June, 2018

PREFACE

This Handbook is a compilation of policies and procedures regarding student and academic matters as well as policies and information at The University of Oklahoma College of Dentistry (COD). It is the student’s responsibility to comply with the information in the Student Handbook including all its revisions. Information in the current published handbook replaces all prior information, superseding any prior versions. Students who are unable to access the Student Handbook can contact the COD Dean’s Office for a printed copy.
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PREFACE

ABOUT THIS HANDBOOK

1.01 Official Version

For easy access, the official version of the COD Student Handbook shall reside on the Intranet within the Office of the Dean folder.

1.02 Handbook Usage

The Student Handbook does not represent a contract between The University of Oklahoma College of Dentistry and the students who attend. The information contained in the COD Student Handbook is subject to change at the discretion of the COD Ad-Hoc Committee for Student Handbook as appropriate. In the event that any of the information outlined herein is found to be in conflict with University of Oklahoma Health Sciences Center and/or University of Oklahoma policies and/or procedures, the latter will automatically take precedence. (see Policies and Procedures Faculty Handbook)

1.03. Handbook Review & Maintenance

The Student Handbook is reviewed annually and revised as needed. Revisions to policies and procedures are noted at the end of each document. Every effort is made to ensure that it is up-to-date; however, students are responsible for ensuring that they are adhering to the most current version of each policy.

In addition to this Student Handbook, various departments, units, offices, or divisions within the COD may, with the approval of the Office of the Dean, periodically issue and/or change guidelines, rules, and/or manuals from time to time which pertain solely to the conduct of their individual areas. Students in these areas are subject to such guidelines, rules and/or manuals and are expected and required to understand and abide by them.

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POLICY TITLE: 2.1 EQUAL OPPORTUNITY STATEMENT
POLICY GROUP: ADMINISTRATION
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

This University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age(40 or older), 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, housing, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

(Regents, 3-24-70, amended 4-8-76, revised 7-12-77, amended 12-10-81, 1-27-93, 1-27-04, 9-19-11, 6-24-15, 3-8-17)

RETURN TO TABLE OF CONTENTS
POLICY TITLE: 2.2 GENERAL INFORMATION
POLICY GROUP: ADMINISTRATION
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

Overview

Since its inception in 1971, the College has had a tradition of educating and training its students to provide the highest quality patient-centered clinical care available. In addition to clinical excellence, the curriculum is designed to prepare well-rounded practitioners who can provide dental care in a variety of clinical settings.

In addition to the Bachelor of Science (BS) in dental hygiene and the Doctor of Dental Surgery (DDS) programs, the COD offers several advanced dental education programs. These include Master of Science (MS) programs in orthodontics and periodontics, a residency program for Advanced Education in General Dentistry, plus hospital-based residency programs in general practice plus oral and maxillofacial surgery.

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Vision

The University of Oklahoma College of Dentistry aspires to be recognized as an innovative leader in transforming dental education and as a vibrant, stimulating place to work and learn.

Mission

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 Values

• Innovative Education: We value innovation and entrepreneurship in education, patient care, organizational structures and physical surroundings that create a vibrant, stimulating, learning work environment.

• Exceptional Patient Care: We value providing our students with the best possible dental education to provide our patients with the best dental experience and care possible.

• Advancing Research: Scholarly activity is an integral component for faculty and students alike with state-of-the-art laboratory facilities and technology.

• Commitment to Service: We value instilling in our students, faculty and staff a dedication to lifelong learning through caring and compassion to patients
The 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, socio-economic status, sexual orientation and disability.

We are committed to increasing the representation of women, ethnic minorities, and individuals who are members of groups, under-represented 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 under-represented 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.
POLICY TITLE: 2.5 ADMINISTRATION LEADERSHIP
POLICY GROUP: ADMINISTRATION
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

Deans Office Leadership and Staff
Executive Dean Raymond A. Cohlmia, DDS
Dean for Finance & Administration Michael L. Ferguson, BS, CPA, CGMA
Dean for Academic and Student Affairs Kevin L. Haney, DDS, MS
Dean for Research & Advanced Programs Sharukh S. Khajotia, BDS, MS, PhD
Dean for Clinical & Preclinical Education Paul M. Mullasseril, DDS, MS
Dean for Quality Assurance & Compliance Kathryn F. Miller, RDH, MEd
Director of Patient Relations

The Administrative Staff consists of those in the Dean’s Office:
Assistant to the Dean
Dean’s Office Administrative Assistant Diana E. Stone
Senior Administrative Manager Ellen Ware
Business Manager Julie D. Mowdy
HR Staff Manager Jennifer T. Quan
Director of Student Services Heidi M. Martin
Admissions & Student Program Coordinator Megan C. Louk
Director for Development and External Affairs Deanna Foster
Marketing & Communications Specialist Elizabeth Bennie
Special Project Coordinator
Final 6/27/2018

Organization Structure

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The OU College of Dentistry currently offers these programs:

Dental Education Programs
1. B.S., Dental Hygiene (four sites - OKC, Ardmore, Bartlesville, and Weatherford)
2. D.D.S. (General Dentistry)
3. Advanced Specialty Education Programs (Certificate / M.S.)
   a. M.S., Orthodontics
   b. M.S., Periodontics
4. Residency Programs (certificate, only)
   a. Advanced Education in General Dentistry (1-year)
   b. Children's Hospital of Oklahoma General Practice Residency (1-year)
   c. Oral & Maxillofacial Surgery Residency (4-year)
5. Advanced Standing Program for International Dentists (2+ year)

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Education Program Organization

The COD is comprised of five (4) Departments and thirteen (13) divisions.

Academic Department and Division Structure

1. Department of Diagnostic and Preventive Sciences Dr. Susan Settle
   a. Division of Dental Services Administration Dr. Dunn Cumby
   b. Division of Oral Diagnosis and Radiology Dr. Susan Settle
   c. Division of Oral Pathology Dr. David Lewis
   d. Division of Periodontology Dr. Robin Henderson
      i. Dental Hygiene Mrs. Donna Wood
      ii. Graduate Periodontology Dr. Tapan Koticha

2. Department of Developmental Dentistry Dr. G. Frans Currier
   a. Division of Orthodontics Dr. G. Frans Currier
      i. Graduate Orthodontics Dr. Onur Kadioglu
   b. Division of Pediatric Dentistry Dr. Tim Fagan

3. Department of Oral Surgery and Hospital Dentistry Dr. Steve Sullivan
   a. Division of Oral Surgery Dr. Paul Tiwana
      i. Oral-Maxillofacial Surgery Residency Dr. Kevin Smith
   b. Division of Hospital Dentistry Dr. Paul Tiwana
      i. Children's Hospital GPR Dr. C. Whitney Yeates

4. Department of Restorative Dentistry Dr. Paul Mullasseril
   a. Division of Comprehensive Care Dr. Nan Shadid
      i. AEGD Program Dr. Phoebe Vaughan
   b. Division of Dental Materials Dr. Sharukh Khajotia
   c. Division of Endodontics Dr. Andrew Goldbeck
   d. Division Operative Dentistry Dr. Terry Fruits
   e. Division of Prosthodontics Dr. Nancy Jacobsen
POLICY TITLE: 2.8 STUDENT COMMITTEE INVOLVEMENT
POLICY GROUP: ADMINISTRATION
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

The following OUCOD committees have representatives of the student body and faculty as sitting members:
1. Academic Appeals Board
2. Academic Misconduct Board
3. Clinic Operations Committee
4. Continuous Quality Improvement Subcommittee
5. Curriculum Committee
6. Dental Admissions Committee (Student Panel)
7. Dental Hygiene Admissions Committee
8. Dental Hygiene Advisory Committee
9. Diversity and Inclusion Committee
10. Health and Safety Subcommittee (Subcommittee of Clinic Operations Committee)
11. Research Committee
12. Student Council

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Background:
Patient care is delivered in the College of Dentistry and its Distance Sites throughout the year. A professional appearance at all times, regardless of their locations within the building or on campus, is expected. This policy is in effect from 7:30 a.m. to 5:30 p.m. Monday through Friday, including examination weeks. This policy also includes events for which the student is representing or sponsored by the College of Dentistry.

