



# **Postgraduate Student Handbook**

*Updated 6/16/17*

<b>MESSAGE FROM THE DEAN</b> .....	<b>7</b>
<b>NOTICE</b> .....	<b>8</b>
<b>IMPORTANT TELEPHONE NUMBERS</b> .....	<b>9</b>
<b>PART 1: GENERAL INFORMATION FOR STUDENTS</b> .....	<b>11</b>
<b>ACADEMIC CALENDAR</b> .....	<b>11</b>
<b>ACADEMIC PERFORMANCE</b> .....	<b>11</b>
<b>ADMISSIONS</b> .....	<b>11</b>
<b>ALUMNI ASSOCIATION</b> .....	<b>11</b>
<b>ATHLETIC FACILITIES</b> .....	<b>11</b>
<b>BASIC LIFE SUPPORT POLICY</b> .....	<b>11</b>
<i>Basic Life Support Requirement</i> .....	<b>11</b>
<i>Medical Waivers</i> .....	<b>12</b>
<i>Training</i> .....	<b>12</b>
<i>Documentation and Monitoring Compliance</i> .....	<b>12</b>
<i>Penalties for Non-Compliance</i> .....	<b>12</b>
<b>CAFETERIA</b> .....	<b>12</b>
<b>CASHIER</b> .....	<b>12</b>
<b>CATALOG</b> .....	<b>12</b>
<b>CONFIDENTIALITY OF STUDENT RECORDS</b> .....	<b>13</b>
<b>COUNSELING</b> .....	<b>13</b>
<b>DENTAL CARE FOR STUDENTS</b> .....	<b>13</b>
<b>DENTAL SCIENCES EXPOSITION DAY / Balbo Day</b> .....	<b>13</b>
<b>DENTAL STORE</b> .....	<b>13</b>
<b>EATING</b> .....	<b>13</b>
<b>ESSENTIAL FUNCTIONS</b> .....	<b>13</b>
<b>EXECUTIVE COUNCIL</b> .....	<b>14</b>
<b>FINANCIAL AID</b> .....	<b>14</b>
<b>GRADE REPORTS</b> .....	<b>14</b>
<b>GRADUATION</b> .....	<b>14</b>
<b>HOUSING</b> .....	<b>14</b>

<b>IDENTIFICATION CARDS .....</b>	<b>14</b>
<b>IMMUNIZATION.....</b>	<b>15</b>
<b>INCLEMENT WEATHER POLICY FOR STUDENTS .....</b>	<b>15</b>
<b>INSURANCE.....</b>	<b>15</b>
<b>INSTRUCTION RECORDING POLICY .....</b>	<b>15</b>
<b>LIBRARY .....</b>	<b>16</b>
<b>MONITORS.....</b>	<b>16</b>
<b>PAGING SYSTEM .....</b>	<b>16</b>
<b>PARKING / PARKING HANG TAGS / ACCESS CARDS .....</b>	<b>16</b>
<b>PATENT &amp; COPYRIGHT REQUIREMENTS .....</b>	<b>16</b>
<b>PERSONAL CONFLICT RESOLUTION PROCEDURES .....</b>	<b>16</b>
<b>PHOTOCOPYING.....</b>	<b>17</b>
<b>PROFESSIONALISM and HUMANISM PROGRAM.....</b>	<b>17</b>
<b>RSDM Professionalism Evaluation Form.....</b>	<b>25</b>
<b>RECOMMENDATIONS.....</b>	<b>26</b>
<b>REGISTRAR.....</b>	<b>26</b>
<b>RESEARCH.....</b>	<b>26</b>
<b>ROOM RESERVATIONS .....</b>	<b>26</b>
<b>SEXUAL HARASSMENT .....</b>	<b>26</b>
<b>IF YOU'RE A VICTIM OF SEXUAL ASSAULT .....</b>	<b>26</b>
<b>SMOKING .....</b>	<b>27</b>
<b>SOCIAL MEDIA POLICY .....</b>	<b>27</b>
<b>SPECIAL EVENTS POLICY.....</b>	<b>32</b>
<i>Purpose.....</i>	<b>32</b>
<i>Responsibility .....</i>	<b>33</b>
<i>Policy .....</i>	<b>33</b>
<b>STUDENT ASSISTANCE FACILITATOR .....</b>	<b>34</b>
<b>STUDENT COMPLAINT POLICY .....</b>	<b>34</b>
<b>STUDENT HEALTH SERVICES.....</b>	<b>37</b>
<b>STUDENT LOUNGE.....</b>	<b>37</b>
<b>STUDENT RIGHTS and RESPONSIBILITIES and DISCIPLINARY PROCEDURES .....</b>	<b>37</b>

STUDENT WELLNESS PROGRAM.....	37
TELEPHONES .....	37
VENDING MACHINES.....	37
<b>PART 2: RUTGERS SCHOOL OF DENTAL MEDICINE MISSION AND GOALS STATEMENT.....</b>	<b>37</b>
<b>PART 3: ACADEMIC AND PROFESSIONAL REGULATIONS .....</b>	<b>38</b>
GRADING.....	38
GRADE CHALLENGE PROCEDURE .....	39
STUDENT EVALUATION .....	39
POSTGRADUATE ACADEMIC DUE PROCESS .....	40
<i>Purpose</i> .....	40
<i>Responsibility</i> .....	40
<i>Policy</i> .....	40
<i>Procedure</i> .....	40
ATTENDANCE POLICIES FOR POSTGRADUATE STUDENTS.....	41
REQUIREMENTS FOR GRADUATION .....	43
LEAVE OF ABSENCE.....	43
SIGNING OUT PRIOR TO THE LEAVE OF ABSENCE.....	44
READMISSION FOLLOWING WITHDRAWAL OR DISMISSAL.....	44
PROGRAM FOR MAINTAINING HEALTH, SAFETY AND PROFESSIONALISM .....	45
<i>Introduction</i> .....	45
<i>Immunization Policy</i> .....	45
<i>CPR Policy</i> .....	45
<i>Infection Control Policy</i> .....	45
<i>Professional Atmosphere</i> .....	45
<b>PART 4: GRADUATE DENTAL EDUCATION PROGRAMS, ADMINISTRATIVE OFFICES AND COMMITTEES.....</b>	<b>46</b>
GRADUATE DENTAL EDUCATION PROGRAMS.....	46
ENDODONTICS.....	46
ORAL MEDICINE.....	46
ORTHODONTICS .....	46
PEDIATRIC DENTISTRY .....	46
PERIODONTICS .....	46
PROSTHODONTICS.....	46

MASTER OF DENTAL SCIENCE .....	46
MASTER OF SCIENCE IN DENTISTRY .....	46
<b>ADMINISTRATIVE OFFICES &amp; COMMITTEES .....</b>	<b>46</b>
ACADEMIC AFFAIRS .....	46
ADMINISTRATION AND FINANCE.....	46
CLINICAL AFFAIRS .....	46
FINANCIAL AID .....	46
RESEARCH .....	46
STUDENT AFFAIRS.....	46
<b>SCHOOL-WIDE COMMITTEES .....</b>	<b>46</b>
POSTDOCTORAL EDUCATION COMMITTEE .....	47
Policy Library.....	47
<b>PART 5: RSDM CODE OF PROFESSIONAL CONDUCT AND ETHICS.....</b>	<b>48</b>
PREAMBLE .....	48
ARTICLE I Principles of Professional Conduct .....	48
ARTICLE II Hearing Body.....	48
ARTICLE III Guidelines for Violations and Suggested Sanction Levels.....	49
ARTICLE IV Procedure – Students.....	51
ARTICLE V Procedure – Faculty .....	51
ARTICLE VI Procedure – Staff.....	51
ARTICLE VII Distribution .....	51
ARTICLE VIII Standardized Examination Pledges.....	51
<b>PART 6: STUDENT FINANCIAL RESPONSIBILITY.....</b>	<b>52</b>
<b>DENTAL SCHOOL POLICY.....</b>	<b>52</b>
<i>Tuition and Fees.....</i>	<i>52</i>
<i>Deferred Payment Plan.....</i>	<i>52</i>
<i>Non-Payment.....</i>	<i>52</i>
<i>Graduation.....</i>	<i>53</i>
<i>Withdrawals/Dismissal/Repetition/Leave of Absence.....</i>	<i>53</i>
<i>Equipment, Instruments and Expendable Supplies .....</i>	<i>53</i>
<i>Refund Policy .....</i>	<i>53</i>

<b>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AND NEW JERSEY FINANCIAL AID PROGRAM ELIGIBILITY – GRADUATE DENTAL EDUCATION PROGRAMS .....</b>	<b>54</b>
<b>I. PURPOSE.....</b>	<b>54</b>
<b>II. ACCOUNTABILITY .....</b>	<b>54</b>
<b>III. POLICY .....</b>	<b>54</b>
<i>A. Completion Rate and Maximum Time Frame .....</i>	<i>54</i>
<i>B. Notification of Lack of Satisfactory Academic Progress and Reinstatement.....</i>	<i>55</i>
<i>C. Appeal for Reinstatement of Financial Aid Eligibility .....</i>	<i>56</i>
<i>D. Financial Aid Probation.....</i>	<i>56</i>
<i>E. Academic Plan.....</i>	<i>56</i>
<i>F. Dismissal or Withdrawal .....</i>	<i>56</i>
<i>G. Non-Attendance.....</i>	<i>56</i>
<i>H. Other Institutions.....</i>	<i>56</i>
<i>I. Documentation.....</i>	<i>56</i>
<i>J. Dissemination .....</i>	<i>56</i>
<i>K. Standards for Satisfactory Academic Progress Established upon Matriculation.....</i>	<i>57</i>
<b>PART 7: POLICIES ON DISABILITIES .....</b>	<b>57</b>
<b>UNIVERSITY POLICIES .....</b>	<b>57</b>
<i>Students with Disabilities .....</i>	<i>57</i>
<i>Students with Impairments .....</i>	<i>57</i>
<i>Student Essential Functions.....</i>	<i>57</i>
<b>ESSENTIAL FUNCTIONS FOR ADMISSIONS AND MATRICULATION.....</b>	<b>57</b>
<b>I. Essential Functions .....</b>	<b>57</b>
<b>II. Observation .....</b>	<b>58</b>
<b>III. Communication .....</b>	<b>58</b>
<b>IV. Motor .....</b>	<b>58</b>
<b>V. Intellectual-Conceptual Integrative and Quantitative Abilities .....</b>	<b>58</b>
<b>VI. Behavioral and Social Attributes .....</b>	<b>58</b>
<b>VII. Health Evaluations/Testing.....</b>	<b>59</b>
<b>RSDM ESSENTIAL FUNCTIONS .....</b>	<b>60</b>
<b>POLICY ON VERIFICATION OF DISCIPLINARY RECORDS .....</b>	<b>60</b>
<b>I. Purpose .....</b>	<b>60</b>

<b>II. Accountability .....</b>	<b>60</b>
<b>III. Applicability .....</b>	<b>60</b>
<b>IV. Policy .....</b>	<b>60</b>
<b>Exhibit 1 .....</b>	<b>64</b>
<b>Exhibit 2 .....</b>	<b>65</b>
<b>Exhibit 3 .....</b>	<b>66</b>
<b>Exhibit 4 .....</b>	<b>67</b>
<b>Exhibit 5 .....</b>	<b>68</b>
<b>Exhibit 6 .....</b>	<b>69</b>
<b>Exhibit 7 .....</b>	<b>70</b>
<b>ACCOMODATIONS POLICY .....</b>	<b>71</b>
<i>General Documentation Requirements.....</i>	<i>71</i>

## **MESSAGE FROM THE DEAN**

The top priority of Rutgers School of Dental Medicine is to ensure that each and every student receives an outstanding education in an environment filled with opportunity--the opportunity to learn, to practice and to serve.

We reach our goal by providing students with exciting research programs, valuable patient care experiences and rewarding community service efforts that are all part of our intramural and extramural academic and clinical programs.

We are one of the premier dental schools in the country. With the help of our staunch supporters and the outstanding university of which we are a part, we have been able to expand our facilities and technological capacity, strengthen our academic, research and outreach programs and implement a cutting-edge curriculum.

Our faculty members excel as teachers and researchers who strive to publish newfound knowledge and strengthen RSDM's sense of community. Their satisfaction comes from knowing that our students are high achievers with deep ambitions, who go on to make many important contributions to the dental profession.

I truly believe that the essence of the Rutgers School of Dental Medicine lies within the people who work and learn here. The diversity of our students, faculty and staff is an immense strength and resource as we stand at the forefront of dental education.

As this handbook attests, our educational and clinical programs are outstanding. But we especially value the supportive and encouraging spirit we've cultivated at RSDM. We work hard to ensure that everyone at our school, from the first-time patients to our hard-working students, staff and faculty, feels welcome.

I wish you a bright, happy and productive future here at Rutgers School of Dental Medicine.

Cordially,

**Cecile A. Feldman, D.M.D., M.B.A.**

Dean



## **NOTICE**

THIS POSTGRADUATE HANDBOOK APPLIES TO ALL STUDENTS ENROLLED IN RSDM MASTERS AND POSTGRADUATE CERTIFICATE PROGRAMS. IT IS INFORMATIONAL ONLY AND DOES NOT CONSTITUTE A CONTRACT BETWEEN RUTGERS AND ANY STUDENT. IT MAY BE CHANGED BY RUTGERS WITHOUT PRIOR NOTICE TO STUDENTS. ANY RULES, REGULATIONS, POLICIES, PROCEDURES OR OTHER REPRESENTATIONS MADE HEREIN MAY BE INTERPRETED AND APPLIED BY RUTGERS TO PROMOTE FAIRNESS AND ACADEMIC EXCELLENCE, BASED ON THE CIRCUMSTANCES OF EACH INDIVIDUAL SITUATION.

THIS HANDBOOK REPRESENTS A PROGRAM OF THE CURRENT CURRICULA, EDUCATIONAL PLANS, OFFERINGS AND REQUIREMENTS OF RUTGERS SCHOOL OF DENTAL MEDICINE. THE SCHOOL RESERVES THE RIGHT TO CHANGE ANY PROVISIONS, OFFERINGS, TUITION, FEES OR REQUIREMENTS AT ANY TIME WITHIN THE STUDENT'S PERIOD OF STUDY AT RUTGERS. IN ADDITION, RUTGERS MAY AT ANY TIME ELIMINATE, MODIFY OR CHANGE THE LOCATION OF ANY SCHOOL, INSTITUTE, CENTER, PROGRAM, DEPARTMENT, COURSE OR ACADEMIC ACTIVITY.

THE RULES AND REGULATIONS IN THIS HANDBOOK CAN BE AMENDED OR CHANGED BY THE EXECUTIVE COUNCIL AT ANY TIME. WITH SUFFICIENT NOTICE, THEY CAN BE MADE APPLICABLE TO THE ACADEMIC YEAR IN WHICH THEY ARE PASSED.

THIS HANDBOOK SHOULD BE READ IN CONJUNCTION WITH THE DENTAL SCHOOL CATALOGUE AND OTHER OFFICIAL DOCUMENTS OF THE DENTAL SCHOOL AND UNIVERSITY.

AS A CONDITION OF CONTINUED ENROLLMENT, STUDENTS MUST AGREE TO NOTIFY THE SCHOOL OF ANY CONVICTIONS, GUILTY PLEAS OR NO CONTEST PLEAS TO ANY CRIME, MISDEMEANOR OR OTHER OFFENSE AND OF ANY ARRESTS, DETENTIONS, CHARGES OR INVESTIGATIONS BY ANY LAW ENFORCEMENT AUTHORITIES, WHICH OCCUR SUBSEQUENT TO THE APPLICANT'S/STUDENT'S SUBMISSION OF THE ACCEPTED APPLICANT/ENROLLED STUDENT DISCLOSURE FORM. STUDENTS HOLDING ANY LICENSE OR GOVERNMENTAL CREDENTIAL OR HEALTH CARE FACILITY PRIVILEGES MUST NOTIFY THE SCHOOL OF ANY IMPENDING RESTRICTION OR LOSS OF SUCH LICENSE, CREDENTIAL OR PRIVILEGES IMMEDIATELY UPON RECEIVING NOTICE OF ACTION TO INVESTIGATE OR RESTRICT SUCH LICENSE, CREDENTIAL OR PRIVILEGE.

THE RUTGERS SCHOOL OF DENTAL MEDICINE RECOGNIZES THE VALUE OF DIVERSITY AND IS COMMITTED TO PROVIDING APPROPRIATE SUPPORT FOR ITS STUDENT BODY.

THE ONLINE HANDBOOK SUPERCEDES ALL HARD COPY MATERIAL PREVIOUSLY DISTRIBUTED.

## IMPORTANT TELEPHONE NUMBERS

<b>Office of Academic Affairs</b>	973-972-4440
Sr. Associate Dean	973-972-5064
Assistant Dean	973-972-4440
Assistant Director	973-972-4440
To Report Absence	973-972-4440
<b>Office of Administration and Finance</b>	973-972-4624
Executive Director of Finance	973-972-4624
Cashier	973-972-4462
Dental Store	973-972-4627
<b>Office of Admissions</b>	973-972-5362
Assistant Dean	973-972-5362
Admissions Coordinator (PG)	973-972-3636
<b>Office of Alumni Affairs</b>	973-972-6883
<b>Office of Clinical Affairs</b>	973-972-6679
Sr. Associate Dean	973-972-6679
Clinical Support Services	973-972-6679
<b>Office of Continuing Education</b>	973-972-6561
<b>Office of Controller (Billing)</b>	732-235-9174
<b>Office of the Dean</b>	973-972-4633
<b>Office of Financial Aid</b>	973-972-4376
<b>Office of Research</b>	973-972-1265
<b>Office of Student Affairs</b>	973-972-5064, 5065
Sr. Associate Dean	973-972-5064
Director of Student & Multicultural Affairs	973-972-7816
Registrar	973-972-4728
<b>Office of Student Loans</b>	732-235-9183

<b>Department of Biochemistry &amp; Molecular Biology</b>	973-972-4411
<b>Department of Cell Biology &amp; Injury Sciences</b>	973-972-8920
<b>Department of Community Health</b>	973-972- 4621
Chair	973-972-5414
<b>Department of Diagnostic Sciences</b>	973-972-4635
Chair	973-972-4635
<b>Department of Endodontics</b>	973-972-4690
Chair	973-972-4690
Clinic	973-972-4278
<b>Department of Microbiology &amp; Molecular Genetics</b>	973-972-4483
<b>Department of Neurosciences</b>	973-972-5209
<b>Department of Oral &amp; Maxillofacial Surgery</b>	973-972-7973
Chair	973-972-7973
Clinic	973-972-4717
<b>Department of Orthodontics</b>	973-972-4729
Chair	973-972-4729
Clinic	973-972-4704
<b>Department of Pediatric Dentistry</b>	973-972-4621
Receptionist	973-972-4620
Chair	973-972-4621
Clinic	973-972-4220
<b>Department of Periodontics</b>	973-972-4210
Chair	973-972-4210
Clinic	973-972-3184
<b>Department of Pharmacology &amp; Physiology</b>	973-972-4461, 4444
<b>Department of Restorative Dentistry</b>	973-972-4615
Chair	973-972-4615
Clinic	973-972-5313

## PART 1: GENERAL INFORMATION FOR STUDENTS

### ACADEMIC CALENDAR

The academic calendar is prepared by the Office of Academic Affairs. It is distributed at the beginning of each academic year.

