

RUTGERS

School of Dental Medicine

***Doctor of Dental Medicine
Student Handbook***

NOTICE

THIS HANDBOOK 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 FOR THE 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 SCHOOL OF DENTAL MEDICINE CATALOGUE AND OTHER OFFICIAL DOCUMENTS OF THE SCHOOL OF DENTAL MEDICINE AND RUTGERS.

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.

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.

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IMPORTANT TELEPHONE NUMBERS

Office of Academic Affairs	973-972-4440
Associate Dean.....	973-972-4440
To Report Absence.....	973-972-4440
Office of Administration and Finance	973-972-4624
Associate Dean.....	973-972-4624
Cashier	973-972-4462
Dental Store	973-972-4627
Office of Alumni Affairs.....	973-972-6883
Office of Clinical Affairs.....	973-972-6679
Assistant Dean	973-972-1263
Director of Patient Resources	973-972-3257
Clinical Support Services	973-972-5304
Group A	973-972-7537
Group B	973-972-7531
Group C	973-972-7534
Group D.....	973-972-7535
Office of Continuing Education	973-972-4267
Office of Controller (Billing)	732-235-9174
Office of the Dean.....	973-972-4633
Office of Financial Aid	973-972-4376
Office of Research.....	973-972-7424
Associate Dean.....	973-972-0993
Office of Student Affairs	973-972-5064, 5065
Admissions Coordinator (DMD)	973-972-5362
Admissions Coordinator (PG).....	973-972-3636
Alumni Affairs	973-972-6883
Associate Dean.....	973-972-1645, 1699
Director of Admissions.....	973-972-1614
Director of Multicultural Affairs.....	973-972-1103
Director of Student Advisement	973-972-7816
Internationally Trained DMD Program	973-972-2956
Registrar	973-972-4728
Office of Student Loans.....	732-235-9183
Director	732-235-9184

Department of Biochemistry & Molecular Biology.....	973-972-4411
Department of Cell Biology & Injury Sciences	973-972-4414
Department of Community Health	973-972-5355
Chair	973-972-5355
Department of Diagnostic Sciences	973-972-4506
Chair	973-972-7210
Department of Endodontics.....	973-972-5329
Chair	973-972-5329
Clinic.....	973-972-4217
Department of Microbiology & Molecular Genetics	973-972-4483
Department of Neurosciences	973-972-5208
Department of Oral & Maxillofacial Surgery	973-972-7973
Chair	973-972-4185
Clinic.....	973-972-4652
Department of Oral Biology	973-972-7053
Chair	973-972-3728
Department of Orthodontics	973-972-4729
Chair	973-972-4729
Clinic.....	973-972-4704
Department of Pediatric Dentistry	973-972-4621
Receptionist	973-972-4620
Chair	973-972-4622
Clinic.....	973-972-4220
Department of Periodontics	973-972-4210
Chair	973-972-4639
Clinic.....	973-972-4214
Department of Pharmacology & Physiology.....	973-972-4460
Department of Restorative Dentistry	973-972-4615
Chair	973-972-4615
Clinic.....	973-972-5313

PART I: GENERAL INFORMATION FOR STUDENTS

ACADEMIC AFFAIRS

The Office of Academic Affairs has the responsibility for administering the undergraduate dental curriculum as developed by the Curriculum Committee. Curriculum matters with affiliated dental auxiliary programs and the organization and preparation of reports relating to accreditation are the responsibility of this office. When required, the Associate Dean for Academic Affairs prepares schedules for students who have special academic needs. In addition, the Office of Academic Affairs monitors the programs of students to assure that both students and graduates are the highest quality health care personnel sensitive to and knowledgeable of their ethical, community-at-large, and professional responsibilities.

The Office of Academic Affairs is located in the dental school building, Room B-813, 973-972-4440.

ACADEMIC CALENDAR

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

ACADEMIC PERFORMANCE

The academic performance of all students is monitored by the Office of Academic Affairs. Departments notify students and the office of marginal and failing performance at the end of each trimester. All attempts are made to assist students in academic difficulty.

ADMINISTRATION AND FINANCE

The Office of Administration and Finance has the responsibility for budget preparation and control of fiscal matters at the dental school. It performs a wide variety of management services for the faculty and staff, including personnel processing, collection of student tuition, and coordination of security, building maintenance, and housekeeping.

The Office of Administration and Finance is located in the dental school building, Room B-827, 973-972-4624.

ADVISORS - ACADEMIC

Information on RSDM Academic Advisors is available at <http://sdm.rutgers.edu/students/current/predoctoral/advisor.html>

ADVISORS - CLINICAL

See the Clinic Manual at <http://sdm.rutgers.edu/about/clinic-manual/>

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. A representative of the fourth year class sits as a nonvoting member of the association's Executive Committee, to increase communication between the dental school and its past and present students.

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 in the dental school, Room B-823, 973-972-6883.

ART SERVICES

Students presenting table clinics or making other types of presentations may receive artistic assistance from the Digital Media Center, Room B-725, 973-972-5488. Such assistance should be requested far in advance of the date the materials are needed.

ATHLETIC FACILITIES

Athletic facilities in the Community Mental Health Center are made available to dental students when the center's schedule permits. The Intramural Softball Teams play on fields in the Newark City Park System. Health club facilities are available for a fee nearby at the University Executive Fitness Center.

BASIC LIFE SUPPORT POLICY

(Updated April 27, 2005)

Basic Life Support Requirement

The Commission on Dental Accreditation (CODA) clearly states in Standard 5.5, ..."All students, faculty and support staff involved in the direct provision of patient care are recognized in basic life support (BLS) including cardiopulmonary resuscitation, and are able to manage common medical emergencies..."

Therefore, all RSDM faculty, clinical staff and students (predoctoral, postdoctoral and dental hygiene) 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. All certification information concerning Medical Waivers for BLS certification is retained in the Office for Student Affairs.

Training

First-year dental students will complete their BLS certification during the orientation week usually one week prior to matriculation into the fall trimester. These same students will be recertified in the spring of their second year as part of a rotation in the Clinical Dentistry course. This recertification will allow students to render patient care through their fourth year.

Documentation and Monitoring Compliance

All certification cards are issued by the BLS Training Center at University Hospital. Certification cards for predoctoral students are forwarded to the Office of Student Affairs where a copy is made for the files and then distributed to the students. Postdoctoral BLS certification cards are forwarded from the BLS Training Center directly to the Director of Postdoctoral Programs for distribution to the Postdoctoral student with a copy sent to the Office of Student Affairs. Records of certification of all students are retained in the Office of Student Affairs to monitor CPR compliance and clear students for patient care.

Penalties for Non-Compliance

Faculty, clinical staff and pre-and postdoctoral students who are not in full compliance with the RSDM CPR Policy will not be permitted to oversee or render patient care at the School of Dental Medicine and will be subject to disciplinary action up to and including dismissal.

BULLETIN BOARDS

Glass enclosed bulletin boards on B-Level are available to classes and organizations. All material to be posted must be approved by the Office of Student Affairs.

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.

CAREER INFORMATION

Opportunities for association, postgraduate programs, residencies, and practices for sale are posted on a bulletin board on B-Level.

Informational materials from the American Dental Association on postgraduate education and establishing a practice are available from the Office of Academic Affairs.

The annual dental science exposition includes information to familiarize students with the types of programs available and the protocol associated with postdoctoral training.

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 B-830, 973-972-4462. This office collects tuition and fees and distributes loan and scholarship checks. Students can also cash personal checks (minimum of \$20.00/check and a maximum of \$50.00/week). Hours of operation are 9:00 a.m. to 4:30 p.m., Monday through Friday.

CATALOG

The catalog, revised every two years, is available in the Office of Student Affairs.

CERTIFICATION

All certifications required by students or alumni are provided by the Office of Student Affairs and/or the dental school Registrar. Included are verifications of status, date of graduation, and other information necessary for licensure, lending institutions, professional organizations, the armed forces, etc. The Office of Student Affairs certifies eligibility for National and Northeast Regional Boards, based on information provided by the various departments.

CLINICAL AFFAIRS

The Office of Clinical Affairs is responsible for the daily operational activity of the clinical curriculum and clinical service program. Student patient assignments, departmental clinical operations, and the various support areas are coordinated to facilitate the functioning of the clinical program.

Every effort is made to assign each student to a variety of patients to provide a broad experience in the biological and technical aspects of patient care. There is a continuous monitoring of patient care by students in the clinical comprehensive patient care system.

The Office of Clinical Affairs is located in the dental school building, Room D-741, 973-972-4839.

COMMITTEES

A complete list of committees, their membership and responsibilities, is available from the Office of the Dean. Many committees have student members, allowing for greater student input in matters affecting them. All students are urged to consult with those committees which can be helpful to them.

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, <http://compliance.rutgers.edu/ferpa>, Rutgers students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the educational unit unless the student waives this right. The following offices in each educational unit maintain student files containing pertinent information on each student.

1. **Office of Student Affairs/Office of Academic Affairs** - Application for admission together with supporting documents related to admission and records on the academic progress of each student while in attendance.
2. **University-Wide Financial Aid Office** - Correspondence and data related to financial aid received through the school by each student while in attendance, except for financial records and statements of the student's parents.
3. **The Rutgers-Student Health and Wellness Center** - Maintains the health records and statements of all dental and medical students while in attendance.

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

COUNSELING

The Director of Student Advisement and Support Services assists students in personal and/or academic situations. In addition, all members of the faculty and administration are available to consult with students on personal and professional matters. Therapeutic counseling services are also available through the Student Health and Wellness Center.

DENTAL CARE FOR STUDENTS

Students are eligible for treatment in the dental school clinics. Consult the Office of Clinical Affairs for details.

DENTAL SCIENCES EXPOSITION 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.

DENTAL STORE

The dental store is located in Room B-709, 973-972-4628. The store stocks instruments and supplies for preclinical and clinical courses. **An official Rutgers picture identification card must be presented prior to all sales transactions.**

DUPLICATING SERVICES

Each class has a duplicating account, funding for which is provided by the class. Materials which

are useful to the whole class (e.g., notes, National Board materials, etc.) can be duplicated at low cost through use of these services.

EXECUTIVE COUNCIL

The Executive Council regularly receives reports and acts upon recommendations from all of the standing and ad hoc committees. A representative from the Student Government Association sits on the council.

FINANCIAL AID

The purpose of the Student Financial Aid Office is to assist students at the Newark schools in receiving 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 University-wide Office of Financial Aid 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/office_location/

GRADE REPORTS

Grade reports are issued periodically by the Registrar. A transcript is issued at the end of each academic year. Students have access to their grades as well as other student information at myportal.rutgers.edu

GRADUATION

Convocation

The day prior to the University-wide Commencement, the School of Dental Medicine hosts a formal Convocation for graduates and their families. Graduates and faculty participate in an academic procession and recession; academic awards are distributed, and graduates are hooded. 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.

Commencement

The dental school participates in the University-wide commencement ceremonies during the last week in May. Planning of the exercises is done by a University-wide committee which includes representation from the graduating classes. All graduating students are encouraged to attend.

Class and Clinic Schedules for Convocation and Commencement
(Approved by Executive Council March 22, 2011)

All faculty and students are encouraged to attend the Convocation and Commencement

ceremonies for the graduating class. (Staff must obtain prior approval from their supervisor.) In order to facilitate their attendance, the following will pertain to class/laboratory/clinic schedules on these two days:

1. Predoctoral classes/laboratories/clinics will NOT be scheduled prior to 2:00 p.m. and will resume at 2:00 p.m.
2. Emergency clinic WILL be operational all day.
3. Postdoctoral classes/laboratories/clinics WILL be scheduled for each day unless the Postdoctoral Director/Chair determines that closure is warranted and will so notify their students in a timely manner.

*Personal Hooder for Convocation
(Approved by Executive Council March 6, 2012)*

In lieu of the faculty hooder, graduates may choose a "personal hooder" utilizing the following guidelines:

Guidelines for Selecting a Personal Hooder for Convocation:

The personal hooder will be a dentist **AND** one of the following relationships to the student:

- Spouse, parent or sibling

Graduating student must submit name and relationship of personal hooder to the Registrar (B-826) by the established deadline. Your personal hooder will join you in the line-up when the graduates are called to the stage. Personal hooders who have not been submitted to the Registrar will not be permitted in the line-up, nor onto the stage. As your name is called, you and your hooder will ascend the stage, and your hooder will place your hood over your shoulders. You will proceed across the stage **alone** to have your photograph taken with the Dean; your hooder will not process across the stage but will return to his/her seat immediately after hooding you

GRADUATE DENTAL EDUCATION PROGRAMS

The School of Dental Medicine offers graduate dental education programs leading to a certificate in Endodontics, Oral Medicine, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics. The dental school also offers a six-year program, which results in a combined certificate in Oral Surgery and a Doctor of Medicine degree from Rutgers-New Jersey Medical School. A General Practice Residency is also available. Competition is very keen for the few spaces, which are available each year. Further information and applications are available from the Office of Academic Affairs.

This office also has information on graduate dental education programs offered in other schools, as well as residency programs of various kinds offered by educational institutions, hospitals, state agencies, etc. The Office of Academic Affairs assists students and graduates in obtaining these programs by preparing "Dean's Letters of Recommendation" as well as any other information requested by the student/graduate.

HANDBOOK

This Handbook is revised as needed. Students are urged to notify the Office of Student Affairs of any material they think should be included to make the publication more useful.

HONORS AND AWARDS

A variety of honors and awards are available for students in all years of the program. Monetary awards, plaques, certificates and other prizes are awarded to students who exhibit overall excellence, as well as excellence in specific departments.

HOUSING

Information on housing is available at <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 \$10. 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.