Policy
1. Hair must be kept clean and neat. Mustaches and beards must be kept neatly trimmed. The remainder of the face must be clean-shaven.

2. No jewelry worn in facial body piercing (other than ear lobes) is allowed.

3. Clothing
   Acceptable: Dresses, skirts of professionally appropriate length, dress slacks or khakis, 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.

   Unacceptable: Rubber flip-flops, shorts, T-shirts, baseball caps or other hats. Head coverings may only be worn when associated with professional or religious affiliation or as they relate to state/or federal legislation. Bare midriffs, exposed undergarments, and improperly fitting clothing are expressly prohibited.

4. Pre-clinic Attire
   Scrubs must be worn in the Preclinical Laboratory, Room 433.

5. Clinic Attire
   a. Scrubs - clean, matching top and pants in class colors. Students must wear school-issued scrub tops and pants. Students are responsible for laundering scrubs. Solid color T-shirts or shirts can be worn under scrubs as long as they are tucked inside scrub pants. 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 student’s name above the pocket.

b. Socks that cover the ankles are required.

c. Shoes - must be clean, closed-toed, solid upper sole (no mesh or perforations), and rubber or leather-soled shoes are acceptable.

d. No outer garments are allowed in clinic (hats, sweatshirts, jackets)

Clinical Professional Appearance
1. Professional appearance should be maintained at all times by all students.
2. Jewelry should be kept out of the field of operation (e.g. dangling earrings, necklaces). Watches are acceptable if worn underneath sleeve of over-gown. Rings can be worn if smooth and do not compromise the glove’s integrity. No jewelry worn in facial body piercings except ear lobes
3. Hand Hygiene - hands must be clean and well-manicured with fingernails short and free of chipped nail polish. Artificial nails are strictly forbidden
4. Hair should be clean and well groomed. When working with patients, hair must be kept secured away from face and front of over-gown and out of the field of operation so that it does not require handling during any dental procedure
5. Beard - men must be clean-shaven or beards and mustaches must be clean, neatly trimmed and well groomed
6. Body hygiene is required so that offensive body odor is avoided. Avoid strong perfumes, colognes or after-shaves


Violations of this policy will be handled in the following manner:
1. First offense: written warning (copy to Dean of Quality Assurance and Compliance)
2. Second offense: written reprimand (copy to Dean of Quality Assurance and Compliance)
3. Third offense: appearance before the appropriate Periodic Review Committee, which could result in further disciplinary action.
Policy Title: 3.01 ADMISSIONS STANDARDS
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Admissions Committee
DATE ADOPTED: 06/01/2018
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

Background: 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. Admission criteria for the various programs is reviewed annually, revised as necessary, and published in both hard copy and web format.

Admissions Standards -
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.

https://dentistry.ouhsc.edu/ProspectiveStudents/HowtoApply/GeneralDentistryDDS.aspx

https://dentistry.ouhsc.edu/ProspectiveStudents/ProgramsOffered/DentalHygieneProgram.aspx

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POLICY TITLE: 3.02 DEGREE COMPLETION TIMELINE
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

Purpose:

Policy Statement:

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.
The College recognizes the unique cognitive, technical, and attitudinal aspects of the profession and its 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.
POLICY TITLE: 3.04 ACADEMIC PERFORMANCE IN CORE CURRICULUM
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Academic Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER: Academic Affairs

Background: The College of Dentistry curriculum for the Doctor of Dental Surgery degree is both rigorous and tightly scheduled. Each cohort of students takes the same block of required courses for each academic year of the program. The Promotion and Advancement Policy is designed to ensure that students are clearly informed regarding requirements for advancement and the consequences when those requirements expectations are not met. For each semester of the program, all required courses must be successfully completed in order to advance.

Purpose: The University of Oklahoma College of Dentistry (COD) seeks to:
- set clear standards for advancement through the curriculum
- inform students of requirements and consequences
- ensure that students are clearly informed and responsible for their own progression through the program

Pre-doctoral core curriculum: It is expected that students selected for admission to the College of Dentistry have both the academic ability to pass the required curriculum. Academic success, especially during the first two years, is critical to successfully managing the clinical curriculum. The following courses are considered to be core courses, which are defined as courses containing essential, basic knowledge and/or skills required to be successful in the succeeding curriculum. Failure to demonstrate academic success in the following core courses will result in a recommendation of dismissal, unless extenuating circumstances can be documented. Success is defined as a grade of "C" or "S" during the first attempt.

BASIC SCIENCES
- Biochemistry (BIO7194)
- Human Structure / Anatomy (CELLD7195)
- Oral Histology (CELLD7525)
- Micro/Immu (MID7135)
- General Path for Dental Student (OP7192)
- Systemic Path for Dental Student (OP7293)
- Human Physiology (PHYOD7196)
- Pharmacology for Dentistry (PHARMD7194)
DENTAL SIMULATION COURSES

Endodontics
   Endodontics I, Preclinical Laboratory (ENDO7225)

Prosthodontics
   Fixed Prosth-1 (FPRO7125)
   Fixed Prosth -2 (FPRO7293)
   Fixed Prosth-2 (FPRO8125)
   Complete Dentures (RP7125)
   Partial Dentures (RP7392)
   Immediate Dentures (RP8191)
   Implantology (IMPL8192)

Occlusion
   Dental Morphology (OCCL7125)
   Articulation and Occlusion (OCCL7225)
   Alginate Impressions (RD7105)

Oral Diagnosis
   Oral Radiology (OD7191)
   Cariology and Fluoride (OD7291)
   Radiographic Interpretation (OD7292)

Operative Dentistry
   Operative 1 (OPDT7293)
   Operative 2 (OPDT7292)

Orthodontics
   Growth and Development (ORTH7225)
   Orthodontic Diagnosis (ORTH7391)

Pediatric Dentistry
   Basic Pediatric Dentistry (PEDO7192)

Periodontics
   Preventive Dentistry (PERI7192)
   Preventive Dentistry II (PERI7194)
   Oral Prophylaxis Technique (PERI7292)

Policy Statement
* Students who earn "F" in Human Structure for Dental Students during the first term will automatically be dismissed from the program.
* Any "D" or "F" grade automatically places the student on academic probation, with the exception of an "F" grade in Human Structure for Dental Students, which shall result in dismissal from the program.
* Any student who receives an "F" or 2 "D's" in a simulation lab course must repeat the year regardless of the term in which the "F" or 2 "D's" were earned. For example, a second year student who earns an "F" in a simulation course offered in the spring term must repeat the second year in its entirety.
* A student who receives two (2) or more "F" grades in simulation lab courses will be dismissed from the program.
* A student may only repeat one year of the first three (3) years.
* A student who fails to pass the National Board Dental Examination - Part I prior to the start of the 3rd year will be dismissed from the program.
* Student's must successfully complete Part I and Part II of NDBE in order to receive a DDS degree.

**Scope and Applicability:** This policy shall apply to all students in the Doctor of Dental Surgery Program.

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 cohort.

Senior dental students not completing their minimal clinical experiences for graduation on or before 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 dinal date of the fall semester.

And dental student who does not fulfill graduation requirements by the endo fo the fall semester is enrolled in the spring semester. The student may be required to complete additional requirement in various clinical department to ensure the maintenance of competency in all areas. The decision to assign additional clinic procedures is determined by the Comprehensive Care Course Director and/or considered by the fourth-year Periodic Review Committee. If required, these additional clinical expectation are presented to the student in writing.

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POLICY TITLE: 3.05 STUDENT TRANSFER POLICY
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Academic Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

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.