<http://sdm.rutgers.edu/calendar/.acadcalendar.htm>

### ACADEMIC PERFORMANCE

The academic performance of all postgraduate students is monitored by the student's department, in coordination with the Office of Academic Affairs. Evaluations of student performance are conducted semiannually, or more frequently as deemed appropriate to each student's individual situation. Departments notify students and the Office of Academic Affairs of any concerns with academic performance.

### ADMISSIONS

<http://sdm.rutgers.edu/admissions/index.html>

(Please review **POLICY ON VERIFICATION OF DISCIPLINARY RECORDS** on page 59 for important information.)

### ALUMNI ASSOCIATION

The Dental Alumni Association was established in 1960 when the charter class graduated from the Seton Hall University College of Medicine and Dentistry. It has now become a chapter of the Rutgers University Alumni Association.

The Dental Alumni Association retains address records on all graduates. Anyone wishing information on dental school graduates should contact the association President or the Office of Alumni Affairs, located within the Office of Student Affairs in the dental school.

<http://sdm.rutgers.edu/daa/>

### ATHLETIC FACILITIES

Students have the option to purchase memberships to access the Rutgers-Newark Golden Dome Athletic Center. The Golden Dome Athletic Center is located at 42 Warren Street, Newark, NJ 07102. For more information follow link to

[http://www.rutgersnewarkathletics.com/sports/2009/9/8/REC\\_0908095232.aspx](http://www.rutgersnewarkathletics.com/sports/2009/9/8/REC_0908095232.aspx)

### BASIC LIFE SUPPORT POLICY

(Updated April 27, 2005)

#### *Basic Life Support Requirement*

The Commission on Dental Accreditation (CODA) states in Standard 5.6, "All students, faculty and support staff involved in the direct provision of patient care **must be continuously certified** in basic life support (BLS) including cardiopulmonary resuscitation, and be able to manage common medical emergencies."

Therefore, all RSDM faculty, clinical staff and students who provide patient care must have up-to-date certification as set forth by the American Heart Association's Basic Life Support for Health Care Providers. Currently, this certification is valid for two (2) years. Failure to maintain this requirement will result in loss of clinical privileges.

### *Medical Waivers*

Anyone unable to perform BLS, due to medical or physical limitations, must have medical documentation from a physician on file stating why they are unable to participate in the hands-on portion of BLS certification training. Anyone who has a medical waiver must take and successfully pass the BLS certification written examination.

Student medical waivers - All certification information concerning Medical Waivers for BLS certification is retained in the Office of Student Affairs.

### *Training*

Postgraduate student BLS certification is conducted during departmental orientations. In postgraduate programs that run longer than 2 years, recertification is required. The Postgraduate Program Director is notified by the Office of Student Affairs of those students who require recertification.

### *Documentation and Monitoring Compliance*

Postgraduate BLS certification cards are forwarded from the BLS Training Center at University Hospital directly to the Director of each Postgraduate Program for distribution to the postgraduate student, with a copy sent to the Office of Student Affairs. Records of certification of all postgraduate students are retained in the Office of Student Affairs, which monitors BLS compliance and clears eligible postgraduate students for patient care.

### *Penalties for Non-Compliance*

The Postgraduate Program Director will not permit any postgraduate students who are not in full compliance with the RSDM BLS requirements to oversee or render patient care at the Rutgers School of Dental Medicine or University Hospital. Such students will be subject to academic or disciplinary action up to and including dismissal.

## **CAFETERIA**

A large cafeteria with a wide variety of hot and cold foods is open seven days a week in University Hospital for breakfast, lunch, and dinner. Vending machines in the cafeteria dispense sandwiches, beverages, snacks, etc., when the cafeteria is not serving.

## **CASHIER**

### *Patients*

The patient cashier is located at the C-Level entrance. Any questions concerning bills, payment records, etc., should be directed to that office.

### *Students*

The student cashier is located in Room C-731, 973-972-4462. This office collects tuition and fees and processes refunds. Hours of operation are 8:30 a.m. to 4:30 p.m., Monday through Friday.

## **CATALOG**

The RSDM catalog, revised every two years, is available in the Office of Student Affairs and online at <http://sdm.rutgers.edu/catalog/catalog.pdf>

## **CONFIDENTIALITY OF STUDENT RECORDS**

In accordance with the Family Educational Rights and Privacy Act of 1974, Rutgers students have the right by appointment to review, inspect and challenge the accuracy of educational records maintained by the School or University. Please contact the Office of Student Affairs to learn how to access specific educational records.

Questions concerning this law and the University's policy concerning release of educational records may be directed to the Registrar's Office.

## **COUNSELING**

The Assistant Director of Academic Affairs and Director of Student and Multicultural Affairs assist students with personal and/or academic situations. The RSDM Student Assistance Facilitator can offer referrals and monitoring for students with personal difficulties or impairments. In addition, all members of the faculty and administration are available to consult with students on professional matters. Therapeutic counseling services are available through the Student Wellness Program. On the Newark campus, it is located in at 183 South Orange Avenue, telephone 973-972-5429. Daytime appointments are available Monday thru Friday. After 5 pm and on weekends, call 1-800-327-8248. Services are also available in Piscataway 732-235-5933.

<http://www.ubhcisweb.org/studentSWP/>

## **DENTAL CARE FOR STUDENTS**

Students are eligible for treatment in the dental school clinics. Consult the Office for Clinical Affairs for details at 973-972-4839.

## **DENTAL SCIENCES EXPOSITION DAY / Balbo Day**

A campus event devoted to continuing education, faculty and student table clinics, mini-lectures and poster presentations about the most recent technological advances in dentistry takes place annually.

## **DENTAL STORE**

The Dental Store is located in room B-709, 973-972-4627. Most supplies for postgraduate students are ordered through individual departments.

## **EATING**

Eating is prohibited in all laboratories and lecture halls.

## **ESSENTIAL FUNCTIONS**

RSDM maintains a description of essential functions that all students must be able to perform, with or without reasonable accommodations. Please see page 49 of this handbook as well as the RBHS policy, Student Essential Functions.

### **Student Essential Functions:**

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>

## **EXECUTIVE COUNCIL**

The Executive Council regularly receives reports and acts upon recommendations from all of the RSDM standing and ad hoc committees. Any new policies or policy changes must be approved by this body. The RSDM Registrar notifies all students of any student policy changes.

## **FINANCIAL AID**

The Office of Financial Aid assists students with funding to cover their cost of education at Rutgers. This assistance consists of counseling, debt management and all facets of financial aid processing from federal, state, private and/or institutional sources.

Students may apply for assistance in obtaining grants or scholarships, loans or work-study opportunities through this office. The RBHS Office of Student Financial Aid for RSDM students is located in Room 1208, Administrative Complex, 973-972-4376. The office publishes a financial aid handbook and a periodic newsletter.

[http://rbhs.rutgers.edu/studentfinancialaid/index\\_new\\_brow.htm](http://rbhs.rutgers.edu/studentfinancialaid/index_new_brow.htm)

## **GRADE REPORTS**

Students may access grade reports on Banner. The Office of the Registrar issues a transcript upon program completion, provided financial obligations to RSDM have been satisfied.

## **GRADUATION**

### *Commencement*

The dental school participates in the University-wide commencement ceremonies during May. All graduating students are encouraged to attend.

### *Convocation*

In addition to the University-wide Commencement, the RSDM hosts an annual formal Convocation for graduates and their families. Graduates and faculty participate in an academic procession and recession. University officials and representatives from various dental organizations are in attendance to honor the graduates. Information about Convocation is provided to all graduates by the Office of Student Affairs several weeks prior to the ceremony.

### *Class and Clinic Schedules for Convocation*

(Approved by Executive Council March 22, 2011)

“Postgraduate classes/laboratories/clinics WILL be scheduled for each day unless the Postgraduate Director/Chair determines that closure is warranted and will so notify their students in a timely manner.”

## **HOUSING**

<http://housing.newark.rutgers.edu/>

## **IDENTIFICATION CARDS**

The University identification card is prepared by the Access Control Office of the Department of Public Safety, Administration Complex, Building 5, 973-972- 6010. Students are expected to retain their cards throughout their time at

the dental school. Replacements are \$20. The card is to be worn in all University buildings and presented any time a request is made by a security staff member. In addition, the identification card must be presented to the staff of the Dental Store prior to all sales transactions.

## **IMMUNIZATION**

All students are required by University policy to be immunized against various diseases.

<http://health.rutgers.edu/who-are-you/incoming-students/pre-%20entrance-immunizations/>

The Student Health Services, located in the Doctors Office Center (DOC), Room 1750, 973-972-8219, maintains all immunization records and ensures student compliance with University policy. The Student Health Services notifies the Office of Clinical Affairs of students who are not compliant. The Office of Clinical Affairs will notify the Postgraduate Program Directors of student status. The Postgraduate Program Director will not permit any postgraduate student who is not in full compliance with the RBHS immunization policy to oversee or render patient care at the Rutgers School of Dental Medicine or University Hospital. Such students will be subject to academic or disciplinary action up to and including dismissal. Please see information concerning immunization requirements for RSDM students at

[http://njms.rutgers.edu/departments/family\\_medicine/shs/immun\\_rds.cfm](http://njms.rutgers.edu/departments/family_medicine/shs/immun_rds.cfm)

Postgraduate students who are not in full compliance with immunization requirements will not be permitted to oversee or render patient care at the Rutgers School of Dental Medicine or University Hospital and will be subject to academic restrictions or other actions, up to and including dismissal.

## **INCLEMENT WEATHER POLICY FOR STUDENTS**

It is essential for the University to maintain orderly continuation of its educational and research programs and patient care services during periods of inclement weather. Students will be notified by their respective postgraduate programs in the event of closures or other changes in RSDM operations due to inclement weather. The IST office also issues an email to all RSDM postgraduate students at their RSDM email address in the event of RSDM operational status change due to inclement weather. Students may also refer to the Rutgers Biomedical and Health Sciences website for operating status:

<http://rbhs.rutgers.edu/operatingstatus.shtml>

## **INSURANCE**

Health insurance is mandated for all students by state law. Students may purchase health insurance through the University or must show proof of alternate coverage. Information on the University policy is available from the Registrar or at:

[www.universityhealthplans.com](http://www.universityhealthplans.com)

Life and disability insurance is available from the American Dental Association (A.D.A).

<https://insurance.ada.org/ada-insurance-plans/student-life-insurance.aspx>

## **INSTRUCTION RECORDING POLICY**

Audio, photographic, and video recording devices of any type may be utilized to record instruction only after permission of the instructor has been obtained and solely for the use permitted by the instructor. Secret or unauthorized recordings are prohibited at the School. Failure to comply with this policy may result in disciplinary action. Lecture capture, is used by many RSDM faculty to record and post their lectures. Please see the RBHS policy, Student Use of Personally Owned Mobile Communication Devices/Recording Devices:

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>



## **LIBRARY**

The George F. Smith Library of the Health Sciences, 973-972-4353, has an excellent collection of electronic resources, books, periodicals, and audiovisual aids for student use. Many services are available to students, including photocopying, literature searches, and inter-library loans. Information on specific materials and services is available from the Library staff or at:

<http://www.libraries.rutgers.edu/smith>

## **MONITORS**

Monitors with special announcements and information about room or class schedule changes are located near the elevators on levels B, C and D and in the foyer of the OHP.

## **PAGING SYSTEM**

A paging system operates throughout the dental school. Broadcast facilities are located in several locations on each level. Direct paging is also accomplished through the telephone lines.

## **PARKING / PARKING HANG TAGS / ACCESS CARDS**

The University provides parking facilities for faculty, students, and staff. Students may park in any lot. Parking is by hang-tag/access card only. A hanging vehicle ID tag is issued by the Department of Transportation Services, Administrative Complex Building 3, Room 301, 973-972-5489. The student yearly fee is \$160.50 for automobiles and motorcycles. Students parking motorcycles in the parking decks should ask the attendant to manually raise and lower the gate so that the gate will remain raised long enough for them to pass through.

For more information refer to the website at:

<http://rudots.rutgers.edu> or you may email at [info@aps.rutgers.edu](mailto:info@aps.rutgers.edu)

## **PATENT & COPYRIGHT REQUIREMENTS**

Rutgers policy requires all personnel, including students, to assign to Rutgers rights to any patentable material developed while the inventor was engaged in activities supported with Rutgers facilities or funds. Student research and study pursued as a result of Rutgers matriculation are included activities.

It is the policy of Rutgers to adhere to the requirements of the United States Copyright Law of 1976, as amended (Title 17, United States Code, hereafter referred to as the "Copyright Act"). The University policies on copyrights and patents are at:

<http://policies.rutgers.edu/view-policies/governance-legal-matters-%E2%80%93-section-50>

## **PERSONAL CONFLICT RESOLUTION PROCEDURES**

Whenever conflicts or potential conflicts arise between a student and faculty, a student and another student, or a student and a staff member the following steps should be taken:

1. Whether the conflict involves an individual or an entire class, the first level of resolution is always between the individuals involved. Failing resolution at that level, it should next be brought to the Postgraduate Program Director and if there still is not resolution, the Department Chair, unless the Program Director of the Department Chair is the faculty member in question. If resolution is not accomplished, the matter is brought to the Office of Student Affairs, which will decide what further action, if any, should be taken.

2. In presenting a conflict to the Office of Student Affairs, a written statement should be prepared, giving as much detail as possible. Attempts will be made to resolve the problem with a minimum of delay. In seeking resolution, the Office of Student Affairs may refer the matter to the Student/Faculty Relations Committee, another appropriate committee or the RSDM ombudsperson to resolve the matter.

## **PHOTOCOPYING**

Photocopying machines for student use are located in the Library. Scanners are located in the IST lab. Use of departmental photocopying machines is at the discretion of the PG Director.

## **PROFESSIONALISM and HUMANISM PROGRAM (Amended by Executive Council December 19, 2014, April 18, 2017)**

### *Introduction*

The goals of RSDM predoctoral education include not only development of an understanding of what it means to be a health care professional, but also cultivation of behaviors that demonstrate students have incorporated professionalism and humanism into their self-concept. *Professionalism* is demonstrated through a foundation of clinical competence, communication skills, and ethical and legal understanding, upon which is built the aspiration to and wise application of the principles of professionalism: excellence, humanism, accountability, and altruism (Stern, 2006, p. 19). Humanism is a commitment to collaboration, respect, cooperation and harmonious relationships between and among administrators, faculty, students, staff and alumni. In the context of patient care, it means a commitment to putting the patient first and compassionately caring for every participant in the healthcare environment. (RSDM Policy on Humanism)

In this Code, the use of the term “professionalism” shall be interpreted to include “humanism.” Additional use of the term “humanism” below is for emphasis, not to imply that “humanism” is not required when it does not appear.

These goals are part of predoctoral education in not only all academic and clinical settings but are expected to extend to comportment in everyday life. As future health care professionals, RSDM students prepare to enter the world as care givers entrusted with the well-being of patients and their families. The public will depend on these individuals to be skilled and trustworthy. A degree from RSDM certifies that the graduate has demonstrated as a student the conduct expected of a professional.

Each Rutgers school must educate its students in the standards of honor and professionalism expected of them. The Dean of Rutgers School of Dental Medicine has set an example by addressing the incoming class on the nature of professional responsibility at the annual “White Coat” ceremony witnessed by students’ family and friends:

*“As a health professional you...have very special responsibilities, responsibilities that go beyond what many traditionally think of dentistry. As leaders in your communities, people will look to you for information, guidance and action. It is important that not only you know what is right, but that your actions reflect what is right. The white coat, which you are receiving today, is more than just a piece of clothing which protects your street clothing. It is a symbol of knowledge, trust, respect and tradition. Many people look at a white coat with awe. It embodies all that is good in humanity. But with the white coat comes responsibility, responsibility to always act with integrity, responsibility to educate, responsibility to be a leader in your community and responsibility to give back and assist those who are less fortunate.”*

The Professionalism and Humanism Evaluation program and the attached materials can be used to promote students' professional growth. The key areas assessed are: reliability and responsibility; honesty and integrity; maturity; interactions with patients; and, relationships with students, faculty and staff. A structured process affords faculty with opportunities to provide students feedback to assist in their development.

Non-professional behavior occurring either inside or outside a classroom/laboratory or clinical setting can be addressed via this process. Actions or behaviors that fall within the realm of the honor code will continue to be addressed through regular disciplinary mechanisms.

### *Goals and Objectives*

While the overall goal of the program is to promote professionalism and humanism, there are several sub-goals with objectives included:

- Goal 1: To promote and ensure an atmosphere of professionalism, humanism civility, and respect;
- Conduct faculty, and staff development seminars
  - Integrate development and assessment of professionalism and humanism in the undergraduate curriculum and in all educational/clinical settings
- Goal 2: To promote professionalism and demonstrate humanism outwardly in all RSDM student, staff and faculty interactions with community
- Assess professionalism, civility and respect within every patient encounter within every department
  - Provide clear expectations to faculty, staff and students
- Goal 3: To fulfill the school's academic mission of instilling professionalism in its graduates
- Each course will require the maintenance of professional and humanistic behaviors. During introductory remarks concerning syllabus, policies, etc. expectations of professionalism and humanism will be noted.
  - Where applicable, courses will integrate the teaching of professionalism and humanism with course content
  - Addition of professionalism and humanism content to every year of curriculum
- Goal 4: To enable the early identification and counseling of individuals with deficiencies in these areas
- Establish mechanism for deficiencies to be identified
  - Establish mechanism for identified individuals to be counseled concerning expectations and acceptable behaviors
  - Establish progressive remediation activities and involvement of Student Academic Performance Committee for repeat/uncorrected deficiencies
- Goal 5: To recognize exemplary professional and humanism conduct
- Establish process to collect information concerning students demonstrating outstanding acts of humanism and professionalism
  - Establish an award for professionalism to be awarded at the senior awards ceremony along with annual awards as approved by the course directors and the dean
  - Through the Faculty Affairs committee establish a process and award for outstanding faculty professionalism and humanism

### *Assessment of Professionalism and Humanism*

The dental school provides both professional training and health care services. To patients, each student and faculty member stands as a representative of their colleagues, present and potential. Therefore, each must show respect for the other. Errors of judgment, poor clinical performance or other shortcomings should not be discussed in front of patients, staff, other students or faculty. Common sense and common courtesy require that criticism be voiced privately and only to

the individual concerned. Patient confidence in the skill of students or of the faculty supervising them will not be promoted by harsh verbal exchanges about clinical competence or signs of disrespect and hostility.