IMMUNIZATIONS

All students are required by University policy <http://health.rutgers.edu/who-are-you/incoming-students/pre-entrance-immunizations> to be immunized against various diseases. The Student Health and Wellness Center, located in the Doctors Office Center (DOC), Room 1750, 973-972-8219, maintains all immunization records and ensures student compliance with University policy.

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. At the School of Dental Medicine, the Office of Student Affairs will inform all students via the class officers of any delayed opening or cancellation of lectures, pre-clinic laboratories and/or clinics.

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. Failure to comply with this policy may result in disciplinary action.

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 at <http://www.universityhealthplans.com>. Dental and vision insurance may also be

purchased at the same site.

Life insurance at special rates is available from the American Dental Association (A.D.A). Students can sign up for \$50,000 of free term life insurance and up to \$2,000 per month in free disability insurance. Both types of coverage can be renewed after graduation. An organizational representative comes to the dental school each fall to present information and provide applications.

LIBRARY

<http://libraries.rbhs.rutgers.edu/newarklib/index1.html>

LOAN EQUIPMENT, KITS, GOLD

See section on Student Financial Responsibilities.

LOCKERS

Personal lockers are provided by the Office of Student Affairs for both male and female students on B Level. Under no circumstances should a student occupy a locker on the B level without authorization from the Office of Student Affairs. Additional locker space is provided by the Office of Clinical Affairs for clinics and the preclinical laboratory.

Basic science departments assign space in their laboratories. Students must provide their own locks.

MAILBOXES

Locked mailboxes are provided for all dental students in the Student Lounge on B-Level. Students must safeguard the mailbox key. Loss of the key will result in a \$10 payment to the Office of Student Affairs. Students should check their mailboxes daily for notices, communications from faculty, and other messages.

MESSAGES

Messages for students from anyone outside of the dental school may be left in the Office of Student Affairs. Ordinarily, messages will be placed in the student's mailboxes. In emergency situations, students will be called out of class.

NATIONAL BOARD DENTAL EXAMINATIONS

The National Board Dental Examinations provide standardized methods by which each state assesses whether students are competent to begin the independent practice of dentistry. Therefore, all students are required to take and pass both Part I and Part II of the National Dental Board Examinations, administered by the Council of the National Board of Dental Examiners of the ADA. More information, including an application, is at <http://www.ada.org/110.aspx>

See section on National Board Dental Examinations.

NORTHEAST REGIONAL BOARDS

The Northeast Regional Board is a 2-1/2 day clinical and written examination established by a consortium of state boards of dentistry, including New Jersey. Passing the examination makes the applicant eligible for licensure in all the member states. Information on requirements is available from the Office of Student Affairs, which is also responsible for certifying student eligibility. More information is at <http://www.nerb.org/>

The patient requirements for the Northeast Regional Boards are very specific. The dental school cannot assume responsibility for securing appropriate board patients for each student. However, the Office of Clinical Affairs makes every effort to help fourth year students identify dental school patients who meet the board's specifications and to prepare those patients for the examination. The Northeast Regional Board is administered at the dental school once a year, usually at the end of May. Students not eligible for that examination date must make their own arrangements to be tested at another location.

NOTARY PUBLIC

The Registrar of the dental school is a Notary Public and will certify documents for students who present a current University identification card.

ORIENTATION

An Orientation Program is held each August for the entering class. Coordinated by the Office of Student Affairs, the program involves a number of individuals and groups, including students.

Special clinical orientations are held by departments and by the Office of Clinical Affairs.

PAGING SYSTEM

A paging system operates throughout the dental school. Broadcast facilities are located in several locations on each level. Direct paging, 973-972-3758, is also accomplished through the telephone lines.

PARKING

The University provides parking facilities for faculty, students, and staff. Students can park in any lot except Lot 8, which is reserved for specified categories of faculty and physicians affiliated with University Hospital. Parking is by ID tag only. There is also a limited amount of non-metered, on-street parking.

PARKING ID TAGS

A hanging vehicle ID tag is issued by the Department of Facilities Planning, Management and Construction, Administrative Complex, Room 301, 973-972-5489. The student fee is \$160.50 for automobiles and motorcycles. Motorcycles cannot be parked in the Norfolk Street parking deck.

PATENT AND 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 funds. Student research and study pursued as a result of involvement are included activities.

It is the policy of the Rutgers School of Dental Medicine 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 entire University policy is at <http://policies.rutgers.edu/>

PATIENT ASSIGNMENT

The dental school usually can supply all of the patients needed by the students to meet their clinical requirements. However, this presumes that students adhere to all regulations governing patient care and meet all responsibilities as outlined by the Office of Clinical Affairs. The Director of Patient Resources should be consulted whenever there are questions or problems concerning patient assignment.

PHOTOCOPYING

Photocopying machines for student use are located in the Library.

PHOTOGRAPHIC SERVICES

Students presenting table clinics or making other types of presentations may receive photographic assistance from the Digital Media Center.

Since that office is responsible for support to the teaching program, service requests should be made at least 6 weeks in advance of the desired date.

PRECLINICAL LABORATORIES: RULES AND REGULATIONS

Housekeeping

1. The cleanliness and upkeep of students' assigned units in the preclinical laboratories is the responsibility of students.
 - a. Ample rolls of paper are available in each laboratory. It is expected that every student will adopt the daily practice of using paper on the assigned counter top at the beginning of each session. This will improve the cleanliness of the laboratory by protecting the counters from wax and plaster buildup.
 - b. A sufficient supply of trash receptacles is available in each laboratory. At the end of each session, each student will clear his/her assigned unit of paper and other debris (i.e., coffee containers, discarded castings, etc.).
2. It is expected that students will do their utmost in contributing to the cleanliness and upkeep of the laboratory support areas.
An adequate supply of paper and trash receptacles are available in the support areas. When a student completes his or her use of a support area, it should be left in

- acceptable condition for the next student's use.
3. All faculty members are responsible for the enforcement of these regulations. Students not adhering to these regulations may be denied admission to the laboratories at the discretion of the faculty member until there is an indication that the regulations will be adhered to.
 4. Housekeeping needs of a general nature will be coordinated with the Housekeeping Staff by a staff member in the Office of Clinical Affairs. Matters pertaining to unclean conditions in the laboratories and support areas should be reported to the preclinical dispensary Room C-622-a.

Laboratory Equipment

The maintenance of equipment and service in the assigned laboratory units and support rooms is entrusted to dental school and/or Department of Operations personnel.

1. Each student's assigned unit in the laboratory includes a mannikin-mount bar, examination lamp, hand piece attachments, chip blower and support service in the nature of air and gas connections. Any of the above requiring service should be reported to the staff member in Room C-622-a.
2. Equipment repairs and serving needs are coordinated with authorized personnel by a staff member of the Office for Clinical Affairs in the preclinical dispensary (Room C-622-a) after receiving due notice of equipment failure from a student.
3. The support areas consist of equipment including, but not limited to, casting machines, ovens, model trimmers, vibrators and lathes. Failure of this equipment should be reported to Room C-622-a.
4. Maintenance and service needs of a general nature (i.e., plumbing and electrical problems, as well as those of heat, ventilation and air conditioning) will be coordinated with personnel of the Operations Department.
5. It is expected that students will exercise care and practice good safety habits when using school equipment.
6. All equipment failures, whether in a student's assigned area or in a laboratory support area, should be reported immediately.

Laboratory Loan Equipment

It is school policy that students shall assume the full responsibility for the return of all loan equipment obtained from the preclinical dispensary.

When equipment is issued from the preclinical dispensary (Room C-622-a) the student's name is listed indicating the equipment loaned. On return of the equipment to the preclinical dispensary, it is the student's responsibility to insure that his or her name is crossed off the list of lent items.

1. Equipment required for various projects (e.g., water baths, condensers, hot plates, etc.) by the Department of Restorative Dentistry is issued on a daily basis. All equipment must be returned in clean condition to the dispensary.
2. Loan equipment may be issued for periods longer than one day.
3. Under no circumstances should equipment be passed from student to student, nor should a student borrow or return equipment as an agent of another student.
4. It is the student's responsibility to return the equipment to the dispensary at the designated time and in proper working condition.

Smoking

Smoking is prohibited throughout the University in all buildings.

Eating

Eating and drinking are prohibited in all laboratories, clinics and lecture halls.

PERSONAL CONFLICT RESOLUTION PROCEDURES

Whenever conflicts or potential conflicts arise between a student and faculty, or a student and another student, 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 class member(s) and the faculty member(s) involved. Failing resolution at that level, it should next be brought to the department chair, unless he/she is the faculty member in question. If resolution is not accomplished, the matter is brought to the Office of Student Affairs, who will decide what further action, if any, should be taken.

2. In presenting a grievance to the Office of Student Affairs, a written statement should be prepared giving as much detail as possible. All 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 or another appropriate committee or resolve the matter directly.

PUBLICITY

Publicity for the dental school and for dental students is arranged by the University Office of External Relations. The office will also prepare press releases for students receiving degrees, honors, and awards.

Requests for the services of the external relations staff, whether for individuals, classes or organizations, should be channeled through the Office of Student Affairs.

RECOMMENDATIONS

Any member of the faculty or administration may 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.

REGISTRAR

The dental school Registrar is located in Room B-826, 973-972-4728, to provide all necessary registrar services for dental students.

RESEARCH

The Office of Research is responsible for the promotion and coordination of research activities within the dental school. It fosters faculty research interests, identifies external funding sources, and manages on-site research facilities. This Office aids students in obtaining information concerning research activities.

A list of summer research opportunities is available in the spring from which to choose potential research mentors. Students can also make contacts directly with the principal investigator of a research laboratory to discuss projects of mutual interests. A limited number of summer research fellowships are available each year. Stipends are set annually depending upon the availability of funds and level of student interest. In addition, work-study grants or direct funding from research grants may be available. It is the policy of RSDM to encourage all students to participate in a research experience.

The Office of Research is located in the dental school building, Room B-811, 973-972-7208.

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 in University Hospital are reserved through the Audio-Visual Center, Room B-555, 973-972-4340.

SEXUAL HARASSMENT

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

SOCIAL MEDIA

<http://www.rutgers.edu/news-center/rutgers-social-media-directory>

STUDENT AFFAIRS

The Office of Student Affairs is responsible for providing a variety of services to students. The objective of the Office of Student Affairs is to provide necessary and appropriate services for past, present, and future students and residents. These services may be provided on an ongoing basis, on request (of students, faculty, and/or administrators), or at specific times during the year. The overall function of the Office of Student Affairs is to assure that students at Rutgers School of Dental Medicine are provided with the necessary student services and counseling in an environment which produces academic excellence.

Consult the Office of Student Affairs for assistance with class or individual problems, Room B-829, 973-972-5063.

STUDENT AND FACULTY RELATIONS COMMITTEE

This committee is responsible for developing and carrying out programs designed to maintain and improve the quality of the student's professional life. It deals with matters concerning student conduct and discipline, considers matters pertinent to student welfare, and serves in an advisory capacity to the Student Government Association. Student members of the committee are elected by the Student Government Association.

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 leave of absence 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 University's full policy on impaired students is at: http://rbhs.rutgers.edu/policylibrary/university_policies/student_affairs/PDF/00-01-25-35_00.pdf

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 President 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

Approved by Executive Council on February 12, 2013

Procedures on how to file a complaint with the Rutgers School of Dental Medicine 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 postdoctoral student who has a complaint about any issue related to RSDM or Rutgers has the following sources to contact:

For complaints including but not limited to	Recommended contact
Curriculum, grades, exams, courses, scheduling, AV, IT issues, classrooms, and academic actions	<p>Office of Academic Affairs - 973-972-4440 Associate Dean for Academic Affairs Assistant Dean for Academic Affairs Director for Academic Affairs Director for Educational Programs Instructional Design Media Specialist</p> <p>Additional opportunities to express complaints while maintaining anonymity are 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 handbook, student health, and student mental health services. The Office receives, reviews and aids in satisfactory solutions to student problems and or complaints, and referral to other offices as necessary.	<p>Office of Student Affairs - 973-972-5064 Associate Dean of Student Affairs Director of Student and Multicultural Affairs</p> <p>Affiliated with the Office of Student Affairs are additional sources: academic advisors, Foresight (peer) mentors, faculty mentors, office of multicultural affairs</p>
Clinical issues	<p>Office of Clinical Affairs - 973-972-6679 Associate Dean for Clinical Affairs Assistant Dean for Clinical Affairs</p> <p>Information also can be found in the clinic manual http://sdm.rutgers.edu/about/clinic-manual/</p>
Conflicts with faculty, staff, and students. This source of assistance mediates disputes or negotiates resolution between parties and recommends changes in policies or procedure to school/university administrators, especially when there has been identified patterns of complaints.	<p>Ombudspersons - 973-972-4825 or 973-972-3851</p>
Ethics or compliance at RSDM or Rutgers – anonymous complaints can be filed through a Rutgers “hotline.”	<p>University Office of Ethics and Compliance – 800-215-9664</p>
Bias or sexual harassment	<p>Office of Workplace Diversity - 973-972-4855</p>
University-wide services	<p>Housing - 973-972-8796, EXT 2 Shuttle Bus Service Hotline - 973-972-6674 Public Safety (non-emergency) - 973-972-4491</p>

	<p>Student Health 973-972-8219 Student Mental Health Service - 973-972-5429 or 4491 Office of Student Financial Aid - 973-972-4376</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>	<p>Commission of Dental Accreditation 211 East Chicago Avenue Chicago, IL 60611-2678 800-621-8099 ext. 4</p>

Other venues to address student complaints are:

Monthly Class Meetings with Associate/Assistant Deans

Monthly Student Government Association and Deans/Students Meetings

Annual Student Exit Interviews (years 1-4) with the Office of Student Affairs

If students are unsure of who 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 AND WELLNESS CENTER

The Student Health and Wellness Center is located in the Doctors Office Center, lower level, suite 1750, 973-972-8219. The hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The Center provides a broad range of services for physical and mental health.