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POLICY TITLE: 3.06 BASIC SCIENCE PRIOR CREDIT
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

Students come in as a cohort and should take the same coursework as their classmates.

(Dental Students Only)
The College recognizes that some dental students have completed courses prior to entry into OU dental school that are similar in content to one or more of the basic science courses in the dental curriculum. These students may be allowed the opportunity to place out of these courses if they desire and if they can demonstrate competence in these areas. Requests to place out of a course should be addressed to the course director and to the Dean of Academic Affairs. 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.

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POLICY TITLE: 3.07 GENERAL ATTENDANCE POLICY
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

BACKGROUND:
College of Dentistry students pursuing the Doctor of Dental Surgery degree are aspiring to a profession in which full participation in the learning environment is an essential component of lifelong learning and aligns with accreditation and licensing standards. Professional development dictates that students are expected to make their education program their highest priority. Attendance and participation are expected in all educational activities, and are required for all other sessions specified by the Course Directors.

Definitions: an absence is any instance when a student is not physically present at an activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience.

A limited number of reasons justify being absent. These include, but are not limited to:
1. An illness, personal emergency or family tragedy
2. Presentation or representation in a leadership capacity at regional or national professional meetings
3. Residency Interviews. Students are strongly encouraged to schedule interviews during vacation periods to avoid conflict with scheduled activities
4. Access to health services and counseling. Students may be excused to attend necessary health care and counseling appointments. Students are strongly encouraged to make all such appointments during non-required activities, if possible
5. Jury Duty
6. Other reasons for an excused absence will be considered on a case-by-case basis.

POLICY -
1. Attendance is mandatory for all class and clinic activities, unless specifically advised otherwise by the course / clinic director.
2. Students are expected to arrive on time for all class and clinic activities.
3. Requests for excused absences that are anticipated must be made in writing to the appropriate individuals as specified below.
   a) the Student Affairs Specialist in the Office of the Dean for Student Affairs, and
   b) the Course / Clinic Director for the courses and/or clinics to be missed.

4. Unanticipated absences (i.e. illness, injury, etc...) are to be reported to the Office of the Dean as soon as possible. If patient care is to be delivered that day, then the clinic course director and/or GPD, and the student's assigned PSC is to be notified.

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POLICY TITLE: 3.08 UNEXCUSED ABSENCE POLICY
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

BACKGROUND
In all cases the student is responsible for the material missed while absent. At the discretion of the Course/Clinic Director, the student may be required to provide documentation of the reason for the absence and may be required to complete supplementary assignments to make up for missed activities. The Course/Clinic Director is not required to provide repeat or make-up opportunities for missed assignments.

POLICY:
1. An unexcused absence or failure to report an absence as described above is considered unprofessional behavior and may be dealt with under appropriate College of Dentistry's professionalism policy (COD 3.15)
2. Absences on any course that exceed three days are a matter that requires consultation with the Dean for Student Affairs.
3. Student unexcused absences that are considered potentially excessive will trigger an automatic review by the Dean for Student Affairs and the College of Dentistry Professional Development Advisory Committee

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POLICY TITLE: 3.09 SPECIAL CIRCUMSTANCE ABSENCE POLICY  
POLICY GROUP: ACADEMICS  
POLICY SUB GROUP: Student Affairs  
DATE ADOPTED:  
DATE OF LAST REVIEW: 06/01/2018  
REVIEW FREQUENCY: ANNUAL  
RESPONSIBLE COMMITTEE:  
RESPONSIBLE MANAGER:  

Requests for Absence for Special Circumstances Examinations: Because of the difficulty in rescheduling examinations, permission to be excused from high-stakes (e.g. mid-term, final, clinical skills) examinations must be obtained in writing in advance to the Course Director and the Dean for Student Affairs. Acceptable reasons are limited to reasons of:  
* health  
* personal tragedy  
* authored presentation at a national professional meeting  

Although requests for exception will be considered on an individual basis, family events or personal travel are not considered reasons for missing an examination. A student with an unapproved absence from any examination will receive no credit for the examination.  

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NOTE: The Dean’s Office is not responsible for excusing absences. Students should contact current course directors prior to your absence. If students travel to represent the college, they must fill out a travel form, get all necessary signatures, and submit it to the Student Affairs Specialist. The form can be found on the COD website under current students, handbooks and manuals. This must be done at least three weeks in advance to your planned travel. Simply notifying an instructor ahead of time of plans not to attend class/clinic does not constitute permission to be absent.

PROCEDURE FOR REPORTING ABSENCES FOR DENTAL STUDENTS

1. Unanticipated absences, (i.e., personal illness, family emergency, transportation problems, etc.) are to be reported to the Office of the Dean in writing through email to the Student Affairs Specialist as soon as possible and preferably before the class/clinic period ends on that date.

2. In the absence of immediate e-mail capability, the Deans Office may be called directly at 271-5444. E-mail notification may be sent as soon as possible.

3. In the case of unanticipated absences necessitating cancellation of patient(s), it is your responsibility to notify the patient(s) and the Director of Clinics office at 271-5422.

4. Anticipated absences, (i.e., family events, advanced program interviews, personal business, doctor appointments, official University business, etc.) should be discussed with appropriate faculty prior to the time of the absence so arrangements can be made for make-up work.
Definition:
Leave of Absence (LOA) is defined as time away from the college for greater than one week during normal semester hours. Leaves of absence must be requested in writing, and will be granted or denied by the Dean in consultation with the appropriate administrative deans.

1. In situations of extraordinary personal/family problems or illness, students may request a leave of absence (LOA). Academic difficulty in itself is not a sufficient reason to request an LOA. Lengthy absences for less compelling reasons usually are not approved because of the adverse effects of a hiatus on the systematically integrated medical curriculum.

2. LOAs that are requested for personal/family problems or illness may be granted for up to one year and require review and approval by the dean responsible for student affairs. All requests must be made in writing and submitted to the dean responsible for student affairs.

3. Students who are granted an LOA for health concerns will be required to submit a letter from a medical or mental health provider before re-enrolling.

4. Students who are on an LOA are not enrolled in the College of Dentistry.

5. Health and disability insurance coverage may be affected while on leave.


7. Students on a LOA are subject to adhering to all University and College compliance requirements, to include but not limited to urine drug screen, national criminal background check, etc.
POLICY TITLE: 3.12 REASONABLE ACCOMMODATION POLICY  
Policy Group: ACADEMICS  
POLICY SUB GROUP: Academic Affairs  
DATE ADOPTED  
DATE OF LAST REVIEW: 06/01/2018  
REVIEW FREQUENCY: ANNUAL  
RESPONSIBLE COMMITTEE

REASONABLE ACCOMMODATION POLICY

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 an email to the student's university e-mail account that explains the eligibility determination. Students can expect to receive an initial response within fifteen (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 Disability Resource Center may be found on the DRC website.

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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.

Student Complaints
Section 3 of the OUHSC student handbook enumerates the rights students possess, as well as the procedures for addressing suspected or confirmed violations of said rights. Further, when the complaint pertains to specific accreditation standards, the Commission on Dental Accreditation strongly urges that students and interested parties file formal correspondence. Students are encouraged to notify the Dean of Student Affairs, where such complaints will be logged.
Student Professional Behavior in an Academic Program
Ethical and professional behaviors are considered a core competency in an academic program and, thus are key factors in good academic standing. Upon acceptance of an offer of admission, the student commits to comply with all professional conduct regulations established by the University, respective college, and program.

