is not required to make modifications that would result in a fundamental alteration to the nature of the program, service, or activity; cause undue hardship; or result in undue financial or administrative burdens. In order to matriculate or continue in the curriculum, a matriculated or current student must be able to meet all the technical standards that are fundamental to the nature of the program. An inability to successfully meet these standards will lead to a withdrawal of admission offer or dismissal. Requests for accommodation by matriculates or current students should be initiated with the Director of the Disability Resource Center at:

The University of Oklahoma
Disability Resource Center
620 Elm Avenue, Suite 166
Norman, OK 73019-2093
(405) 325-3852 Voice
www.ou.edu/drc
drc@ou.edu

ATTENDANCE

ATTENDANCE IS MANDATORY!

Classroom and Laboratories

Exceptions can be made for legitimate excuses acceptable to the course directors. The methods of enforcing the attendance policy will be carried out at the departmental level. Students will be informed of departmental procedures for checking attendance at the beginning of each course. Unexcused absences may result in grade reduction or failure, at the discretion of the department chairperson and/or course director.

A physician must document any absence due to illness from a major exam or required activity.

Clinics

Attendance in clinic is required unless the student is excused by the Director of Clinics (dental students) or the Clinic Coordinator or Site Coordinator (dental hygiene students). If not treating a patient, dental students will be expected to be assisting in clinic or in the laboratory. Dental hygiene students will be expected to assist in clinic.

Sanctioned Excused Absences

The College has determined that students may be excused from class and/or clinic without penalty for one of the following reasons with prior approval from the Dean's Office:

1. The student is officially representing the College of Dentistry at an event such as AADR, ASDA, ADA, ADEA, ADHA or other school-sponsored functions.
2. The student is required to appear for jury duty.

There may be other reasons for which the dean may excuse an absence.

Please note: Even when an absence is excused, students are expected to notify each course director in advance and arrange for satisfactory completion of any work that will be missed.

BOOKSTORE

(405) 239-6050
400 N.E. 10th Street

Books may be purchased at Ratcliffe's Campus Store. Students are free to purchase course textbooks from any vendor of their choice.

BUILDING ACCESS

The OneCard is used for access to the dental building outside regular hours. The College of Dentistry doors are open from 7:00 AM to 6:00 PM, Monday through Friday. Students are allowed access to the building from 6:00 AM to midnight, 7 days per week. Outside regular hours students must scan their OneCard in the card reader at the main entrance (south entrance) to enter and exit the building.

CANCELLATION/WITHDRAWAL/DROP POLICY

Registration may be cancelled at any time before the scheduled first day of classes and a withdrawal may be processed during the first two weeks of a regular term or first week of a summer term without financial obligation to the University. Cancellations or withdrawals made during this timeframe require that all financial aid funds disbursed to the student for the term be returned in full to the Bursar's Office. All monies are due back so the University can return 100% of the terms' financial aid to the lender.

Withdrawal from classes after the first two weeks of a fall or spring term or the first week of a summer term does not relieve students of their financial obligation to the University, and these students will be charged 100% of the tuition and fees due the University. Students that have received a financial aid disbursement for the term from which they are withdrawing may be required to return a portion of their financial aid in accordance with federal regulations. Students should contact either the Financial Aid Office or the Bursar's Office for assistance.

This is University Policy not Health Sciences Center policy.

CARE OF FACILITIES AND EQUIPMENT

The Dental Clinical Sciences Building, the Distance Education Clinics, and the Basic Sciences Education Building are among the finest facilities available in the United States for dental and dental hygiene education. The maintenance of the buildings and the equipment is the responsibility of administrators, faculty, students, and staff. In short, everyone must use and care for equipment according to directions, and everyone must clean up his or her own mess.

If equipment is misused and fails to function, it may be many days or weeks before it can be put back into operation and the student's education may be hampered.

CLINIC LOCKERS AND STUDENT LOCKERS

Lockers and keys assigned to all HSC dental and dental hygiene students are the property of the College of Dentistry. Your signature below is acknowledgment that you understand the following:

- ✓ The College reserves the right to enter your locker at any time, as needed, without advance notice.
- ✓ Lockers and keys assigned to you are your responsibility. A fee will be assessed to replace lost keys.
- ✓ Nothing should be written on or attached to either the inside or outside of the student lockers located on the first floor or the assigned clinic lockers, this includes use of markers, stickers, tape, nails, brackets, etc. You will be fined \$50.00 for each minor repair. If damages exceed \$50.00, Site Support will be notified for a repair cost quote. All costs for said repairs will be invoiced to you.

- ✓ Do not alter the inside of the locker except for moving the position of the shelves.
- ✓ Report functional problems with your locker (e.g. lock not working, door not closing, shelf not fitting properly, etc.) immediately to the Dean's Office.
- ✓ Lockers are not transferable. All users agree to only occupy the assigned locker.
- ✓ All perishable food and beverages must be removed from lockers on a daily basis.
- ✓ As part of the graduation clearance process, lockers will be inspected.
 - Remove all items from lockers in both first floor and clinic lockers.
 - Lockers must be clean.
 - Return clinic locker keys to the Inventory Associate in your assigned clinic.

COMPLIANCE WITH COMMISSION ON DENTAL ACCREDITATION'S COMPLAINTS POLICIES

Regarding: Compliance with the American Dental Association Commission on Dental Accreditation's Policies for Complaints

The ADA Commission on Dental Accreditation serves the public by establishing, maintaining, and applying standards that ensure the quality and continuous improvement of dental and dental-related education.

In accordance with the ADA Commission on Dental Accreditation's policies relating to Complaints, the University of Oklahoma College of Dentistry has instituted procedures to inform all students of these policies, and of their rights to file any complaints relative to accreditation standards directly to the Commission. A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program, or a program which has an application for initial accreditation pending, 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 appeal 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 accreditation 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 by calling 1-800-621-8099 extension 4653.

CPR CERTIFICATION

(405) 271-5444

Dean's Office, Room 510

All students are required to obtain and maintain CPR certification throughout their dental and dental hygiene education. All entering dental students are required to furnish a copy of their current card to the Dean's Office no later than the fall orientation date. All entering dental hygiene students are required to furnish a copy of their current card to the Department Administrative Assistant no later than the fall orientation date. It is the student's responsibility to keep track of the expiration date and enroll in a course before it expires. The OUCOD Health and Safety Committee recommends the American Heart Association Basic Life Support for Health Care Providers course. The course should cover adults and children. Online CPR courses do not meet the criteria for this requirement; the course must have a practical application component. Current students who allow their certification to expire will be suspended from all clinics until certification is renewed and a current card is on file in the appropriate office.

DENTAL STUDENT NATIONAL BOARD DENTAL EXAMINATION (NBDE) POLICY

(Approved Executive Committee, March 2005)

The following policy specifies a timetable for taking and passing Part I and Part II of the National Board Dental Examinations. Timely and successful completion of the board exams is an educational requirement and a condition for advancement in and graduation from the College of Dentistry.

NBDE-Part I

Students must successfully pass NBDE-Part I in order to advance to the fall semester of the junior year. Students may take the exam up to three times between the Monday prior to Thanksgiving of their sophomore year and the start of the fall semester of their junior year. It is expected that the initial attempt will be completed prior to the beginning of the spring semester of the sophomore year. Students who fail to pass after three attempts or before the start of the fall semester (whichever comes first) are dismissed from the program.