STUDENT LOUNGE

The Student Lounge is located on B-Level. Air conditioned and comfortably furnished, it is available for student use at any time. Pool tables may be used without charge.

STUDENT RIGHTS AND RESPONSIBILITIES

The University policy on Student Rights and Responsibilities is available at http://rbhs.rutgers.edu/policylibrary/university_policies/student_affairs/PDF/00-01-25-50_00.pdf

STUDENT WELLNESS PROGRAM

(FORMERLY STUDENT MENTAL HEALTH SERVICES)

The Student Wellness Program is a confidential counseling service which helps students deal effectively with stressors and pressures related to dental school education, as well as personal problems that may affect their well-being, their home lives and/or their academic performance. Services are provided by the University Behavioral HealthCare staff of licensed psychologists, social workers and marriage and family counselors. This service is free to dental students and members of their immediate family. Counseling services are available in a choice of three separate physical locations throughout the State of New Jersey.

On the Newark campus, it is located at 183 South Orange Ave. Appointments are available during day and some evening hours by calling 973-972-5429. For emergencies after 5 p.m. or on weekends, call 1-800-327-3678.

TABLE CLINICS AND RESEARCH PRESENTATIONS

Opportunities to present table clinics/research presentations occur throughout the year both on and off campus. National, state, regional and specialty societies and associations invite students to submit proposals. A member of the faculty is designated as advisor to the Student Research Program. Travel funds are sometimes available for students selected to make presentations.

TELEPHONES

Pay phones are located in the Student Lounge and on all levels of the dental building. 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.

TUTORING

Tutorial assistance is the interception component of our academic support systems. Drop-in tutorial assistance is offered to all students in lab courses and other courses in which students have traditionally needed assistance.. Tutorials are provided by upperclassmen who have been selected by the course director as qualified to tutor in a specific discipline. There is no charge to the student for this service. The Office of Student Affairs also disseminates lists of recommended tutors for students who wish to hire students privately. More information is at <http://sdm.rutgers.edu/students/current/predoctoral/tutorial/>

UNIVERSITY-WIDE COMMITTEES

The following are the University-wide committees on which Rutgers School of Dental Medicine students serve:

The University-Wide Council, Board of Concerned Citizens, University-Wide Conference Committee on Students' Rights and Responsibilities, the University-Wide Commencement Committee and the University-Wide Financial Aid Committee.

VENDING MACHINES

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

PART II: 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.

MISSION

The mission of the School of Dental Medicine is to improve oral health and quality of life through the education of oral health professionals and scientists, the conduct of research, the promotion of health and disease prevention, and the delivery of oral health care to communities throughout the State and beyond.

GOALS

I. Students

1. Recruit and select the most qualified applicants for admission, with special efforts aimed at minority students.
2. Reduce financial barriers to the participation of qualified students in the educational programs at the dental school.

II. Faculty

1. Recruit and retain the highest caliber faculty, with efforts aimed at minority faculty recruitment and retention.
2. Promote further development of faculty teaching, research and community service skills and the use of advanced technology.
3. Provide opportunities for faculty enrichment, scholarship, and creative expression.

III. Curriculum

1. Prepare dentists who possess the knowledge, skills and values to begin the practice of general dentistry.
2. Prepare clinically proficient specialists who possess the knowledge, skills and values to begin specialty practice.
3. Provide a predoctoral curriculum which:
 - is competency based;
 - is contemporary;
 - provides community-based experiences;
 - integrates basic, clinical and social sciences;
 - effectively utilizes curriculum time; and
 - is flexible, maximizes student program completion, and allows for enriched educational experiences.
4. Expand the integration of dental educational programs with other programs within the University and other institutions.
5. Increase emphasis on the preparation of generalists.
6. Provide high quality continuing dental education.

IV. Research

1. Contribute to the broad body of basic and applied knowledge related to oral and systemic

health.

2. Provide opportunities for the continuous development of faculty in research.
3. Train investigators capable of independent scholarship, creative expression and critical thinking.
4. Provide the opportunity for students to participate in research.
5. Enhance the local, state, national and international stature of the dental school through leadership and collaboration in research.
6. Foster the exchange of ideas and influence future trends in health care by participating in local, state, national and international professional organizations.
7. Focus and strengthen our research capabilities, resources and levels of activity.

V. Patient Care

1. Provide quality comprehensive care through predoctoral, postdoctoral, faculty practice and outreach programs to patients of all means and backgrounds.
2. Provide patient care environments which are responsive to the public.
3. Provide referral centers which serve as professional resources to practitioners and offer tertiary care to patients with complex treatment needs.

VI. Community Service

1. Promote oral health in New Jersey through education and delivery of services.
2. Advocate for resources to promote health in New Jersey.
3. Strengthen communication and understanding between the community and the dental school.

PART III: AN OVERVIEW OF THE CURRICULUM

The School of Dental Medicine offers a four-year curriculum that has been evolving since its inception in 1956. A number of unique academic features enhance its educational value.

The curriculum includes extramural programs, fourth year selective/elective programs, small group instruction and comprehensive patient care experiences in several settings including the dental school clinics, community clinics and University Hospital.

CURRICULUM COMMITTEE

This Committee regularly reviews the content and delivery of the curriculum and maintains liaison with the administration concerning interdepartmental programs. One student suggested by the Student Government Association serves on this committee.

THE DIDACTIC PROGRAM

Requirements for successful completion of the didactic courses are provided to the student by each course director at the beginning of the course.

THE CLINICAL PROGRAM

The clinical program is described in detail in the Clinic Manual which is available in the Office of Clinical Affairs. Copies are distributed to all third and fourth year students upon their entry into the clinics and is at <http://sdm.rutgers.edu/about/clinic-manual/>

EXTRAMURAL PROGRAMS

Extramural programs are designed to reinforce didactic instruction in psychomotor skills and concepts by using a community setting as an environment for teaching. Rotations of the extramural program include clinical facility visitation and oral health education.

Clinical facility visitations are designed to analyze the delivery system for dental care. Emphasis is placed on the clinical facilities in terms of manpower, payment mechanisms, dental demographics, scope of services, and equipment. Available sites are dental practices and clinics associated with neighborhood health centers, hospitals, and public health departments.

Oral health education experiences are designed to disseminate accurate information which reinforces good nutrition, dental health, and oral hygiene instruction. Oral health education is provided at public and parochial schools, dental clinics, nursing homes, hospital wards and health fairs.

Information on extramural programs is available from the Office of Student Affairs.

SELECTIVE/ELECTIVE PROGRAM

The Selective/Elective courses constitute a portion of the teaching program during the fourth year at RSDM. The aim of this program is to allow the student the opportunity to structure and enhance

a segment of the fourth year curriculum. The grading system for selective and elective courses is pass or no entry. If the student fails to complete the criteria, no entry will be made or credit given. The credit time must then be made up by taking another selective or elective course of equivalent value.

Selectives

The selective courses are offered to senior students during regular lecture hours. Students are required to complete selectives totaling sixty hours by the end of the fourth year spring trimester. Additional hours may be taken if the student's schedule permits.

Electives

Elective courses are offered during regular clinic hours. Students registering for electives which require clinic time must obtain a release from clinic from the Associate Dean for Clinical Affairs. Since the students taking these courses are exempt from required clinic time, these courses are limited to students in good standing. (Good standing is defined as maintaining a 2.000 grade point average with no failures or unsatisfactory performance reports.) If an elective course is oversubscribed, the department chair involved will select the candidates from the list provided. Students may earn up to 20 percent (12 hours) of selective credit by participating in elective courses.

SCHEDULE OF COURSES

All courses in an academic year are prerequisite to those in the succeeding academic year. Consequently, all courses of each academic year must be successfully completed before students may register for succeeding courses.

Schedules of courses are available at <http://sdm.rutgers.edu/calendar/calendars.html>

DMD/PhD CURRICULUM

For Years 1-3, students take the curriculum offered by the Dental school and participate in laboratory research rotations during the summers. Students will also participate in an Oral Biology seminar/journal club throughout their tenure in the Program.

For Years 4-5, students become full-time students in GSBS while maintaining co-matriculation in RSDM. Courses should be selected by the student and thesis advisor based on the individual student's needs and research program and approved by the Director of the DMD/PhD Program. Since GSBS requires all full-time students to be registered for 10 credits per semester, the students will also be participating in the research towards the Ph.D. degree, and will be granted credits for that. Within two months of the completion of GSBS course work, DMD/PhD students must pass the Qualifying Examination for admission to candidacy for the Ph.D. degree. The examination will be based on the preparation (the written component) and oral defense of a research proposal in the student's area of research interest.

During the fourth and fifth years, the students will also complete the clinical requirements for the DMD degree. The scheduling and participation in the specific courses will be determined with the assistance of an ad hoc curriculum subcommittee selected by the program director designed for each student. Clinical activities will be coordinated through the assigned Group Practice Administrator and the faculty mentor. The student will take National Boards Examination Part 2 after year 5, and the

North East Regional Board Examination during year 6.

After admission to candidacy for the Ph.D. degree, a Thesis Advisory Committee must be formed to facilitate and evaluate progress of the doctoral dissertation research. The Thesis Advisory Committee consists of the thesis advisor and two other members, one of whom is outside of the student's primary department. The thesis advisor must be a full member of the GSBS faculty. The Thesis Advisory Committee members should have expertise in the dissertation research field. A research proposal outline should be developed by the student and reviewed by the thesis advisor prior to presentation to the Thesis Advisory Committee. The Thesis Advisory Committee must meet at least twice per year to evaluate the student's progress.

Following completion of the requirements for the DMD degree, the students will complete their thesis research as full-time students in GSBS. Following completion of the dissertation research, the student will prepare a thesis in the format specified by the GSBS. In addition, it is expected that two or more manuscripts will be published in the scientific literature as a result of the dissertation research. The Dissertation Examination Committee consists of the Thesis Advisory Committee and three additional members who serve as readers. Readers should have research expertise relevant to the thesis research. At least one reader must be from outside the primary department and one reader must be from outside the Rutgers Newark campus. The student dissertation defense consists of an oral public presentation in a seminar format, followed by an oral examination by the Dissertation Examination Committee.

A complete description of the curriculum of the DMD/PhD program is available at http://dentalschool.Rutgers.edu/students/prospective/predoctoral/DMD-PhD_program.pdf

REQUIREMENTS FOR DEGREE (Amended by Executive Council December 7, 2011).

The degree of Doctor of Dental Medicine (D.M.D) will be conferred upon those candidates who have met the following requirements:

1. Regular attendance for the prescribed period of four academic years of instruction, or for the prescribed period of five academic years of instruction when permitted by SAPC.
2. Satisfactory completion of curricular requirements in the preclinical and clinical areas of each of the years of study.
3. Adherence to high standards of moral and professional conduct and compliance with all RSDM and University rules and codes of conduct.
4. Payment of all financial obligations, including dental store debts. (After a specified date in April, only cashier's checks, certified checks, or money orders will be accepted.)
5. Return of all loan equipment, patient charts, gold, etc., to the dental school.
6. Successful completion of both Part I and Part II of the National Board Dental Examinations.

7. Completion of all requirements within five academic years after first enrollment in the program. (Approved by Executive Council October 14, 2010)

Any repetition of the academic year or continuation into the succeeding trimester due to academic reasons which will cause the student to matriculate for more than five years must be approved by the Executive Council. (Approved by the Executive Council May 1, 2013)

If repetition of the academic year or continuation into the succeeding trimester extends past five years, and is due to disciplinary reasons, the Dean or the appointed designee may waive the five-year rule. (Approved by the Executive Council May 1, 2013)

8. Only those students who have completed all of the above requirements by May 31 will receive a diploma with the published commencement date. Those completing after May 31 will receive a diploma with the date on which they have completed all requirements. (Approved by Executive Council February 9, 2011)

PART IV: ACADEMIC REGULATIONS

ATTENDANCE POLICIES

(Approved by the Executive Council 06/22/05; amended on 07/25/05)

The School of Dental Medicine considers attendance to be an integral part of the dental education process. Consistent attendance enables the student to achieve the highest level of didactic and clinical competence while providing an increased level of dependable comprehensive care to patients. The responsibility of patient care and personal education advancement requires regular student participation in all didactic and clinical assignments.

GENERAL ATTENDANCE POLICIES

Students are expected to be present for all aspects of the curriculum including all didactic, laboratory and clinical components. Attendance implies arriving promptly at the start of the curricular session and remaining until its conclusion.

It is understood that there are unavoidable situations, such as illness, accident, or personal circumstance including religious holidays that might delay or prevent a student's attendance. These allowable absences should not be excessive in number since excessive absence could lead to failure of a course which could lead to failure of the academic year. Students must make every effort to be in attendance as scheduled. When an absence is anticipated, approval must be obtained in advance by completing a "Rutgers School of Dental Medicine Student Request For Absence (s) Form" and obtaining the appropriate signatures. Forms are available in the Office of Academic Affairs.

A student who is absent from school for more than three consecutive days because of illness must be examined by the Student Health Services prior to resuming classes and clinics and provide a statement from a health care provider as well as a release from the Student Health and Wellness Center.

DEFINITION OF ABSENCES

An anticipated absence occurs when the student knows in advance of the absence, that he/she will not be present for a didactic or clinical session.

An unanticipated absence occurs when the student does not know in advance that he/she would not be present for a didactic or clinical session. (illness, death in family etc.)