In order to guide members of the dental school community in accepted elements of humanism, the dental school promotes the standards expressed by the Gold Foundation for Humanism in Medicine:

“The humanistic healthcare professional demonstrates the following attributes “I.E., C.A.R.E.S.

- Integrity: the congruence between expressed values and behavior
- Excellence: clinical expertise
- Compassion: the awareness and acknowledgement of the suffering of another and the desire to relieve it
- Altruism: the capacity to put the needs and interests of another before your own
- Respect: the regard for the autonomy and values of another person
- Empathy: the ability to put oneself in another’s situation, e.g., physician as patient
- Service: the sharing of one’s talent, time and resources with those in need; giving beyond what is required.”

### *Unsatisfactory Student Conduct*

When a faculty or staff member witnesses or becomes aware of student conduct that is deficient in professionalism or humanism in connection with a course, he or she completes and signs the “RSDM Professionalism and Humanism Evaluation Form” and reviews it with the course director. The course director in consultation with the Office of Student Affairs will determine if the matter is more appropriately handled through a disciplinary process or through the professionalism evaluation process. If it is determined that the matter is more appropriate for the professionalism evaluation program, the course director and involved faculty will meet with the student. When the student has an acceptable explanation/response that refutes or negates the content of the form, the Course Director will not bring the form forward, and the matter ends. Otherwise, the student will sign the form and has an opportunity to provide written comments. Afterwards, the Course Director will bring the completed form to the next scheduled Ad Hoc Committee of Course Directors (Professionalism Review Committee) for review. The Professionalism Review Committee will consist of 5 selected Course Directors (voting) from both didactic and clinical courses from years 1-4 of the predoctoral curriculum, and will be chaired by the Vice Dean (non-voting).

If a faculty or staff member witness or become aware of student unprofessional conduct outside of a course, he or she completes and signs the “RSDM Professionalism and Humanism Evaluation Form” and reviews it with the Office of Student Affairs. If the matter is not more appropriate for disciplinary review, the Office of Student Affairs will meet with the complaining faculty/staff and student, hear his/her account of the event, and have him/her sign the form/add comments. If the student explanation is not acceptable or does not negate concerns, OSA will add the item to the agenda for discussion at the next Professionalism Review Committee meeting.

The Professional Review Committee will determine if the conduct warrants formal processing. Consequences are outlined in the attached flowchart.

- For first affirmed form: a formal counseling meeting and a letter of concern (OSA file)
- For second affirmed form: a letter of unprofessional conduct in student file affecting Dean’s recommendation letter
- For third affirmed form: referral to the Student Academic Performance committee (SAPC)

### *Exemplary Student Professionalism or Humanism*

When a student displays exemplary professional or humanistic conduct in the presence of any faculty member, or if the faculty member becomes informed of such a demonstration, he or she may complete and sign the “RSDM Professionalism and Humanism Evaluation Form.” Because nomination does not guarantee receipt of the award, students should not be asked to review and sign the form, or informed of the nomination. The faculty member will bring the form to the Office of Student Affairs, that will notify Professional Review Committee of the nomination to be voted upon by the Professional Review Committee and the final name or names will be forwarded to the Dean for review and approval. Any number of approved awards may be given (i.e., it does not need to be one student per class year, there could be three in one class and zero in another). Awards will be presented an annual white coat ceremony jointly by the Dean and the faculty who nominated the student. An award for professionalism for a member of the fourth-year class will be presented at the awards recognition ceremony.

### *Faculty Unprofessional Conduct*

The entire RSDM community is held to standards of professionalism and humanism. When a faculty member witnesses or becomes aware of unprofessional conduct by a fellow faculty member, when appropriate, it is hoped that the matter can be discussed and resolved by a collegial conversation between the two individuals. However, in cases when resolution is not reached, the faculty may consult with the chair of the Faculty Affairs Committee concerning the possibility of that committee mediating or hearing the issue. When a student witnesses or becomes aware of faculty unprofessional conduct, he or she may contact the Office of Student Affairs, who can determine if the matter is more appropriately handled through a supervisory/disciplinary process or through the ombudsperson.

### *Exemplary Faculty Professionalism or Humanism*

To recognize exemplary professional and humanism conduct, the Faculty Affairs Committee established a process and award for outstanding faculty professionalism and humanism. Any faculty member could forward a recommendation in writing for the Faculty Affairs Committee’s consideration of a Faculty Award in Professionalism and Humanism.

### *Staff Unprofessional Conduct*

As previously noted, the entire RSDM community is held to standards of professionalism and humanism. When a faculty or staff member witnesses or becomes aware of unprofessional conduct by a staff member, when appropriate, it is hoped that the matter can be discussed and resolved by a collegial conversation between the two individuals. However, in cases when resolution is not reached, the issue may be discussed with the staff member’s supervisor. When a student witnesses or becomes aware of staff unprofessional conduct, he or she may contact the ombudsperson directly or Office of Student Affairs.

### *Exemplary Staff Professionalism or Humanism*

(To be developed by the Administrative Staff)

## Policy on Humanism at Rutgers School of Dental Medicine

Approved by Executive Council on December 19, 2014

### DEFINITIONS:

**Humanism** means a commitment to collaboration, respect, cooperation and harmonious relationships between and among administrators, faculty, students, staff and alumni.<sup>1</sup> In the context of patient care, it means a commitment to putting the patient first and compassionately caring for every participant in the healthcare environment.<sup>2,3</sup>

**Professionalism** means adhering to the standards of the dental profession through the demonstration of excellence in clinical competence, communication skills, ethical and legal understanding and accountability.<sup>4</sup> Professionalism also implicates the exercise of humanistic ideals through conduct that results in putting patients' interests first and behaving respectfully and compassionately toward everyone in the clinical and learning environment.

**The Difference between Humanism and Professionalism** is the subject of some debate. Although the two concepts are closely related, it can be argued that a healthcare provider can be acting professionally without demonstrating humanism and vice versa. For example, a healthcare provider may uphold professional standards of care in diagnosis and treatment without fully addressing a patient's needs for adequate communication, acknowledgement of his feelings, or comfort. On the other hand, a provider may be caring, empathetic and communicative without providing professionally acceptable treatment.

The aim at RSDM is to foster the development of both principles into an integrated manner of thinking and behaving, with humanism as a foundational value in concert with professionalism. As one scholar suggests regarding healthcare education, "Let them learn to subordinate their medical, professional identity to their essential human character, for our goal is physicians who see their medicine as part of a commitment to humanism, not physicians who superficially incorporate values of humanism into their picture of medicine." <sup>5</sup>

### POLICY:

#### I. STANDARDS

- A. RSDM adheres to the standards for dental education established by the Commission on Dental Education ("CODA"), which requires that students achieve competency in many areas, all culminating in "...the habitual and judicious use of communication, knowledge, critical appraisal, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individuals and communities served." <sup>1</sup> "The dental education program must have a stated commitment to a humanistic culture and learning environment that is regularly evaluated." <sup>1</sup>
- B. RSDM supports the model for practicing humanism established by the Gold Foundation for Humanism in Medicine:  
"The humanistic healthcare professional demonstrates the following attributes  
I.E., C.A.R.E.S.
  - Integrity: the congruence between expressed values and behavior
  - Excellence: clinical expertise
  - Compassion: the awareness and acknowledgement of the suffering of another and the desire to relieve it
  - Altruism: the capacity to put the needs and interests of another before your own
  - Respect: the regard for the autonomy and values of another person.
  - Empathy: the ability to put oneself in another's situation, e.g., physician as patient
  - Service: the sharing of one's talent, time and resources with those in need; giving beyond what is required" <sup>6</sup>

- C. Essential to the achievement of the standards and goals enumerated above is for faculty and staff to serve as appropriate role models for students and to create an environment of humanism within the school. Accordingly, faculty and staff are expected to inculcate "...respect, tolerance, understanding, and concern for others," and every member of the RSDM community must be dedicated to supporting "a learning environment characterized by respectful professional relationships."<sup>1</sup>

## II. CURRICULUM

- A. The RSDM educational programs shall include, during each year of instruction, requirements that students master an understanding of the concepts of humanism and that they apply humanistic ideals as they progress through the program. The faculty shall ensure that instruction in humanistic behavior is included in both didactic and clinical training throughout the curriculum.
- B. Regular assessment of student achievement in this area shall be conducted, and lapses in desirable behavior must be reviewed with the student, with remediation and appropriate follow-up in accordance with RSDM academic and disciplinary policies, as applicable.
- C. Regular evaluation of curricular content in humanism shall be conducted in the same manner as curriculum review for other required competencies.

## III. DIVERSITY AND CULTURAL COMPETENCE

- A. Maintaining humanistic behavior among individuals of different races, ethnicities, religions, backgrounds and geographic regions can be both challenging and powerfully educational. RSDM is committed to providing health care to a community of patients from varied circumstances and seeks to enroll and employ a diverse student body, faculty and staff. As a result, many opportunities to develop skills in effective communication among individuals of differing backgrounds will naturally occur. RSDM values and promotes these experiences as part of a commitment to the community and to the preparation of students for the practice of compassionate health care in a variety of settings.

## IV. DEVELOPMENT OF HUMANISM<sup>7</sup>

- A. Faculty and staff are responsible for assuring that students and patients witness civil, benevolent behavior among the members of the RSDM community, so that students are acculturated to treat others supportively and so that patients are confident that they are valued and understood.
- B. Faculty committees responsible for appointments, promotions, admissions, faculty affairs, faculty development and search committees shall incorporate assessment of humanistic content or conduct in their consideration of the matters with which they are charged.
- C. RSDM shall establish educational resources, such as materials and/or programs, to promote the application of humanistic conduct among the faculty, staff and students of the school.
- D. RSDM shall encourage faculty and student participation in interprofessional activities and promote collaboration with other health care professionals.
- E. RSDM shall periodically assess the cultural environment at the school by evaluating the understanding and application of humanism through surveys, focus groups or other appropriate means. Results of such assessments shall be analyzed to identify and implement steps to enhance the culture of humanism.

## V. RECOGNITION OF HUMANISM IN ACTION

- A. Recognition of excellence in applying humanistic ideals shall be incorporated into criteria for choosing recipients of appropriate student, faculty and staff awards at RSDM. Awards and honors specifically addressing excellence in humanism may be established.
- B. Exemplary role models and mentors shall be recognized during performance evaluations.
- C. Supervisors of faculty, staff and students who demonstrate lapses in application of humanistic ideals shall attempt to remediate the situation, if appropriate, and address the lapse in accordance with applicable policies.

## VI. RELATED POLICIES

- A. RSDM Professionalism Program
- B. Essential Functions for Admission and Matriculation to School Of Dental Medicine
- C. Rutgers Policy on Academic Freedom and Professionalism
- D. University Code of Ethics
- E. Personal Conflict Resolution Procedures
- F. Policy Prohibiting Discrimination and Harassment
- G. Student Complaint Policy
- H. Student Rights Responsibilities and Disciplinary Procedures

## VII. References

1. Commission on Dental Accreditation. Accreditation Standards for Dental Education Programs  
[http://www.ada.org/~media/CODA/Files/predoc\\_2013.ashx](http://www.ada.org/~media/CODA/Files/predoc_2013.ashx)
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<http://news.medinfo.ufl.edu/articles/guest-column/robert-watson-offers-his-perspective-on-humanism-in-medicine/>
3. Kaplan, Marc. The “Thing of It” Humanism and Professionalism in Medicine. Penn Med News Blog Feb. 17, 2012  
<http://news.pennmedicine.org/blog/2012/02/the-thing-of-it-humanism-and-professionalism-in-medicine-.html>
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6. Gold Foundation for Humanism in Medicine  
<http://humanism-in-medicine.org/about-us/faqs/>



7. Suchman, Anthony L. Advancing Humanism in Medical Education. J Gen Intern Med Nov 2007; 22(11)  
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2216050/>

## **EXHIBIT: FOOD FOR THOUGHT**

### **Advancing Humanism in Medical Education<sup>7</sup>**

Anthony L. Suchman, MD, MA <sup>1,2</sup>

The most powerful influence on students' emerging professional identities and values is the informal curriculum—the way students see people treating each other and the way they themselves are treated.<sup>8</sup> The finest formal curriculum on humanism can be undermined if cynicism, disrespect, and depersonalization are part of the organizational cultures of the schools, hospitals, practices, and clinics in which they are learning.<sup>9</sup> So if a school is really serious about fostering a humanistic approach among its graduates, it will foster faculty development programs to disseminate methods for creating supportive and collaborative learning environments. It will choose its students based on their humanistic and relational capacities, not only on their academic performance. It will develop systems of leadership development, feedback, and accountability to assure that its leaders are creating positive working environments for the faculty, staff, and students. It will charge its search committees with assessing the emotional intelligence and relational capacity of candidates for leadership positions. It will provide its standing committees (especially those charged with minding the organizational culture, e.g. Committees on professional standards, quality, and academic integrity) with ongoing opportunities to reflect on the values implicit in and propagated by their policies and procedures.

### *Professional Evaluation Forms*

Enrollment in RSDM as a whole as well as in each RSDM course requires the maintenance of professional and humanistic behaviors. Exemplary performance and deficiencies will be reported using the Professionalism evaluation forms, which can be included in syllabi and are, reproduced in Part XVI.

## RSDM Professionalism Evaluation Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_

Course Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Reliability and Responsibility

Development of accountable and dependable behavior as it relates to oneself and others Examples include **but are not limited** to:

- Arrival at class on time, and when not, entering the classroom non-disruptively
- Remaining in class for the full session; taking only necessary breaks

Fulfilling responsibilities and assignments in a timely manner, including **but not limited** to:

- Keeping immunizations up-to-date
- Completing course evaluations
- Addressing financial obligations

### Honesty and Integrity

Representing facts truthfully in all academic, clinical or research situations

### Maturity

Taking responsibility for own actions

Providing and accepting constructive feedback, including **but not limited** to:

- Providing appropriate feedback on course evaluations

Recognizing limitations and seeking help

Incorporating feedback in order to make changes in behavior

### Interactions with Patients

Acting and dressing in a professional manner

- Being sensitive to the needs of and respectful of patients
- Cultivating altruism and addressing patients with compassion and empathy
- Establishing and maintaining appropriate boundaries in all learning situations
- Maintaining HIPPA regulations

### Relationships with Students, Faculty and Staff

Conveying respect for other students, faculty, and staff through attitudes, actions, and behaviors. Examples include **but are not limited** to:

- Silencing cell phones and pagers in class, laboratory or clinic, and answering only when there is a pending urgent matter
- Focusing attention on coursework in class, laboratory or clinic rather than attention to other matters (i.e., email/internet, reading materials unrelated to course, or disruptive conversations with others)

Interacting and behaving appropriately with others; demonstrating integrity, compassion and altruism

Relating well to fellow students, faculty, and staff and striving for harmonious and collaborative relationships in the learning environment

Please explain above:

Other feedback (on reverse)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student comments (on reverse, attach additional pages if necessary)

## **RECOMMENDATIONS**

Any member of the faculty or administration can be requested to provide recommendations for students. Composite recommendations for students applying to residencies and postgraduate programs are sent from the Office of Academic Affairs on behalf of the Dean.

## **REGISTRAR**

The dental school Registrar is located in Room B-826, 973-972-4728.

<http://sdm.rutgers.edu/about/registrar/>

## **RESEARCH**

Opportunities exist throughout the year for students to conduct research. Interested students should contact the Associate Dean for Research, Room D-741.

<http://sdm.rutgers.edu/research/>

## **ROOM RESERVATIONS**

Classrooms and seminar rooms in the dental building are reserved through the Office of the Dean. The two lecture rooms in the medical science building used by the dental school, B-554 and C-600, are also reserved through the Office of the Dean. All other classrooms in the medical science building and are reserved through the NJMS Office of Education, Room B-555, 973-972- 4823.

## **SEXUAL HARASSMENT**

<http://policies.rutgers.edu/60112-currentpdf>

### **IF YOU'RE A VICTIM OF SEXUAL ASSAULT**

There are many resources available to assist victims of sexual assault –on campus: Rutgers Public Safety, 973-972-4490 or 222, is one of the first places to contact as well as local law enforcement agencies, 911.

The Rutgers Office of Violence Prevention and Victim Assistance <http://vpva.rutgers.edu/need-help> 848-932-1181 offers counseling and advocacy; the Student Health Service, Doctor's Office Center, 90 Bergen Street, Suite 1750, Newark, 973-972-8219.

The Student Wellness Program (counseling and crisis intervention services available 24/7), Monday-Friday 9:00 a.m. to 5:00 p.m. After 5 p.m. and on weekends call 1-800-327-8248. Services are also available in Piscataway (732-235-5930).

<http://ubhcisweb.org/studentswp/details.htm>

RSDM administrators can also help you respond and recover from a sexual assault.

Please seek medical advice and treatment immediately at either the Student Health Service or a hospital emergency room.

## **SMOKING**

Smoking is prohibited throughout Rutgers.

## **SOCIAL MEDIA**

### **RSDM SOCIAL MEDIA POLICY (Approved by RSDM Executive Council, July 8, 2015)**

#### **I. PURPOSE**

To establish policy on rights and responsibilities of members of the RSDM community regarding use of social media and to govern social media outlets operated by and for RSDM and its faculty, staff, students and organizations.

#### **II. DEFINITIONS**

“Social Media” are the collection of internet tools that facilitate collaboration and information sharing. Online communities and hosted services include electronic learning platforms, social networking sites, video and photo sharing sites, wikis, blogs, virtual worlds and other emerging technologies. This policy applies to participation with all such tools, whether authorized by the University or not.

“Users” are individuals within the RSDM community, such as faculty, staff and students, who participate in social media.

#### **III GUIDANCE FOR USERS OF SOCIAL MEDIA**

RSDM respects the rights of its faculty, staff and students to engage in public communications and encourages the free flow of ideas. However, any online communication has potential exposure that is more widespread and lasting than many other types of expression. Because of this enhanced potential for harm, as well as benefit, social media must be used with a special concern for honesty, respectfulness and professionalism.

Many universities, corporations and organizations have published best practices for posting on social media. A small sample of these published guidelines appears below, with attribution to the publishing organization. Please use these guidelines and links to inform your use of social media and, for RSDM specific rules, refer to all of the provisions of this policy and to links to related policies provided in Section V.

#### **Ball State University:**

[https://cms.bsu.edu/-/media/WWW/DepartmentalContent/Library/Copyright/PDFs/BallState\\_SocialMediaPolicy.pdf](https://cms.bsu.edu/-/media/WWW/DepartmentalContent/Library/Copyright/PDFs/BallState_SocialMediaPolicy.pdf)

“Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the university. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn’t say it at a conference or to a member of the media, consider whether you should post it online.”