Part I: Three Times Maximum/No later than start of fall semester

The timeframe starting with the fourth week in November of the sophomore year and ending with the start of the fall semester of the junior year, allows with good planning the possibility of scheduling the Board examination as many as three times, if necessary. Regardless of whether a student utilizes all three chances to take NBDE, he/she will be dismissed from the College of Dentistry if a passing score is not earned on or before the start of the fall semester of the junior year.

NBDE-Part II

Students must successfully pass NBDE-Part II in order to graduate from the College of Dentistry. Passing Part II is a curriculum requirement, which must be met in order to receive a DDS degree from the College of Dentistry. It is expected that the initial attempt will be completed sometime between the Monday prior to Thanksgiving of the senior year and the beginning of the spring semester of the senior year. Any student

who fails Part II three times is required by the ADA to wait 12 months before re-testing.

Time Allowed for Completing Degree Requirements

Students are expected to complete all requirements for the DDS degree within six years (72 months), not including any time away for leave of absence. Advanced Standing Program students are expected to complete all requirements for a DDS degree within 4 years (48 months) of their initial enrollment at the OU College of Dentistry, not counting time away for leave of absence. Any student who fails to fulfill all program requirements, which includes passing NBDE Part II, in the stipulated time period will be dismissed from the program and will be ineligible for graduation.

DENTAL STUDENT STORE

(405) 271-5560

Room 133

Store Manager: Darla Hall

Senior Store Clerk: Cindy Hughes

Business Manager: Ellen Ware

Purchases and Required Equipment

The purchase of equipment kits is required of each student on a semester basis. These kits are distributed by the Dental Store and contain instruments, supplies and other equipment required for preclinical courses and clinical patient care. Equipment kits are a mandatory program cost for all students and must be purchased in their entirety. No substitutions are allowed, including any used instruments, instruments from a previous year's kit, or equipment purchased outside the college.

Equipment kit charges are applied to the student's bursar account and billed and collected through the Bursar's Office. The Dental Store manager receives a record of account balances and payments received. All kits must be paid in full by the end of each year (May). All dental hygiene kits must be paid in full by the end of the fourth semester. Additional dental instruments and supplies may be purchased on an "as-needed" basis at the Dental Store. Cash, personal check, debit cards, and major credit cards are accepted for the amount of the transaction.

Insufficient Check Policy

If at any time an insufficient check is returned to the business manager the student will be contacted and asked to make restitution. If a student fails to do so, the Dean of the College will be contacted and the decision will then be made to proceed with one or more of the following steps:

1. Student may be suspended from enrollment, class participation, grades, transcripts, and graduation until check is made good.
2. The bogus check may be turned over to the legal counsel for prosecution.
3. The bogus check may be turned over the National Bureau of Credit for collection.
4. The State Tax Commission may be contacted and all future tax refunds will be held until check is made good.
5. A bad credit risk report may be submitted to the Credit Bureau.

Equipment Repair/Equipment Loan

The store clerk will assist in seeking repair of equipment (exception is hand pieces: central sterilization on second floor provides that service). The warranty and/or cost of repairs are based on what the store's supplier offers and or charges. The Whip Mix articulator is the only item the supplier has furnished to the store for loan to dental students while his/hers is at the factory being repaired.

DISABILITY RESOURCE CENTER

(405) 325-3852 (VOICE) (405) 325-4173 (TDD)
620 Elm Avenue, Suite 166 – Goddard Health Center
Norman, OK 73019 – 0340

Reasonable Accommodation Policy

The University of Oklahoma complies with Section 504 the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who require special accommodations related to work in a course must notify the course instructor in writing within the first week of the course. Students must formally request reasonable accommodations for documented disabilities through Suzette Dyer at the OU Disability Resource Center. The center will confirm the disability and work with the course instructor in making reasonable accommodations. Please go to <http://drc.ou.edu/content/view/164/120/> for additional information, policies, procedures and additional resources.

DRESS CODE for COLLEGE OF DENTISTRY

Because patient care is delivered in the College of Dentistry and its Distance Sites throughout the year, it is important that all students, whether in the clinic, pre-clinic or classroom maintain a professional appearance at all times. Therefore this policy is in effect from 7:30 a.m. to 5:30 p.m. Monday through Friday.

General Attire

Students are expected to dress and act professionally while enrolled in the College of Dentistry, when present anywhere on the Health Sciences Campus or Technology Center Campuses and when representing the College of Dentistry at any external site. Neatness, cleanliness and modesty are expected.

Guidelines

Hair must be kept clean, neat, and out of the patient's face and operator's eyes. Moustaches and beards must be kept neatly trimmed. The remainder of the face must be clean-shaven. No jewelry worn in facial body piercing (other than ear lobes) is allowed.

Acceptable: Dresses, skirts of professionally appropriate length, dress slacks, casual or dress shirts with collars or blouses (long or short sleeve), polo type shirts with collars, and sweaters. Most varieties of footwear are acceptable as long as they are clean and presentable. Jeans are discouraged; however, if worn, they must be neat and clean, with no holes, tears or frayed fabric.

Unacceptable: Rubber flip-flops, shorts, T-shirts, baseball caps or other hats. Bare midriffs, exposed undergarments, and improperly fitting clothing are expressly prohibited.

Pre-clinic Attire

Scrubs must be worn in the Preclinical Laboratory, Room 433.

Clinic Attire

Professional appearance should be maintained at all times by all students. Going to and from a clinic laboratory will require the appropriate clinic attire.

Hands must be clean and well manicured with fingernails short and free of nail polish to ensure efficient work and cleanliness. Artificial nails are not permitted. Certain jewelry, rings (with the exception of smooth surface wedding rings), watches, long necklaces or large earrings must be removed during patient treatment to avoid unnecessary collection of microorganisms and possible cross-contamination.

Clothing such as jeans, shorts, and open-toed sandals and bare ankles are not allowed in clinics. Although there is no restriction on hair length of students, long hair must be pinned up while in clinic and the pre-clinic laboratory.

Scrub tops and pants are required as general clinic attire. Scrubs are issued as part of your student kit. You are responsible for laundering them. A white short sleeve T-shirt or a tee shirt matching the color of the scrub top may be worn under the scrub top provided no writing or design is visible and the shirt tail of the T-shirt is worn inside the scrub pants. Shoes must be white, clean and in the judgment of the attending clinical faculty, appropriate for clinic. High-tops, hard-soled clogs, sandals and heels are expressly prohibited. Socks covering the ankles are required. "Croc" are acceptable as long as they are white and not perforated. (Amended August 17, 2005)

If replacement scrubs are required, they must be purchased from The Uniform Shoppe and be identical to the original issued scrubs in both company of manufacture and color. They must also be monogrammed with the students name above the pocket.

You must wear a long-sleeve gown (*provided in each clinic*) for procedures in which splatter with blood or saliva is likely. Contaminated gowns must be turned in at the end of the clinic session in the container designated in each clinic. Gowns may not be worn going to and from clinics and the support laboratory during patient care, and may not be worn to the Student Commons or outside the building. The College will provide and launder these gowns. Distance students using disposable gowns must dispose of them in an appropriate clinical receptacle.

Violations of this policy will be handled in the following manner:

First offense: written warning (copy to Dean of Student Affairs)

Second offense: written reprimand (copy to Dean of Student Affairs)

Third offense: appearance before the appropriate Periodic Review Committee, which could result in further disciplinary action.