ATTENDANCE REQUIREMENTS FOR SCHEDULED EXAMINATIONS

(amended by Executive Council November 14, 2007)

A student is required to take all examinations as scheduled. In the event of illness or circumstances that prohibit taking a scheduled examination, the following policies apply. (Quizzes are exempt from these policies and cannot be made up.)

- **Anticipated Absence:** In rare circumstances, if a student must miss an examination, the student must submit a request in writing to the Associate Dean for Academic Affairs as soon as the student knows the circumstance for the anticipated absence. The Associate Dean will discuss the matter with the course director and inform the student of the decision in the matter. If approved, the student must take a missed examination immediately upon return to school at a

time and date set by the course director.

- Unanticipated Absence: The student must notify the Office of Academic Affairs by telephone by 9:00 am on the day of the examination, and the office will notify the appropriate department.

All absences from scheduled examinations must be substantiated by a valid, dated, and written statement elaborating the reason(s) for the student's absence. The statement must be presented to the Office of Academic Affairs on the first day the student returns following an absence. The written statement and any other documentation supplied will be verified by the Office of Academic Affairs. The Office of Academic Affairs may require additional documentation or other information in order to evaluate the reason for the absence. The student and course director will be notified if the absence is approved or non-approved. If approved, the student must be prepared to take a missed examination immediately upon return to school at a time and date set by the course director.

Any absence from a scheduled examination that is not approved by the Office of Academic Affairs will result in an F grade (zero points) being recorded for the examination.

POLICY FOR NONCLINICAL (DIDACTIC AND LABORATORY) COURSES

If a student is absent from 30 percent (percentage will be rounded up to the next nearest whole number) of assigned time in a particular course (didactic or laboratory course), the student will be ineligible for tutorials or remediation following a failure in a course. Absence due to illness or personal circumstances, unless due to an approved medical or personal leave of absence, is included in the 30 percent total listed above.

POLICY FOR CLINICAL COURSES

The Patient Care & Management Courses for the junior and senior academic year have attendance as a requirement. Each course allows for a specific number of absences from open clinic sessions, but does not allow for any absences from scheduled closed clinic session. Each student is allowed 20 sessions of excused absence from the Open Clinic. All excused absences over the allotted 20 sessions will be made up, one session for each missed session prior to completing the academic year. These include absences due to Religious Observances, Academic Deficiencies, Clinical Suspensions or any form of a Leave of Absence. All unexcused absences regardless of the allotted 20 sessions must be made-up two sessions for one session prior to receiving a diploma. In extenuating circumstances, a dental student may petition the Associate Dean for the Office of Clinical Affairs for additional excused absences.

An excused absence is any absence that follows the steps as outlined in the definitions of Anticipated and Unanticipated absences below.

An unexcused absence is any absence that does not follow the steps as outlined in the definitions of Anticipated and Unanticipated absences below.

- Anticipated Absence from an Open Clinic
 - For anticipated absences from any open clinical session, the student must complete a "Rutgers School of Dental Medicine Student Request For Absence Form", and submit it to the GPA prior to the absence occurring. No plans for time off should be made without prior approval by the GPA or the Director of Clinics.

- Absences for reasons such as dental meetings, presentations, externships, interviews, continuing education and/or Selective Elective courses must have prior approval from the GPA. These absences will not need to be made-up, but will be considered part of the student's educational experience.
- Anticipated Absence from a Closed Clinic
 - For anticipated absences from any closed clinical session, the student must complete a "Rutgers School of Dental Medicine Student Request For Absence Form", and obtain the appropriate signatures and approval for the anticipated absences from the Director of the Closed Clinic.
 - Any excused absence in a Closed Clinic rotation will be made up one session for one session. Any unexcused absence in a Closed Clinic rotation will be made-up two sessions for one session.
 - Closed Clinics absences made-up during open clinic time will count as an excused absence from the Open Clinic and will be considered part of the allowable absences for Patient Care and Management I or II.
 - Making-up a closed Clinic session during an Open Clinic session will require the student to complete a "Student Request for Anticipated Absence" Form and to obtain a signature from the Clinic Floor Manager.
- Unanticipated Absence from an Open Clinic
 - For unanticipated absences from any Open Clinical session, the student must on a daily basis inform:
 - The Group Practice Administrator
 - The scheduled patient(s)
 - Unanticipated absence must be called in to the GPA or DCC before 9:00 AM or it will be considered an unexcused absence for that clinic session.
 - If when you call a voice mail picks up you must leave the following information:
 - The date and time of call
 - Student name and ID number
 - What will be missed during your absence
 - The reason for the absence
 - Whether scheduled patients were contacted
 - The GPA will monitor patterns or trends in unanticipated absences.
- Unanticipated Absence from a Closed Clinic
 - For unanticipated absences from any Closed Clinical session, the student must on a daily basis inform:
 - Their Group Practice Administrator
 - The director of the closed clinic
 - Unanticipated absences must be called in to the GPA or DCC before 9:00 AM or it will be considered an unexcused absence for that clinic session.
 - If when you call a voice mail picks up you must leave the following information:
 - The date and time of your call
 - Student name and ID number
 - What will be missed during your absence
 - The reason for your absence

- Whether scheduled patients were contacted (if applicable)
 - The GPA will monitor patterns or trends in unanticipated absences
- Recording of Attendance
 - Absences are recorded by the Group Practice Administrator in conjunction with the Clinic Floor Manager and the Dental Care Coordinators.
 - Students must take part in a clinically relevant experience as determined by the Clinic Floor Manager (CFM) to be considered present for a session. Only clinical experiences approved by the CFM will count toward attendance in the open clinic. Clinical experiences may include: direct patient care, treating a referable/emergency patient, completing an exercise on a manikin, periodontal surgical assist and assisting in any area of the school that is in the need of assistance. (For example, Intake Center, Emergency, Radiology, etc.) Lab work could be considered at the discretion of the CFM.
 - If a student does not have an appointment with an assigned patient, then the student must identify activity for that session on the attendance sheet. The student must also contact the CFM or the DCC for possible assignment to an emergency or referable patient.
 - The student must not leave the clinic area without the permission of the CFM.
 - A student's attendance at group meetings and general clinic meetings is mandatory. Failure to be present will be recorded as a one-session absence from the open clinic.
 - If a student has completed all clinical assignments and the number of make-up sessions required jeopardizes a senior student's chance to start a residency program, a committee composed of the Department Chairs and the Associate Dean for Clinical Affairs will be convened. This committee will deliberate the student's attendance requirement.

POLICY CONCERNING EXTERNSHIPS WHILE SCHOOL IS IN SESSION
 (Approved by Executive Council March 22, 2011)

Fourth-year students are encouraged to engage in externship experiences outside of Rutgers School of Dental Medicine during the academic year. In order to maintain sufficient levels of coverage for patient care at the school and ensure adequate time is devoted to students' development of clinical skills through direct patient care, the following provisions shall apply:

Limitations:

- During their fourth academic year students may engage in up to two (2) weeks of externships that take place while clinics are in session. Requests to engage in externships that would result in excess of two weeks missed clinic time must be approved by the Associate Dean for Clinical Affairs in consultation with the students' Group Practice Administrator (GPA).
- Students may engage in externships during times that they have closed rotations scheduled and must make up missed rotations on a one-for-one basis. However, students will not schedule themselves for externships during times they are scheduled for any week-long closed rotation (e.g., University Hospital, CODE, Oral Surgery or Oral Medicine).
- In order to assure availability of care, the Office of Clinical Affairs through the Group Practice Administrators will limit the number of students from one clinical group that may participate in externships requiring missed clinic sessions during the same time frame. Students must have the signature of their GPA on the Excused Absence Form. Group Practice Administrators have

the option of not approving student participation due to patient care, scheduling or other concerns.

Attendance-related items:

- In accordance with the RSDM clinical attendance policy, externships are not counted as missed clinical time. Time missed to engage in externships does not need to be made up as it is considered part of the educational experience.
- Students must obtain the signature of any affected closed rotation director(s) on the Excused Absence Form indicating their approval, Otherwise, their absence will be considered unexcused. The closed rotation director has the option of not approving any student’s participation due to patient care, scheduling, or other concerns.

Responsibility:

When applying for such externships, students shall be reminded that:

- It is their responsibility to see assigned patients in accordance with clinic policy and that they are responsible for all work missed and for re-scheduling patients if necessary.
- Missing clinic time in order to engage in an externship could result in a student’s promotion or graduation being delayed due to lack of completion of academic or clinical requirements. This applies regardless of any post-graduation plans students may have: residency, military or post-graduate programs.

GRADING

Course syllabi which include information about the goals and requirements for each course, course content, topic outlines, methods of evaluation and specific departmental policies are distributed by course directors at the beginning of each course. Each department determines the manner in which students are examined and the criteria for evaluating performance. Within five (5) working days of the conclusion of a course or the date of the final examination, final letter grades are transmitted to the Registrar’s Office for recording on the student’s permanent academic record (transcript).

Valid letter grades and their values are:

<u>Letter Grade</u>	<u>Description</u>	<u>Grade Points</u>	<u>Numerical Scores</u>
A	Excellent	4.00	90-100**
B+		3.50	85-89**
B	Average	3.00	80-84**
C+		2.50	75-79**
C	Fair	2.00	70-74**
D*	Unacceptable	1.00	65-69**
F*	Failure	0.00	60-64 **
FR***	Failure/repeat	0.00	59 and below**
D/C, F/C****	Grade on remediation		

*The **D** grade and the **F** grade must be remediated or repeated using the “Academic Actions” guidelines delineated below.

**for calculation of final course grades, decimal values are rounded up to the next whole number if .5 or above OR rounded down to the whole number if below .5, e.g., 89.5 would be an “A” and 89.4 would be a “B+.”

***Students receiving a grade of “F” in a course with a numerical grade value of 60-64 will be remediated if allowed by the SAPC after considering the student’s overall academic performance. Students receiving a grade of “FR” in a course with a numerical value of 59 and below will repeat the course if allowed by the SAPC after considering the student’s overall academic performance. The FR grade is not applied to didactic courses of fewer than 4 credits nor to first-year dental preclinical laboratory courses. (Approved by Executive Council October 14, 2010; Amended November 20, 2013).

****When an **F or D** grade is remediated, the highest grade attainable is **C** (Approved by Executive Council November 14, 2007; Amended November 20, 2013).

The **DC or FC** is awarded in a didactic or preclinical laboratory course after successful remediation or completion of deficient requirements in a clinical course. The new grade is recorded on the transcript in addition to the previous grade.

Grade point averages (GPA's) are calculated to determine the rank in class and eligibility for promotion for each student. It is dental school policy that, for the purposes of determining class rank, a grade point average will be computed using ONLY the FIRST grade obtained in each course. For the purpose of determining eligibility for promotion and Satisfactory Academic Progress, GRADES EARNED ON REMEDIATION OR REPETITION of a course will be used to calculate the grade point average.

Grades which are not included in the computation of the grade point averages are:

AU	Audit
EXT	Exempt
I	Incomplete
P	Pass
S	Satisfactory
U	Unsatisfactory
WP	Withdrawn-Passing
WF	Withdrawn-Failing
X	Suspension for Administrative Reasons

The AU (**Audit**) grade is noted on the transcript for a student who has successfully completed a course in a previous trimester, but is mandated by the SAPC or the course director to attend the course to maintain knowledge and/or skills. The auditing student must attend all classes and take all quizzes, examinations, practicals, etc., but will not receive a grade other than the “AU”.

The EXT (**Exempt**) grade is noted on the transcript for a student who, upon application to the department chair involved, is not required to participate in a course (usually a basic science course) because of the student's documented previous knowledge of the subject matter.

The I (**Incomplete**) grade is an interim grade awarded to a student who has been unable to complete a course due to being on an approved leave of absence, service to the dental school, unscheduled curricular activity or as determined by an ad hoc Clinical Progress Committee

When submitting an I grade for a non-clinical course, the course director must: (Approved by Executive Council October 6, 2008)

- a. consult with their department chair
- b. consult with the Associate Dean for Student Affairs
- c. delineate the specific reason(s) for the I grade as well as a time frame for removal
- d. submit the above to the Registrar for delineation to the Student Academic Performance Committee

If the reason(s) for I grade does not meet the stated definition, the Associate Dean for Academic Affairs and/or the Chair of the SAPC will contact the Course Director and/or Department chair for further clarification.

Additionally, a quantitative F grade submitted in a clinical course may be changed to an I (Incomplete) grade only under extreme circumstances on a case by case basis upon recommendation of an ad hoc Clinical Progress Committee . The committee consists of the Course Director, Department Chair, Group Practice Administrator, and Associate Dean for Clinical Affairs and considers whether the student effectively used clinical resources. In cases where the ad hoc committee determines the situation came about through no fault of the student, the student will receive an I grade.

The I grade must be removed in the academic year for which it is received, prior to the SAPC's August remediation review meeting. Any I grade which is not removed via successful completion of the course prior to the SAPC's August remediation review meeting will be changed to an F grade. Student's promotion to the subsequent academic year cannot occur until the I grade is removed.

A fourth year student with an I grade(s) may participate in the convocation and commencement ceremonies (without receiving a diploma) if, in the judgment of the ad hoc Clinical Progress Committee the student can accomplish the specified Comprehensive Care Requirements prior to the SAPC's August remediation review meeting. (Approved by Executive Council November 20, 2013).

The P (**Pass**) grade is awarded following successful completion of certain mandatory courses and fourth year Selective/Elective courses.