#### **NPR:**

<http://ethics.npr.org/tag/social-media/>

“Remember that the terms of service of a social media site apply to what you post and gather on that site. The terms might allow for material that you post to be used in a different way than you intended. Additionally, law enforcement officials may be able to obtain by subpoena anything you post or gather on a site without your consent -- or perhaps even your knowledge.”

“Be circumspect about your behavior, even when the exchange feels private or anonymous. Even an email to a trusted recipient can be made public, with or without the recipient’s knowledge or consent.”

**University of Michigan:**

<http://www.voices.umich.edu/docs/Social-Media-Guidelines.pdf>

**“SAFETY & PRIVACY TIPS FOR SOCIAL MEDIA NETWORKING”**

The internet is open to a worldwide audience. When using social media channels, ask yourself:

1. Did I set my privacy setting to help control who can look at my profile, personal information and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.
2. How much information do I want strangers to know about me? If I give them my cell phone number, address, email, class schedule, a list of possessions (such as my CD collection) how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
3. Is the image I’m projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to potential faculty members/advisors? Future graduate school/internship interviewers? Potential employers? Neighbors? Family? Parents? Which doors am I opening and which am I closing?
4. What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site’s privacy and caching statements?

Removing material from network caches can be difficult. Posted material can remain accessible on the internet until you’ve completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.

5. Have I asked permission to post someone else’s image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or HIPAA privacy rules?
6. Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.”

**Sutter Health and Affiliates**

<http://www.sutterhealth.org/employees/sutter-health-social-media-tip-sheet.pdf>

**“Protect the patient.”**

Don’t post personal health information – or anything, including photos – that may reveal a patient’s identity. Sometimes, even general statements about a patient can contain enough information for a community member to recognize the patient – therefore, violating the Health Insurance Portability and Accountability Act (HIPAA), state law, and possibly related Sutter Health policies.

**Pause Before You Post.**

Be aware that anything you share is available on the World Wide Web – despite strict privacy settings. So think before you post – if you wouldn’t wear it on a T-shirt or display it on a billboard, then don’t post it.

## IV. POLICY

### A. General Provisions

1. RSDM faculty, staff and students must follow the same standards of conduct online as required in other areas of life. The same laws, policies and professional expectations for interacting with faculty, students, patients, employees and the public apply to use of online media as to any other form of communication. All University, RBHS and RSDM policies and procedures apply to online conduct as to any other conduct. Individuals who violate this Social Media policy may face sanctions that include suspension and/or termination from employment or student status.
2. Since postings on social media have the potential for widespread dissemination, extra caution is necessary to avoid adverse consequences of improvident or hurtful communications. Any disciplinary action taken as a result of such dissemination may result in sanctions that are more severe than might be applied to conduct which does not impact a large number of people.
3. When utilizing University equipment or communication resources (including University email accounts and personal email accounts with passwords), users of social media cannot assume that they have a right to privacy on any communications, blogs, statements, posts, photographs etc., whether made during or after school or work hours. The University reserves the right to monitor all such communications made using University resources, and all such information may be stored and saved on University servers.
4. Faculty, staff and students may not post any material on social media outlets that includes intellectual property belonging to another party, without that party's express permission. For example, recordings or images from classroom, laboratory or clinical instruction may not be posted without the approval of the faculty and/or student(s) recorded or participating in the educational experience. Educational materials created by faculty or staff may not be posted online by students without the express permission, confirmed in an email, of the individual who created it.
5. Disclosure of patient information of any kind is regulated by federal and state law, including HIPAA, and is also subject to University policies. Material in any way related to patients is particularly sensitive and may not be posted on social media outlets unless expressly permitted by University policies such as, Standards for Privacy of Individually Identifiable health Information, 100.1.9 and Uses and Disclosures of Health Information With and Without an Authorization 100.1.1. Any questions concerning disclosure of patient information and the applicability of related University policies should be directed to the RSDM Office of Academic Affairs or RSDM Office of Clinical Affairs.
6. Disclosure in social media of information related to a situation that might be considered a crisis (e.g., a crime, injury or disciplinary matter) can violate privacy rights and cause harm to others and may not be posted without permission by the RSDM Office of Student Affairs or Office of Academic Affairs.
7. University policy, Use of Personally-Owned Mobile Communication Devices/Recording Devices on University Premises, 60.9.6, is applicable to Rutgers employees. This Social Media policy extends the application of policy 60.9.6 to all RSDM faculty and students. Material obtained in violation of the policy may not be disseminated on social media. An example of a prohibition that applies to faculty, staff and students is explained in this provision:

“It is expected that faculty and staff will respect the privacy of other individuals in the workplace and

educational setting, and that secret recording of individuals without their knowledge is not compatible with the mission of universities to foster an open exchange of ideas. While realizing that recordings may serve many legitimate academic and workplace purposes, the University does not condone recording of individuals who are unaware that such recordings are being made. In order to promote an environment of trust and collegial academic sharing, the University expects that any recording will be done only with the prior consent of the parties involved. Covert/secret recording of any conversation or meeting occurring at the workplace or educational setting, including any classroom or other educational experience, or conversations or meetings off site that deal with workplace or educational matters of official concern is prohibited.”

8. Many social media outlets in which RSDM faculty, students and staff participate are not controlled by RSDM or the University. This policy nevertheless applies to use of any social media or electronic communication where the use contravenes rights and responsibilities of the user as a member of the RSDM community. Examples of postings that may implicate law, policy, codes of conduct or other rules include:
  - a. Materials whose dissemination would violate RSDM, RBHS or University policies, or violate regulations and/or laws that protect the confidentiality of patients, students, employees and other individuals (e.g. Standards for Privacy of Individually Identifiable Health Information, 100.1.9; Uses and Disclosures of Health Information With and Without an Authorization; 100.1.1; Educational Use of Copyrighted Works, 50.3.16; Family Educational Rights and Privacy Act).
  - b. Institutional information identified by RSDM or University policy to be confidential and/or private (e.g. Rutgers Information Protection and Security: <https://rusecure.rutgers.edu>).
  - c. Information listed as “restricted” or “internal” in the Appendix (Information Classification Table) to the University policy, Information Classification, 70.1.2.
  - d. Use of University trademarks and logos without the express permission of the Rutgers Visual Identity Project Manager: <http://identity.rutgers.edu/contact-us/contact-us>. See Rutgers Visual Identity Manual, <http://identity.rutgers.edu/guidelines-use/rutgers-visual-identity-manual>.
  - e. Materials which contain incitement to imminent lawless action, threats of violence, bullying, harassment or unprofessional conduct that would constitute a violation of any applicable policy or code of conduct (e.g. Policy Prohibiting Discrimination and Harassment, 60.1.12; Workplace Violence Policy, 60.1.13).
  - f. If users identify themselves in any social media outlet as affiliated with RBHS, RSDM or the University, even through use of a University email address, the user must ensure that any views expressed by him/her are not easily misunderstood to be the views of RBHS, RSDM or the University, and clearly indicate that the views are representative of the individual’s personal views and opinions and not necessarily the views and opinions of RBHS, RSDM or the University.
9. Use of University resources to post material to social media is governed by the same policies that govern other uses of University computing facilities (e.g. Rights & Responsibilities for the Use of University-Accessed Electronic Information Systems, 70.2.23; Acceptable Use Policy for Information Technology Resources, 70.1.1).
10. Users who post material on social media are reminded that they are ultimately responsible for what they post, and such postings are governed by the criminal and civil laws of the United States, the State of New Jersey and other jurisdictions.

**B. Social Media Outlets Authorized by RSDM**

1. RSDM may establish or authorize social media outlets for the following purposes:
  - a. To promote and market activities of RSDM and the University.
  - b. To disseminate useful information about University or RSDM news and activities to internal constituencies and the public at large, and to promote dialogue among users of these outlets.
  - c. To engage faculty, staff, students, patients and the community at large in conversation that improves lives by personalizing health care and that enhances the profile of RSDM.
  - d. To disseminate emergency information, in addition to other forms of emergency communications by RSDM.
2. The Dean, Associate Deans, Assistant Deans and other administrators designated by the Dean of RSDM are authorized to exercise oversight of the content and process of any posting on RSDM authorized outlets to determine whether the posting violates this or other applicable policies.
  - a. If the designated administrator sees material that is in violation of policy, the administrator is permitted to remove the material, following consultation with the Dean and/or the Office of General Counsel.
  - b. In situations where the administrator deems such material to provoke a level of potential harm that warrants the material's immediate removal (such as violations of personal privacy or disclosure of privileged/confidential information as described in University policies), the administrator may remove the material pending the consultation with the Dean and/or the Office of General Counsel, which consultation should take place as soon after the removal as is practicable.
3. All social media outlets authorized by RSDM will be clearly named to reflect that official status, contain an approved University logo, and conform to the University's visual branding program as described in Rutgers policy, University Visual Identity, 80.1.5.
4. All social media outlets authorized by RSDM will adhere to RBHS, RSDM and University policies that promote or define codes of conduct and standards of professional ethics. Examples of materials that may not be disseminated include:
  - a. material that is obscene, defamatory, libelous, threatening, bullying, harassing, or abusive (e.g. material prohibited by Policy Prohibiting Discrimination and Harassment, 60.1.12; Workplace Violence Policy, 60.1.13).
  - b. advertisements or solicitations for businesses or private concerns
  - c. material whose use would violate copyright as defined in the University policy, Educational Use of Copyrighted Works, 50.3.16.
  - d. Material whose disclosure would violate policy in other "offline" settings is similarly prohibited from being posted on social media outlets authorized by the University or RSDM. These include materials that may not be posted on a bulletin board, seen by unintended viewers, or appear in a University publication.

**V. REFERENCES AND RELATED POLICIES**

A. Educational Use of Copyrighted Works

50.3.16



B.	RBHS Code of Conduct <a href="http://rbhs.rutgers.edu/compweb/code/conduct.pdf">http://rbhs.rutgers.edu/compweb/code/conduct.pdf</a>	
C.	University Visual Identity	80.1.5
D.	Standards for Privacy of Individually Identifiable Health Information	100.1.9
E.	Uses and Disclosures of Health Information With and Without an Authorization	100.1.1
F.	Information Security: Mobile Computing and Removable Media	70.2.3
G.	Family Educational Rights and Privacy Act <a href="http://compliance.rutgers.edu/ferpa/">http://compliance.rutgers.edu/ferpa/</a>	
H.	Student Rights, Responsibilities and Disciplinary Procedures	RSDM Student Handbook
I.	Use of Personally-Owned Mobile Communication Devices/Recording Devices on University Premises	60.9.6
J.	Policy Prohibiting Discrimination and Harassment	60.1.12
K.	Acceptable Use Policy for Information Technology Resources	70.1.1
L.	Rights & Responsibilities for the Use of University-Accessed Electronic Information Systems	70.2.23
M.	Information Classification	70.1.2
N.	Workplace Violence Policy	60.1.13
O.	Guidelines for Rutgers Social Media Accounts <a href="http://ucm.rutgers.edu/web-ecommunications/guidelines-rutgers-social-media-accounts">http://ucm.rutgers.edu/web-ecommunications/guidelines-rutgers-social-media-accounts</a>	
P.	Rutgers Visual Identity Manual <a href="http://identity.rutgers.edu/guidelines-use/rutgers-visual-identity-manual">http://identity.rutgers.edu/guidelines-use/rutgers-visual-identity-manual</a>	
Q.	Rutgers Information Protection and Security <a href="https://rusecure.rutgers.edu/">https://rusecure.rutgers.edu/</a>	

**SPECIAL EVENTS POLICY (Office of Multicultural Affairs)**

(Approved by Executive Council September 11, 2008)

*Purpose*

To ensure proper event planning, room availability, budget planning and adequate personnel are available for “Special Events”.

### *Responsibility*

The Director of Student and Multicultural Affairs is to ensure compliance.

### *Policy*

Rutgers School of Dental Medicine celebrates its diversity and is committed to fostering an environment that is inclusive and encourages and respects different religious, cultures, ethnic and racial backgrounds. To facilitate this goal, RSDM has created the Office of Multicultural Affairs (OMA).

1. The use of RSDM or University premises for “Special Events” — that is for any occasion other than normal classes or clinical operations-- is subject to review and approval by the administration of the RSDM. Special Events are defined as activities held on school and/or University property with the objective of honoring or adhering to the celebrations and/or rituals of different religions, cultures, races and/or ethnicities or bringing to light and celebrating the accomplishments of individuals of different religions, cultures, races and ethnicities (with particular emphasis in dentistry) and honoring community service activities of individuals of different religions, cultures, races and ethnicities. The Special Events Request form is available through the OMA and must be completed and submitted to the Director for Multicultural Affairs by the president of the organization requesting to hold any “Special Event” on school and/or University property for the upcoming Academic Year at least one month in advance of the proposed event. **Proposals for an event submitted less than one month from the event will be approved at the discretion of the OMA and the OMA Advisory Committee.**
2. The proposal is to be presented to the OMA Advisory Committee for preliminary approval and then forwarded to the Sr. Associate Dean for Student Affairs for final approval. When a proposed “Special Event” has real or potential financial, administrative ramifications, the Sr. Associate Dean for Student Affairs may consult the CFO or Dean of RSDM concerning such proposals.
3. “Special Events” shall be held during the lunch or evening hours so as to minimize the impact on classroom instruction and to avoid clinic disruption. As the major provider of oral health services to the Newark Community, it is inappropriate to close clinics for “Special Events” and classrooms will be made available only if they are not in use for normal classroom instruction.
4. The Multicultural Advisory Committee will consider the following in deciding whether to approve the event:
  - A. Are the goals of the “Special Events” congruent with the mission of the Office of Multicultural Affairs?
  - B. Will the “Special Events” foster understanding, collaboration and respect among the RSDM community?
  - C. Will the “Special Events” result in disruption to the school’s primary activities of education and patient care?
  - D. Are all members of the dental school community informed and welcomed to attend the “Special Events”. “Special Events” that restrict attendance by race, gender, ethnicity and/or religion **will not** be permitted on school and/or University property.
  - E. Is there any financial, religious and/or evangelical purpose to the “Special Event”? “Special Events” for the purpose of soliciting membership and/or funds or that provide financial gain to a speaker or speakers are not permitted, nor are “Special Events” for the purpose of recruiting to religious affiliations.
  - F. Will holding the “Special Events” in University property impose a financial burden to the University and/or the RSDM?
5. Reservations for “Special Events” are tentative and subject to cancellation. If a need for space arises directly related to the school’s academic and/or service mission, it takes priority and the “Special Events” reservation may be cancelled without notice.

## **STUDENT ASSISTANCE FACILITATOR**

Impairment of students due to substance abuse and other forms of mental and physical disorders adversely affects all aspects of the University's missions. These disorders may impair learning and/or academic performance including the provision of patient care. Conduct related to impairment may be sufficient grounds for disciplinary action, including dismissal, or involuntary withdrawal and may require immediate action to protect the health and safety of others. The Student Assistance Facilitator is available to identify and, when appropriate, assist students with impairments through referral to other appropriate resources. The RBHS policy, Students with Impairments, is at:

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>

Pursuant to the RBHS policy, Students with Impairments, the Student Assistance Facilitator has the following basic functions:

- Preliminary assessment of the validity of reports of behavior or incidents concerning a student that may be indicative of impairment
- Presentation of concerns to identified students
- Referrals for diagnosis and treatment
- Monitoring of students with impairments until final disposition
- Referral of students who are not cooperative or who are non-compliant to the appropriate School administrative office for possible disciplinary or other action
- Submission of an annual report of the activities of the Student Assistance Facilitator and any recommendations for improvements to the appropriate Dean and Vice Chancellor for Academic Affairs

The Student Assistance Facilitator is a health care provider designated by each Dean or by agreement among the Deans of the schools on each campus.

## **STUDENT COMPLAINT POLICY**

Procedures on how to file a complaint with Rutgers School of Dental Medicine (RSDM) or the Commission on Dental Accreditation:

A student complaint is described as anything that has the potential to impact the quality of education or student life. Any predoctoral or postgraduate student who has a complaint about any issue related to Rutgers or the School of Dental Medicine may contact the following sources:

For complaints including but not limited to	Recommended contact
Curriculum, grades, exams, courses, scheduling, AV, IT issues, classrooms, and academic actions	<p><b>Office of Academic Affairs - 973-972-4440</b>            Sr. Associate Dean of Academic Affairs; Assistant Dean of Academic Affairs; Assistant Director of Academic Affairs            Additional opportunities to express complaints while maintaining anonymity are provided through the course and teaching effectiveness evaluations completed at the end of each trimester in years 1-4.</p>
Faculty availability and comportment, confidentiality of records, perceived violations of an established practice or student policy noted in the student/postgraduate handbook, student health, and student mental health services	<p><b>Office of Student Affairs - 973-972-5064</b>            Sr. Associate Dean of Student Affairs            Director of Student and Multicultural Affairs            The Office receives, reviews and aids in satisfactory solutions to student problems and or complaints, and makes referrals to other offices as necessary.            Affiliated with the Office of Student Affairs are additional resources: academic advisors, foresight (peer) mentors, faculty mentors, Office of Multicultural Affairs</p>
Clinical and facility issues	<p><b>Office for Clinical Affairs - 973-972-6679</b>            Sr. Associate Dean for Clinical Affairs            Director for Clinical Affairs            Information also can be found in the clinic manual  <a href="http://sdm.rutgers.edu/clinic-manual/index.html">http://sdm.rutgers.edu/clinic-manual/index.html</a></p>
Conflicts with faculty, staff, and students	<p><b>Ombudspersons - 973-972-4825 or 973-972-3853</b>            Ombudspersons help to mediate disputes or negotiate resolution between parties and recommend changes in policies or procedure to school/university administrators, especially when there are identified patterns of complaints.</p>
Concerns regarding ethics or compliance related to financial, athletics, health care, research, affirmative action, and other issues at RSDM or Rutgers	<p><b>University Office of Ethics and Compliance – 800- 215-9664</b>            can be filed anonymously 24 hours a day, seven days a week at 1-800-215-9664 or by submitting an online report  <a href="http://rbhs.rutgers.edu/compweb/code/">http://rbhs.rutgers.edu/compweb/code/</a></p>

For complaints including but not limited to	Recommended contact
Discrimination and Harassment	<p><b>Office of Institutional Diversity and Inclusion</b>  <a href="mailto:oidi@rutgers.edu">oidi@rutgers.edu</a>  848-932-2483</p> <p><b>Office of Employment Equity</b>  <b>LISA S. GROSSKREUTZ</b>  <a href="mailto:lisa.grosskreutz@rutgers.edu">lisa.grosskreutz@rutgers.edu</a>  848 932-3980</p>
University-wide services	<p><b>Housing - 973-972-8796, EXT 2</b>  <b>Shuttle Bus Service Hotline - 848-932-7817</b>  <b>Public Safety (non-emergency) - 973-972-4491</b>  <b>Student Health - 973-972-8219</b>  <b>Student Wellness Service - 973-972-5429 or 4491</b>  <b>Office of Student Financial Aid - 973-972-4376</b></p>
Complaints concerning compliance with accreditation standard	<p><b>Commission of Dental Accreditation</b>  <b>211 East Chicago Avenue</b>  <b>Chicago, IL 60611-2678</b>  <b>800-621-8099 ext. 4</b></p> <p>The Commission on Dental Accreditation will review complaints that relate to a program's compliance with 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 admissions, promotion or dismissal of faculty, staff or students.</p> <p>A copy of the appropriate accreditation standards and/or commission's policy and procedure for submission of complaints may be obtained by contacting the commission.</p> <p>Each January, the Office of the Registrar sends a reminder email to all students, that reviews the role of the Commission on Dental Education (CODA), the Commission's policy and procedures for submission of complaints, and contact information for the Commission.</p>

If students are unsure of whom to best contact, students should contact the Office of Student Affairs who will either help resolve the issue or direct students to the appropriate resources.