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.
POLICY TITLE: 3.15 PROGRESS CONCERNS REPORT
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL

RESPONSIBLE COMMITTEE

The College of Dentistry is charged with educating the dental student in a manner which allows that student to matriculate into the profession of dentistry. However, academic and clinical situations can arise which brings into question the ethics, integrity, or abilities of the student. In such cases, a Progress Concerns Report will be filed by the attending faculty member. Depending upon the severity of the occurrence, the situation may be handled within the department in a manner that benefits the educational growth of the student. Such instances may, at the discretion of the department, warrant a reduction in grade or loss of procedural credit. Significant lapses in professional, clinical, or academic conduct will result in the PCR being filed with the Dean of Student Affairs. Outcomes in these situations will be consistent with published university policy (see OUHSC Faculty Handbook, Appendix C - Student Professional Behavior in an Academic Setting.)

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POLICY TITLE:  3.16 OUCOD GRADING POLICY
POLICY GROUP:  ACADEMICS
POLICY SUB GROUP:  Student Affairs
DATE ADOPTED
DATE OF LAST REVIEW :  06/01/2018
REVIEW FREQUENCY:  ANNUAL
RESPONSIBLE COMMITTEE

No student may be graduated from the College with less than an overall (2.5) “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.

The College of Dentistry uses the OUHSC grading system, based on the mastery of subject material. Students are made aware of the course expectations at the beginning of each course. Each syllabus lists the specific requirements for that course, as well as the grading scale upon which the grade is derived. The mastery of the subject material, or clinical accomplishments where applicable, will determine the grade the student earns.

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

Note: students receiving a grade of "D" or "F" will be placed on academic probation for the following term.

“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.

Non-passing Grades
The College of Dentistry does not consider the "D", "F", or "U" grade acceptable in terms of degree fulfillment. Both D and F grades counts toward overall GPA insofar as academic hours are recorded.

D/F Protocol
To satisfy degree requirements, all "D" grades must be remediated by enrolling in a special studies remediation course, the contents of which are determined by the course director. If the student satisfactorily completes the requirements for the special studies course, a grade of "S" will be recorded. 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 course in its entirety. This can result in the student repeating the year.

Didactic and preclinical courses in which an “F” grade is received must be retaken and the student will be re-enrolled in the course. The course director recommends a format by which the course may be retaken, subject to approval of the Periodic Review Committee. This can result in the student repeating the year.

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 failed 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.

The College places great value on the successful passage of competency examinations. As such, clinical courses that have a competency as part of the semester grade can only be passed if the corresponding competency examination is passed. Failure to pass the competency will result in a grade of “F” being given for that term.
This policy outlines the procedure to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, general or comprehensive exam. It also outlines the appeal process for a suspension or dismissal or under the Student Professional Behavior in an Academic Program Policy, and the appeal of decisions resulting in dismissal, expulsion, or suspension from a program. The sole basis for an academic appeal is an alleged prejudiced or capricious evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

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POLICY TITLE: 3.18 ACADEMIC PROBATION
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: STUDENT AFFAIRS
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL

RESPONSIBLE COMMITTEE

Students may be placed on academic probation for the following reasons:
1. receipt of a "D" or "F" grade
2. Cumulative GPA of less than 2.5
3. Receipt of 2 or more Progress Concerns Reports.

Any student receiving an "F" grade in a course or grade point average below 2.5 (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 2.5 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 repeat all or part of a year, or dismissal from the program.

Any student receiving a "D" or "F" grade in a course or grade point average below 2.5 (4.0=A) for a semester will automatically be placed on probation. Probationary status may also be given to a student who, in the professional judgment of the faculty, has not made satisfactory progress toward the adequate development of professional skills 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.

Students on placed academic probation for two consecutive semesters may be dismissed.

The guidelines and consequences pertaining both to academic probation and resolving course deficiencies are covered in the College of Dentistry Handbook. In brief, if the course deficiencies are satisfactorily remediated as directed by the course director, and you receive no further major academic deficiencies for the specified term (i.e. course grade of F, one or more D's, academic or professional misconduct), your probationary
status will be lifted. Failure to satisfactorily remediate these item(s) or continued poor academic performance may lead to an extended probationary period or more severe sanctions, such as limiting your ability to receive student aid, repeating a year, or may result in dismissal from the program.
POLICY: 3.19 PERIODIC REVIEW COMMITTEE
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student and Academic Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

Members:
* Chairperson, appointed by the Dean
* Course directors for the courses taught in that semester.
* Assistant Dean for Student Affairs (ex officio, non-voting)

Staff Support
* Administrative assistant (administrative duties, only)

Background: The College of Dentistry is charged both by Regents' statutes and the Commission on Dental Accreditation (CODA) with assuring that its graduates are ethical and competent in the basic skills to enter the profession of dentistry. Further, the Oklahoma State Regents for Higher Education as well as the Regents of the University of Oklahoma charge in policy the College with insuring the academic progress of its students. To that end, 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.

Purpose: PRC's review the academic progress of each student in the context of:
1) published university progression policies; 2) college academic progression policies; and, 3) course expectations as provided in course syllabi. The PRC will make recommendations to the Dean. Such recommendation(s) include: 1) advance to the next semester; 2) advance to the next semester on academic probation; 3) repeat year or a portion, thereof; and 4) dismissal. PRC's may also suggest but are not required to suggest departmental or administrative counseling.

Policy Statement:
- Dates for PRC meetings will be placed on the Academic Calendar and published to the college homepage prior to the beginning of the academic year.
- The Dean shall annually appoint a Chair(s) of the various PRC committees.
- The Dean shall designate an administrative assistant to record minutes of the meeting.
- The Chair of the respective committee will develop the agenda using information obtained from the Office of Student and Academic Affairs. Such information will contain:
  * semester GPA / student
  * cumulative GPA / student
  * names of students receiving I. D, or F grades
  * names of students currently on academic probation
* names of students receiving greater than 1 division Professional Concerns Report (PCR), and any PCR's requiring administrative action.
* current OUCOD student handbook and/or OUHSC Student Handbook

- Minutes of the meeting will be provided to the chair within 1 (one) business day. The Chair will have 2 (two) days to return the finalized, signed minutes to the administrative assistant.
- Upon receipt of signed minutes, the administrative assistant shall provide a copy to:
  1) Dean of Student Affairs
  2) Dean of the College

Procedure for Conducting the Meeting
1. The Chair and committee members will note the date of the specified PRC meeting on the academic calendar and notify his/her division administrative assistant to place that date on the division calendar.
2. The PRC Chair or his/her division administrative assistant will notify respective committee members of the specific time/location of the meeting. The Dean of Student Affairs, Director of Academic Affairs and the designated Administrative Assistant are to be included on the meeting request. (If the meeting takes place during lunch time, please make arrangements with the Deans Office for lunch to be provided.)
3. Attendance is required. In the event of an emergency, a faculty member shall be selected by the Division chair to represent that course director.
4. Unless otherwise specified, all PRC meetings will be held in the Deans Conference Room (Room 509).
5. Specified agenda items will be provided to the respective Chair by the Dean of Student Affairs and the Director of Academic Affairs within 48 hours of the completion of the term.
6. The Chair will be responsible for submitting a finalized agenda to the designated Administrative Assistant within 24 hours of receipt of the required information.
7. During the meeting, Roberts Rules of Order will be followed. No official motions can be made in the absence of a quorum of term course directors.
8. The committee, by simple majority vote, will vote on motions regarding student advancement to the Dean. Committee members may vote in favor of a motion, against a motion, or abstain from a motion.
9. The Chair may vote to break a tie. The vote tally is to be recorded in the minutes of the meeting. In the case of a tie vote, an abstention will count in the negative and the motion will fail.
10. Minutes will be sent to the chair within 48 hours of the meeting's conclusion.
11. Upon receipt, the Chair will have 3 days to review, edit, and finalize (sign) minutes in consultation with other committee members and return signed minutes to the Administrative Assistant for the Dean's review.

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POLICY: 3.20 PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student and Academic Affairs
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE
RESPONSIBLE MANAGER

Members:
* Chairperson, appointed by the Dean
* Department Chairs.