In Pass/Fail courses involving patient care, the P grade must be based on a minimum number of assessed clinical procedures as outlined in the respective course syllabus. An F (Fail) grade may be issued for qualitative failures based on daily grades, competencies and professionalism. If an F grade was issued based solely on quantity of procedures completed, it will be reviewed by an ad hoc Clinical Progress Committee.

The S (**Satisfactory**) and U (**Unsatisfactory**) grades may be given as mid-course (for courses that continue into subsequent trimester[s]) and/or end-of-trimester evaluations. These evaluations are not included on the student's permanent academic record (transcript) but are noted on a "grade report" which is given to the student at mid-course and/or end-of-trimester.

1. Unsatisfactory) - may be given:
 - a. in any academic year for any didactic course in which the student has an average numerical grade below 70 in quizzes, mid-term examinations or any other mid-course evaluation;
 - b. in any academic year for any laboratory course in which the student has not met the basic requirements of the course;

- c. in the junior and senior years for less than satisfactory qualitative clinical performance;
- d. in any academic year for less than appropriate professional performance.

The U grade must be removed by successfully completing all requirements in the course.

- 2. S (Satisfactory) - may be given in any academic year for any course in which the student has met all academic and professional requirements of the course.

The WP (**Withdrawn-Passing**) or WF (**Withdrawn-Failing**) grade is awarded when a student withdraws from a course before its conclusion. In both cases, the grade remains on the permanent academic record, and the student is required to repeat the course.

The X (**Suspension**) grade will be awarded to any course in progress when a student is removed from the school for non-academic reasons (cheating, theft, etc.). The suspension notation will remain on the student's permanent academic record.

GRADE CHALLENGE PROCEDURE (Amended by Executive Council November 14, 2007)

Whenever a 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 for Student Affairs, the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs will render the final, non-appealable decision.

DEAN'S LIST

(Approved by Executive Council March 27, 2001; Amended September 19, 2007; Amended July 9, 2008; Amended November 20, 2012)

1. Formal recognition on a student's transcript will be given at the end of an academic year to first, second, third and fourth year dental students when they receive a grade point average at or above 3.5 with no "D" or "F" grades for that year.
2. "Dean's List" recipients will be honored at the "OKU Scholarship Reception", held in conjunction with the Office of the Dean, during the fall trimester following the close of the previous academic year.
3. This award is not applicable to students
 - a. Who are enrolled in the first three academic years of the Five Year Program due to the reduced academic load
 - b. Who are repeating an academic year

EXAM ACCESS AND REVIEW POLICY

(Approved by Executive Council March 15, 2000)

1. Midterm Written Examinations:
 - a. Following the administration of a midterm written examination, course directors--at their discretion--can do one of the following:
 - i. allow the students to keep the examination and post the answer key within two working days of the examination
 - ii. post the examination and answer key in a common area (outside the lecture hall or pre-clinical laboratory, in the department area, in the student cabinet on B-level) for a reasonable period of time within two working days of the examination
 - b. If the students are not allowed to keep the examination, course directors should provide a sheet for the students to record their answers during the examination in order to facilitate review after the examination and answer key are posted. In addition, students should be allowed to review the examination and answer key upon appointment with the course director or his/her designee.
 - c. Posting of results should occur only after all students have completed the examination. This will allow for make-up examinations due to excused absence. Make-up examinations should be completed within the time frame described in the Student Handbook.
2. Midterm Practical (Psychomotor) Examinations
 - a. Following administration of a practical (psychomotor) examination (midterm or final), course directors, at their discretion, can do one or more of the following (does not apply to final examinations):
 - i. return the examination following grading with the criteria sheet used to

- evaluate the examination within a reasonable time
 - ii. allow students to review the examination upon appointment with the course director or his/her designee
- 3. Final Examinations
 - a. Course directors will follow the above guidelines for both written and psychomotor final examinations. The time limit for providing access to the examination and results will be within five working days after the grades for the course are due to the registrar.
- 4. Communication
 - a. Because each course director and department may indicate a different method of review, it is imperative that the procedure used be communicated to the class at the beginning of each course. Therefore, course directors will include the method of examination access and review in the course syllabus under the heading **Examination Access and Review**. Verbal reinforcement of this written procedure is recommended prior to each examination.

STUDENT ACADEMIC PERFORMANCE COMMITTEE

The Student Academic Performance Committee (SAPC) is responsible for recommending policy to the Executive Council relating to the Academic and Professional Performance and Progress of students. It meets regularly to review student performance and make academic actions and decisions concerning students. The committee develops, maintains, and upholds the academic regulations of the school.

“ACADEMIC PERFORMANCE” includes grades and grade point averages in all course work. “PROFESSIONAL PERFORMANCE” includes but is not limited to attendance, conduct, patient management, preparedness, punctuality, record-keeping, infection control, compliance with the school’s dress code and other RSDM and University policies.

When the RSDM rules and regulations allow the SAPC to determine that a student’s overall academic performance may warrant dismissal or repetition of an academic year or placement in the Five Year Program, the student will be informed in writing at least five days in advance of the next SAPC meeting during which the student’s performance will be voted upon. The Chair will invite the student to submit a written statement and to appear before the committee to answer questions and to explain any extenuating circumstances that may have contributed to the poor academic performance. The student may invite an individual other than an attorney to accompany the student during the presentation, but not to address the committee. Following deliberation, the committee will either request more information concerning the student or vote on the matter at hand. The action of the committee will be conveyed to the student in writing by the Office of Academic Affairs.

ACADEMIC ACTIONS

Individual student performance in all course work is evaluated at regular intervals during each academic year. This process identifies the student who has potential and actual academic deficiencies and attempts to rectify identified problems with tutorials, academic counseling and/or remediation programs.

At regular intervals (end of trimester and/or end of a course), each course director is required to forward grades to the Registrar. These grades are also submitted to the SAPC for review. In addition, at each evaluation period, the Associate Dean for Clinical Affairs will provide the Student Academic Performance Committee with each third and fourth year student's clinic points to date. This information may be used in conjunction with all other grades and/or grade point averages to determine promotion and graduation.

The SAPC will determine whether any academic action is necessary, and the student will be informed of such, in writing, by the Associate Dean for Academic Affairs. Based on the student's academic performance, the SAPC may take the following academic actions:

A. PROMOTE THE STUDENT TO THE SUBSEQUENT ACADEMIC YEAR

Students are promoted to the subsequent year by the SAPC. A student may be promoted to the next academic year if a cumulative average of 2.000 or above has been achieved, acceptable passing grades have been achieved for all listed courses in the previous academic year, and the student has maintained a satisfactory level of professional performance.

B. CERTIFY THE FOURTH YEAR STUDENT FOR GRADUATION

The degrees of Doctor of Dental Medicine are awarded by the Board of Trustees of the Rutgers School of Dental Medicine upon recommendation of the SAPC and certification by the Dean to the President. The candidate must have satisfactorily fulfilled the academic requirements for graduation noted in section "Requirements for Degree".

C. PLACE THE FIRST YEAR STUDENT IN THE FIVE YEAR PROGRAM

A first year student may be placed in the Five Year Program using the guidelines listed under THE FIVE YEAR PROGRAM.

D. PERMIT THE STUDENT TO REMEDiate F AND/OR D GRADES

All remedial course work for first, second and third year students will occur in the summer remediation session, except when the decision is to repeat the entire academic year. Remediation of fourth year didactic courses will occur during the academic year.

A student receiving any D or F grade in the fall and/or winter trimester may be permitted to continue into the subsequent trimester at the discretion of the SAPC. No student will be allowed to progress to a subsequent year with an incomplete, unacceptable or failing grade on the permanent academic record. Second year students who have an incomplete, D or F grade at the end of the spring

trimester will not be allowed to enter the mandatory summer clinic while remediating unless approved the Associate Dean for Clinical Affairs and the respective department chair in which the remediation activities are occurring.

A student who receives a D or F grade in a course at the end of a trimester or an academic year and for whom the department has recommended remediation and the remediation requirement has been approved by the SAPC will be notified in writing by the Associate Dean for Academic Affairs. The department will indicate the remedial course work that will be required prior to the next academic year.

E. PLACE THE STUDENT ON ACADEMIC PROBATION

A student will be placed on academic probation at the end of any trimester when the student:

1. receives an F grade in any course; OR
2. receives a D grade in any course; OR
3. demonstrates unacceptable professional performance.

Academic probation must be removed by successful remediation or repetition of a course(s) or academic year before a student will be eligible for promotion to the next academic year. A notation of academic probation, including the start and end dates of the status, will be indicated on the student's transcript.

F. PLACE THE STUDENT ON ACADEMIC WARNING

A first or second year student who attains U grades in two or more courses will receive a "Warning" letter from the Associate Dean for Academic Affairs noting that the SAPC has concerns about the student's performance. In addition, at the end of the fall trimester and at the end of the winter trimester, the first year student will be counseled about the availability of entrance into the Five Year Program.

A third or fourth year student who attains two or more U grades in clinical courses will receive a "Warning" letter from the Associate Dean for Academic Affairs noting that the SAPC has concerns about the student's performance.

G. ALLOW THE STUDENT TO REPEAT THE ACADEMIC YEAR

Under most circumstances, a first year student will not be permitted to repeat the first academic year with the exception of (Approved by Executive Council June 20, 2006) a student who receives a single F grade with a requirement to repeat the course and receives no other D or F grades prior to remediation. (Approved by Executive Council December 17, 2007). A first year student who does not meet these criteria will not be permitted by SAPC to repeat the first year. (Approved by Executive Council November 20, 2013).

A second, third or fourth year student may be permitted to repeat the year as an action by the SAPC, based on the student's academic performance. (Clarified by the Executive Council May 1, 2013)

Refer to "Mechanism for Student Appeal of Dismissal or Repetition of an Academic Year" (Approved by Executive Council September 20, 2010).

H. DISMISS THE STUDENT FROM THE DENTAL SCHOOL

A student may be dismissed by the SAPC when the committee determines that the student's overall academic or professional performance warrants dismissal or when a student's completion of failed courses cannot be accomplished within the required five academic years.

THE FIVE YEAR PROGRAM

(Amended by Executive Council December 7, 2011)

PURPOSE

Recognizing that students learn at varying rates, Rutgers School of Dental Medicine has developed a five year program which allows a student to successfully complete the four year curriculum in five years. The program may only be entered during the first academic year as described below. The schedule of the first two academic years is expanded into three calendar years; the last two years are identical to those of the four year schedule.

ENTRY PROCEDURE

Student Voluntary Entry into the 5 Year Program

- At any time from the end of the first year fall trimester through the end of the first year winter trimester, a student may voluntarily petition the Associate Dean for Academic Affairs by a written request to enter the Five Year Program. Once the Associate Dean for Academic Affairs has acted favorably on the request, courses not included in the Five Year Program will be dropped and repeated for credit as scheduled in the appropriate academic year. A student may petition to enter this program **NO LATER THAN THE END OF THE WINTER TRIMESTER OF THE FIRST ACADEMIC YEAR.**

SAPC Mandated Entry

- At the end of the fall or winter trimesters, a first year student receiving a minimum of 2 Unsatisfactory grades (any combination of U, D or F) may be placed in the Five Year Program by the SAPC. The student may appeal this placement to the Dean. (Amended November 20, 2013).
- A first year student receiving a single F grade with a requirement to repeat the course or who fails remediation in a single course may be permitted to enter the Five Year Program by the SAPC if the student can progress without the need to repeat the first academic year and has received no other D or F grades.

A student in the Five Year Program is subject to the same rules and regulations regarding promotion as are four year students. They are also subject to full tuition for each year of enrollment.

The Office of Academic Affairs will prepare the academic schedule for the Five Year Program.

REGULATIONS FOR REPEATING AN ACADEMIC YEAR

A student who is required to repeat an academic year as will be subject to the following regulations based on the decision(s) set by the SAPC:

1. A student who attains a course grade of B or better in a course may be waived from repeating the course at the discretion of the SAPC and the department involved. When a department denies a waiver to a student who has achieved a course grade of B or better, a written explanation of why the waiver is being denied will be forwarded to the Associate Dean for Academic Affairs.
2. The Associate Dean for Academic Affairs, in consultation with department chairs, will establish the academic schedules for any student who is required to repeat an academic year.
3. A student attaining C+ or lower in a course must repeat the course for credit.
4. Any remediated course in which the student attained B or above (e.g., F/C or D/A) will not be eligible for waiver.
5. A report of the student's performance in this program will be submitted at the regular end-of-trimester reporting periods to the Registrar and to the Associate Dean for Academic Affairs.

MECHANISM FOR STUDENT APPEAL OF PLACEMENT INTO THE FIVE YEAR PROGRAM, REPETITION OF AN ACADEMIC YEAR, OR DISMISSAL

(Approved by Executive Council May 31, 2006; Amended September 19, 2007; Amended October 8, 2008; Amended December 1, 2009)

1. Based on a required academic action, a second, third or fourth year student may be allowed by the SAPC to repeat a course, thereby necessitating repetition of an academic year. In addition, the SAPC may require that a student repeat an academic year or be dismissed, either due to a student's overall academic performance or a required academic action.
2. The student may appeal an SAPC decision of placement into the five-year program, repetition of an academic year or dismissal to the Dean. The appeal must be made in writing to the Dean within five working days following the SAPC decision.
 - a. If a student appeals the SAPC decision of placement into the five-year program, the student will be required to attend all classes of the four-year curriculum until the appeal has been decided by the Dean.
 - b. If a student appeals the SAPC decision to repeat an academic year, the student will be permitted to continue in the curriculum until the appeal has been decided by the Dean.
3. Prior to submission of a request to the Dean appealing an SAPC 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 the SAPC decision.

4. A decision concerning an appeal will be made by the Dean usually within ten working days of receipt of the appeal. The decision of the Dean is final and not subject to further appeal.