## **STUDENT HEALTH SERVICES**

The Student Health Service is located in the Doctor's Office Center (DOC) Suite # 1750. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday and Thursday 8 a.m. to 6 p.m.. The Health Service provides general medical care. In the case of serious illness the facility offers assistance with consultations, hospitalizations or emergency treatment. Their phone number is 973-972-8219.

[http://njms.rutgers.edu/departments/family\\_medicine/shs/index.cfm](http://njms.rutgers.edu/departments/family_medicine/shs/index.cfm)

## **STUDENT LOUNGE**

The Student Lounge is located on the B-Level. It is available for student use at any time. Pool tables may be used without charge.

## **STUDENT RIGHTS AND RESPONSIBILITIES and DISCIPLINARY PROCEDURES**

The RBHS policy on Student Rights and Responsibilities and Disciplinary Procedures is available at:

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>

## **STUDENT WELLNESS PROGRAM**

Free and confidential short-term counseling services are available through the Student Wellness Program. On the Newark campus, it is located at 183 South Orange Avenue, E-level, telephone 973-972-5429. Day appointments are available Monday thru Friday. After 5 pm and on weekends, call 1-800-327-8248. Services are also available in Piscataway (732-235-5930).

## **TELEPHONES**

Students may use departmental phones for interoffice calls, calls to patients and other official matters, provided that permission has been received from faculty or staff of the department.

## **VENDING MACHINES**

Food and beverage vending machines are located in the University Hospital Cafeteria and in the Student Lounge.

## **PART 2: RUTGERS SCHOOL OF DENTAL MEDICINE MISSION AND GOALS STATEMENT**

Rutgers School of Dental Medicine mission is "...the pursuit of excellence in the undergraduate, graduate, postgraduate and continuing education of health professionals and scientists...and service to our communities and the entire State." Inextricably related to the University's overall mission, the mission of RSDM is the discovery, development, dissemination and use of knowledge toward enhancement of oral health.

## PART 3: ACADEMIC AND PROFESSIONAL REGULATIONS

### GRADING

**NOTE: These general regulations must be read and followed in conjunction with the specific rules and regulations of the respective graduate dental education program. (Approved by Executive Council June 6, 2017)**

A transcript is created for each student using grades achieved in each course. The method and criteria for evaluating performance will be established by each department, in accordance with any applicable CODA standards, and distributed by program directors at the beginning of the program. At the conclusion of a course, final letter grades, or pass/fail grades in the case of departmental courses, are transmitted to the Registrar's Office. CORE courses are graded as indicated in the chart below. For calculation of final grades, decimal values are rounded up to the next whole number if .5 or above and rounded down to the next whole number below if .49 or below, e.g. 89.5 would round to 90 while 89.4 would round to 89.

CORE course letter grades and their values are:

Letter Grade	Description
H (Honors)	Excellent , 94 and above
P (Pass)	Satisfactory, 80-93
F (Fail)	Failure, 79 and below. A grade of F will place the student on academic probation. If the F grade is between 60 -79, the student may remediate the F grade provided at least 75% of the lectures were attended; otherwise, the student must repeat the module. If the F grade is below 60 the student must repeat the module regardless of lecture attendance. Failure in 3 CORE I or CORE II modules will result in mandatory appearance before the Postgraduate Education Committee and may result in dismissal. Students with two irremediable failures in CORE I or CORE II will be required to appear before the Post Graduate Education Committee and may be subject to dismissal or on appeal repetition of the failed module(s). For a student in a two year program, module repetition may result in the assessment of additional tuition. An F grade, which is not removed within the timeframe set by the Postgraduate Program Director or CORE Course Director, may result in dismissal from the program.
F/New Grade	Upon remediation or retaking a module, the highest "new grade" attainable is 80, e.g. F/P. The original grade is sent to the registrar and is used in determining grade point average. A student who fails remediation or module repetition will be dismissed from RSDM.
I (Incomplete)	The grade of "I" is an interim grade assigned to a student who has been unable to complete course requirements. The "I" grade must be replaced by a satisfactory grade (according to criteria set by the CORE Course Director and the Program Director) prior to awarding of the certificate and/or Masters degree.
WP	Withdrawn Passing
WF	Withdrawn Failing

## **GRADE CHALLENGE PROCEDURE**

Whenever a postgraduate student disputes an individual letter grade, the following steps should be taken no later than five days after a grade is posted:

1. The first level of resolution is always between the student and the course director. Failing resolution at that level, the student may next contact the department chair--unless he/she is the course director in question--for resolution.
2. If resolution is not accomplished at the departmental level, the student may bring the matter to the Office of Academic Affairs. In presenting a grade challenge, the student must submit a written statement giving as much detail as possible. The grade challenge must be based on substantive evidence of incorrect calculations or other procedural errors which may have affected the grade. The Office of Academic Affairs will decide what further action, if any, should be taken.
3. All attempts will be made to resolve the problem with a minimum of delay. In seeking further resolution, a committee comprised of the Department Chair, the Associate Dean of Student Affairs (or designee), the Senior Associate Dean for Academic Affairs (or designee) and the Senior Associate Dean for Clinical Affairs (or designee) will render the final, non-appealable decision.

## **STUDENT EVALUATION**

- A. In addition to earning course grades, the academic and clinical performance of students enrolled in the postgraduate dental education programs must be continually evaluated. Evaluations will be conducted at least semiannually by the Postgraduate Program Director. More frequent evaluations may occur based upon each student's individual situation. Criteria used to evaluate a student's performance is developed by each postgraduate department and shared with the appropriate staff and students.
- B. Evaluation results will be provided to the student in writing.
- C. Students will be advanced to positions of higher responsibility only on the basis of a satisfactory evaluation of their readiness for advancement.
- D. The Postgraduate Program Director will maintain a permanent file for each student in their program which contains documentation of evaluation meetings, (including evaluations requested by outside organizations such as SACM), a record of student clinical and/or didactic activities, and formal evaluations.
- E. The student's file will be accessible to the student by appointment and will be available for review by accreditation bodies during site visits.
- F. The evaluations will be completed in AxiUm with a copy provided to the student and a copy maintained in the student's departmental file.
- G. All written notifications of academic status change will be copied to the Registrar and the Assistant Dean of Academic Affairs.



## **POST GRADUATE ACADEMIC DUE PROCESS**

**EFFECTIVE DATE: 07/01/2003 REVISION DATE: 10/15/12**

### *PURPOSE*

To set a policy for determining the procedure for rectifying unsatisfactory academic performance and for determining academic due process in postgraduate programs

### *RESPONSIBILITY*

The Postgraduate Director, Department Chairperson and Assistant Dean of Academic Affairs or designee are to ensure compliance with this policy.

### *POLICY*

It is the policy of Rutgers School of Dental Medicine to have a due process policy for postgraduate students.

### *PROCEDURE*

- A. If a student achieves documented unsatisfactory academic performance:
1. The Postgraduate Program Director will counsel the student.
  2. The Postgraduate Program Director will outline corrective measures and will establish criteria and time frames for the remediation of the unsatisfactory academic performance.
  3. The Postgraduate Program Director will document all interactions with the student in the student's departmental file with copies to the student.
  4. At the end of the stated time frame or sooner if necessary, the Postgraduate Program Director will meet with the student to evaluate and document the student's progress in remediating the unsatisfactory academic performance.
  5. If the student successfully remediates the unsatisfactory academic performance:
    - a. The Postgraduate Program Director will indicate this in the student's departmental file with copies to the student, registrar and the Assistant Dean of Academic Affairs as soon as it has occurred.
  6. If the student does not successfully remediate the unsatisfactory academic performance:
    - a. The Postgraduate Program Director will determine the progress and current performance of the student and will make a recommendation to the Postdoctoral Education Committee for any of the following academic actions:
      - 1) Extension of time permitted to remediate the unsatisfactory academic performance
      - 2) Repetition of all or part of the program's curriculum
      - 3) Dismissal
  7. If the unsatisfactory academic performance occurs in the CORE curriculum, the Assistant Dean of Academic Affairs or designee, after consultation with the involved CORE Course Director(s), will take part in the above noted steps detailed in A, 1-6.
- B. At the conclusion of each academic year, Postgraduate Program Directors will present to the Postdoctoral Education Committee all postgraduate students for review. By majority vote, those students whose academic performance has been satisfactory will advance in their program. For those students whose academic performance has been unsatisfactory, the Postgraduate Program Director will recommend the following action(s) to the Committee:
- Extension of time to remediate
  - Repetition of all or part of the curriculum
  - Dismissal

The Postdoctoral Education Committee Chairperson or designee will notify the student in writing of the Program Director's recommendation, with copies to the Associate Dean of Academic.

The letter to the student will include the following:

1. The academic action(s) recommended to the Postgraduate Education Committee and the reasons for the action(s).
  2. A review of the Postgraduate Academic Due Process Policy.
  3. An invitation to the student (at least five days in advance), to appear at the next meeting of the Postdoctoral Education Committee.
  4. Notification that in appearing before the committee, the student may submit a written statement and answer questions to explain any extenuating circumstances that may have contributed to the poor academic performance.
  5. Notification that the student may invite an individual other than an attorney to accompany them during the presentation, but not to address the committee.
- C. If, in the opinion of the Postgraduate Program Director, the student may pose a hazard to patient safety, the Program Director, in consultation with the Department Chairperson may immediately relieve students of clinical duties until final disposition of the process, with notification to the Assistant Dean of Academic Affairs and the Sr. Associate Dean of Clinical Affairs. The student is required to attend the didactic portion of their program including CORE curriculum courses until final disposition of the process.
- D. At the meeting of the Postdoctoral Education Committee, the Postgraduate Program Director or CORE Course Director will present the reasons for the academic action. Following the presentation, the student will present his/her statement. After deliberation, the committee will either request more information concerning the student or vote on the matter at hand. The Postgraduate Program Director or the involved CORE Course Directors (depending upon the origination of the unsatisfactory performance evaluation) may not participate in any deliberations or voting of the Committee. The action of the Committee will be conveyed to the student in writing by the Office of Academic Affairs.
- E. The student may appeal the decision to the Dean of RSDM. The request for an appeal must be made in writing to the Dean within five working days after having received notification from the Office of Academic Affairs of the Postdoctoral Education Committee's action. A decision regarding the appeal will be made by the Dean usually within ten working days of receipt of the appeal. This decision is final and not subject to further appeal.
1. Prior to submission of a request to the Dean appealing a Postdoctoral Education Committee decision of dismissal, the student must submit to the Office of Student Affairs a completed RSDM "sign-out" form. Both the "sign-out" form and the appeal request must be submitted within five working days following receipt of the Postdoctoral Education Committee decision.
- F. Any extension of time or repetition of all or part of the curriculum may result in an additional tuition assessment. A student's continuation in the program may also be subject to approval by the Commission on Dental Accreditation (CODA); neither Rutgers nor RSDM will assume any responsibility to alter the Program or the Program's enrollment to achieve a favorable action by CODA.

#### **ATTENDANCE POLICIES FOR POSTGRADUATE STUDENTS**

The Rutgers School of Dental Medicine considers attendance to be integral to the dental education process. Consistent attendance enables the student to achieve the required level of didactic and clinical competence while providing dependable comprehensive care to our community of patients. Failure to maintain appropriate attendance may impact a student's ability to fulfill academic requirements and/or may demonstrate a failure to uphold standards of professional conduct.

1) **Definition of Absences:**

**Anticipated Absence:** When a student knows in advance that he/she will be absent from a clinical or didactic learning session such as for religious holiday observance or vacation.

**Unanticipated Absence:** When a student does not know in advance that he/she will not be present for a clinical or didactic learning session. These absences are due to unforeseen events including but not limited to a death in the family, a sickness or a car breakdown. For these absences to be considered **excused**, documentation is required. Absences involving a CORE course are processed thru the Office of Academic Affairs; departmental Program Directors process other absences.

2) **General Attendance policies:**

Attendance is mandatory for both clinical and didactic portions of the curriculum. Attendance implies arriving promptly at the start of the learning session and remaining until its conclusion.

Vacation/time-off policy is set by each postgraduate department. Postgraduate departments also are responsible for assuring and scheduling adequate student/faculty clinic coverage at all times, including RSDM holidays as noted on the academic calendar at

<http://sdm.rutgers.edu/calendar/index.htm>.

Postgraduate students will receive written notice from their respective Postgraduate Program Director of all policies concerning time-off and holiday clinic coverage at the beginning of their program.

CORE Curriculum Course Directors will also provide students with written notice of attendance/make-up policy at the start of each course, as part of the course syllabus.

Time off for anticipated absence should be scheduled as far in advance as possible but at least 30 days prior to the absence. After the anticipated absence form has been signed by the Department Chairperson, Research Mentor (if indicated) and/or the CORE Course Instructor (if indicated), it must be brought to the Office of Academic Affairs for final review.

Absences for reasons such as dental meetings, presentations and /or interviews must have prior approval from the Postgraduate Director. The Postgraduate Program Director reserves the right to deny a request for this type of absence based on the need to maintain clinic coverage and provide continuity of patient care.

A student who is absent due to an illness that lasts more than 3 days must be examined by a doctor prior to resuming classes and clinics and must present a valid, dated, doctor's note upon their return to school.

3) **Attendance Policies for Scheduled Exams:**

A student is required to sit for all exams as scheduled. If an unforeseen circumstance arises the day of an exam, Academic Affairs (973-972-4440) must be notified by e-mail or phone if the exam is in a CORE course and the Postgraduate Program Director must be notified if the exam is in a departmental course. All absences from scheduled examinations must be substantiated by a dated doctor's note, car repair bill or some other valid method of verification. If Academic Affairs or the Postgraduate Program Director approves the excuse, the student will be given

a makeup exam. Any absence from a scheduled examination that is not approved will result in an F grade (zero points) being recorded for the examination. The student must be prepared to take the exam upon their return to school unless other arrangements have been made with the CORE Course Director or Postgraduate Program Director.

## **REQUIREMENTS FOR GRADUATION**

A certificate will be conferred upon those candidates who have met the following requirements:

1. Regular attendance for the prescribed period of academic years of instruction.
2. Satisfactory completion of curricular requirements in the didactic and clinical areas of each of the years of study.
3. Adherence to high standards of ethical and professional conduct.
4. Completion of the Graduate Dental Education Program's sign-out sheet, including payment of all financial obligations and return of all loan equipment to the dental school.

## **LEAVE OF ABSENCE**

At the discretion of the Office of Student Affairs, a student may be granted a leave of absence from the dental school. The request must be submitted in writing and must state the reason(s) for the request. A personal interview with the Office of Student Affairs is also required before the request can be granted.

A leave of absence can normally be no longer than one academic year. In extreme circumstances and upon the student's written request, the Office of Student Affairs may extend the leave of absence for an additional academic year. Any student request for an additional extension of the leave of absence must be presented to and granted by the Executive Council. No leave of absence will be extended beyond three consecutive academic years.

Prior to making a decision concerning the requested leave of absence, the Office of Student Affairs will consult with the Postgraduate Program Director to:

1. Evaluate the impact of the leave of absence on the student's academic program.
2. Determine the student's academic status at the time the request is made. If the request is made while courses are in progress, the Program Director may be asked to provide evaluation of the student's progress to date. Regular grade reports will be used if the request is made at the end of an evaluation period.
3. Evaluate the leave's impact on patient care, if applicable.

If the leave of absence is for reasons of physical or mental health, the student must provide a letter from a qualified health care professional supporting the request. The student must also obtain a statement from a health care professional at the end of the leave of absence certifying that the student is able to safely resume the academic program. The Office of Student Affairs may require that the student be examined by an independent evaluator and/or the Rutgers Student Health Service prior to readmission to the academic program. The decision of the Office of Student Affairs will be transmitted to the student in writing. The written communication will also delineate what special conditions, if any, the student must fulfill prior to readmission. A student may appeal the decision of the Office of Student Affairs only to the Dean of the dental school. The decision of the dean is final.

When a student is ready to return from the leave of absence, the request for reinstatement must be in writing. The Office of Student Affairs will consider the student's request and make a decision concerning the student's reinstatement based on:

1. The student's academic record
2. Evidence that the circumstances necessitating the leave of absence have been resolved
3. An assessment of the student's potential to successfully complete the curriculum

#### 4. Availability of facilities to accommodate the student

#### **THERE IS NO GUARANTEE THAT THE STUDENT WILL BE REINSTATED.**

NOTE: A STUDENT RETURNING FROM A LEAVE OF ABSENCE IS PLACED AT AN APPROPRIATE PLACE IN THE CURRICULUM AS DETERMINED BY THE PROGRAM DIRECTOR IN CONSULTATION WITH THE OFFICE OF ACADEMIC AFFAIRS. THE STUDENT IS REQUIRED TO MEET ALL GRADING AND CURRICULAR REQUIREMENTS OF THE CLASS IN WHICH THE STUDENT IS PLACED ON THEIR RETURN. NO ASSURANCE IS MADE OR IMPLIED THAT A STUDENT WILL FOLLOW THE SAME CURRICULUM, JOIN THE SAME CLASS, OR CONTINUE IN THE SAME RESEARCH PROJECT AS THE ONE THEY WERE PART OF PRIOR TO THE LEAVE.