EMAIL USE (OUHSC POLICY)

OUHSC email is an important source of communication between students, staff and faculty. Each student is assigned an e-mail address upon entering school. Students are held accountable for any information, assignments, schedules, or deadlines sent via e-mail. **IT IS ESSENTIAL TO READ E-MAIL ON A DAILY BASIS** to avoid missing pertinent information. The staff and faculty do their best to announce deadlines and important events/opportunities via e-mail.

OUHSC email is to be used only for authorized administrative, academic, research or clinical purposes or other University business. Sending mass e-mails to groups from the Outlook address book, including the groups in Nursing, Medicine, Public Health, Dentistry, and Allied Health without permission is a violation of the Mass Communications Policy (see below).

Using mass OUHSC email for general announcements, commentary, political views, solicitations and advertising are examples of unacceptable uses of OUHSC email.

Please note: Email and attached documents from OUHSC should not be forwarded to a non-OUHSC email account. This is a violation of the Mass Communications Policy.

Appropriate Use of Email (College of Dentistry Policy)

Mass emails directed to groups within the College of Dentistry (faculty, staff, all students) must be approved by the Dean's Office unless directly related to the academic, clinical or research mission. Please send emails intended for the dentistry community to Diana-Stone@ouhsc.edu for approval and distribution.

Emails within a Class

It is quite appropriate for group email to be exchanged within a class when it involves academic or social information pertaining to all members of the class (i.e. class president calls a class meeting or informs classmates of a group activity).

How to make Announcements to OUHSC Campus

Rather than using distribution lists, campus-wide announcements should be communicated via the "HSC Daily News" which is emailed to OUHSC campus community each day and posted on the OUHSC Website. This mechanism for disseminating information has been created to reduce the volume of emails and information overload. Please use this process when communicating with student groups on campus. The process and guidelines are listed below.

Avoid Overuse of "Reply All". Only use Reply to All if you really need your message to be seen by each person who received the original message. Please consider whether it is helpful or appropriate to share your response with everyone – not just the **sender**.

ENROLLMENT AND DEGREE VERIFICATION

Office of Admissions and Records
(405) 271-2683
Student Union, Room 104, 1106 N. Stonewall

The Office of Admissions and Records provides verification of a student's enrollment and degree status, which may be necessary to obtain deferments on school loan repayments, reduced insurance rates, employment qualifications, or other purposes. For further information contact the Admissions and Records Officer at the Student Union.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EHSO)

(405) 271-3000

Occupational Safety and Health Administration (OSHA) regulations apply only to paid employees, however, students are required by the College of Dentistry to follow the precautions outlined by those regulations to ensure a safe and healthy working environment. Students must follow health and safety precautions, procedures, and training requirements established by individual departments or laboratories at all times.

The Environmental Health and Safety Office (EHSO) strive to make safety a priority at OUHSC. Other safety tips and information are available on the following web site:

<http://w3.ouhsc.edu/ehso/>

Please direct any questions or comments to an EHSO representative at (405) 271-3000. This guide was developed to serve as a useful reference to students and does not represent the official policies of the University of Oklahoma. Students are welcome to use other available references.

ESSENTIAL FUNCTIONS NECESSARY TO MATRICULATE

In the spirit, admission to the college is open to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.

The University of Oklahoma College of Dentistry, a component of the OU Health Sciences Center, recognizes that the award of a Doctor of Dental Surgery (DDS) degree, Bachelor of Dental Hygiene degree, and graduate specialty certificates or degrees carries with it the full authority of the institution and communicates to those who might seek the services of the bearer that he or she is competent to practice dentistry. The DDS degree certifies that, upon licensure, the graduate is prepared to practice all disciplines of the dental profession appropriate for a general practitioner. This requires that the student acquire cognitive and technical skills and attitudes determined by the faculty as requisite for the practice of dentistry. Programs in the dental specialties carry the same privileges as the DDS degree. In the same manner, the Bachelor of Dental Hygiene degree confers the privilege of practice in dental hygiene with all of its patient responsibilities.

The College recognizes the unique cognitive, technical, and attitudinal aspects of these curricula. Students must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the educational program. The student is required to direct or perform treatment on the patients of the College as part of the curriculum. The College has responsibility for ensuring the safety of patients and student clinicians. This includes the completion of treatment safely and within a reasonable amount of time. The student must be able to meet or perform the following elements that are fundamental to the nature of the program.

Sensory and Observation

Students must be able to observe patients, in clinic or in simulations, in order to gain information to be used in diagnosis. Students must possess vision, hearing and physical abilities sufficient to obtain a patient history, perform a physical examination and provide patient care. Additionally, students must have sufficient dexterity to manipulate dental and dental hygiene equipment appropriately and to perform in class, clinic and laboratory settings for extended periods of time.

Cognitive

Students must be able to solve problems using the ability to understand and retain knowledge derived from readings, lectures and demonstrations. Students must be able to use reasoning to analyze and integrate learned material and apply principles to new problems.

Motor Skills

Students ordinarily should have motor function sufficient to enable them to execute movements required to provide general care for and treatment of patients in routine and emergency situations. It is required that a student possesses the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional uses of the senses of touch, vision and smell. Students must be able to tolerate physically taxing workloads and to function effectively under stress.

Communication

Students must be able to communicate effectively with patients; convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post treatment.

Communication includes speech and writing. Students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team. Students must have sufficient facility with English in order to retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity and posture; and coordinate patient care with all members of the health care team. In any case where a student's ability to communicate through these sensory modalities is compromised, the student must demonstrate acceptable alternative means and/or ability to acquire and demonstrate the essential information conveyed in this fashion.

Behavioral Skills

Students must possess the emotional health required for all utilization of the intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients.

FINANCIAL ASSISTANCE

(405) 271-2118

Financial Aid Office

Student Union, Room 301, 1106 N. Stonewall Avenue

Student Financial Aid provides comprehensive information and services regarding opportunities to finance the cost of education at the University of Oklahoma Health Sciences Center. The University bases its awards on demonstrated financial need, as assessed by the Free Application for Federal Student Aid (FAFSA). It is likely that your aid package will contain one or more student loans. The core funding for dental school consists of the Federal Direct Stafford Loans.

However, other federal loans may be offered such as the Federal Perkins Loan, Dental Health Professions Loan, Federal Grad Plus Loan, or Lew Wentz Loan (OU institutional loan). More information about each can be found on the OUHSC Financial Aid Office website www.ouhsc.edu/financialservices/SFA/. Loans other than the Stafford and Grad Plus have limited availability, and are awarded to the earliest FAFSA filers. The FAFSA is available beginning January 1 for the next academic year. Students who are not initially awarded, but are interested in these other loans, can call or e-mail the financial aid office and ask to be placed on a waiting list.

Students begin receiving financial aid packages in late April, and are contacted by the financial aid office either by e-mail or U.S. mail, depending on whether the student has an OUHSC e-mail address at the time of packaging. Students are instructed on how to accept/decline loans, complete entrance counseling, complete student loan promissory notes, etc. Funds are disbursed a week before the official University start date of each semester. This may or may not coincide with the actual date the student begins classes. Funds are applied directly to the student's bursar account first, and remaining amounts are refunded to the student each semester of enrollment.