Staff Support
* Administrative assistant (administrative duties, only)

Background: The College of Dentistry is charged both by Regents' statutes and the Commission on Dental Accreditation (CODA) with assuring that its graduates are ethical and competent in the basic skills to enter the profession of dentistry. Further, the Oklahoma State Regents for Higher Education as well as the Regents of the University of Oklahoma charge in policy the College with insuring the academic and progress and professional development of its students.

Purpose: The Professional Development Advisory Committee (PDAC) will review all cases of administratively filed Professional Concerns Reports and/or repeated filing of division Progress Concerns Reports. Review of these reports will be global in nature, recognizing the unique role that the profession of dentistry holds within the community, and that student's progress in fulfilling that role. The PDAC will use as guidelines: 1) the ADA Code of Professional Conduct; 2) published university professional expectation policies; 3) college professionalism and progress policies; and, 4) course expectations as provided in course syllabi. The PDAC will make recommendations to the Dean. Such recommendation(s) include: 1) no action; 2) repeat the year, or 3) dismissal from the college.

Policy Statement:
- The PDAC will meet on an as-needed basis.
- The Dean shall annually appoint a Chair(s) of the PDAC committees
- The Dean shall designate an administrative assistant to record minutes of the meeting.
- The Chair of the respective committee will develop the agenda using information obtained from Dean of Student and Academic Affairs. Such information will contain:
  * Professional Concerns Reports
  * Department Progress Reports
  * Academic Standing
Procedure for Conducting the Meeting
1. The Dean of Student Affairs will notify the Dean of the need for a meeting.
2. The Dean will notify the Chair of the need for the committee to meet.
3. The PDAC Chair or his/her division administrative assistant will notify respective committee members of the specific time/location of the meeting. The Dean of Student Affairs, Director of Academic Affairs and the designated Administrative Assistant are to be included on the meeting request.
4. Attendance is mandatory. In the event of an emergency, a faculty member shall be selected by the Division chair to represent that course director.
5. Unless otherwise specified, all meetings will be held in the Deans Conference Room (Room 509).
6. Supporting documentation will be provided to the respective Chair by the Dean of Student Affairs by the Dean of Student Affairs.
7. The Chair, at his or her discretion may invite the student in question to attend the meeting.
8. During the meeting, Roberts Rules of Order will be followed. No official motions can be made in the absence of a quorum of term course directors.
9. The committee, by simple majority vote, will vote on motions regarding student advancement to the Dean. Committee members may vote in favor of a motion, against a motion, or abstain from a motion.
10. The Chair may vote to break a tie. The vote tally is to be recorded in the minutes of the meeting. In the case of a tie vote, an abstention will count in the negative and the motion will fail.
11. Minutes will be sent to the Chair within 24 hours of the meeting's conclusion.
12. Upon receipt, the Chair will have 48 days to review, edit, and finalize (sign) minutes in consultation with other committee members and return signed minutes to the Administrative Assistant for the Dean's review.

RETURN TO TABLE OF CONTENTS
POLICY TITLE: 3.21 ACADEMIC MISCONDUCT CODE
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs and OUHSC
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL

RESPONSIBLE COMMITTEE

The code describes academic misconduct as acts intended to improperly affect the evaluation of a student’s academic performance or achievement and includes but is not limited to acts such as cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by this Code, or attempting to engage in such acts. The policy and procedures related to academic misconduct are detailed in the Academic Misconduct Code found in Appendix C of the Faculty Handbook.

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POLICY TITLE: 3.22 COPYRIGHT INFRINGEMENT
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs and OUHSC
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL

Course syllabi and all related course material are protected under US Copyright Law and may not be further disseminated in any form or format without the prior explicit written consent of the faculty member. Failure to comply with this provision may subject the student to disciplinary action and/or state or federal action.

The policy may also be found at: https://it.ouhsc.edu/policies/Digital_Copyright.asp

RETURN TO TABLE OF CONTENTS
POLICY TITLE: 3.23 EXTRACURRICULAR PARTICIPATION
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Student Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

The College of Dentistry recognizes the need to develop its students as active and engaged members of the profession. Organizations such as ASDA and ADEA are instrumental in developing attitudes regarding the nature of our profession in society. As such, students are encouraged to participate in the several formal local, state, and national organizations.

However, students must also recognize that their primary focus while enrolled is their own professional development. Participation in extracurricular organizations, especially at officer level, is often time consuming and inherently competes with the time available for their own basic professional education. The College cannot allow extracurricular involvement to compromise the integrity of the student’s professional growth and their inherent role in direct patient care.

Students holding leadership positions in recognized student professional organizations must be deemed to be making satisfactory academic and clinical progress in all areas of their scholastic and clinical activities. Those who do not show satisfactory progression will not be allowed to attend conferences at the expense of the College, nor will they be allowed excused absences to attend. In general, students enrolled in coursework involving preclinical activity must have the permission of the course director as well as the Deans Office in writing prior to making any plans to attend conferences.

It must be understood that the educational programs here at the college are graduate professional programs and the emphasis of learning and attending all courses both clinical and pre-clinical programs are of the highest priority for entering into the profession of dentistry. This priority will always be considered as paramount for consideration of any student to attend such events.

The following policy will become effective June 1, 2017 for any and all students requesting to attend any elective external events / conferences. This policy is specific for any student requesting absence from any lecture, classroom, didactic, pre-clinical, or clinical session where attendance is required for the dental or hygiene educational program at the University of Oklahoma College of Dentistry.
Any student that is requesting to attend such events:

1) Be currently and maintain rank in the top 75% of their current class.
2) Currently have at least a 3.00 GPA grade average.
3) Must have written approval from all specific course directors
4) Must have all clinical requirements at minimum level projected for on-time graduation and / or direct approval from clinical course director.
5) Must not have any Professional Concerns Reports on record for the current or preceding semester at the time of the days requested for absence; further any student receiving a Professional Concerns Report will be ineligible for any such request during the current academic year.

All of these items will be monitored the administration up to the point of the specific days requested to be absent and any student that does not meet any of the five criteria listed above, will have this privilege revoked immediately. Any student with this request revoked due to violation of the criteria of the policy may apply for a subsequent event (s) after approval from the Dean of Student Affairs.

Volunteering for Dental Events
1. All events at which students are invited to provide clinical service must be approved by the Administration of the College of Dentistry.
2. Students are not permitted to provide any form of direct care to patients, at any event or location, except under the direct supervision of approved College faculty.
3. Failure to comply with this policy will be ground for disciplinary action, including the possibility of dismissal from the College of Dentistry.

RETURN TO TABLE OF CONTENTS
POLICY TITLE: 3.24 NATIONAL BOARD DENTAL EXAMINATION POLICY
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Academic Affairs
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

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
1. Students must successfully pass NBDE-Part I in order to graduate from the College of Dentistry.
2. The initial attempt will be completed prior to the beginning of the spring semester of the sophomore year. Eligibility begins the Monday prior to Thanksgiving.
3. Students receiving a failing score may retake the exam within 90 days. Results of the second attempt must be received before beginning the summer session.
4. A second non-passing score will result in clinic suspension for the entire summer session. Students will attend didactic and pre-clinic courses, and are expected to use scheduled clinic time for study as directed by the Dean of Academic Affairs. This suspension may result in a delay of the graduation.
5. Students must retake the exam a third time before the beginning of the second week of the fall semester. A failing score will result in dismissal.

NBDE-Part II
1. Students must successfully pass NBDE-Part II in order to receive a diploma from the College of Dentistry.
2. It is expected that the initial attempt will be completed between the Monday prior to Thanksgiving and the beginning of the spring semester of the senior year.
3. Any student failing to successfully pass NDBE-Part II will not receive their diploma until after the exam has been passed. Diplomas are only given 3 times a year – May, August, and December. Failure to pass NDBE-II in the recommended timeframe may also:
   a. Affect the timing in which the student is able to receive a license and begin the practice of dentistry.
   b. Affect matriculation into a residency program

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POLICY TITLE: 3.25 CLINICAL LICENSING EXAMINATION POLICY
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Academic and Clinical Affairs
DATE ADOPTED: 06/01/2018
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL

RESPONSIBLE COMMITTEE

It is imperative that students sitting for licensing examinations thoroughly understand the requirements, rules, and procedures applicable to the Board examination for which they are sitting. The consequences relative to withdrawal or cancelation, required or otherwise, are the sole responsibility of the student, as are any financial penalties incurred.