READMISSION FOLLOWING WITHDRAWAL OR DISMISSAL

If a student withdraws or is dismissed from the dental school, he/she must apply for readmission. THIS POLICY DOES NOT APPLY TO A STUDENT GRANTED A LEAVE OF ABSENCE.

Readmission is dependent on the following broad principles:

1. A student who withdraws or is dismissed must reapply as an entering student. The individual must be competitive with the total pool of applicants for the freshman class to be considered for admission. If accepted, exemptions from any courses previously completed will be at the discretion of the department chairs and in accordance with the regulations for repeating a year. NOTE: WHEN APPLYING FOR READMISSION, A FORMER STUDENT MUST MEET ALL DEADLINES AND SUPPLY ALL DOCUMENTATION REQUIRED OF OTHERS APPLYING FOR THE SAME CLASS.
2. In applying for readmission, the student will provide new and objective evidence which demonstrates the likelihood of success in the dental curriculum.
3. No student who withdraws or is dismissed from the dental school will be guaranteed readmission under any circumstances.
4. The former student must discharge all outstanding debts to the school prior to applying for readmission.

The Admissions Committee is responsible for evaluating credentials of all applicants. Any former student who applies for readmission must request appropriate application materials from the Office of Student Affairs. If requested, a faculty counselor will assist the former student with the procedures for readmission. The former student must submit:

1. a new AADSAS application;
2. all required transcripts, test scores, etc., as specified in the instructions provided with the application;
3. a copy of the withdrawal letter or a copy of the letter terminating the student's enrollment;
4. a written statement describing the applicant's understanding of the reason(s) for withdrawal or dismissal;
5. a description of activities since leaving the dental school;
6. new objective evidence such as:
 - a. Academic: If inadequate academic performance was the reason for withdrawal or dismissal, transcripts of course work taken elsewhere will be considered objective evidence;
 - b. Personal: If personal reasons (e.g., health, finances, etc.) were involved in the withdrawal or dismissal, objective evidence might include a physician's statement, financial information, etc.;
7. any other documentation or statement the applicant and/or faculty counselor wishes to

include (e.g., a statement or reasons for a renewed or continuing interest in dentistry). These materials should be designed to strengthen and clarify the request for readmission.

Note: Submission of false information or documents will result in immediate rejection of the application, or eligibility for dismissal from the DMD program if the falsification is discovered after admission. There is no appeal of these actions.

NATIONAL BOARD DENTAL EXAMINATIONS

(Approved by the Executive Council May 31, 2006)

The National Board Dental Examinations provide standardized methods by which states assess whether students are competent to begin the independent practice of dentistry. All students are required to take and successfully complete both Part I and Part II of the National Dental Board Examinations, administered by the Council of the National Board of Dental Examiners of the ADA in order to successfully complete the RSDM curriculum. . More information, including an application, is at <http://www.ada.org/110.aspx>

Eligibility for the National Boards is certified by the Office of Academic Affairs. Under the regulations of the Council of the National Board of Dental Examiners, a student must have received a passing grade in the courses that are covered on the Board examinations.

Part I covers anatomic sciences, biochemistry/physiology, microbiology/pathology and dental anatomy/occlusion. A student must have successfully completed all portions of Part I before being eligible to take Part II.

PART I POLICIES

1. Students who pass all Part I required courses are eligible to take the examination at the conclusion of the fall trimester of the second academic year. They are required to challenge the examination during the first week of January following the fall trimester of the second academic year. The examination is administered only as a computer version at Prometric Centers.
2. Students are required to pass the Part I examination in order to enter the fall trimester of the third academic year. Students who do not pass the Part I examination may attend the clinic orientation at the end of the second year but may not engage in any clinic activities, including, but not limited to manikin practice, or patient care (Approved by the Executive Council May 4, 2011).
3. Students who fail to challenge the examination during the scheduled time period in January will be suspended and required to repeat the entire second academic year, unless the Student Academic Performance Committee determines that a student's presentation of extenuating circumstances warrants approval to continue in the curriculum. Challenging the examination in January allows a student two additional opportunities to retake and pass the examination prior to the start of the fall trimester of the third year. Students who fail the examination three times will be automatically dismissed from the dental school.

4. Students who fail Pathology in the fall trimester of their second year must remediate the failure, if permitted by the SAPC, during the summer remediation period (July). If remediation is successful, these students must challenge the board examination by August 15 and pass the examination in order to continue in the fall trimester of the third year (results are available by September 15). Students who do not pass the examination by September of their third year will be suspended from school and be required to join the succeeding class one year later if they successfully pass the examination.

Part II covers operative dentistry, pharmacology, prosthodontics, oral and maxillofacial surgery/pain control, orthodontics/pediatric dentistry, endodontics, periodontics, oral pathology/radiology, behavioral science and public health.

PART II POLICIES

1. Students are required to pass the Part II examination prior to graduation and receipt of the doctoral degree.
2. Students are eligible to take the Part II examination following the fall trimester of the fourth academic year. Students are encouraged to take the examination as soon as possible following the fall trimester. The examination is administered only as a computer version at Prometric Centers.

A STUDENT MUST SUCCESSFULLY COMPLETE PART II AS A REQUIREMENT FOR GRADUATION.

In the event a student does not pass Part II prior to graduation, the following options are available to the student:

1. A fourth year student who fails Part II on the first attempt is eligible for tutorial assistance. Details on tutorial assistance are available from the Office of Student Affairs.
2. A fourth year student who has not successfully passed Part II prior to graduation is eligible to participate in a voluntary study program after completion of the fourth year. The student may select from one of the following options (change to another option is not possible once the study program has begun):

OPTION 1. The student will maintain matriculation at RSDM, paying a \$50 “maintaining matriculation” fee and independently prepare for the next offering of the examination.

The student will be permitted to participate in the Commencement ceremony. The diploma will be awarded upon successful completion of Part II. The student will remain in this status until official notification of passing of the examination.

OPTION 2. A program application (available from the Office of Academic Affairs) must be completed and approved by the Associate Dean for Academic Affairs.

The student will become a part-time student, pay a pro-rated tuition and be encouraged to audit any third and fourth year fall trimester didactic courses. The student is eligible

for tutorial assistance and financial aid and must secure an academic advisor.

The study program will begin no earlier than the beginning of the summer session following graduation and will be indicated on the student's transcript as a "special study" course. Grading will be pass/fail based on compliance with the policies and procedures of the program and on the outcome of the next taking of Part II.

The program will end upon official notification from the Council of the National Board of Dental Examiners that the student has successfully passed Part II.

The student participating in the study program will be permitted to participate in the Commencement ceremony (without receiving a diploma). The diploma will be awarded upon successful completion of Part II.

The student has a maximum of one year from the date of enrollment in the program to pass the examination. If the student fails to pass the examination within the one-year time limit, the student will be permitted to enter Option 1 listed above. Option 2 will not be available.

Further information on this program, including an application, is available from the Office of Academic Affairs.

POLICY ON GRADUATION

A. Approximately one week after the end of the scheduled senior spring trimester, the SAPC will review all grades which have been submitted to the Registrar for the senior academic year. Based on these grades and the concomitant grade point averages, the SAPC will make one of the following decisions for each senior student:

1. certifies that the student may be graduated;
2. allows the student with any I (Incomplete) grades to continue and complete all requirements if the SAPC reasonably expects that these courses will be remediated during the six-week grace period. This student may attend the commencement ceremony but will not receive a diploma until completion of all graduation requirements.
3. allows the student to remediate D or F grade(s) if the SAPC reasonably expects that these courses will be remediated during the six-week grace period. The student may attend the commencement ceremony but not receive a diploma until completion of all graduation requirements;
4. mandates the student to repeat the academic year;
5. dismisses the student from the dental school.

B. Prior to the start of the subsequent fall trimester, the SAPC will convene to review remediation of D, F and/or I grades. Based on these grades, the concomitant grade point averages and the performance on Part II of the National Board Dental Examination, the SAPC will make one of the following decisions for these students:

1. certifies the student to be graduated;

2. mandates the student to continue for the entire succeeding trimester to remove all D or F grades:
 - a. The student will be responsible for attendance at all regularly scheduled clinic sessions;
 - b. The student will be responsible for providing comprehensive care to their family of patients, will be assigned to a group and appropriate closed clinic as deemed necessary by the Associate Deans for Academic Affairs, Clinical Affairs and Student Affairs;
 - c. The student will be responsible for reporting any absence to the Office of Academic Affairs and to the Office of Clinical Affairs;
 - d. The student will be responsible for payment of all applicable tuition and fees for the trimester;
 - e. The student will be responsible for meeting with his/her Group Practice Administrator every two weeks;
 - f. The student will be responsible for a monthly meeting with the chair(s) or his/her designee of any department in which the student has an D or F grade;
 - g. At the end of the trimester, the student will be reevaluated by the SAPC for appropriate academic action which may include, but not be limited to, continuation into another trimester, repetition of the senior year or dismissal.
3. mandates the student to repeat the academic year; (See REGULATIONS FOR REPEATING AN ACADEMIC YEAR).
4. dismisses the student from the dental school.

Note: Any repetition of the academic year or continuation into the succeeding trimester due to academic reasons which will cause the student to matriculate for more than five years must be approved by the Executive Council. (Approved by the Executive Council May 1, 2013)

LEAVE OF ABSENCE

Students who need to interrupt their studies temporarily must complete the appropriate form below to request a leave of absence and meet with the Associate Dean of Student Affairs or designee. Registration is not required during a leave of absence nor will the period of the leave of absence be included in established time limits for the degree.

A leave of absence can be no longer than one academic year. In extreme circumstances and upon the student's written request, the Associate Dean for 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 Associate Dean Student Affairs will consult with the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs 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 department chairs 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 a trimester or academic year.
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 resume the academic program. The Associate Dean for Student Affairs may require that the student be examined by Rutgers Student Health and Wellness Center and/or an outside evaluator prior to readmission to the academic program.

The decision of the Associate Dean for 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. The Associate Dean for Student Affairs will notify the Executive Council as to the action taken on the student's request for a leave of absence. A student may appeal the decision of the Associate Dean for 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 Associate Dean for 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 that initiated 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. 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 AS THE CLASS IN WHICH S/HE BEGAN THE DENTAL PROGRAM.

Form to Request Medical Leave of Absence Due to Maternity

<http://sdm.rutgers.edu/about/pdf/Maternity-Leave-Requests.pdf>

Form to Request Medical Leave of Absence

<http://sdm.rutgers.edu/about/pdf/Regular-Medical-Leave-Requests.pdf>

Military Leave of Absence

Students who must suspend their enrollment in response to a call to active military duty are subject to the University's policy on "Military Leave from Academic Programs" which is on the Internet at http://rbhs.rutgers.edu/policylibrary/university_policies/student_affairs/PDF/00-01-25-15_10.pdf

SIGNING OUT PRIOR TO THE 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.

If a student requests a leave of absence, the student must complete steps 1-5 as noted below before the leave is granted. A student who fails to complete the listed steps will not be considered for reinstatement.

1. Return all loan equipment.
2. Place all leased equipment in an appropriate container and return the equipment to the Office of Clinical Affairs. A determination will be made to ascertain any lost items.
3. Provide a certified check for the replacement cost of all lost equipment.
4. Complete payments for all financial obligations on file in the Cashier's Office (Office of Administration and Finance).
5. When appropriate, provide a completed patient review approved by the Office of Clinical Affairs which includes payment for all completed treatment by student or patient as stated in the clinic manual.

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 Legal Management.

The student's file will be closed to requests for release of information until all loan equipment is returned and/or financial obligations paid.

STUDENT INVOLUNTARY LEAVE OF ABSENCE AND INVOLUNTARY WITHDRAWAL

http://rbhs.rutgers.edu/policylibrary/university_policies/student_affairs/PDF/00-01-25-36_00.pdf

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

All students must meet University requirements to be in compliance with the Rutgers Health and Immunization Policy

http://rbhs.rutgers.edu/policylibrary/university_policies/student_affairs/PDF/00-01-25-40_00.pdf.

Students who do not receive the required immunizations/physical examination prior to first matriculation or continued registration will be suspended from the dental school. All health and immunization records are maintained by the Student Health and Wellness Center.

INFECTION CONTROL POLICY

The Infection Control Program Manual is distributed to all students by the Office for Environmental Safety. All students are mandated to follow its directives at all times.

BASIC LIFE SUPPORT

All dental students are required to have current certification in Basic Life Support as defined above under "General Information for Students".

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.

DRESS CODE

(Amended by Executive Council March 22, 2011)

The following rules and guidelines are intended to promote a courteous, professional atmosphere in the School of Dental Medicine and to ensure patient comfort and safety. The Infection Control Program Manual, prepared by the Office of Infection Control and Environmental Safety, also governs certain aspects of attire and should be consulted for additional guidance. Exceptions for individual needs may be made when specifically approved in advance by the Associate Dean for Clinical Affairs or the Director of Clinics, Office of Clinical Affairs. **THE ASSOCIATE DEAN FOR CLINICAL AFFAIRS OR THE DIRECTOR OF CLINICS WILL HAVE THE AUTHORITY FOR ALL STUDENTS REGARDING ACCEPTABILITY AND ADHERENCE TO THE DRESS CODE.**

1. **General Attire** All attire must be appropriate to the atmosphere of the dental professional team

of faculty, staff and students. All members of the team are responsible for maintaining a professional appearance and demeanor with sensitivity to the reactions of other students and faculty, as well as the expectations of the patient population.