It is highly recommended that the student sign up for direct deposit with the Bursar Office. Forms can be found on both the Financial Aid and Bursar websites. A FAFSA must be submitted each year the student applies for financial aid. However depending on the types of loans offered entrance counseling or a promissory note may or may not be required each time. Students can expect to receive clear, concise instructions on what action needs to be taken to receive loans. Please feel free to call or e-mail the Financial Aid Office with any questions.

GRADE CRITERIA

Refer to individual course syllabi.

ACADEMIC PROBATION

Any student receiving an "F" grade in a course or grade point average below 2.0 (4.0=A) for a semester will automatically be placed on probation. Probationary status may also be given to a student who does not receive an "F" grade or who earns a grade point average above 2.0 if, in the judgment of the faculty, the student has not made satisfactory progress toward the adequate professional development necessary for the proper treatment of patients. Other sanctions may be imposed at the discretion of the Periodic Review Committee and the Professional Development Advisory Committee subject to the Dean's approval.

A student who receives a semester grade of "F" in any course while on probation or who receives two consecutive probationary periods may be assessed by the Periodic Review Committee to determine if they should be reviewed for a leave of absence, repeat of all or part of a year, or dismissal from the program.

PROMOTION AND GRADUATION

A Periodic Review Committee (PRC) exists for each class and meets at the end of each semester to evaluate the academic and professional progress of each student and make recommendations to the Dean. The Periodic Review Committees consist of the course directors for the courses taught in that semester. The Assistant Dean for Student Affairs is an ex officio, non-voting member of each PRC. Recommended actions may include: 1) advance to the next semester; 2) advance to the next semester on academic probation; 3) repeat year; and 4) dismissal.

Decisions that involve repeating a year (or a portion of a year) or dismissal are forwarded to the Professional Development Advisory Committee (PDAC) for an independent review. Students are provided an opportunity to appear before the (PDAC) to explain their circumstances and answer any questions. The PDAC may uphold, modify or reject the PRC recommendation. A report from the PDAC containing its recommendation is forwarded to the Dean for a final decision. The Professional Development Advisory Committee is composed of the division chairs, the deans for research and advanced programs, academic affairs and clinical affairs. The Assistant Dean for Student Affairs is an ex-officio, non-voting member.

Promotion from one year to the next and graduation, are contingent upon the student maintaining a grade point average of 2.0 and demonstrating adequate professional development. Any student with less than a 2.0 average or any student failing to demonstrate adequate professional development will be reviewed by the Periodic Review Committee and may be recommended to the Professional Development Advisory Committee to repeat the year (or portion thereof) on probation or be dismissed. Any student who repeats the year (or portion thereof) and does not achieve a 2.0 cumulative grade point average for the repeated year will be dismissed from the College of Dentistry. A student can only repeat one year of the first three years due to academic or disciplinary reasons. A student is considered to have repeated a year if he/she retakes a portion of the curriculum and thus falls a year behind his/her original class.

Senior dental students not completing their minimal clinical experiences for graduation by the last regularly scheduled spring clinic session will be enrolled in the summer session and the diploma will reflect the final date of the summer session. Any dental student not completing their work by the end of the summer session must be enrolled in the fall semester and the diploma will reflect the final date of the fall semester. Senior dental hygiene students not completing their minimal clinical experiences for graduation by the last regularly scheduled spring clinic session will be enrolled in the fall semester and the diploma will reflect the final date of the fall semester. Any dental or dental hygiene student who does not fulfill graduation requirements by the end of the fall semester is enrolled in the spring semester and may be required to complete additional requirements in various clinical departments to ensure the maintenance of proficiency in all areas. The decision to assign additional clinical procedures is considered by the fourth-year dental Periodic Review Committee and the second year dental hygiene Periodic Review Committee, respectively. If required, these additional clinical expectations are presented to the student in writing.

Time Allowed for Completing Degree Requirements

A student will have 6 years (72 months) from the month he or she enters dental school as a freshman to successfully complete all program requirements for a DDS degree, not counting time away for leave of absence. Advanced Standing Program students have 4 years (48 months) from the month of their initial enrollment at OU College of Dentistry to successfully complete all program requirements for a DDS degree, not including time away for leave of absence. Any student failing to fulfill all program requirements, including passing NBDE Part I & II, in the stipulated time period will be dismissed from the program and will be ineligible for graduation.

No student may be graduated from the College with less than an overall (2.0) “C” grade point average. A student may appeal any decision made by the Dean according to procedures and policies set forth by the Health Sciences Center guidelines.

GRADING POLICY

The College of Dentistry uses a grading system based on the mastery of subject material. Each course is based on specific course objectives and, where applicable, on clinical accomplishments that must be completed for advancement. Students are made aware of the expectations at the beginning of each course.

The grading standards used by the College are as follows:

“A” for outstanding work that demonstrates exceptional mastery of course material.

“B” for good work which is clearly beyond simple mastery of the course material.

“C” for acceptable work indicating a mastery of basic concepts of a course.

“D” indicates that a student performed at a level that is below minimal competency levels established for that course. The deficiencies are limited enough that they are amenable to remediation. The course director recommends the specific requirements for remediation.

The “D” grade remains on the transcript and the student is enrolled in a special studies remediation course. If the student satisfactorily completes the requirements

the failed course is considered remediated and the student receives a grade of Satisfactory (S) for the special studies course. If the student does not satisfactorily complete the requirements the remediation is not considered successful and the student receives a grade of Unsatisfactory (U) for the special studies course and must repeat the failed course in its entirety.

“F” indicates that a student performed at a level that is substantially below competency levels established for the course.

Didactic and preclinical courses in which an “F” grade is received must be retaken and the student reenrolled in the course. The course director recommends a format by which the course may be retaken, subject to approval of the Periodic Review Committee.

Clinical courses in which an “F” grade is received may either be remediated or retaken as determined by the course director subject to approval of the Periodic Review Committee. Students “retaking” a course are re-enrolled in the course for a second time. The “F” grade for the original course and the grade for the retaken course both appear on the student’s academic record and are included in the grade point average calculation.

“I” to be given only for an administratively excused absence for *extenuating circumstances* (i.e. personal illness or family tragedy). An "I" (Incomplete) grade signifies that due to *extenuating circumstances* the student has not achieved the minimal course objectives. The "I" grade can be removed by meeting criteria established by the instructor, after which an appropriate grade will be awarded. Normally, an "I" grade for a course, which is a pre-requisite to advancement, must be made up by the beginning of the next semester. The department chairperson and/or the course director can grant exceptions to this policy. An "I" grade for all other courses must be made up as soon as possible, but not later than the end of the next semester. An "I" not made up by the specified deadline will remain an "I" on the transcript permanently. Re-enrollment will be required to earn credit in the course.

“S” Satisfactory work

“U” Unsatisfactory work

Some courses do not lend themselves to definitive letter grades, and these are graded according to the Satisfactory/Unsatisfactory grading system. An Unsatisfactory (U) is treated in the same manner as an "F" grade. "S" and "U" grades are not included in grade point average computations.

HEALTH INSURANCE

University of Oklahoma Regent’s Policy requires students enrolled at the Health Sciences Center (including all distance sites) to have health insurance prior to the start of their academic program and coverage must be obtained as long as the student is enrolled. Students may participate in either the student approved health insurance policy or show

proof of insurance coverage (comparable to the student policy offered through the University) by a recognized health insurance provider to their college Student Service Office. At the beginning of each academic year, and periodically thereafter, you may be asked to show proof of health insurance coverage. Students will have ten business days to provide proof of coverage after request for such is made. If not compliant within ten days, students may be suspended from clinic and/or rotations until proof of coverage is provided, which may prevent successful completion of a particular clinic, rotation, academic requirement, or semester.