Senior dental students who have not been cleared to participate in all phases of Comprehensive Care by the end of the Fall semester of their senior year will not be allowed to sit for Board examinations offered during the spring semester term, regardless of their status as a candidate for a specific board examination.

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Students must have Block Care requirements completed by the end of the Fall semester during their 4th year. If students do not have this completed, they will not participate in May’s graduation.

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.
POLICY TITLE: 3.27 PARTICIPATION IN GRADUATION CEREMONY
POLICY GROUP: ACADEMICS
POLICY SUB GROUP: Academic Affairs
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL

RESPONSIBLE COMMITTEE

The commencement ceremony recognizing the achievements of the students having completed all requirements for the degree is an honored tradition. It is at this time the graduates are invested with the doctoral hood representing the University and the discipline of dentistry and it is when graduates take an oath for the profession of dentistry. The recitation of the Oath symbolizes a commitment to respect the privileges inherent in the degree.

1. All students in the College of Dentistry are required to participate in the commencement ceremonies.

2. Students who have circumstances that may prevent attendance at commencement must submit a letter of explanation to the Dean for Student Affairs. Alternate arrangements for recitation of the oath will be required.

3. Students are eligible for the current ceremony as a spring or summer graduate.

4. Students completing requirements for the Doctor of Dental Surgery degree to be awarded in the fall semester will participate in the commencement exercises the following year.

5. Recitation of the Oath - the College of Dentistry uses as its official oath an adaptation of the original Oath of Hippocrates and further developed by the Faculty of the College of Dentistry.

6. Graduates may be individually hooded by a family member, if the family member is a dentist with a D.D.S. or D.M.D. degree.

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Diplomas are awarded three times a year – May, August, and December. Students completing all department obligations prior to the May graduation date will be eligible to receive a May-dated diploma. Students completing department obligations after that date will have degrees dated corresponding to the August or December deadline, depending upon the semester in which their obligations are completed.

The Registrar is responsible for ordering diplomas after the College of Dentistry submits the list of “degree candidates.” No student will be allowed to graduate and receive a diploma earlier than the established spring commencement date for that Class.
POLICY TITLE: 4.01 REQUIRED IMMUNIZATIONS
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP: OUHSC
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

All dental and dental hygiene students are required to provide proof of the following immunizations prior to starting classes: Tuberculosis Skin Test (PPD Mantoux) annual requirement, MMR (measles, mumps, and rubella) two shot series, Tetanus and Diphtheria (Td) every 10 years, Varicella (Chickenpox) two-shot series or titer (proof of disease is not accepted), and Hepatitis B three-shot immunization series. All College of Dentistry students are required to have an HBV surface antibody titer to determine immunity.

Once all immunizations have been obtained, each student will be required to upload the proof of each to an electronic database, myRecordTracker ®(MRT). The initial fee for each student is $19.00 and $10.00 each year thereafter. You will receive notification from the MRT system when any of your requirements is not accepted or will be expiring.

Comprehensive health services for all Health Sciences Center campus students is offered in the OU Physicians building, suite 4A, Student Health Services (SHS). They also provide additional medical services by physicians, physician assistants (PA’s), and nurses that include well visits and other non-emergent medical needs.

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 therefore cannot access the free services but are able to use their services at the regular scheduled fees through SHS.

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 Student Health Clinic at 271-2577

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All students are required to obtain and maintain CPR certification throughout their dental and dental hygiene education. The University of Oklahoma College of Dentistry’s Health and Safety Committee recommends either the American Heart Association or American Red Cross Basic Life Support (health care provider level) CPR course that includes adult, child and automatic external defibrillator (AED) training. Online CPR courses do not meet the criteria for this requirement; the course must have a practical application component.

All entering dental and dental hygiene students must upload a signed copy of their CPR card in to their profile in the MRT® system no later than the first day of the fall semester. It is the student’s responsibility to keep track of the expiration date and renew the certification prior to expiration. Current students who allow their certification to expire will be suspended from all clinics until certification is renewed and a current card has been uploaded to their profile in the MRT® system. The College of Dentistry’s Office of Compliance oversees the student training compliance. (Revised 3-17)
POLICY TITLE: 4.03 PROOF OF HEALTH INSURANCE
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP: OUHSC
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

The 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 other health insurance coverage by a recognized health insurance. Those who chose not to purchase coverage through the University Academic Health Plan (AHP) must log in to the AHP website https://ouhsc.myahpcare.com and complete the waiver portion. You will be required to upload a copy of your current health insurance for verification purposes. This process is required at the beginning of each academic year. Students will have ten business days to provide proof of coverage after a request for proof is made. If not compliant within ten days, students may be suspended from class, clinic and/or rotations until proof of coverage is provided, which may prevent successful completion of a particular course.

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

Students should direct questions regarding specific coverage or conditions to the health insurance policy provider.

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POLICY TITLE: 4.04 NEEDLE STICK INSURANCE
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

All dental and dental hygiene students are required to purchase annual needle-stick insurance through the AHP website. If you participate in the AHP health insurance policy, needle-stick coverage is included. If you have health insurance outside of the University student policy then you may purchase it separately.

Students will be required to provide proof of needle-stick insurance coverage in their MRT® profile. Students will miss clinic and/or rotations until proof of coverage is provided which may prevent successful completion of a particular course.

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 SHS or Family Medicine Center for care.

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POLICY TITLE: 4.05 CRIMINAL BACKGROUND CHECK
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP: OUHSC
DATE ADOPTED: 06/01/2018
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE:

Conditionally accepted applicants and enrolled students must undergo a national Criminal Background Check (“CBC”) prior to the first day of class and at least annually thereafter. Conditionally accepted applicants who have an adverse finding on a CBC report may be denied full admission/matriculation, and current students may be disciplined in accordance with established University policy. Each student is responsible for the cost associated with the CBC through the University approved vendor, Certiphi®. 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.

Complete policy can be found in Appendix C of the OUHSC Faculty Handbook.

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POLICY TITLE: 4.06 DRUG SCREENING
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP: OUHSC
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

Drug screening(s) are required of all students in designated programs effective Fall Semester 2008 and accepted applicants to designated programs beginning Spring Semester 2009. As applicable, students/accepted applicants who do not pass the drug screening may be unable to complete degree requirements or may be denied admission to or suspended or dismissed from the degree program.

Students are required to submit to annual 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. Each student is responsible for the cost associated with the CBC through the University approved vendor, Certiphi®.


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Email Use

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 Heidi-Martin@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.

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POLICY TITLE: 4.08 Email Policy for Protected Health Information (PHI)
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

Email Policy for Protected Health Information (PHI)
All students ("Users") of the University of Oklahoma College of Dentistry must use the University of Oklahoma Health Sciences Center (OUHSC) provided or OUHSC-approved electronic mail (email) service when conducting OUHSC business that includes sensitive or confidential information, such as patient information or regulated data, via email. Users also must comply with the following:

OUHSC email may not be automatically forwarded to a non-OUHSC-provided or non-OUHSC-approved email account. Examples of non-approved email accounts include, but are not limited to Hotmail, Yahoo, Gmail, I-cloud and email provided by other Internet Service Providers (ISP). Users must not send, forward, or receive confidential or sensitive University information through non-OUHSC email accounts.