INTERNATIONAL STUDENTS AND STUDENTS RECEIVING FINANCIAL AID ARE ADVISED THAT A LEAVE OF ABSENCE MAY ADVERSELY AFFECT THEIR VISA STATUS OR THEIR FINANCIAL AID STATUS. IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF AND UNDERSTAND THE EFFECT THE LEAVE OF ABSENCE WILL HAVE ON THEIR VISA OR FINANCIAL AID STATUS PRIOR TO INITIATING THE REQUEST FOR A LEAVE OF ABSENCE. STUDENTS ARE ADVISED TO CONTACT THE OFFICE OF INTERNATIONAL SERVICES AND/OR THE OFFICE OF FINANCIAL AID PRIOR TO INITIATING THE REQUEST FOR A LEAVE.

#### **SIGNING OUT PRIOR TO A LEAVE OF ABSENCE**

A student applying for a leave of absence must execute a sign-out form, return all loan equipment and settle all indebtedness within five (5) working days of the date of application for the leave. In the event loan equipment and other debts are not resolved within five (5) working days of the date of application, the student will be given a five (5) day extension to settle all accounts. The leave of absence can then be granted with the effective date coinciding with the original request.

All emergency leaves of absence that result in outstanding loan equipment and/or other indebtedness must be resolved before the student is eligible to be readmitted to the dental school. In all other cases, the student must complete the Graduate Dental Education Program's sign out sheet, including return of all loan equipment and payment of all financial obligations.

A student who leaves the dental school in possession of loan or leased equipment, unpaid financial obligations and/or an incomplete patient record review, will be subject to legal action. The dental school's Office of Administration and Finance will initiate the appropriate legal action based on consultation with the University's Office of General Counsel. The student's file will be closed to requests for release of information until all loan equipment is returned and/or financial obligations paid.

#### **READMISSION FOLLOWING WITHDRAWAL OR DISMISSAL**

If a student withdraws or is dismissed from the dental school, he/she may not be readmitted to the school without completing the full admissions process, including meeting all deadlines and supplying required documentation of an entering student. The re-applicant will provide evidence which demonstrates the likelihood of success in the Postgraduate program, considering the circumstances leading to the prior withdrawal or dismissal. The applicant must discharge all outstanding debts to the school prior to applying for readmission.

If accepted, exemptions from any courses previously completed will be at the discretion of the Postgraduate Program Director.

## **PROGRAM FOR MAINTAINING HEALTH, SAFETY AND PROFESSIONALISM**

### **Introduction**

The purpose of this program is two-fold: (1) to protect students and patients from injury and/or contamination; and (2) to establish a professional atmosphere and enhance patient confidence in the competence of the student practitioner.

The regulations outlined below were established to promote the purpose of the program. Together, they help insure both protection and professionalism.

### **Immunization Policy**

<http://health.rutgers.edu/who-are-you/incoming-students/pre-entrance-immunizations>

### **CPR Policy**

All Postgraduate Dental Education students are required to have Basic Life Support "C" certification for health care providers. No Postgraduate student will be allowed to participate in the clinical program without up-to-date CPR certification.

### **Infection Control Policy**

The infection Control Program Manual is made available online to all students by the Office for Environmental Safety. All students are mandated to follow its directives at all times.

### **Professional Atmosphere**

The dental school provides both professional training and health care services. To patients, each student and faculty member stands as a representative of their colleagues, present and potential. Therefore, each must show respect for the other. Errors of judgment, poor clinical performance or other shortcomings should not be discussed in front of patients, staff, other students or faculty. Common sense and common courtesy require that criticism be voiced privately and only to the individual concerned. Patient confidence in the skill of students or of the faculty supervising them will not be promoted by harsh verbal exchanges about clinical competence or signs of disrespect and hostility.

## **PART 4: GRADUATE EDUCATION PROGRAMS, ADMINISTRATIVE OFFICES AND COMMITTEES**

### **GRADUATE DENTAL EDUCATION PROGRAMS:**

<http://sdm.rutgers.edu/students/current/postdoctoral/index.html>

### **ENDODONTICS**

<http://sdm.rutgers.edu/departments/endodontics/endodontics.htm>

### **ORAL MEDICINE**

<http://sdm.rutgers.edu/students/prospective/postdoctoral/other/omf.html>

### **ORTHODONTICS**

<http://sdm.rutgers.edu/students/prospective/postdoctoral/ada/ortho.html>

### **PEDIATRIC DENTISTRY**

<http://sdm.rutgers.edu/students/prospective/postdoctoral/ada/pediatric.html>

### **PERIODONTICS**

<http://sdm.rutgers.edu/students/prospective/postdoctoral/ada/perio.html>

### **PROSTHODONTICS**

<http://sdm.rutgers.edu/students/prospective/postdoctoral/ada/prosthodontics.html>

### **MASTER OF DENTAL SCIENCE**

<http://sdm.rutgers.edu/departments/oral-biology/masters/index.htm>

### **MASTER OF SCIENCE IN DENTISTRY**

<http://sdm.rutgers.edu/departments/oral-biology/masters/index.htm>

### **ADMINISTRATIVE OFFICES AND SCHOOL-WIDE COMMITTEES:**

#### **ACADEMIC AFFAIRS**

[http://sdm.rutgers.edu/about/admin\\_academic-affairs.html](http://sdm.rutgers.edu/about/admin_academic-affairs.html)

#### **ADMINISTRATION AND FINANCE**

[http://sdm.rutgers.edu/about/admin\\_finance.htm](http://sdm.rutgers.edu/about/admin_finance.htm)

#### **CLINICAL AFFAIRS**

[http://sdm.rutgers.edu/about/admin\\_clinical-affairs.htm](http://sdm.rutgers.edu/about/admin_clinical-affairs.htm)

#### **FINANCIAL AID**

[http://rbhs.rutgers.edu/studentfinancialaid/index\\_new\\_brow.htm](http://rbhs.rutgers.edu/studentfinancialaid/index_new_brow.htm)

## **RESEARCH**

<http://sdm.rutgers.edu/research/>

## **STUDENT AFFAIRS**

[http://sdm.rutgers.edu/about/admin\\_student-affairs.htm](http://sdm.rutgers.edu/about/admin_student-affairs.htm)

## **SCHOOL-WIDE COMMITTEES:**

The following are the committees on which Rutgers School of Dental Medicine postgraduate students serve:

- RSDM Master Educator
- Hearing Body
- Quality Assurance

## **POSTDOCTORAL EDUCATION COMMITTEE**

This committee is responsible for recommending policy relating to the academic performance and progress of postgraduate students. It meets regularly to provide oversight on student performance and make recommendations for academic action to be taken regarding postgraduate students.

## **Policy Library:**

<http://policies.rutgers.edu/> and <http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>



## **PART 5: CODE OF PROFESSIONAL CONDUCT AND ETHICS**

### **RSDM CODE OF PROFESSIONAL CONDUCT AND ETHICS**

**(Approved by the Executive Council October 17, 2007, and effective January 1, 2008; Amended May 13, 2008, December 7, 2011, and September 5, 2012)**

#### **PREAMBLE**

Rutgers School of Dental Medicine is an academic community dedicated to teaching and fostering the principles of moral and humanistic conduct expected of future health professionals. The students, administration, faculty and staff firmly believe in the development of ethical values as an integral component of education, service and research.

Standards of professional integrity formed during dental education become the cornerstone for entrance into the profession and continued good standing as a practitioner of future honorable conduct. To this end, the School of Dental

Medicine, in compliance with all applicable Rutgers policies, is committed to the adherence and enforcement of the American Dental Association Principles of Ethics and Code of Professional Conduct, the Rutgers Policy on Student Rights, Responsibilities and Disciplinary Procedures, and the Rutgers School of Dental Medicine Honor Code.

This Honor Code is a "living document" and as such, it will incorporate by reference any new and/or amended policies adopted by Rutgers or the School of Dental Medicine as these policies apply to or touch upon the principles set forth in this document.

#### **ARTICLE I Principles of Professional Conduct**

1. All members of the dental school community are expected to abide by the highest ethical standards.
2. All members of the dental school community will foster a professional atmosphere that dissuades unethical conduct.
3. All members of the dental school community should receive fair and equal treatment in University endeavors.
4. All members of the dental school community will demonstrate a commitment to collaboration, respect, cooperation and harmonious relationships in the working and learning environment.

#### **ARTICLE II Hearing Body (Article II Amended by the Executive Council May 5, 2009)**

The Hearing Body will be an Ad Hoc Committee of the dental school, comprised as follows:

1. Students (4 voting) – Hearing Body for Accused Postgraduate Student:
  - a. The panel of e student members of the Hearing Body for a postgraduate student will be as follows: two Predoctoral Senior students and two Postgraduate students that are not part of the accused's Postgraduate Program. The two Predoctoral senior students will be selected in accordance with the hearing body procedures described in the Predoctoral Student Handbook. The two Postgraduate students will be selected from a pool of five Postgraduate students (one from each specialty program).
  - b. First-year Postgraduate students can volunteer or be nominated by other members of their program and must be recommended by the Postgraduate Program Director. If necessary, the Hearing Body members will interview multiple candidates from a specialty program to finalize the selection of one Postgraduate student from each of

the five specialty programs.

- c. Each Postgraduate student serves a 2-3 year term, depending on the length of the specialty program. Should a Postgraduate member, either voluntarily or involuntarily be unable to complete a term, they will be replaced following the procedure noted above.
  - d. Postgraduate Students from the same specialty program as the accused Postgraduate Student will not be selected to attend the orientation, hearing or deliberations concerning a classmate.
2. Four Faculty (3 voting, 1 non-voting. All appointed by the Dean)

Voting Members:

- a. Each voting faculty member will serve a four-year term, with a limit of two consecutive terms.
- b. The Dean will appoint an alternate voting faculty member in the event of a conflict of interest.
- c. A voting faculty member will be appointed by the Dean as the Hearing Body Chairperson for each hearing.

Non-Voting Member:

- a. The non-voting faculty member will serve as a Historian/ Advisor/Educator, with no limit on term.
  - b. The non-voting faculty member will be responsible for cataloguing sanctions from year to year for administrative purposes.
  - c. The non-voting faculty member and the student Hearing Body members will lead an orientation session(s) introducing incoming students to the Honor Code with a presentation, Q&A period and a formal signing ceremony.
  - d. Along with the Dean and student Hearing Body members, the non-voting faculty member will be responsible to provide continuous Honor Code education for the entire academic community.
  - e. The non-voting faculty member may participate in all Hearing Body functions but is ineligible to vote.
3. The Sr. Associate Dean of Student Affairs or designee (ex-officio) is present during Hearing Body actions to facilitate the Hearing Body process and to clarify and interpret policy and procedures.

**ARTICLE III Guidelines for Violations and Suggested Sanction Levels**

Sanctions will be proposed by the Hearing Body after the allegation(s) in the complaint has/have been established by a preponderance of the evidence. The burden of proof is on the complainant. The sanctions listed herein will serve as disciplinary guidelines for ethics violations as per category The Hearing Body, during its deliberations, is empowered to deviate from the guidelines on a case by case basis. All sanctions recommended by the Hearing Body must be accompanied by written justification to the Dean. In the event an ethics violation is not specifically listed, the Hearing Body will decide the appropriate sanction during its deliberations.

1. The following infractions are grounds for dismissal from the RSDM:
  - a. Obtaining, receiving, giving or using, or attempting to obtain, receive, give or use assistance during an examination, clinical exercise, assignment or academic evaluation from any source that is not authorized by the faculty. This shall include, but is not limited to copying from or allowing another student to copy from an examination, clinical exercise and/or other academic assignment, communicating with another student in order to exchange information that is unauthorized or unreleased, and/or using unauthorized or unreleased notes or other devices, such as, but not limited to, computers, I-pods, cell phones, etc.
  - b. Obtaining, receiving, giving or using, or attempting to obtain, give or use any unauthorized knowledge about examination questions, clinical exercise, assignments and/or other academic evaluations.

- c. Falsifying or attempting to falsify any information or signatures on academic or clinical documents. This shall include, but is not limited to, changing answers on an examination after it has been returned.
- d. Theft, willful damage, vandalism or abuse of any possession(s) of a member of the RSDM community or the property of the school or university. This shall include, but not be limited to, keeping patients' payments for clinical work done by students.
- e. Plagiarism and/or the submission of papers, lab assignments or projects that are not exclusively the work of the student(s) being graded.
- f. Violation of any federal or state law or regulation.
- g. Harassment, intimidation or bullying as defined in Student Rights, Responsibilities and Disciplinary Procedures.
- h. Active or intentional obstruction of a Hearing Body investigation.
- i. Willfully withholding information concerning violations of the Honor Code.

2. The following infractions are grounds for suspension from RSDM:

- a. Unauthorized collaboration on an assignment.
- b. Interfering, or attempting to interfere with the performance of another student on an examination, exercise or clinical procedure.

3. The following infractions are grounds for a written or oral reprimand:

- a. Behavior that causes a material and substantial disruption to the educational mission of the school or an individual's work or study.
- b. Disregard of rules and regulations relating to personal conflict resolution.
- c. Behavior that violates principles of professional conduct in an academic or clinical environment, unless the seriousness of the behavior warrants suspension or dismissal.

4. The following is grounds for probation:

A student found guilty of an ethics violation by the Hearing Body who is not dismissed will be placed on probation for a specified period of time. In the event a student is suspended, the probationary period will commence upon his/her return from the suspension. The term of the probationary period will be determined by the Hearing Body upon imposition of the discipline. During the probationary period the student will be under heightened scrutiny and any further infractions committed during this period will be reviewed by the Hearing Body. If the Hearing Body concludes that the student has again violated this Honor Code, University Policy or canons of Professional Conduct, this student will be subject to further discipline, up to and including dismissal.

5. Penalties for repeat violations:

Students found guilty by a Hearing Body of at least two offenses warranting either a reprimand or suspension will be subject to an additional hearing by the Hearing Body to determine whether or not additional discipline is warranted. Additional discipline may include dismissal. This rule is effective whether or not the second violation occurs during a probationary period.

6. Withholding of Degree or Certificate: Temporary or Permanent

A student will not receive a degree or certificate until a Hearing Body has adjudicated all ethical and disciplinary charges against the student. If a student is dismissed from the Dental School his or her degree or certificate will be permanently withheld.

7. Degree or Certificate Revocation:

A student who has graduated from the dental school and is discovered to have violated any federal or state law or regulation or University or school policy while attending the dental school is subject to degree or certificate revocation.

**ARTICLE IV Procedure – Students**

Refer to University Policy on Student Rights, Responsibilities and Disciplinary Procedures at:  
[http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy\\_Students%20Rights%2C%20Responsibilities%2C%20and%20Disciplinary%20Procedures%206.19.13.pdf](http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy_Students%20Rights%2C%20Responsibilities%2C%20and%20Disciplinary%20Procedures%206.19.13.pdf)

**ARTICLE V Procedure – Faculty**

Alleged infractions of ethical standards or violations of state or federal law by a faculty member shall be referred by any member of the RSDM community to the appropriate Chairperson, and, if necessary, to the Dean for potential resolution.

**ARTICLE VI Procedure - Staff**

Alleged infractions of ethical standards shall be referred by any member of the RSDM community to the staff member's immediate supervisor who will investigate and, if necessary, take appropriate action.

**ARTICLE VII Distribution**

The Dean will be responsible for educating all members of the RSDM academic community concerning the RBHS Policy on Student Rights, Responsibilities and Disciplinary Procedures as well as the RSDM Honor Code. Copies of this Honor Code shall be distributed to the RSDM community on an annual basis, with additional publication as deemed necessary by the Dean or Hearing Body. This Honor Code will also be posted on-line on the RSDM website. Additionally, a report of the violations and sanctions adjudicated during the prior academic year will be generated, with confidentiality maintained as required by FERPA and other applicable laws.

**ARTICLE VIII Standardized Examination Pledges**

1. FORM FOR WRITTEN EXAMINATIONS (IN-BUILDING OR TAKE HOME):  
(This is to be read aloud at the beginning of the examination by the examiner when applicable)

I affirm that I have neither given nor received unauthorized assistance on this examination and that I have complied with the *Code of Professional Conduct and Ethics* contained in the current Rutgers School of Dental Medicine Student Handbook.

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Print Name and Student Exam Number

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Student Signature

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Date

## 2. FORM FOR ELECTRONIC EXAMINATIONS:

I agree to not discuss the questions or answers with any other student prior to the close of the examination availability period. I also agree to comply with the *Code of Professional Conduct and Ethics* contained in the current Rutgers School of Dental Medicine Handbook. By pressing the FINISH/SUBMIT button I affirm that I have neither given nor received unauthorized assistance on the completion of this examination.

## PART 6: STUDENT FINANCIAL RESPONSIBILITY

**University Policy:** Student Tuition and Fees Obligations

[http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy\\_Student%20Tuition%20and%20Fees%20Obligations\\_6.19.13.pdf](http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy_Student%20Tuition%20and%20Fees%20Obligations_6.19.13.pdf)

### DENTAL SCHOOL POLICY

#### *Tuition and Fees*

All tuition and fees must be paid prior to the start of each semester. Tuition and fees are deducted from any financial aid award, and the balance, if any, is refunded to the student. Refund checks are generated in approximately seven working days.

#### *Deferred Payment Plan*

The Office of Administration and Finance administers the deferred payment plan. The student must:

1. Pay all fees plus one-half of the tuition before or during the registration week.
2. Pay one-quarter of the tuition up to 30 days after the registration week and the balance up to 60 days after the registration week.

A \$20 fee is charged for the deferred payment plan. Any student who initiates the deferred payment plan and cannot meet the stated financial obligations must contact the Financial Aid Office immediately to discuss alternate sources of financial assistance. Failure to meet the requirements of the deferred payment plan will result in assessment of the \$50 per month late fee.

#### *Non-Payment*

Failure to pay tuition and fees when due will result in the following:

<b>ACTION TAKEN</b>	<b>ACTION TAKEN BY</b>
Late Fee Assessed: \$50 per month	Administration and Finance
Suspension from all academic activities	Academic Affairs
Delayed Graduation	Academic Affairs
Disqualification from National Boards/Licensing Examination	Student Affairs
Withholding of Transcript	Registrar
Withholding of Dean's Letter of Recommendation	Student Affairs

### *Graduation*

Before a diploma or certificate is awarded to a graduating student, the student must obtain the final check-out form from the Office of Student Affairs, secure the signatures of all listed individuals and return the completed form to the Office of Student Affairs.

A postgraduate student who has not completed all program requirements by their scheduled program completion date will be granted a 3 month tuition-free extension in order to complete requirements and graduate from the program. If the program requirements have not been completed by the end of the 3 month extension, the student will continue as a full-time student into the subsequent semester(s) and will be assessed full tuition and any associated fees accordingly until the program requirements are completed.

The maximum time frame permitted to complete a program varies by program and may be established by the Commission on Dental Accreditation (CODA) in those postgraduate programs accredited by CODA. Students are advised that they are responsible to know the maximum time frame permitted for the completion of their respective program, as they will not be graduated and certificates and/ or degrees cannot be awarded if the requirements of the program have not been completed within the permitted time frame.