Each year the HSC Student Association works with University administration to offer a health insurance policy provider that will afford special rates and/or services as a health insurance option for all HSC students and their dependents. More information regarding the HSC Student Association approved insurance, may be obtained from the college Student Services Offices, HSC Student Affairs in the David L. Boren Student Union, Suite 300, or online at <http://students.ouhsc.edu/HealthServices.asp> . Students should direct questions regarding specific coverage or conditions to the health insurance policy provider.

The Dental Hygiene Program also requires students to have needle-stick insurance through their own health insurance policy or available through Macori at <http://www.macori.com/States/OK/UOHealthScienceCenter.asp> or 1-800-2885-8133. At the beginning of each academic year, students will be asked to provide proof of needle-stick insurance coverage. Students will miss clinic and /or rotations until proof of coverage is provided which may prevent successful completion of a particular clinic, rotation, academic requirement, or semester.

Please note: Health insurance covers services that may not be provided through the Student Health Service. A student's health insurance coverage is verified each time he/she presents to the Family Medicine Center for care.

INFORMATION TECHNOLOGY SOLUTION CENTER (IT - OUCOD)

(405) 271-3694

Find information on getting connected to the Internet, account questions, changing passwords, and help with e-mail, setting up a website, or getting virus and security information. Also get help with on-campus telephone billing questions, making long-distance phone calls, as well as information on buying computers, hardware, and software through the university.

INTERNATIONAL STUDENT SERVICES

(405) 271-2359

Office of Admissions and Records

Basic Sciences Education Building (BSEB), Room 200, 941 Stanton L. Young Blvd.

The Office of Admissions and Records provides assistance to international students beginning at the point of application and continuing throughout their studies. Advisors

are available to assist students with all of their immigration-related issues.

All international students should bring their original immigration documents to check in with International Student Services as soon as they arrive on campus, and will not be allowed to enroll until they do so. International students are also required to have health, hospitalization, and repatriation insurance while at the Health Sciences Center.

LABORATORY PROCEDURES FOR DENTAL STUDENTS

Students are personally responsible for all laboratory work related to assigned patients unless the procedures are delegated to the support lab via a signed work authorization. Students are not authorized to delegate performed laboratory procedures to other students, laboratory technicians or commercial laboratories. The following is intended to clarify the policies of the College.

1. Students must personally perform all laboratory procedures associated with preclinical courses.
2. Students must personally perform all laboratory procedures associated with patient care, except those procedures delegated to the College's Support Laboratory via a signed work authorization.
3. Any exchange of money or other compensation between students as a result of "help" in completing laboratory procedures is strictly forbidden. If tutors are assigned to students having problems, the College will provide compensation to the tutors.
4. Use of a laboratory technician or laboratory outside the College without the explicit permission of a department chair is not acceptable.

Violations of these policies will result in disciplinary action by the respective Periodic Review Committee and/or the Administration.

LIBRARY

(405) 271-2285
1000 Stanton L. Young Blvd.

<http://library.ouhsc.edu>

NOTARY PUBLIC

(405) 271-5444
Dean's Office, Room 510

Notary public services are available for any university-related documents.

OUHSC HOUSING

(405) 271-0500

900 N. Stonewall Avenue

University Village Apartments, the newest housing addition to the University of Oklahoma, located on the Health Sciences Center campus on Stonewall Avenue, is the ideal living environment for HSC students. Studio and two bedroom apartments are available. An application and non-refundable \$30 application fee is required to establish priority. For more information, please visit www.ou.edu/universityvillage.

PARKING AND TRANSPORTATION SERVICES (OUPTS)

(405) 271-2020

Service Center Building, Room 100, 1100 N. Lindsay

The University of Oklahoma requires that all motor vehicles parked on OU controlled parking lots (except visitor areas) must display a current University parking permit issued from the Parking Office. The “hang tag” permit must be displayed by hanging from the inside rearview mirror along with a window decal that must be displayed on the driver’s side of the rear window in the lower corner. All students parking at the Oklahoma Health Center must have a current Health Center parking permit. Current parking fees are \$108 per semester and \$22 per month for summer months.

OU Parking and Transportation Services (OUPTS) are responsible for the enforcement of parking, which includes the removal of unauthorized vehicles and citations for parking violations.

Special parking permits may be obtained for persons with physically disabilities in accordance with the Americans with Disabilities Act. Parking personnel are available for assistance.

Any student parking a vehicle in Dental Patient Parking (1st floor of the Stonewall Garage and in front of the College of Dentistry) during the hours of 7:00 AM to 6:00 PM, Monday through Friday, will be subject to departmental actions in addition to citations written by the OUHSC Parking Office

PLACING OUT OF BASIC SCIENCE COURSES

(Dental Students Only)

The College recognizes that some dental students have completed courses prior to entry into dental school that are similar in content to one or more of the basic science courses in the dental curriculum. These students will be given the opportunity to place out of these courses if they desire and if they are competent in these areas. Requests to place out of a course should be addressed to the course director. To be considered for exemption, the student must meet one of the following criteria:

- (1) majored in the specific basic science area
- (2) have graduate or post-graduate training in that area
- (3) present special circumstances (i.e. passed the same course in dental school and passed NBDE Part 1)

Please note: Meeting one of these criteria does not guarantee the option to be exempted from one or more courses. The final decision will be made by the department involved, with approval of the Academic Dean.

PROTOCOLS FOR OCCUPATIONAL EXPOSURES

(405) 271-3083 – Kim Graziano OR (405) 271-5988 – Dr. Susan Settle

The College of Dentistry has policies/procedures that must be followed if one of the following occurs:

1. Student, faculty or staff has an occupational exposure (needle stick, contaminated instrument laceration, splash of any contaminant or chemical to the eye or other mucus membrane).
2. If a student, faculty member, staff, or patient is injured in any way.
3. If a patient swallows or aspirates a foreign object.

Following proper procedure will expedite treatment and minimize risk. Supervising faculty must be informed immediately if an occupational exposure occurs in clinic, regardless of whether or not it appears to be serious or pose a danger to those involved. Also, immediately notify Mrs. Kim Graziano by calling:

1. Office (405) 271-3083 or extension 13083
2. Cell Phone: (405) 473-6064
3. OUCOD Front Desk: (405) 271-6326 or extension 16326

For HSC Dental and Dental Hygiene students, the Family Medicine Center's (FMC) lab is used for blood tests associated with exposures for the student as well as the source patient during clinic hours. If an exposure occurs after FMC hours, then the student and source patient are to proceed to the OU Medical Center emergency room. The same protocol is in place for patients swallowing or aspirating foreign objects.

Distance Dental Hygiene students follow site-specific exposure protocols; arrangements have been made for local testing following an exposure.

RECOMMENDATION LETTERS

Requires prior written consent.

The Family Educational Rights and Privacy Act (FERPA) states that, "Institutions shall obtain written consent from the student before disclosing any personally identifiable information from their education records. The written consent must specify the records to be released; state the purpose of the disclosure; identify the party or parties to whom disclosure may be made; and be signed and dated by the student."

Consent for letters of recommendation to contain personally identifiable information from the education record is necessary in order to maintain compliance with FERPA and protect University faculty and staff. Any member of the faculty or staff who writes a letter of recommendation that includes information obtained from a student or alumnus' education record should obtain a signed consent to release that information. Personally identifiable information obtained from an education record may include but is not limited to grades, Grade Point Average (GPA), class rank, test scores, progress reports, etc.