If confidential or sensitive University information must be transmitted over an external network (internet), the email must be encrypted. Encryption options include typing [secure] in the email subject line and using the Proofpoint Secure Email plug-in for Outlook. (For sending PHI via email, refer to HIPAA Privacy Safeguards policy.)

Users may send confidential or sensitive information via encrypted email only to authorized recipients. For example, PHI may be sent only for treatment, payment, or operations purposes and to third parties with whom the University has a Business Associate agreement in place (contact Purchasing or the Office of Research Administration to confirm). Student records subject to FERPA may be sent only to institutional officials and others authorized by law to receive them.

Emails that contain confidential or sensitive University information, such as PHI or regulated data, must include a confidentiality notice at the end of the correspondence, such as: Confidentiality Notice: The information contained in this message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution, or retention is strictly prohibited. If you are not the intended recipient, or believe that you have received this message in error, please notify the sender immediately by reply email and delete the original message.

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POLICY TITLE: 4.09 CARE OF FACILITIES AND EQUIPMENT
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP: Administration
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

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.

Students are expected to keep their personally owned and rented dental equipment in sound working order. Clinic hand instruments are to be kept clean, organized, and sterilized according to infection control policy. Handpieces are to be lubricated and sterilized according to policy. In the event of handpiece failure, a loaner is be obtained prior to starting a clinic or preclinical procedures. Articulators are to be kept clean and in good working conditions, with all attachments present at the time of use. All equipment intended for use for patient care MUST be turned in to Central Sterilization for processing on a daily basis. Those who do not turn in their equipment for sterilization, are found abusing equipment or using it in an unsafe manner will at minimum be given a Progress Concerns Report. If severity dictates, immediate suspension from clinic and classroom activities may result.

RETURN TO TABLE OF CONTENTS
POLICY TITLE: 4.10 USE OF SOCIAL MEDIA
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP: OUHSC
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

Protected Health Information shall not be posted on social media sites, such as Facebook or Twitter. University Personnel should keep in mind that even when a patient’s name is not posted, if the patient could reasonably be identified, alone or with information obtained from other sources, the information is considered Protected Health Information.

Do not post photos or x-rays of patients
Do not text photos or x-rays of patients
Sensitive or proprietary information MUST NOT be shared.
Activity on social media should remain personal in use only
Use personal email account for registration
Personal social media relationships with patients, patient family member, etc. are prohibited

Remember that content is subject to interpretation. Report unprofessional content to the COD Assistant Dean for Compliance or the Environmental Compliance Officer

OUHSC email policies apply to files shared over social media
Resources: http://it.ouhsc.edu/policies/
http://portal.ouphysicians.com/OnlineDocuments
http://www.ok.gov/cio/Policy_and_Standards/Social_Media/

Academics and Safeguarding PHI in the Classroom
* Remove all identifiers from materials OR
* Get patient Authorization to use PHI OR
* Use commercially-available slides
* Do not take photos of instructors’ Power Point presentations

Students are responsible for the PHI they create, collect, store, and send
* Do not take photos of patients using your cell phone
* Encrypted flash drives MUST be used to store any PHI (including photos and x-rays)
* Portable Computing Devices (e.g., laptops, smart phones, tablets, flash drives) and Desktops.
* Employees, volunteers, and students/trainees must use extreme caution when using Portable Computing Devices and desktop computers to store PHI. PHI should not be stored on Portable Computing Devices and desktop computers unless absolutely necessary; it should be stored on servers in a secure enterprise data center. If PHI is stored on such devices or computers, the device or computer must be encrypted pursuant to HIPAA Security policies and applicable University policies.

* Portable Computing Devices must never be left unattended in unsecured places. The failure to take the above security precautions will be considered a violation of these Policies, subjecting the user to sanctions.

The University and/or the individual who breach HIPAA can be held liable to Student clinic suspension may be imposedo Fines may be imposed against the University and individualso Individuals may be imprisoned for up to 10 years

Resource: http://www.ouhsc.edu/hipaa

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POLICY TITLE: 4.11 OCCUPATIONAL EXPOSURES

POLICY GROUP: COMPLIANCE
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

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

* 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).

* If a student, faculty member, staff, or patient is injured in any way.

* 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:

Office (405) 271-3083 or extension 13083
Cell Phone: (405) 473-6064
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.

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POLICY TITLE: 4.12 BUILDING ACCESS
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

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.

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.

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POLICY TITLE: 4.13 EQUIPMENT USE AND MISUSE
POLICY GROUP: COMPLIANCE
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

Students are expected to keep their personally owned dental equipment in sound working order.
1. Clinic hand instruments are to be kept clean, organized, and sterilized according to infection control policy.
2. Handpieces are to be lubricated and sterilized according to manufacturers recommendation.
3. In the event of handpiece failure, a loaner is be obtained prior to starting a clinic or preclinic procedures. (see equipment repair policy)
4. Articulators are to be kept clean and in good working conditions, with all attachments present at the time of use.

Students found abusing equipment, using it in an unsafe manner or in an unclean condition will at minimum be given a Progress Concerns Report. If severity dictates, immediate suspension from clinic and classroom activities may result.

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Lockers and keys assigned to all HSC dental and dental hygiene students are the property of the College of Dentistry.

1. The College reserves the right to enter your locker at any time, as needed, without advance notice.

2. Lockers and keys assigned to you are your responsibility. A fee will be assessed to replace lost keys.

3. Lockers are not transferable. All users agree to only occupy the assigned locker.

4. Do not alter the inside of the locker except for moving the position of the shelves.

5. 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.

6. 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 through your bursars account.

7. 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.

8. All perishable food and beverages must be removed from lockers, daily.

9. 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.
1. 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.

2. Kit Charges
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.

3. 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:

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

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POLICY TITLE: 4.16 Equipment Repair/Equipment Loan
POLICY GROUP: COMPLIANCE AND CLINICAL AFFAIRS
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

The store clerk will assist in seeking repair of equipment (exception is hand pieces: central sterilization on the 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.

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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 and will be considered a violation of the professionalism code.

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

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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://compliance.ouhsc.edu/ehso/Home.aspx

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.

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University policy requires and the Office of Civil Rights expects that any portable computing device that is used for University business is encrypted and registered in accordance with the Health Sciences Center’s Portable Computing Device Security policy and the Wireless Access Standard requirements.

http://it.ouhsc.edu/policies/PortableDeviceSecurityPolicy.asp

University business includes but is not limited to using OUHSC email; accessing ePHI; and creating, storing, or sharing, treatment notes, medical records, and case notes from classroom or clinical experiences.

The student’s device will be decrypted at the time of graduation.

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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 released. 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.

For further information, please refer to Section 3.8.10 - Release of Student Information and Access to Student Records in the OUHSC Student Handbook.
To request a letter of verifying enrollment or degree attainment, contact Office of Student Affairs, OU College of Dentistry at (405)271-5444. A completed Consent of Authorization must be submitted at the time of the request. This form may be located by following the weblinks at http://admissions.ouhsc.edu//CurrentStudents/Forms.aspx
Transcript requests are processed in the Office of Admissions and Records in Library, Room 121. 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). Email 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://admissions.ouhsc.edu//CurrentStudents/Forms.aspx.

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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.

The form can be found at http://admissions.ouhsc.edu//CurrentStudents/Forms.aspx

A copy of the signed authorization shall be provided to Office of Student Affairs in the Deans Office.

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POLICY TITLE:  5.05 TUITION / FEES
POLICY GROUP:  GENERAL INFORMATION
POLICY SUB GROUP:  Records Management
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY:  ANNUAL
RESPONSIBLE COMMITTEE

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

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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.
The College of Dentistry offers a wide variety of scholarships that are available once a year through a general application. Applications are emailed to all students at the end of April. Criteria for each scholarship is dependent on each foundation account and they are allocated per year or per semester dependent on the amount.
Throughout the curriculum, students who receive a failing or marginal grade on assessments will meet with the Dean of Academic Affairs. These meetings will identify specific academic difficulty of each student and to institute appropriate remedial activities.