### *Withdrawals/Dismissal/Repetition/Leave of Absence*

A student who withdraws, is dismissed, is on a leave of absence or is required to repeat an academic year which results in any period of non-attendance, must complete the required check-out form.

### *Equipment, Instruments and Expendable Supplies*

All students must lease and/or purchase the prescribed instruments and expendable supplies as authorized by the dental school. NO SUBSTITUTIONS WILL BE PERMITTED. An appropriate annual fee is assessed for each student for use of the assigned items. It is the student's responsibility to pay the replacement cost of any lost or broken loan instrument(s).

### *Refund of Tuition and Fees Policy*

<b>STATUS</b>	<b>Tuition</b>	<b>RUTGERS-sponsored Health Insurance</b>	<b>All Other Fees</b>
Dismissal	80% refund within first third of semester	contact carrier	no refund
Leave of Absence	80% refund within first third of semester	contact carrier	no refund
Withdrawal	80% refund within first third of semester	contact carrier	no refund

#### **Note:**

1. Refunds are not automatic and must be requested by the student.
2. All refunds for tuition will be determined by the Director of Postgraduate Education.
3. No refund will be granted prior to completion of the required check-out form

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AND NEW JERSEY FINANCIAL AID PROGRAM ELIGIBILITY – GRADUATE DENTAL EDUCATION PROGRAMS

(Approved by Executive Council September 8, 2009, Amended by Executive Council December 7, 2011; Amended November 20, 2012)

### I. PURPOSE

This policy defines satisfactory academic progress for all RSDM matriculating students in the Postgraduate Dental Education Programs:

- Endodontics
- Oral Medicine
- Orthodontics
- Pediatric Dentistry
- Periodontics
- Prosthodontics
- Master of Dental Science
- Master of Science in Dentistry

### II. ACCOUNTABILITY

The RSDM Registrar, in conjunction with the Postgraduate Program Directors, is responsible for implementing the policy and maintaining statistics on *Satisfactory Academic Progress*. The Office of Academic Affairs is charged to annually review policies and procedures concerning student progress towards postgraduate program completion. This information will be documented in the minutes of the Postdoctoral Education Committee meeting at the completion of the academic year. The Assistant Dean of Academic Affairs will be notified of students not making *satisfactory academic progress* as well as any academic action decided upon by the Postdoctoral Education Committee Chairperson or designee. The Office of Financial Aid along with the Office of International Services may also be notified, if indicated.

### III. POLICY

Sound academic principles require that students be required to maintain standards of *Satisfactory Academic Progress*. In addition, federal regulations require the School to establish *Satisfactory Academic Progress* standards for students who are awarded federal financial aid funds. The following standards apply to all matriculating full-time or less than full-time students, whether they are financial aid recipients or not. Students who fail to maintain *Satisfactory Academic Progress* annually may be placed on financial aid probation, may be placed on an academic plan, may be required to repeat an academic year, may be dismissed, or may voluntarily withdraw, in accordance with the policies of the School. The standards of *Satisfactory Academic Progress* measure a student's performance by completion rate and maximum time frame.

#### A. *Completion Rate and maximum time frame*

1. A student in a two-year program must complete all requirements for the certificate within three academic years after first enrollment in the program, not including any time for approved Leave of Absence, student scholar status, academic amnesty/renewal, dual degree enrollment or disciplinary suspension regardless of full or less than full time enrollment. The two-year student who fails no more than one course at the end of an academic year and is approved to continue in the program by the Postdoctoral Education Committee is considered to be making

*Satisfactory Academic Progress.* The two-year student who fails more than one course and/or is not approved to continue by the Postdoctoral Education Committee at the end of an academic year is considered to NOT be making *Satisfactory Academic Progress*.

2. A student in a three-year program must complete all requirements for the certificate within four-and-a-half academic years after first enrollment in the program, not including any time for approved Leave of Absence, student scholar status, academic amnesty/renewal, dual degree enrollment or disciplinary suspension regardless of full or less than full time enrollment. The three-year student who fails no more than one course and is approved to continue in the program by the Postdoctoral Education Committee at the end of an academic year is considered to be making *Satisfactory Academic Progress*. The three-year student who fails more than one course and/or is not approved to continue by the Postdoctoral Education Committee at the end of an academic year is considered to NOT be making *Satisfactory Academic Progress*. Any enrollment beyond the standard three years of the program may be subject to approval by CODA.
3. No transfer credit is accepted for any course.
4. All coursework applies to the Graduate Dental Education certificate and/or diploma.

Valid letter grades and their values are:

<u>Letter Grade</u>	<u>Description</u>
H (Honors)	Excellent
P (Pass)	Satisfactory
F (Fail)	Failure - A grade of F will place the student on academic probation. If the F grade or any other unsatisfactory performance is not removed after one semester, the student will be subject to dismissal from the program.
F/New Grade	Grade on re-examination or remediation
I (Incomplete)	The grade of I is an interim grade assigned to a student who has been unable to complete course requirements through no fault of their own. The I grade must be replaced by a satisfactory grade (according to criteria set by the program director) prior to awarding of the certificate.
WP	Withdrawn Passing
WF	Withdrawn Failing

#### *B. Notification of Lack of Satisfactory Academic Progress and Reinstatement*

At the end of the academic year, all postgraduate students who have not met the standards of *satisfactory academic progress* are notified by the Chairperson or designee of the Postgraduate Education Committee. (Refer to page 31 of this handbook for the policy regarding Postgraduate Academic Due Process). Depending upon the academic action voted on by the Postdoctoral Education Committee and any decision by the Dean following student appeal, a student receiving financial aid may be notified by the Assistant Dean of Academic Affairs that they have been placed on financial aid probation, have lost financial aid eligibility or an academic plan has been created.



### *C. Appeal for Reinstatement of Financial Aid Eligibility*

Students who wish to appeal for reinstatement of financial aid eligibility may do so in writing to the Dean or designee.

- 1.) A signed appeal letter request must include a detailed statement of the facts and circumstances supporting the appeal in addition to why the student believes the determination should be changed.
- 2.) All information supporting the appeal.

The student will be notified in writing by the Dean or designee of the final decision regarding the appeal.

### *D. Financial Aid Probation*

Financial aid Probation is awarded to a student if the appeal is approved. While on Financial Aid Probation, the student is eligible to receive financial aid funding for one term.

### *E. Academic Plan*

An Academic Plan is created for a student who will not be able to complete the necessary benchmarks to regain *Satisfactory Academic Progress* status by the end of the financial aid probation period of one term. The Academic Plan includes benchmarks that must be completed successfully for each successive term in order to continue on the plan and continue to be eligible for financial aid.

### *F. Dismissal or Withdrawal*

Students who are dismissed or withdrawn from the School are not making *Satisfactory Academic Progress* and are not eligible to receive financial aid.

### *G. Non-Attendance*

Excessive absence from any course may result in a failure grade and is dealt with by the appropriate Program Director.

### *H. Other Institutions*

Students enrolled in University-recognized dual-degree programs are subject to the standards of academic progress of this policy.

### *I. Documentation*

Documentation of decisions concerning probation, dismissal, appeal, unsatisfactory progress or re-establishment of *Satisfactory Academic Progress* shall be transmitted to the affected student and maintained in the student academic file in accordance with Rutgers record retention requirements. The Assistant Dean of Academic Affairs or designee will maintain a statistical review and analysis of *Satisfactory Academic Progress* data.

### *J. Dissemination*

This policy shall be published in the same manner as other academic policies of the School, including online publication.

*K. Standards for Satisfactory Academic Progress Established upon Matriculation*

Standards for *Satisfactory Academic Progress* may be changed during a student's matriculation upon notice to the student. Otherwise, standards which are distributed to students upon matriculation are applicable for the duration of a student's continuous matriculation.

## **PART 7: UNIVERSITY POLICY ON THE AMERICANS WITH DISABILITIES ACT**

### **UNIVERSITY POLICIES**

*Disabilities and Students/Applicants of RBHS*

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>

*Students with Impairments*

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>

*Student Essential Functions*

<http://academicaffairs.rutgers.edu/additional-resources/rbhs-policies>

### **ESSENTIAL FUNCTIONS FOR ADMISSION AND MATRICULATION TO SCHOOL OF DENTAL MEDICINE**

**(Approved by Executive Council July 19, 2006)**

**Amended December 19, 2014, April 18, 2017**

The granting of the DMD degree signifies that the holder of such a degree is a dentist prepared for entry into the practice of dentistry or postgraduate training programs of diverse types. The DMD degree is, and must remain a broad based degree attesting to the mastery of general knowledge in all fields requisite for the practice of dentistry. It follows from this that graduates must possess the knowledge, skills and behaviors necessary to function in a broad variety of clinical situations, and to render a wide spectrum of patient care. Rutgers School of Dental Medicine (RSDM) complies with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008, and ascertains that candidates for the DMD degree must perform certain essential functions.

It is the obligation of RSDM to seek candidates who will be best able to serve the needs of society and to graduate effective and competent dentists. The following are implemented to achieve this goal:

#### **1. Essential Functions**

A candidate for the DMD degree must possess abilities and skills which include those that are observational, communicational, motor, intellectual conceptual (integrative and quantitative), and behavioral and social. The use of a

trained intermediary is not acceptable in many pre-clinical and clinical situations in that it means that a candidate's judgment must be mediated by someone else's power of selection and observation. The attainment of knowledge mandates that the candidate attend classes, laboratories and clinics on a regular basis as defined in the dental school's attendance policies.

## 2. Observation

The candidate must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and dental sciences, including but not limited to information conveyed through physiologic and pharmacological demonstrations in animals, micro biological cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able:

- a. to observe a patient accurately, at a distance, and close at hand, to acquire information from written documents, and to visualize information as presented in images from paper, films, slides or video.
- b. to interpret x-ray and other graphic images, with or without the use of assistive devices.

Such observations and information acquisition necessitates the functional use of visual, auditory and somatic sensation.

## 3. Communication

A candidate must be able to communicate effectively, efficiently, compassionately and sensitively with faculty, other health care providers, students and patients. This also includes acceptable cultural communication as the faculty, staff, students and patients are from varied cultural backgrounds. Communication includes speech and writing.

## 4. Motor

It is required that a candidate 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, visual acuity for safe patient care, equilibrium, and functional use of the senses of touch and vision.

Candidates and students must have sufficient motor function such that they are able to execute movements reasonably required to provide general care and treatment to patients.

## 5. Intellectual-Conceptual Integrative and Quantitative Abilities

The candidate must be able to measure, calculate, reason, analyze, integrate and synthesize. In addition, the candidate must be able to comprehend three dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of dentists, requires all of these intellectual abilities. The candidate must be able to perform these problem solving skills in a timely fashion.

## 6. Behavioral and Social Attributes

The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment consistent with the profession, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, empathetic and effective relationships with patients. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to interact appropriately with individuals of diverse races, ethnicities, backgrounds and personal circumstances, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. The candidate must be able to safeguard the health and safety of self and others, including, but not limited to, faculty, staff, patients and students. The candidate must consistently conduct themselves in a manner that is non-disruptive to the dental school environment and particularly,

to the learning experience of other students. Compassion, integrity, concern for others, appropriate appearance and hygiene, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions process and during matriculation. All matriculating students must conduct themselves professionally, and include the tenants of humanism as noted in the RSDM Student Handbook – Professionalism and Humanism Program.

#### 7. Health Evaluations/Testing

A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain evaluation and/or testing by a health care provider designated by the School and to provide the results to the Rutgers Student Health and Wellness Center for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, leave of absence, etc.

The Admissions Committee of the Rutgers School of Dental Medicine will consider for admission to Dental School any applicant who demonstrates the ability to acquire the knowledge necessary for the practice of dentistry, as well as the ability to perform or to learn to perform the skills as described in this document. Students will be judged not only on their scholastic accomplishments but also on their physical and emotional capacities to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners of dentistry.

According to University policy, School of Dental Medicine, will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and applicants with disabilities unless: (a) such accommodations impose an undue hardship to the institution, or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available that would allow the student to perform the essential functions or, (c) such accommodations fundamentally alter the educational program or academic standards.

Enrollment of accepted students to School of Dental Medicine is conditional based on the results of a physical examination including, but not limited to, vision tests, in order to determine their eligibility to perform all essential functions.

The RSDM will establish a Committee that will be charged with the responsibility of:

- a. reviewing the alternative means to allow the candidate/student to perform all essential functions
- b. recommending the necessary reasonable accommodations to enable the candidate/student to perform essential functions leading to the successful completion of the RSDM educational program
- c. evaluating whether any proposed accommodations impose undue hardship to the institution, direct threat of substantial harm to the health and safety of others or fundamentally alter the educational program or academic standards

Each request will be assessed on an individual basis and the appropriate recommendations will be made to the Office of Academic Affairs.

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ADDENDUM (to be completed by all incoming Graduate Dental Education students):

**RSDM ESSENTIAL FUNCTIONS:**

I have read and understand the foregoing essential functions. If I require any accommodation in order to satisfy the functions, I agree to request accommodation promptly and understand that the RBHS Director, Disability Services in consultation with the Rutgers School of Dental Medicine will evaluate the reasonableness of the accommodation before acting on the request. Please refer to the RSDM Accommodations Policy within this handbook.

Name of Candidate (printed)	Signature of Candidate	Date
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Candidates and students should consult with the Office for Academic Affairs for further information and/or specific advice, specifically:

Assistant Dean for Academic Affairs - Dr. Emily Sabato  
Rutgers University - School of Dental Medicine  
110 Bergen Street – Room B-812  
Newark, NJ 07103  
Phone: 973-972-4440  
Fax: 973-972-4758

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**POLICY ON VERIFICATION OF DISCIPLINARY RECORDS**

**(Approved by Executive Council April 17, 2008 and amended October 8, 2008, April 18, 2017)**

**I. PURPOSE**

To establish policy and procedures for verification of disciplinary records for applicants conditionally accepted for admission to Rutgers Biomedical Health Sciences (RBHS) – Rutgers School of Dental Medicine (RSDM).

**II. ACCOUNTABILITY**

Under the direction of the Dean, the Vice Dean overseeing the Office of Academic and Student Affairs shall ensure compliance with this policy. The Associate Dean of Admissions, through the Office of Admissions, shall implement this policy.

**III. APPLICABILITY**

This policy shall apply to all applicants accepted for admission to RBHS-Rutgers School of Dental Medicine.

**IV. POLICY**

A. Individuals to whom this policy applies will be required to have forwarded from every college attended, a “Disciplinary Action Disclosure Form”, serving as verification of their disciplinary record with results deemed favorable by the RSDM as a condition of their admission, initial enrollment and/or continued enrollment. An offer of admission will not be final and enrollment not permitted until the receipt and review of completed Disciplinary Action Disclosure Forms with results deemed favorable by RSDM. Admission may be denied or rescinded, or enrollment terminated, based upon the results of the verification of disciplinary record.

- B. Individuals to whom this policy applies must sign a form authorizing the Dean of Students or other administrative officer in charge of student records at every college/university attended to forward to the RSDM Associate Dean of Admissions a “Disciplinary Action Disclosure Form” (EXHIBIT I)
- C. The disciplinary action disclosed shall include reports of any accusations of academic dishonesty, all types of mediation, hearing body processes not yet resolved, and all types of disciplinary offenses and sanctions, covering the entire time of enrollment at the school completing the form.
- D. Omission of required information, or false or misleading information provided by the individual in the AADSAS Application or in any other communication with Rutgers School of Dental Medicine shall result in denial or rescission of admission, disciplinary action, probation for all four years, or dismissal.
- E. Rutgers School of Dental Medicine will inform potential applicants, enrolled students and visiting students that verification of disciplinary records may be performed by means of an announcement in the catalog, student handbook, bulletin or any other pertinent informational materials, stating that:

As a condition of admission and continued enrollment, students may be required to authorize RBHS-Rutgers School of Dental Medicine to verify their disciplinary records. Students will be required to have completed by every college or university ever attended a “Disciplinary Action Disclosure Form”. Offers of admission will not be considered final and enrollment will not be permitted until completion of the disciplinary record verification with results deemed favorably by RSDM. If the results of the disciplinary record verification are not deemed favorably by RSDM, or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, the admission may be denied or rescinded, or the student may be disciplined, put on probation, or dismissed. Students must also agree to notify the School of any charges of academic misconduct which occur subsequent to the applicant’s/student’s submission of the AADSAS Application.

In addition, the Associate Dean of Admissions will provide a comprehensive overview of this policy and process as part of the presentation on the day of interview for potential candidates for admission to RSDM, as well as an attestation for all to read and sign acknowledging that they are fully aware of this process and any falsification of the AADSAS application can potentially lead to rescinding an acceptance, if necessary (EXHIBIT 2).

- F. If the Disciplinary Action Disclosure Form reveals information of concern which the Dental School may deem unfavorable, the School will inform the student and require the student to provide a detailed written description and explanation of the information contained in the form along with appropriate documentation, such as copies of written reprimands or written notification of results from hearing bodies. (EXHIBIT 3 is a sample letter for this purpose.) This information must be returned to the School within 10 working days of the date of the date the communication is sent to the individual. The Dental School may also independently seek to obtain additional information, such as a copy of the original disciplinary charges, in order to corroborate the individual’s explanation.
- G. The Dental School, as represented by the Office of Admissions, Student Affairs, Multicultural Affairs, Academic Affairs, a faculty member-at-large appointed by Student Affairs, will review the form, the accepted applicant’s/enrolled student’s explanation and any supplementary information, and will consider factors such as: the nature and seriousness of the offense, the circumstances under which the offense occurred, relationship between the duties to be performed as part of the educational program and the offense committed, the age of the

person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past history of academic or disciplinary misconduct, or criminal activity, and the accuracy of the information provided by the accepted applicant in the application materials(AADSAS Application ) compared to the Disciplinary Action Disclosure Form and each College/University the student may have attended or other materials. If the Dental School deems the information contained in the disciplinary record verification is unfavorable, or if the information received indicates that the accepted applicant/enrolled student is in any way unable to meet the requirements for completion of the program, or if the individuals fails to provide additional documentation as required, an offer of admission may be denied or rescinded, or an enrolled study may be disciplined, placed on probation or dismissed. (See Section H below.) Unresolved charges of academic misconduct reported in the disciplinary action verification or delay by the individual in providing additional documentation as required may necessitate postponement of the Dental School's final decision pending the outcome of the matter.