Ouhsc has developed a consent authorization form specifically for this purpose. The student or alumnus should provide a signed and completed copy of this form when requesting a reference or letter of recommendation from any Ouhsc faculty or staff. A consent authorization signed by the student or alumnus is required for each party

receiving a recommendation. However, more than one party may be identified by the student or alumnus on a single authorization form.

As an alternative to the Ouhsc consent authorization form, the requesting individual may provide an official authorization form from the school or entity to which the recommendation is being sent. This meets disclosure requirements if the student signs the form and specifically grants permission to release the student (or alumnus) education record.

A copy of the signed authorization is provided to the Dean's Office or the Department of Dental Hygiene for placement in the student file.

A signed prior consent form is not needed in order to complete an ETS® Personal Potential Index (ETS® PPI) evaluation for ADEA. Students provide the required consent as part of their ADEA PASS registration. Faculty members contacted by ETS with an evaluation request are authorized to disclose the information necessary to rate the student and make comments. An additional consent form is not required.

RELEASE OF STUDENT INFORMATION

The Office of Admissions and Records provides annual notice of the Family Educational Rights and Privacy Act (FERPA) rights afforded to current students with respect to their educational records. FERPA permits the release of "directory information" about students without the student's written consent. Directory information routinely appears in student directories and alumni publications and may be freely release Upon written request, students may opt to withhold the routine disclosure of their directory information, in which case, such information will be treated as confidential and released only with the student's written consent, or as permitted or required by law.

Directory information includes: Student's name, home and permanent address, e-mail address, telephone/cell number, major field of study, class year, enrollment status, anticipated degree date, participation in officially recognize University activities, degree and awards received, and most recent previous educational institution attended.

Students should be advised that by withholding directory information, University officials

are prohibited from disclosing any form of information without the student's consent. This means that inquiries about the status of students, who apply for an auto loan, good student discount, apartment lease, employment verification, enrollment verification, loan deferments, etc., will not be verified by University officials unless accompanied by a written release from the student.

A Web link to the form requesting that the University withhold directory information is provided below. The form must be signed and submitted to the Office of Admissions and Records in the:

1. Form to Withhold Directory Information
http://ouhsc.edu/admissions/Forms/FERPA_0504.pdf
2. Annual FERPA Notice
<http://ouhsc.edu/admissions/FERPAannual.html>
3. University's FERPA Policy & Procedures
<http://ouhsc.edu/admissions/FERPApolicy.html>
4. Parental Access Rights Policy
<http://ouhsc.edu/admissions/FERPAparents.html>

Current students may access the PeopleSoft Student Self-Service feature to restrict directory information.

To access this feature through the Campus Gateway, go to:

<https://gohsc.ouhsc.edu>

You may also access the Campus Gateway from the Inside HSC Web page as follows:

<http://www.ouhsc.edu/insideHSC/>

- Select the Self Service link.
- Login using the same username and password that you use to access your OUHSC email and other services.

Questions or concerns regarding your rights under FERPA should be directed to the OUHSC Registrar, Lori Klimkowski, at (405) 271-2359.

SECURITY/CAMPUS POLICE

(405) 271-4300

934 N. E. 8th

The University of Oklahoma Health Sciences Center Police Department provides police and fire protection for the safety of life and property on campus. OU police officers are invested with the same powers as sheriffs and municipal police officers. They have the same authority to enforce state laws, including making arrests when appropriate.

Officers are on duty 7 days a week, 24 hours a day. Emergency telephones are located in strategic areas in the parking lots. Aside from regular law enforcement duties, they provide the following community services:

1. "Need a jump?" – "Have a flat?" – all campus police vehicles are equipped with jumper cables, and air tanks. (They will assist in unlocking vehicle doors only in an emergency).

2. Medical Emergency – all units are equipped with first aid kits. The officers are trained in CPR and First Aid.
3. Campus Police have access to most areas on campus and, if the building is not restricted by the Dean, can let you inside. You must present a valid Health Sciences Center ID and sign an authorization slip.

STUDENT AFFAIRS OFFICE

(405) 271-3530

Room 512

Office of the Dean

The Office of Student Affairs provides student services such as, academic advisement, assistance with student organizations' activities, referrals for personal counseling and general information for currently enrolled and prospective students. The Office also maintains official student records and coordinates admission, progression and graduation requirements and activities for students.

STUDENT COUNSELING SERVICES

(405) 271-7336

Student Union, Room 300, 1106 North Stonewall

Dental students and HSC dental hygiene students are assessed a Counseling Services Fee each semester and are eligible for specific counseling services. Distance dental hygiene students are referred to site specific or local area counselors.

Services Provided:

Individual Counseling

Academic Coaching (Study and Test-Taking Skills)

Psychological Assessment (For a Fee)

Educational Programs and Workshops

Couples Counseling

To schedule an appointment or for information regarding a workshop call (405) 271-7336 or e-mail counselors@ouhsc.edu

For additional information visit:

<http://student-affairs.ouhsc.edu/counseling/default.asp>

Services are available to all students attending classes on the Health Sciences Center campus. All services are strictly confidential and are at no additional cost to HSC students. Couples counseling is also available at no charge for HSC students and their partners.

Common Concerns Addressed:

Improving Study and Test-Taking Skills

Reducing Test/Evaluation Anxiety

Difficulty Concentrating

Depression

Problems with Drugs/Alcohol

Sexual Difficulties

Harassment /Discrimination

Difficulty Sleeping

Anxiety
Stress Management
Relationship Difficulties
Suicidal Thoughts
Difficulties Adjusting to New Culture/Customs

Perfectionism
Personal Growth
ADD Evaluations (for an extra charge)

Hours of Operation:

Monday through Friday 8:00 a.m. to 5:00 p.m.
Event Hours TBA

Mental Health Emergency Information:

If life-threatening situation occurs after business hours, call Campus Police at (405) 271-4911 or 911.

STUDENT HEALTH SERVICE

(405) 271-2577

Family Medicine Center, 900 N. E. 10th Street

<http://students.ouhsc.edu/StudentServices.aspx>

Comprehensive health services for all Health Sciences Center campus students are offered in the Family Medicine Center. Those services usually provided by family physicians, including pediatric, medical and gynecological care. X-ray facilities are also available.

Each dental student and HSC dental hygiene student, at the time of enrollment for each semester, is charged a fee to defray the cost of these services, without regard to the number of hours he or she is enrolled. The health fee does not cover most labs, x-ray reading and immunizations. Each student admitted to the University on the Health Sciences Center campus receives a health form that must be completed prior to enrollment. Student ID and insurance cards must be presented at each visit. Distance dental hygiene students are not assessed the Student Health Care fee and cannot access services through the Family Medicine Center.

All dental and dental hygiene students are required to provide proof of the following immunizations prior to starting classes: Tuberculosis Skin Test (PPD Mantoux), MMR (measles, mumps, and rubella), Tetanus and Diphtheria (Td), Varicella (Chickenpox), and Hepatitis B Immunization Series. A Hepatitis B Titer is also a requirement for all COD students.

The College of Dentistry may also impose additional requirements, but these will not be less than the above immunizations.

If you need vaccinations or tests, please contact the Student Health Service Office.