The following rules are mandatory for appropriate appearance anywhere in the dental school between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

- a. A neat and clean appearance must be maintained with attention to generally accepted standards for professional dress. All clothing must be neat, clean and generally presentable. Dungaree-type jeans are not acceptable.
- b. Ties are optional. If a shirt or blouse with a collar button is worn, the top button may be left open. Tee shirts are not acceptable except for white tee shirts when worn with scrubs as noted below under "Clinic Attire."
- c. Knee-length skirts or dresses must allow the student to sit without thigh exposure. Shorts or other casual attire intended for athletics or leisure wear are not acceptable.
- d. A University identification card must be worn at all times. If the original identification card is lost, a new one must be obtained from the Department of Public Safety, and a temporary identification card must be worn in the interim.

The following practices or attire may interfere with appropriate professional appearance and should be avoided:

- a. Ornamental jewelry in body piercings must not be worn.
- b. Colognes, scented hair sprays, etc. are discouraged since many people are sensitive to such substances.

2. **Clinic Attire** Attire in the clinic and in all patient-related areas must meet currently acceptable standards of dental professional appearance. The following rules are mandatory for appropriate appearance at all times while in all clinic areas:

- a. Surgical scrubs, predominantly white sneakers, white tee-shirts and white laboratory coats must be clean and free of blood and/or any other infectious materials.
- b. Surgical scrubs, predominantly white sneakers, white tee-shirts and white laboratory coats must be laundered regularly.
- c. Each student will purchase from the mandated outside vendor a minimum of ten (10) sets of surgical scrubs and two (2) white lab coats.
- d. Each class will have its own unique scrub color for identification purposes.
- e. An impervious clinic gown (ICG) with identification tag must be worn at all times during provision of patient care.
- f. An ICG must not be worn outdoors as street wear or outside of patient care areas (e.g., not in hallways, the student lounge, lecture halls, laboratories, pre-clinic areas, administrative offices, etc.).
- g. Sandals, open-toed shoes and footwear designed for athletics are not acceptable except for sneakers when worn with scrubs.
- h. Jewelry must not be worn on the fingers or wrists during patient treatment with the possible exception of a thin smooth wedding band. Earrings are to be small, of simple design and should not hang below the lobe of the ear.
- i. Fingernails must be clean, short and manicured to remove sharp areas.

- j. Hair must be arranged neatly and away from the face.
- k. Beards and mustaches, if appropriately trimmed, are acceptable. Otherwise, men will be clean-shaven.

3. **Preclinic Laboratory Attire** Preclinic Laboratory attire will be the same as clinic attire except for the use of an impervious clinic gown (ICG).

4. **Summary of Appropriate Attire**

	LECTURE	PRECLINIC LABORATORY	CLINIC	ALL OTHER AREAS
FIRST YEAR	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT OR ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINATELY WHITE SNEAKERS WITH ALL-WHITE SOCKS	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT OR ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"
SECOND YEAR	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT OR ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT OR ATTIRE AS LISTED ABOVE UNDER "GENERAL ATTIRE"
THIRD YEAR	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS IMPERVIOUS CLINIC GOWN	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT
FOURTH YEAR	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS IMPERVIOUS CLINIC GOWN	ALL-WHITE TEE-SHIRT; SCRUBS; PREDOMINANTLY WHITE SNEAKERS WITH ALL-WHITE SOCKS; LAB COAT

Exceptions to the wearing of surgical scrubs include days on which the student must attend a residency interview, for the taking of class photographs or for school-sponsored social activities. These events must be documented with the Office of Student Affairs. In lieu of the surgical scrubs, the student may wear business attire (e.g., suit jacket, pants/skirt, tie [for males] and matching leather shoes). This business attire must be covered with a surgical gown during patient care.

5. **Compliance** All faculty members, staff and students are responsible for compliance with these regulations.

Any student out of compliance with mandatory rules of appearance will be denied admission to all lecture halls, laboratories, pre-clinic areas and/or clinics. The Office of Clinical Affairs has responsibility for compliance in open clinics; the department chair has responsibility for compliance in closed clinic rotations and pre-clinic areas; the course director and/or lecturer has responsibility for compliance in the lecture halls; the Office of Student Affairs has responsibility for compliance in all other areas.

6. **Grievances** All grievances concerning attire, safety procedures or compliance with these regulations will be handled as stated in the "Personal Conflict Resolution Procedures" section of this Handbook.

PART V: STUDENT ACTIVITIES

At School of Dental Medicine, students are involved in the many social, professional, and educational activities which exist outside of the normal dental academics. All students are automatically members of the American Student Dental Association (A.S.D.A.), a national organization of dental students which is associated with the American Dental Association (A.D.A). In addition, some students elect to join other organizations such as the Student National Dental Association (S.N.D.A.), a national organization of minority dental students, the International Association of Dental Research (I.A.D.R.), or the American Dental Education Association (A.D.E.A.). There are many social and athletic activities through the year, the most notable being the annual winter dance. Students are closely involved in much of the decision making at RSDM, with voting representatives on certain faculty and administrative committees.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is the main governing body of the students. The charge of this organization is to uphold the general well-being of the student body, provide proper management of student affairs, and maintain the obligations and responsibilities of dental students. The structure of the S.G.A. is described in the Bylaws and Constitutions section.

AMERICAN ASSOCIATION OF WOMEN DENTISTS (AAWD)

AAWD dedicates itself to enhancing and promoting unique participation and leadership for women in organized dentistry. The student chapter at RSDM seeks to mentor and support women students professionally, academically and personally.

AMERICAN ACADEMY OF GENERAL DENTISTRY (AAGD)

The purpose of the student chapter is to introduce junior and senior class students to organized dentistry, continuing dental education and instill the concept of life-long learning.

AMERICAN STUDENT DENTAL ASSOCIATION (ASDA)

The ASDA is an association which focuses on the needs and interests of its members and the public they will serve. In addition, the ASDA facilitates the process by which students become active participants in professional affairs and implementers of constructive and progressive change where necessary.

FRATERNITIES AND FAUCHARD DENTAL SOCIETY OF NEW JERSEY

Three dental fraternities, Alpha Omega, Gamma Pi Delta and Xi Psi Phi, and the Fauchard Dental Society of New Jersey have large and active chapters at the School of Dental Medicine. The fraternities and society offer social as well as tutorial, clinical, and other educational services to their members.

THE DENTAL ASSOCIATION FOR EQUALITY

The organizational mission of The Dental Association for Equality is to work towards creating a

welcoming and inclusive environment for all persons including Lesbian, Gay, Bisexual and Transgendered (LGBT) students, staff and faculty, to educate and communicate issues specific to this group, and to promote acceptance of ALL people including LGBT individuals in the school and in our student clinics.

THE HISPANIC STUDENT DENTAL ASSOCIATION (HSDA)

The HSDA meets regularly to conduct business and address issues relating to all students, but particularly Hispanic students, through a peer initiative program. The HSDA celebrates November as Hispanic Heritage Month by a mid-day event with ethnic food, music and other activities.

THE INDIAN STUDENT DENTAL ASSOCIATION (ISDA)

The ISDA is a student organization that seeks to promote health care in the underserved, minority and immigrant communities through health fairs, free screenings, and community service events. It provides a forum for members to interact socially and with other organizations, while promoting cultural diversity throughout the school.

THE STUDENT NATIONAL DENTAL ASSOCIATION (SNDA)

The SNDA, founded as an organization of minority dental students, speaks to current issues involving recruitment/retention of minorities and future issues which will confront minorities in organized dentistry. The local chapter of the SNDA at RSDM sponsors community oriented activities as well as social, tutorial, and other educational services to its members.

SPECIAL EVENTS POLICY (Approved by Executive Council September 11, 2008)

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

Responsibility: The Director of Multicultural Affairs is to ensure compliance.

Policy:

The 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, the School of Dental Medicine 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 Associate Dean for Student Affairs for final approval. When a proposed “Special Event” has real or potential financial, administrative ramifications, the Associate Dean for Student Affairs may consult the Associate Dean for Administration & Finance 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:
 1. Are the goals of the “Special Event” congruent with the mission of the Office of Multicultural Affairs?
 2. Will the “Special Event” foster understanding, collaboration and respect among the RSDM community?
 3. Will the “Special Event” result in disruption to the school’s primary activities of education and patient care?
 4. Are **all** members of the dental school community informed and welcomed to attend the “Special Event”. “Special Events” that restrict attendance by race, gender, ethnicity and/or religion **will not** be permitted on school and/or University property.
 5. 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.
 6. Will holding the “Special Event” 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 Event” reservation may be cancelled without notice.

PART VI: 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

School of Dental Medicine is an academic community dedicated to teaching and fostering the principles of moral 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 School of Dental Medicine (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 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.

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 and comprised as follows:

1. Students (4 voting) – Hearing Body for Accused Predoctoral Student:
 - a. Will be selected from a pool of twelve students (three students from each class).
 - b. The freshman class nominates interested freshman candidates (not to exceed five) approximately one month into the fall trimester. The Hearing Body members will interview the nominated candidates and select the three freshman students who will serve on the Hearing Body.
 - c. Freshman members will be observers only and will not take part in Hearing Body proceedings, deliberations or votes.
 - d. Each student serves a four-year term after election in freshman year. Should a student member, either voluntarily or involuntarily, become unable to complete a term, his/her

- class will vote a replacement.
- e. Students from the same class as the accused will not be permitted to attend the orientation, hearing or deliberations of a classmate.
 - f. If the accused is a freshman, the senior class will have two voting members on the Hearing Body, and the junior and sophomore classes will each have one voting member.
 - g. If the accused is a senior, junior or sophomore, the two uninvolved classes will have two voting members each.
2. Students (4 voting) – Hearing Body for Accused Postgraduate Student:
- a. Will be selected from a pool of five PG 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 PG Program Director. If necessary, the Hearing Body members will interview multiple candidates from a specialty program to finalize the selection of one postgraduate representing each of the five specialty programs.
 - c. Each PG student serves a 2-3 year term depending on the length of the specialty program. Should a PG member, either voluntarily or involuntarily unable to complete a term, they will be replaced following the procedure noted above.
 - d. PG Students from the same specialty program as the accused PG Student will not be selected to attend the orientation, hearing or deliberations of a classmate.
 - e. If the accused is a PG Student, the composition of the student members of the Hearing Body will be as follows: two Predoctoral Senior students and two PG students that are not representative of the accused PG Specialty Program.
3. 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.

4. Associate Dean for Student Affairs or designee (ex-officio) 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

The sanctions listed herein will serve as disciplinary guidelines for ethics violations as per category. The proposed sanctions will be imposed after the allegation(s) in the complaint has/have been proven by a preponderance of the evidence. The burden of proof is on the complainant. 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 sufficient written justification to the Dean. In the event an ethics violation is not specifically listed, the Hearing Body will decide the appropriate sanction prior to its deliberations.

1. The following infractions are grounds for expulsion 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 the 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.
4. The following is grounds for probation:

A student found guilty of an ethics violation by the Hearing Body who is not expelled 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 expulsion.

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 expulsion. 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 charges against the student. If a student is expelled 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 but who is discovered to have violated any federal or state law or University or school regulation 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 (00-01-25-50:00), V. F. and V.G.

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. If a resolution cannot be reached informally, the name of the faculty member and the subject matter of the violation shall be referred to the Faculty Affairs Committee as specified in the RSDM Procedural Code. In addition, the process will be governed by the guidelines listed in the following publications:

1. RSDM Handbook
2. Rutgers policy regarding Faculty Conduct
3. Rutgers policy on Scientific Misconduct and Fraud

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 as specified in the following:

1. General Rules and Regulations for staff employees
2. University Personnel Policy Manual
3. Ethical Standards for State Employees brochure and newsletter

ARTICLE VII Distribution

The Dean and Hearing Body will be responsible for educating all members of the RSDM academic community concerning the Rutgers 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.

Print Name and Student Exam Number

Student Signature

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.

RSDM PROFESSIONALISM PROGRAM

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 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).

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 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, there are several sub-goals with objectives included:

Goal 1: To promote and ensure an atmosphere of professionalism, civility, and respect;

- Conduct faculty, and staff development seminars
- Integrate development and assessment of professionalism in the undergraduate curriculum and in all educational/clinical settings

Goal 2: To promote professionalism 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 behaviors. During introductory remarks concerning syllabus, policies, etc. expectations of professionalism will be noted
- Where applicable, courses will integrate the teaching of professionalism with course content
- Addition of professionalism content to every year of curriculum

Goal 4: To enable the early identification and counseling of individuals with deficiencies in this area

- Establish mechanism for unprofessional conduct 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 conduct

- Establish process to collect information concerning students demonstrating outstanding 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

Assessment of Professionalism

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.

- *Student Unprofessional Conduct.*

When a faculty or staff member witnesses or becomes aware of student unprofessional conduct in connection with a course, he or she completes and signs the “RSDM Professionalism 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 “Course Director’s meeting” for review.

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 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 Course Directors’ meeting.

The Course Directors will collectively 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.*

When a student displays exemplary professional 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 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 course directors of the nomination at the next scheduled “Course Director’s meeting” Nominations will be voted upon at a spring meeting of the course directors and the final slate of names will be forwarded to the Dean. 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 student orientation 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 senior awards ceremony.

- *Faculty Unprofessional Conduct.*
The entire RSDM community is held to professional standards. 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.* (To be developed by the Faculty Affairs committee.)
- *Staff Unprofessional Conduct.*
As previously noted, the entire RSDM community is held to professional standards. 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.* (To be developed by the Administrative Staff.)

Professional Evaluation Forms

Enrollment in RSDM as a whole as well as in each RSDM course requires the maintenance of professional 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.

PART VII: STUDENT FINANCIAL RESPONSIBILITY

UNIVERSITY POLICY

<http://policies.rutgers.edu/>

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. Since completion of all requirements within five academic years after first enrollment in the program is a requirement for graduation, a student will be charged a maximum of five years of tuition.