- H. If an accepted applicant's admission is denied or rescinded, or an enrollment student is subject to an adverse action, or a visiting student refused based on information obtained from a criminal background report, the accepted applicant or enrolled student will be advised of the college or university that furnished the disciplinary action disclosure form. See EXHIBIT 4 for sample letter withdrawing an offer of admission, EXHIBIT 5 for a sample letter withdrawing an offer of admission when applicant has not provided required documentation about information of concern.
- I. If the Dental School decides, based on the individual's written description, explanation and documentation about information contained in disciplinary action verification, that the results of the checks are deemed favorable, the individual shall be informed in writing of the positive decision without conditions. (See EXHIBIT 6, sample letter advising accepted applicant or enrolled student of positive decision after review of items of concern.) If the findings show a discrepancy, but there are particular unusual circumstances in which the Committee votes for acceptance, the individual will be informed in writing of a positive acceptance with conditions. (See EXHIBIT 7, sample letter advising accepted applicant or enrolled student of positive decision with conditions after review of items of concern)
- J. Disciplinary Action Disclosure Forms will be maintained securely, confidentially and separately from an admission file or a student's academic file. Disciplinary Action Disclosure forms must be maintained for a period of at least five years after graduation or separation from the RBHS-Rutgers School of Dental Medicine for enrolled students, and for at least five years after last activity involving applicants.

#### K. EXHIBITS

- 1. Disciplinary Action Disclosure Form
- 2. Attestation Form
- 3. Sample letter from RSDM to a conditionally accepted applicant for admission after receiving information of concern in a disciplinary action verification form and requesting additional information.
- 4. Sample letter from RSDM to an accepted applicant for admission withdrawing an initial offer of admission.
- 5. Sample letter from RSDM to an applicant conditionally accepted for admission withdrawing an offer of admission when applicant has not provided required documents about information of concern from a disciplinary record verification.
- 6. Sample letter advising accepted applicant or enrolled student of positive decision after review of items of concern from a disciplinary record verification.

7. Sample letter advising accepted applicant or enrolled student of positive decision with conditions after review of items of concern from a Disciplinary Action Disclosure form.

By Direction of the Dean:

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Dean, RBHS-Rutgers School of Dental Medicine





School of Dental Medicine

**Disciplinary Action Disclosure Form**  
**Please print clearly.**

Complete Part I, sign and date the waiver. Give the form to the Dean of Students or other administrative officer in charge of student records at every college/university you attended. The Rutgers School of Dental Medicine will maintain strict confidentiality of this document.

**Part I**

Name \_\_\_\_\_ Student Number \_\_\_\_\_  
 First Middle Last

Current Address \_\_\_\_\_  
 Number and Street \_\_\_\_\_

City State Zip Current Telephone \_\_\_\_\_

Permanent Address \_\_\_\_\_  
 Number and Street \_\_\_\_\_

City State Zip Permanent Telephone \_\_\_\_\_

**WAIVER OF ACCESS**

I have requested that this certification form be completed for use in the admissions process to the Rutgers School of Dental Medicine.

- I waive access to this form. The form must be sent directly by the school completing the form.
- I do not waive access to this form. The results of this form may be available to a student who has not waived access upon written request to the Assistant Dean of Admissions. Only enrolled students may request a copy of this form.

Applicant Signature Required \_\_\_\_\_ Date \_\_\_\_\_

**(Printed Names or Electronic Signatures are not accepted)**

**Part II: To The Administrative Officer Responding To This Document:**

School Name \_\_\_\_\_

Is this individual currently enrolled? \_\_\_\_\_ If yes, is this individual in good standing? \_\_\_\_\_  
If not, date of last attendance \_\_\_\_\_

Has this individual been the subject of any disciplinary action or proceedings? \_\_\_\_\_  
**If yes, please attach a written explanation on school letterhead.**

Has this individual been the subject of any academic censure? \_\_\_\_\_  
**If yes, please attach a written explanation on school letterhead.**

Has this individual been the subject of any academic suspension or probation? \_\_\_\_\_  
**If yes, please attach a written explanation on school letterhead.**

If this individual becomes the subject of any disciplinary-type action during future enrollment, you are requested to inform Rutgers School of Dental Medicine as immediately as possible.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Telephone number \_\_\_\_\_ Email \_\_\_\_\_

**Return this form to: Dr. Rosa Chaviano-Moran, Associate Dean for of Admissions, Rutgers School of Dental Medicine, 110 Bergen Street, Room B-829, Newark, NJ 07103**

**This document MUST have a school seal or stamp affixed**



Dear Candidate,

The Rutgers School of Dental Medicine fully expects that all candidates for admission to its program will act at all times professionally and with maturity and integrity.

The RSDM will assume, therefore, that all candidates will have submitted fully accurate and truthful information in the ADEA/AADSAS application and will also conduct themselves professionally throughout the application process.

To that end, as part of the RSDM "Interview Day" admissions presentation you were advised that a **"violation of the ADEA Applicant Code of Conduct may result in a rescinded "offer of admission" to our dental program and/or other actions"**.

If for any reason you have failed to disclose any information on the AADSAS application that may have an adverse impact on the RSDM admissions committee's decision, you now have the opportunity to contact the Assistant Dean for Admissions personally or electronically within 24 hrs. of your interview.

By signing this form you are acknowledging that you have been given the opportunity to address any discrepancies in your AADSAS application and have, where and if necessary, corrected them.

\_\_\_\_\_ / / \_\_\_\_\_  
Print Name Signature Date

EXHIBIT 3

**SAMPLE LETTER FROM RSDM TO AN ACCEPTED APPLICANT FOR ADMISSION ACCOMPANYING A DISCIPLINARY ACTION DISCLOSURE FORM CONTAINING INFORMATION OF CONCERN AND REQUESTING ADDITIONAL INFORMATION**

It is Rutgers School of Dental Medicine's (RSDM) Office of Student Affairs' responsibility to investigate the information received in its prospective students' criminal background checks, as well as the explanatory letters it receives from the administration of your college or university regarding any disciplinary actions involving you that have occurred while you matriculated there or at other schools.

I received a response to the disciplinary disclosure form which (College/University) completed and the response was that you received a:

Violation \_\_\_\_\_

You will recall that on the day of your interview at Rutgers School of Dental Medicine on (INTERVIEW DATE), as part of the Office of Admission's presentation it was made clear to you that RSDM thoroughly reviews disciplinary disclosure issues in numerous ways. A committee not only reviews the level of seriousness of the infraction and subsequent discipline imposed, but also it reviews if this information was **fully disclosed** on the AADSAS application. Additionally, on the day of your interview, you were given, and signed, an Attestation giving you one more opportunity to address any discrepancies in your AADSAS application by contacting the Associate Dean for Admissions and Student Recruitment within 24 hours of your interview and, once again, you neglected to disclose the above-noted violation from (College/University). By signing this attestation and being present for the Associate Dean of Admissions and Student Recruitment's presentation, it was made clear to you that RSDM expects all candidates to submit truthful and accurate information on this AADSAS application. Having met to discuss your candidacy in light of (College/University's) response, this committee communicated its concern to my office that it appears you were **not** candid in your AADSAS application

Regarding your AADASA (YEAR) APPLICATION, I refer your attention to Page Six (see attached). There, the application clearly asks if "you have ever been found to have violated a school rule, policy or procedure, or an honor code; or have you otherwise been disqualified, put on probation, suspended, dismissed, expelled, or otherwise been subject to disciplinary action at any college/university in connection to misconduct? Please include any and all instances of misconduct, regardless of whether the school maintains a record of such conduct or formal action, or whether it appears on your transcript". You answered "No". In addition, you certified that the information contained in this application was truthful and accurate. Given the inconsistency between your response and the information received from your school, the committee reviewing your file requires additional clarification in writing from you.

To that end, please provide me with a detailed, written description and explanation regarding the incident in (DATE); how this infraction of your school's policies were rectified by you; what your understanding of your school policy was and is; and **most importantly, why you neglected to disclose this violation in your AADSAS application.**

Please return your response to Dr. Kim Fenesy, Vice Dean, Rutgers School of Dental Medicine, 110 Bergen St., Room B-825, Newark, NJ 07101 within ***ten working days*** of the date of this letter. You are advised that an offer of admission is not final, and enrollment will not be permitted, unless your detailed explanation is deemed favorable and credible by Rutgers Biomedical and Health Sciences-Rutgers School of Dental Medicine.

Thank you for your prompt attention to this request.

Sincerely yours,

EXHIBIT 4

**SAMPLE LETTER FROM RSDM TO AN ACCEPTED APPLICANT FOR ADMISSION WITHDRAWING AN OFFER OF ADMISSION**

Dear \_\_\_\_\_:

This is to inform you that the review of the results of our disciplinary record verification and the explanation you provided has been completed. I regret to inform you that the results are not deemed favorably by RBHS-Rutgers School of Dental Medicine. Your offer of admission for the Fall (20XX) semester, which was conditioned on results deemed favorable by RBHS-Rutgers School of Dental Medicine, is therefore withdrawn.

This decision is based, in whole or in part, on information provided in a form completed by \_\_\_\_\_ (Name of school) and your failure to accurately report these issues on your application. Please be advised that \_\_\_\_\_ (Name of school) did not make the decision to take this action and will be unable to provide you with the specific reasons why you were not offered final admission. You have waived access to this form, and we are unable to provide you with a copy. OR You have a right to a copy of the form prepared by \_\_\_\_\_ (Name of School) on you by writing to \_\_\_\_\_ (Name of School).

Yours truly,

EXHIBIT 5

**SAMPLE LETTER FROM RBHS TO AN APPLICANT ACCEPTED FOR ADMISSION WITHDRAWING AN OFFER OF ADMISSION WHEN APPLICANT HAS NOT PROVIDED REQUIRED INFORMATION OR DOCUMENTS ABOUT INFORMATION OF CONCERN FROM A DISCIPLINARY ACTION DISCLOSURE FORM**

Dear \_\_\_\_\_:

This is to inform you that the review of the results of your disciplinary action disclosure form has been completed. Because you failed to provide the explanation and/or other documents requested, your results were reviewed without them. I regret to inform you that the results are not deemed favorable by RBHS-Rutgers School of Dental Medicine. Your offer of admission for the (Fall 20XX) semester, which was conditioned on results deemed favorable by RBHS-Rutgers School of Dental Medicine, is therefore withdrawn.

This decision is based, in whole or in part, on information provided by \_\_\_\_\_(Name of School) completing the disciplinary action disclosure form and your failure to truthfully report this information on your application.

Please be advised that the \_\_\_\_\_ (Name of School) did not make the decision to take this action and will be unable to provide you with the specific reasons why you were not offered final admission.

Yours truly,

EXHIBIT 6

**SAMPLE LETTER ADVISING ACCEPTED APPLICANT OR ENROLLED STUDENT OF POSITIVE DECISION AFTER REVIEW OF ITEMS OF CONCERN FROM A DISCIPLINARY ACTION DISCLOSURE FORM.**

Dear \_\_\_\_\_:

I am pleased to inform you that RBHS-Rutgers School of Dental Medicine has completed the review of your Disciplinary Action Disclosure Form and supplementary materials and has deemed the results to be favorable. Please be advised that this decision does not guarantee that you will be permitted to continue enrollment if Rutgers School of Dental Medicine becomes aware of new disciplinary charges or additional disciplinary actions from forms submitted by other schools, if applicable.

Along with acceptance to Rutgers School of Dental Medicine, we expect you to conduct yourself as a professional and anticipate there will be no further incidents that subject you to any form of discipline during your matriculation at Rutgers School of Dental Medicine.

During the week of Orientation, please call my office \_\_\_\_\_(Office Number) to make an appointment to meet with me.

Yours truly,

EXHIBIT 7

**SAMPLE LETTER ADVISING ACCEPTED APPLICANT OR ENROLLED STUDENT OF POSITIVE DECISION WITH CONDITIONS AFTER REVIEW OF ITEMS OF CONCERN FROM A DISCIPLINARY ACTION DISCLOSURE FORM.**

The Rutgers School of Dental Medicine received your correspondence dated \_\_\_\_\_ and its contents were shared with the RSDM's Disciplinary Disclosure Review Committee. Your correspondence was in response to my (DATE ) memorandum requesting additional clarification in writing from you concerning the inconsistency between the disciplinary disclosure information we received from your school, (College/University), and your response of "NO" to the question on page 6 of the AADSAS application which asks if:

"...[y]ou have ever been found to have violated a school rule, policy or procedure, or an honor code; or have you otherwise been disqualified, put on probation, suspended, dismissed, expelled, or otherwise been subject to disciplinary action at any college/university in connection to misconduct? Please include any and all instances of misconduct, regardless of whether the school maintains a record of such misconduct or formal action, or whether it appears on your transcript".

After a thorough review of the detailed explanation you provided, the committee feels you have reflected upon this incident and are remorseful in violating the school's policies, but does not accept your excuse (REFER TO EXCUSE GIVEN IN EXPLANATION). Therefore the committee feels that you did indeed falsify the AADSAS application, which calls into question your ethics. However after considering the case in its entirety, (INCLUDE IF NECESSARY ANY NOTED EXTENUATING CIRCUMSTANCES), the committee will allow you to matriculate next fall, (YEAR) as part of the RSDM class of (YEAR), but with the following conditions:

- This letter will remain in your academic file and you will be placed on probation during the four years or the remainder of your matriculation at RSDM
- If there are no further reported incidents or disciplinary issues, this letter will not be considered when writing a recommendation or "Dean's Letter" for applications for residencies or specialty postgraduate programs. Furthermore, upon graduation in (YEAR), this letter will be expunged from your file.
- During Orientation week (DATES) you must make an appointment to meet with me and other members of the Committee. Please contact the Office of Student Affairs (973-972-5064) to make that appointment.
- Should you commit any further infractions of RSDM or other University policies during your matriculation, this letter will be included in your "Dean's Letter," and you will be subject to additional discipline, up to and including dismissal from the RSDM.

In accepting these conditions by becoming a member of the RSDM Class of (YEAR), we expect you to conduct yourself as a professional and anticipate there will be no further incidents that subject you to any form of discipline during your matriculation at Rutgers School of Dental Medicine.

Sincerely,

## **ACCOMMODATIONS POLICY**

**(Approved by Executive Council May 19, 2004)**

**Revised April 18, 2017**

1. Students who seek accommodations from Rutgers School of Dental Medicine (RSDM) on the basis of a disability are required to contact the Office for Academic Affairs at RSDM for notification for a need for accommodation(s) as soon as they are accepted and have committed to matriculate to the dental school. Students may request accommodations at any time during enrollment should the need for accommodations develop, but must provide sufficient time for the evaluation of such requests as outlined in this policy. Such requests should be submitted by July at the latest, prior to an academic year or at such time as a disability develops. Requests will be forwarded and reviewed by the Rutgers Biomedical Health Sciences (RBHS) Director, Disability Services on a case-by-case basis and eligibility will be determined based on the intake interview and documentation provided, along with consultation with the RSDM Office for Academic Affairs.
2. The RBHS Director, Disability Services, along with the RSDM Office for Academic Affairs, shall determine whether accommodations are reasonable and develop a plan for implementing these accommodations. A review will encompass:
  - a. Whether the condition is sufficiently documented by an applicant or enrolled student.
  - b. Whether and what accommodations are available that would allow the otherwise qualified applicant or enrolled student with a disability to fulfill the essential functions of the program, without a threat to the health or safety of others, without fundamentally altering the dental educational program or the essential functions, and without creating undue hardship on the dental school.
3. The accommodations process is interactive and requires the cooperation of students and the dental school. Students who fail to cooperate during the interactive process jeopardize the ability of the school to provide the accommodations requested.
4. Students who are granted accommodations must meet with the RBHS Director, Disability Services as well as the RSDM Vice Dean or Assistant Dean for Academic Affairs prior to the start of the next academic year to review the program for the year and determine if accommodations are to be continued or altered; this meeting is required for each academic year in which accommodations are desired.

### **GENERAL DOCUMENTATION REQUIREMENTS:**

1. These general guidelines are provided to assure that documentation is complete and appropriate to conduct a review. The RBHS Director, Disability Services has the discretion to determine what types of documentation are necessary, with regards to establishing eligibility for services, that the appropriate educational testing has been completed within the last five years, and overall, this may vary depending on the nature and extent of the disability and the accommodation requested. Upon written permission by the student, the RBHS Director, Disability Services and/or Assistant Dean for Academic Affairs is available to consult with diagnosticians regarding any of these guidelines, or if there are any further questions concerning the RSDM curriculum.

Documentation guidelines are available at:

<https://ods.rutgers.edu/students/documentation-guidelines>



Director, Disability Services  
Dr. Cindy Poore-Pariseau  
Rutgers Biomedical Health Sciences  
Rutgers University  
65 Bergen Street, Suite 1441  
Newark NJ 07107  
Phone: 973-972-5396  
Fax: 973-972-5320

Assistant Dean for Academic Affairs  
Dr. Emily Sabato  
Rutgers School of Dental Medicine  
Rutgers University  
110 Bergen Street – Room B-812  
Newark, NJ 07103  
Phone: 973-972-4440  
Fax: 973-972-5040

2. Required documentation includes an evaluation by an **appropriate** health care professional that relates the current impact of the condition to the request. PLEASE NOTE: **It is not acceptable for documentation to include a diagnosis or testing performed by a member of the student’s family.** Documentation from the health care professional should be typed, on letterhead, which includes the name, title and professional credentials of the evaluator, including information about license or certification, and is signed and dated. Documentation must include:
- A diagnostic statement including the date of the most recent evaluation and a detailed description of the diagnostic findings for one or multiple conditions/disabilities.
  - The current impact of limitations imposed by the condition(s).
  - Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition(s).
  - The expected duration, stability or progression of the condition(s).

In addition to the basic documentation listed above, recommendations from the treating professional are welcome and will be given consideration when a request is evaluated. Recommendations should:

- Provide a clear description of the recommended accommodations, and how these accommodations will impact the condition.
  - Provide possible alternatives to the recommended accommodations.
  - Include a statement of the level of need or consequences of not receiving the recommended accommodations.
  - Provide a description of any accommodation and/or auxiliary aid that has been used at the secondary or postsecondary school level, including information about the specific conditions under which the accommodation was used and whether or not it benefited the student.
3. If the student has not previously had accommodations, or the original documentation is incomplete, not sufficiently recent, or inadequate to determine the extent of the disability or reasonable accommodation, the RBHS Director, Disability Services has the discretion to require additional documentation. If the documentation is complete but a second professional opinion is deemed necessary, the school will bear the additional cost not paid by a third-party payer. Rutgers students are eligible for free or reduced cost evaluations for learning disabilities and other conditions which may result in a need for accommodations through The Graduate School for Applied and Professional Psychology (GSAPP). GSAPP information, including contact and scheduling details, is available at their website: <https://ods.rutgers.edu/students/gsap-screening-eval-main>

All documentation is considered confidential and will be maintained in a separate file aside from the admissions and academic files. Documentation should be submitted to the Director, Disabilities Services at the above noted address.

Following a decision concerning requested accommodations, the student may submit additional information for further review and consideration. Students are encouraged to communicate with the Assistant Dean for Academic Affairs at any time with any concerns as well as to contact the RBHS Director, Disability Services to evaluate the need for accommodations and any changes that might be indicated.