STUDENT IDENTIFICATION CARD (ONECARD)

(405) 271-2980

Service Center Building, 1100 N. Lindsay, Room 115

The OneCard, or student identification card, is required for all students enrolled on the HSC campus. The OneCard allows students to check out materials at the Library, is used to access any facility after-hours granted by their college, access the HSC Student Union after-hours, and can be used as a debit card for photo copies in the Library, print jobs at the Student Union, or food in the Student Union Food Court.

A driver's license or other form of picture identification is required to verify identity. A student's initial card is \$10.00; replacement cards are \$15.00. Cards may be obtained weekdays during regular business hours, except for the noon hour, during which the office is closed.

STUDENT ORGANIZATIONS

Students who are admitted to professional schools are among the top college students in the country. In addition to being high academic achievers, the students who choose health professions are individuals who are interested in helping others. The College of Dentistry at the University of Oklahoma Health Sciences Center provides numerous opportunities for dental and dental hygiene students to participate in various activities outside of class. There is an active Student Council that is involved in student governance as well as social events for the students. Many students participate in numerous intramural sports teams. Students annually produce a yearbook for the College of Dentistry and this gives many students an outlet for photography, writing and journalistic organization. The Student Research Group provides opportunities for students to work with faculty members in meaningful research. Scientific Day is held each spring for students to share their research with colleagues, faculty and the practicing community. Several students have published papers with faculty and have presented papers at national meetings as a result of the group.

Students have opportunities to serve the community and provide free dental care in setting such as the Good Shepherd Mission in Oklahoma City, the annual Oklahoma Mission of Mercy (OKMOM) and Kids Day hosted annually by the College of Dentistry. Supervised by dental faculty, dental and HSC dental hygiene students provide care for people who would otherwise not be able to afford dental treatment.

Many students organizations related to national dental and dental hygiene organizations are also found in the College of Dentistry. There are student chapters of the American Dental Hygiene Association (ADHA), the American Dental Education Association (ADEA), the National Dental Association (NDA) and the Women's Dental Association (WDA). There is also an active chapter of the American Student Dental Association (ASDA).

Albert F. Staples Society – Is a major student-led service organization of the college. Students, faculty, staff and residents team together to provide worthwhile service to the college and the community. Fundraising activities include lunches, sales of OU clothing

and memorabilia. Service projects include Christmas gifts to needy children at local schools, hosting parties and activities for Big Brothers/Big Sisters, working with Habitat for Humanity, and many other school and community service activities.

American Association of Women Dentist – AAWD creates a support network for women in the profession of dentistry. The local component includes faculty and practitioners, as well as students. A primary goal of this organization is to help women graduates become advancement of dentistry as a whole.

American Dental Education Association – ADEA is an organization, representing everyone involved in the process of dental education including administrators and faculty as well as students. Policy issues range from student loans to curricular guidelines. Student representative attend the national ADEA meeting as voting members of the House of Delegates.

American Student Dental Association – ASDA provides an array of membership benefits and promotes student participation in organized dentistry. Student officers attend state, regional, and national meetings to be informed about the issues important to the dental profession and bring that information back to their classmates.

American Dental Hygienists' Association Student Chapter – The Chapter offers opportunities for personal and professional development, leadership, and recognition for professional achievements. Student officers at all sites organize meetings, speakers, and projects during the school year. Students are encouraged to apply to become a Student Delegate to the national ADHA meeting

Class Organizations – Each dental and dental hygiene class annually elects officers to provide leadership in student campus activities. These officers also serve as liaisons with the faculty and administration in matters concerning each class. Each dental class selects two faculty advisors annually; each dental hygiene site has a faculty advisor.

Dental School Student Council – The Student Council is composed of the class president and two elected representatives from each of the four dental classes and two dental hygiene classes. It is concerned with the student activities of the entire College, including student social activities. Dental students elect representatives to the Student American Dental Association and the Council of Students of the American Dental Education Association.

Rural Dentistry Interest Group – This student-led group has as its primary objective to inform students about professional opportunities in rural settings. Special events, guest speakers, and activities in conjunction with the ODA provide an occasion for students to connect with mentors and gain insight into rural based practices and much-needed service in remote sites.

Student Professional Ethic Association (SPEA) – The Student Professionalism and Ethics Association in Dentistry is a national, student driven association that was established to promote and support students' lifelong commitment to ethical behavior in order to benefit the patients they serve and to further the dental profession.

Student Representation Committees – The College receives valuable input from students who serve on several committees. Students are selected by their classmates to serve with voting rights on the following boards and committees: Dental Admissions Committee, Appeals Board, Clinic Policies Committee, Curriculum Committee, Instrument Committee, Student Clinic Governance Committee, and Academic Misconduct Board.

Student Research Group – This group fosters and facilitates student research projects while students work with faculty mentors. Each year, several students are supported to present their findings at national and international research meetings.

STUDENT PROFESSIONAL POLICY

The University of Oklahoma has established a Student Rights & Responsibilities Code and the Student Rights & Responsibilities Code Procedures. The standards of conduct and processes and procedures articulated in this Code apply to all students attending the College of Dentistry. Students who fail to adhere to the established code of conduct may be subject to disciplinary action.

EXPECTATIONS OF ACADEMIC AND PROFESSIONAL BEHAVIOR

The University of Oklahoma College of Dentistry places a high regard on academic, ethical and professional responsibility in the learning environment. Hence, all members of the College community are expected to uphold high standards of ethical and professional responsibility and demonstrate behavior that is consistent with these principles in their academic, clinical and research activities.

As members of the learning community, students are expected to:

1. Maintain the highest standards of academic honesty without compromise.
2. Treat fellow students, faculty members, staff, patients, and all other persons associated with the College with dignity and respect. This respect extends to their person, their property and their points of view.
3. Respect and value the physical facility including the building, its equipment and supplies.
4. Uphold an atmosphere conducive to learning.
5. Conduct themselves professionally – in demeanor, use of language, and appearance – while on the College premises, at College-sponsored activities, and at all other times when a student's conduct could adversely affect the College community and/or the pursuit of its objectives.
6. Abide by the policies and procedures as outlined by the College of Dentistry Student Handbook and the OUHSC Student Handbook.

The public has granted dentists and dental hygienists a franchise to care for its oral health needs. In return for this trust, the dental profession has established standards of professional performance and personal behavior that have earned respect for generations. Among the qualities of dentists and dental hygienists that the public has learned to expect are high levels of professional care, integrity, appearance, speech and interpersonal relations.

The College of Dentistry regards its students as mature and highly motivated, with the potential for high levels of performance both in school and as practicing professionals. The College judges that a student's personal attitudes and behavior will not change appreciably when he or she becomes a practitioner. The following sections identify the expectations the College has for its students and the criteria students should meet if they are to reach their full potential as health professionals. The policies presented here are concerned with grading, the remediation of failing grades, dress, attendance, classroom decorum and academic misconduct code. These policies have been established following lengthy discussions among faculty members and administrators, with input from students. The requirements for each course or series of courses have been established by the various departments and are presented to the students at the outset of each course or series.

Ethical and professional behavior is considered an integral part of the dental education program. Hence, all students of the College of Dentistry are held to the standards and expectations outlined in the HSC Student Professional Behavior in an Academic Program Policy.

TOBACCO, ALCOHOL AND DRUG POLICY

Tobacco, alcohol and illicit drugs are strictly prohibited on the entire Health Sciences Center campus and distance site campuses. Enforcement will be accomplished by a first warning followed by disciplinary action for students.