The Dean of Academic Affairs will continue to follow the academic progress of all students throughout each semester by monitoring the student’s examination performance. Particular attention will be paid to those students on probation. All students are encouraged to meet with appropriate individuals e.g. faculty, counselor or learning specialists to discuss any difficulties they are having in dental school.

Written progress notes for counseling sessions will be generated and included in each student’s file.

Student academic progress will be periodically reviewed.

A student in need of special accommodations for examinations will be required to schedule an appointment to meet with the Disability Resource Center Director. The Director of the Disability Resource Center will notify the College directly if special accommodations need to be arranged for the student. Refer to the HSC student handbook.

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.
POLICY TITLE: 5.09 INFORMATION TECHNOLOGY
POLICY GROUP: ADMINISTRATION
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

Call OUCOD IT at (405) 271-3694 to find information on getting connected to the internet, changing passwords, for account questions, help with e-mail, setting up a website, or getting virus and security information. You can also get more information on-campus telephone billing, making long-distance phone calls, and buying computers, hardware, and software through the University.

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POLICY TITLE: 5.10 NOTARY PUBLIC SERVICES
POLICY GROUP: STUDENT AFFAIRS
POLICY SUB GROUP
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Notary public services are available in the Dean’s office for any University related documents.

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POLICY TITLE: 5.11 OUHSC COUNSELING SERVICES
POLICY GROUP: STUDENT AFFAIRS
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW : 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

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.

Dental students and HSC dental hygiene students are assessed a Counseling Service Fee each semester and are eligible for specific counseling services. Distance dental hygiene students are referred to site specific or local area counselors. A wide variety of services are available by appointment. Examples of service provided include but are not limited to:

- 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. They are located in the Student Union, Room 300.

For additional information visit: http://students.ouhsc.edu/SCS.aspx

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.

Hours of Operation:
Monday through Friday 8:00 a.m. to 5:00 p.m.
Event Hours information at http://students.ouhsc.edu/SCS/Events.aspx

Mental Health Emergency Information:
If life-threatening situation occurs after business hours, call Campus Police at (405) 271-4911 or 911.
POLICY TITLE: 5.12 STUDENT HEALTH SERVICES
POLICY GROUP: STUDENT AFFAIRS
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

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.

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POLICY TITLE: 5.13 STUDENT IDENTIFICATION CARDS (OneCard)
POLICY GROUP: STUDENT AFFAIRS
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

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.

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POLICY TITLE: 5.14 INTERNATIONAL STUDENT SERVICES
POLICY GROUP: STUDENT AFFAIRS
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

The Office of Admissions and Records provides assistance to international students at the point of application and continuing through their education. Advisors are available to assist students with all 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.

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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 located in the Library room 121. 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.

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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

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Bookstore
Many courses in the dental and dental hygiene curriculum mandate that specific textbooks be purchased. This is a professional and an educational expectation. Books may be purchased at Ratcliffe’s Campus Store 400 NE 10th St (405) 239-6050 or any vendor of choice. You can find booklists on the website under the Current Students tab, under Book Lists.

Library
The library is located at 1000 Stanton L. Young Blvd. Phone number is 405.271.2285

Writing Center - located in the David L. Boren Student Union

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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.

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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 physical 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.
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. Phone number 405.271.4300, located at 934 NE 8th St. Emergency telephones are located in strategic areas in the parking lots. Aside from regular law enforcement duties, they provide the following community services:

“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). Medical Emergency – all units are equipped with first aid kits. The officers are trained in CPR and First Aid.

Campus Police have access to most areas on campus and can let you inside, if the building is not restricted by the Dean. You must present a valid Health Sciences Center ID and sign an authorization slip.
POLICY TITLE: 5.21 EMERGENCY COMMUNICATION SYSTEM
POLICY GROUP: STUDENT AFFAIRS AND OUHSC
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

This system enables the University to directly inform you of emergency situations that could affect you and the campus including, but not limited to, weather-related closings. It is recommended that you enter a personal cell phone number as your primary cell phone and that you select the “Text Message” option for this number. (Note: Depending on your service provider, you may incur charges for text messaging on your cell phone.) Update your information at http://www.ouhsc.edu/ecs/

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POLICY TITLE: 5.22 STUDENT SELF SERVICE SYSTEM
POLICY GROUP: OUHSC
POLICY SUB GROUP
DATE ADOPTED
DATE OF LAST REVIEW: 06/01/2018
REVIEW FREQUENCY: ANNUAL
RESPONSIBLE COMMITTEE

Students can login to http://www.ouhsc.edu/selfserve.aspx to view/accept/decline financial aid, update addresses, view e-bills, pay tuition, apply for graduation, request a transcript, access other student records, financial aid, and bursar functions.

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Professional Conduct at Events
Students who are sponsored by or participate in any events hosted or recognized by the College of Dentistry or OUHSC are expected to remember their obligation as students and as developing professionals. Academic standing and satisfactory progress are critical factors and can be deciding factors when allowing students to participate in official extracurricular activities. Whether on campus or off, students will be held to the Student Professionalism Code of Conduct when attending such meetings.

Involvement of the Faculty Advisor
1. Faculty sponsors must be informed of all organization activities. Faculty sponsors should be invited to, and if possible attend in all meetings of the organization’s officers, and certainly its general membership meetings.
2. Officers contacted by professional organizations outside of the College of Dentistry (i.e. ODA, ASDA, OAWD, etc...) are to contact their faculty advisor prior to making any plans or commitments with said organization.

Scheduling of Events
1. Insure that space is available. Events requiring space within the college must be scheduled a minimum of 30 days in advance.
2. Complete the Room Reservation form, available in the Deans Office. The form must be completed in its entirety, including the faculty advisor’s signature, before any room will be reserved.

Consequences
Failing to follow the above procedures may result in the following sanctions being enforced against the organization:
1) loss of funding
2) inability to schedule events
3) administrative removal of organization officer(s).

Travel
Any student or representative of a student organization wanting to attend professional conferences must receive prior approval to making any plans and complete the requisite travel paperwork. (See Policy 3.23 EXTRACURRICULAR PARTICIPATION regarding participation). In general students WILL NOT receive approval to attend these conferences unless:
1. The conference must provide a scientifically sound, unique learning opportunity that is not currently being provided at the College of Dentistry. "Scientifically
sound" will be determined by the College, not the student or the continuing education course director.

2. Additional special permission must received from the Dean, the Dean of Student and Academic Affairs, and the Director of Comprehensive Dentistry.

The above policy is should not be construed as to deny students the opportunity to attend a continuing education programs at times other than usual college hours. However, the College will not sponsor a student for travel excepting conditions #1 and #2 have been met, as well as the terms of Policy #3.23

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THE UNIVERSITY OF OKLAHOMA
DOCTOR OF DENTAL SURGERY
DEGREE PROGRAM

STUDENT HANDBOOK SIGNATURE SHEET Class of 2022

I understand and agree to follow the policies and procedures set forth by The University of Oklahoma Health Sciences Center as outlined in the OUHSC Student Handbook and the College of Dentistry handbook.

I understand that I may ask questions at any time regarding the contents of this information.

I understand that I am responsible for referring to this Handbook for specific policies and procedures governing my status as a student in the College of Dentistry, including its program requirements, goals and objectives, satisfactory academic and professional progress, graduation requirements and grievance policies.

Every attempt is made to provide a complete handbook that provides an accurate overview of the Program policies and curriculum. However, circumstances and events may make it necessary to modify the handbook during enrollment. I understand that any amendments shall supersede those sections of the original handbook. I understand that amendments may be made to the policy and procedures noted within. I hereby agree to comply with all provisions listed in this handbook and any future amendments.

_________________________________  ______________________________________
Student Name (Print)                  University ID Number

_________________________________  ________________________________
Student Signature                    Date