CRIMINAL BACKGROUND CHECKS

Many facilities used by The University of Oklahoma for clinical experiences require students to pass a criminal background check. Each clinical facility may have specific requirements related to background checks of students and employees unique to that facility. Such background checks are rotation practice site requirements, not requirements of The University of Oklahoma or the College per se.

The College of Dentistry and its distance programs are responsible for providing acceptable training sites for its students, preparing students appropriately for required board or licensure exams, and providing students with the appropriate knowledge to practice their profession. It is the student's responsibility to comply with the criminal background check requirements of the facilities in which the student rotates. Prior to the rotation start date, the student should contact the appropriate academic department or college clinical representative. Lack of timeliness in supplying the required documentation to the facility may delay the student's participation in the scheduled clinical experience. The College is not responsible for finding rotation practice sites for students who are unable to meet the requirements for rotation practice sites, including passing background checks; nor does it assure that a graduate will be allowed to register for required exams or obtain required licenses to practice. Students should be aware that failure to pass a background check, as determined by each facility, will delay or prevent the student from participating in that clinical experience and may delay the student's completion of the degree program.

BACKGROUND CHECKS

Any record of criminal activity prior to, or after admission to dental or dental hygiene school, could prevent the student from obtaining a license to practice dentistry or dental hygiene. Passing a background check is required not only during your matriculation through dental or dental hygiene school, but also subsequent to your training by the Board

of Dentistry in order to be licensed to practice dentistry or dental hygiene.

DRUG TESTING

Students may be required to submit to drug testing by the OU Health Sciences Center, the OU College of Dentistry or by an off-campus facility through which they must rotate. In the event such testing is required students are obligated to comply by taking and passing all drug tests.

DISABILITIES AND REASONABLE ACCOMODATIONS

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma.

Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email, drc@ou.edu, or by calling (405) 325-3852 Voice or (405) 325-4173 TDD. Students requesting disability-related services or accommodations are required to submit appropriate documentation to substantiate the disability. DRC staff will review the documentation and send e-mail to the student's university e-mail account that explains the eligibility determination. Students can expect to receive an initial response within 15 University business days of the Center's receipt of the documentation. Students with disabilities will then schedule an appointment for an initial intake procedure with the Disability Resource Center staff. During this appointment DRC staff and the student will engage in an interactive process and discuss any history of accommodation, strengths and limitations, and review policies/procedures. Information on policies and registration with DRC may be found on the DRC website at www.ou.edu/drc.

TECHNICAL STANDARDS

(Essential functions necessary to matriculate and continue in the clinical programs of the College)

The College is committed to the principle of diversity. In that spirit, admission to the College is open to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended.

The University of Oklahoma, College of Dentistry, a component of the OU Health Sciences Center, recognizes that the award of a Doctor of Dental Surgery (DDS) degree, Bachelor of Dental Hygiene degree, and graduate specialty certificates or degrees carries with it the full authority of the institution and communicates to those who might seek the services of the bearer that he or she is competent to practice dentistry. The DDS degree certifies that, upon licensure, the graduate is prepared to practice all disciplines of the dental profession appropriate for a general practitioner. This requires that the student acquire cognitive and technical skills and attitudes determined by the faculty as requisite for the practice of dentistry. Programs in the dental specialties carry the same privileges as the DDS degree. In the same manner, the Bachelor of Dental Hygiene degree confers the

privilege of practice in dental hygiene with all of its patient responsibilities.

The College recognizes the unique cognitive, technical, and attitudinal aspects of these curricula. Students must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the educational program. The student is required to direct or perform treatment on the patients of the College as part of the curriculum. The College has responsibility for ensuring the safety of patients and student clinicians. This includes the completion of treatment safely and within a reasonable amount of time. The student must be able to meet or perform the following elements that are fundamental to the nature of the program.

Sensory and Observation

Students must be able to observe patients, in clinic or in simulations, in order to gain information to be used in diagnosis. Students must possess vision, hearing and physical abilities sufficient to obtain a patient history, perform a physical examination and provide patient care. Additionally, students must have sufficient dexterity to manipulate dental and dental hygiene equipment appropriately and to perform in class, clinic and laboratory settings for extended periods of time.

Cognitive

Students must be able to solve problems using the ability to understand and retain knowledge derived from readings, lectures and demonstrations. Students must be able to use reasoning to analyze and integrate learned material and apply principles to new problems.

Motor Skills

Students ordinarily should have motor function sufficient to enable them to execute movements required to provide general care for and treatment of patients in routine and emergency situations. It is required that a student possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional uses of the senses of touch, vision and smell. Students must be able to tolerate physically taxing workloads and to function effectively under stress.

Communication

Students must be able to communicate effectively with patients; convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post treatment. Communication includes speech and writing. Students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team. Students must have sufficient facility with English in order to retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity and posture; and coordinate patient care with all members of the health care team. In any case where a student's ability to communicate through these sensory modalities is compromised, the student must demonstrate acceptable alternative means and/or ability to acquire and demonstrate the essential information conveyed in this fashion.

Behavioral Skills

Students must possess the emotional health required for all utilization of the intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities

attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients.

TRANSCRIPT REQUESTS

Office of Admissions and Records

(405) 271-2683

Student Union, Room 104, 1106 N. Stonewall

Transcript requests are processed in the Office of Admissions and Records at the Student Union. There is no charge for official or unofficial transcripts. Transcripts may be ordered by mail, fax, or in person. A Transcript Request Form must be completed. A transcript request received by fax or mail is processed within 5 business days of receipt of the request. Transcripts requested in person are normally available within a few minutes. Photo identification is required to release a student's transcript (an OUHSC student ID card or drivers license is sufficient). E-mail and telephone transcript requests are not honored. For additional information, contact the Admissions and Records Officer at the Student Union or visit the web site at <http://www.ouhsc.edu/admissions>.

TRANSFER POLICY

The University of Oklahoma, College of Dentistry does not routinely accept transfer students due to the limitations of space available in existing classes and the incongruity of the curricula at respective schools. In the rare instance when it may be necessary to consider a transfer request, the deciding factors are space availability, reasons for the move, prior academic performance, compatibility of the curricula and academic standing/letters of evaluation from the faculty and academic dean of the student's present dental school. Remediation and supplementary course work are typically required to complete the program.

TUITION AND FEES

Bursar's Office

(405) 271-2433

Service Center Building, Room 114, 1100 N. Lindsay

It is the responsibility of the student to register and pay fees on the dates specified on the Academic Calendar. The Academic Calendar can be accessed online at <http://www.admissions.ouhsc.edu/>

Questions about tuition and fee payment should be directed to the Bursar. Estimated cost of tuition and fees can be located at this link:

http://www.ouhsc.edu/financialservices/bursar/tuition_fees.asp

VETERAN'S BENEFITS CERTIFICATION AND ADVISEMENT

(405) 271-2359

Office of Admissions and Records

Basic Sciences Education Building (BSEB), Room 200, 941 Stanton L. Young Blvd.

Veterans who are eligible to receive benefits through the Department of Veteran's Affairs (VA) are also advised through the Office of Admissions and Records. Veterans must have their enrollment status certified by the advisors each semester in order to receive payment from the VA. Students should contact the advisors upon arrival on campus in order to ensure that the correct paperwork is completed so that the enrollment may be certified and payments made by the VA as soon as possible.