Students repeating an academic year must pay full tuition. Students enrolled in the Five Year Program must pay full tuition for each of the five years. Students carrying a reduced course load (e.g., repeating a year with course waivers) must pay full tuition if enrolled in more than half the courses in a semester or if the student's schedule contains periods of individual study or other electives. Students enrolled for up to one-half the courses in a semester may be charged half tuition. Determinations of less than full tuition for any reason are made on a case-by-case basis by the Associate Dean for Academic Affairs or designee.

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:

ACTION TAKEN	ACTION TAKEN BY
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 final check-out form must be completed and signed by all listed individuals.

A **fourth year DMD student** who has not completed all academic requirements by September 1 will be reviewed by the SAPC to determine the student's status. If the student is required to continue into the subsequent semester, he/she will be subject to payment of full tuition and fees.

A **graduating Post-graduate student** who has not completed all academic requirements by September 1 will continue as a full-time student into the subsequent semester(s) and will pay the total amount of current tuition and fees.

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).

Gold Policy. Beginning in the second year, each dental student is required to purchase approximately twenty (20) pennyweights of gold at the current market value. The gold will be used for all **NON-PATIENT CARE** laboratory projects in the **SECOND, THIRD AND FOURTH ACADEMIC YEARS. LABORATORY GOLD MAY NOT BE USED FOR PATIENT CARE.**

If a student uses their own gold for patient care, the gold **WILL NOT** be replaced with clinic gold under any circumstances. Students are responsible for the security of their own gold. At graduation, students will have the option of selling their gold back to the issuing gold company (NEY).

Refund Policy

STATUS	Tuition	Equipment Kit	Expendable Supplies	Laptop/DVD	Rutgers sponsored Health Insurance	All Other Fees
Dismissal	80% refund within first third of semester	80% refund within first third of semester	50% refund within first third of semester	no refund	contact carrier	no refund
Leave of Absence	80% refund within first third of semester	80% refund within first third of semester	50% refund within first third of semester	no refund	contact carrier	no refund
Withdrawal	80% refund within first third of semester	80% refund within first third of semester	50% refund within first third of semester	no refund	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 Office of Student Affairs.
3. All refunds for equipment kit and/or expendable supplies will be determined by the

- Office of Student Affairs in consultation with the Manager of the Dental Store.
4. 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 – DMD PROGRAM**

(Amended by Executive Council October 14, 2010. Amended by Executive Council December 7, 2011).

I. PURPOSE

This policy defines *Satisfactory Academic Progress* for all RSDM matriculating students.

II. ACCOUNTABILITY

The Associate Dean for Academic Affairs or designee is responsible for implementing this policy via the Student Academic Performance Committee (SAPC) and maintains the statistics on *Satisfactory Academic Progress*. The SAPC is charged to annually review policies and procedures concerning student status towards completion of their degree and documents this in their official minutes, and it reviews each student's progress. The SAPC reviews each student's *Satisfactory Academic Progress* prior to the start of the subsequent academic year and will report any student not making *Satisfactory Academic Progress* to the Associate Dean for Academic Affairs or designee for appropriate action and notification to the student and the Office of Financial Aid.

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 placed on the Five Year Program, 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 in three areas: completion rate, cumulative grade point average (GPA) and maximum time frame.

A. Completion Rate

1. A student must complete all requirements for the Doctor of Dental Medicine (DMD) degree within five academic years after first enrollment in the program, not including any time for approved Leave of Absence, student scholar status, academic amnesty/renewal or dual degree enrollment. A student enrolled in an alternate plan of completion and who earns satisfactory qualitative assessment in all courses will be deemed to be making *Satisfactory Academic Progress* regardless of full or less than full time enrollment. Students granted academic amnesty or renewal due to repetition of an academic year are deemed to be making *Satisfactory Academic Progress*.

2. All coursework is co-requisite and prerequisite to all subsequent coursework. All students must complete a total of 290 credits to earn the DMD degree. A student must complete the following cumulative credits of total course work at the end of each academic year when they are following the regular four-year schedule:

Year 1 – 91
Year 2 – 174
Year 3 - 225
Year 4 - 290

Therefore, a student must complete the following cumulative credits of total course work at the end of each academic year when they are not following the regular four-year schedule:

Year 1 - 63
Year 2 - 122
Year 3 - 174
Year 4 - 225
Year 5 - 290

For students in the International Dentist Program (IDP) and the Advanced Standing Program, their foreign dental degree is considered to be their first two years in the RSDM dental program. These students must complete all requirements for the Doctor of Dental Medicine degree within three academic years after first enrollment in the program, not including any time for approved Leave of Absence or disciplinary suspension. In addition to successfully completing the IDP summer program prior to the start of the academic year, an IDP student must complete the following cumulative credits of total course work at the end of the third and fourth year of the DMD curriculum (the student's first and second year of RSDM enrollment):

Year 3 – 51
Year 4 – 116

Students who are required to repeat an academic year and/or are disenrolled for the trimester(s) most previous to the repeated year will have their credit total prorated on a case-by-case basis.

3. No transfer credit is accepted for any course.
4. All coursework applies to the DMD degree.

B. Grade Point Average ("GPA")

1. A cumulative grade point average of 2.000 must be maintained at all times.

2. P (Pass) grades received for pass/fail courses are considered attempted and earned credits, but are not calculated in the grade point average. However, they are included in calculation of *Satisfactory Academic Progress*.
3. For the purpose of determining eligibility for promotion and Satisfactory Academic Progress, grades earned on remediation or repetition of a course of a course will be used to calculate the grade point average. Quality points from an earlier course grade in a repeated course do not count in the calculation of the GPA.
4. Valid letter grades and their values are:

Letter Grade	Description	Grade Points
A	Excellent	4.00
B+		3.50
B	Average	3.00
C+		2.50
C	Fair	2.00
D*	Unacceptable	1.00
F*	Failure	0.00
FR*	Failure/repeat	0.00
D/grade, F/C* Grade on remediation		

Grades which are not included in the computation of the grade point averages are:

AU	Audit
EXT	Exempt
I*	Incomplete
P	Pass
S	Satisfactory
U	Unsatisfactory
WP	Withdrawn-Passing
WF	Withdrawn-Failing
X	Suspension for Administrative Reasons

*A student who does not satisfactorily complete all course requirements may be permitted to remediate based on the recommendation of the SAPC. This remediation includes F(Failure), D(Unacceptable) and I(Incomplete) grades.

The D grade and the F grade must be remediated or repeated. The D/C or F/C is awarded after re-examination in a didactic or preclinical laboratory course or after remediation or completion of deficient requirements in a clinical course. The new grade is recorded on the transcript in addition to the previous grade.

When an F or D grade is remediated, the highest grade attainable is C. Students receiving a grade of "F" in a course (a numerical grade value of 60-64) will remediate if allowed by the SAPC after considering the student's overall academic performance. Students receiving a grade of "FR" in a course (a numerical

value of 59 and below) will repeat the course if allowed by the SAPC after considering the student's overall academic performance.

C. Maximum Time Frame

A student must complete all requirements for the Doctor of Dental Medicine degree within five 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.

A student in the International Dentist Program must complete all requirements for the Doctor of Dental Medicine degree 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.

D. Notification of Lack of *Satisfactory Academic Progress* and Reinstatement

Following the evaluations by the SAPC, the Associate Dean for Academic Affairs or designee shall transmit written notification to all students who have not met the standards for *Satisfactory Academic Progress*. The notification shall indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and any consequences that have resulted or may result, such as financial aid probation, academic plan or dismissal.

A student who has lost eligibility for financial aid does not automatically regain eligibility simply by paying for his or her own classes and passing his or her classes or by sitting out a semester.

E. 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. Exceptional circumstances warranting an appeal and possible exception include death of a relative and injury or illness of the student.

- 1.) A signed appeal letter request that must include a detailed statement of the facts and circumstances supporting the appeal and 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.

F. Financial Aid Probation

Financial aid Probation is awarded to a student if the Appeal has been approved. While on Financial aid probation the student is eligible to receive financial aid funding for one term.

G. Academic Plan

An Academic Plan is created for a student who will not be able to complete the necessary bench marks to regain SAP status within the period of time on financial aid probation of one term. The Academic Plan includes bench marks that must be completed successfully for each successive term in order to continue on the plan and continue to be eligible for financial aid.

H. 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.

I. Non-Attendance

Excessive absence from any course may result in a failure grade and will be dealt with according to SAPC policy and procedure.

J. Other Institutions

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

K. Documentation

Documentation of decisions concerning probation, placement in the Five Year Program, 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. Through the SAPC, the Associate Dean for Academic Affairs or designee will maintain a statistical review and analysis of *Satisfactory Academic Progress* data.

L. Dissemination

This policy shall be published in the same manner as other academic policies of the School, including online publication and inclusion in the Student Handbook and Catalog following adoption of the most recent policy amendment. All students and faculty will receive an annual notification of the policy via the University's e-mail system. The policy will be reviewed and updated annually with the input and approval of the Director of Financial Aid.

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

Standards for SAP which are distributed to students upon matriculation are applicable for the duration of a student's continuous matriculation in the same program unless any changes in standards are made.

PART VIII: STUDENTS WITH DISABILITIES OR IMPAIRMENTS

UNIVERSITY POLICIES

Students with Disabilities

<http://policies.rutgers.edu/>

Students with Impairments

http://rbhs.rutgers.edu/policylibrary/university_policies/student_affairs/PDF/00-01-25-35_00.pdf

ESSENTIAL FUNCTIONS FOR ADMISSION AND MATRICULATION TO SCHOOL OF DENTAL MEDICINE

(Approved by Executive Council July 19, 2006)

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 and skills 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 and the Americans with Disabilities Act 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:

I. 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.

II. 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.

III. COMMUNICATION

A candidate must be able to communicate effectively, efficiently and sensitively with faculty, other health care providers, students and patients. Communication includes speech and writing.

IV. 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.

V. 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.

VI. 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, 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 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.

VII. 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 and laboratory tests for HBV, HCV and HIV 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.

ADDENDUM (to be completed by all incoming DMD and 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 School will evaluate the reasonableness of the accommodation before acting on the request.

NAME of CANDIDATE (printed) SIGNATURE of CANDIDATE

DATE

Candidates and students should consult with the Office of Student Affairs for further information and/or specific advice.

ACCOMMODATIONS POLICY

(Approved by Executive Council May 19, 2004)

1. Students who seek accommodations from Rutgers School of Dental Medicine on the basis of a disability are required to submit a written request for accommodation to the Associate Dean for Academic Affairs (ADA/Section 504 Compliance Officer). 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, prior to an academic year or at such time as a disability develops. Requests will be reviewed on a case-by-case basis and eligibility will be determined based on the documentation provided.
2. The Associate Dean for Academic Affairs, the Associate Dean for Clinical Affairs, the Associate Dean for Student Affairs, the student and the treating/consulting health care provider, shall determine whether accommodations are reasonable and develop a plan for implementing these accommodations. A review by this group will encompass:
 - Whether the condition is sufficiently documented by an applicant or enrolled student.
 - 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 Associate 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.

GENERAL DOCUMENTATION REQUIREMENTS

1. These general guidelines are provided to assure that documentation is complete and appropriate to conduct a review. The Associate Dean for Academic Affairs has the discretion to determine what types of professional documentation are necessary, and this may vary depending on the nature and extent of the disability and the accommodation requested. The Associate Dean is available to consult with diagnosticians regarding any of these guidelines at (973) 972-4440.

2. Required documentation includes an evaluation by an appropriate health care professional that relates the current impact of the condition to the request. 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.
- The current impact of limitations imposed by the condition.
- Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition.
- The expected duration, stability or progression of the condition.

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.
- Connect the recommended accommodations to the impact of 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.

Requests for accommodations due to learning disabilities must be accompanied by results of appropriate educational testing performed within the previous five years.

3. If the original documentation is incomplete or inadequate to determine the extent of the disability or reasonable accommodation, the dental school has the discretion to require additional documentation. If the documentation is complete but the dental school desires a second professional opinion, the school will bear the additional cost not paid by a third-party payer. It is not acceptable for documentation to include a diagnosis or testing performed by a member of the student's family. Additionally, students requesting accommodations for the manifestations of multiple disabilities must provide evidence of all such conditions.

All documentation is considered confidential and will be maintained in a separate file. Documentation should be submitted to:

Associate Dean for Academic Affairs
Rutgers School of Dental Medicine
110 Bergen Street, PO Box 1709, Room B812
Newark, NJ 07101-1709
Phone (973) 972-4440
FAX (973) 972-5040

COMPLAINTS/APPEALS

An individual who believes he or she has been discriminated against on the basis of disability, or feels the decision by the school was not appropriate, should contact Rutgers Office of Workplace Diversity (973-972-4855).

Following a decision by the school, the student may submit additional information regarding his/her request for accommodations. Students are encouraged to communicate with the Associate Dean for Academic Affairs at any time to evaluate the need for accommodations and any changes that might be indicated.

PART IX: CONSTITUTIONS AND BYLAWS

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

I. Membership of the SGA

All dental students currently enrolled at the School of Dental Medicine will be considered members of the Student Government Associations.

II. Composition of the SGA Council

The SGA Council shall be comprised of the following:

- 1) SGA Executive board of four members: President, Vice President, Secretary, Treasurer
- 2) Officers from each of the four classes: President, Vice President, Secretary, Treasurer
- 3) Representatives from all active student organizations: President or Current Member
- 4) Any additional appointed student representatives as deemed necessary by the SGA Council.

III. Meeting Structure, Quorum, Voting

(A) Meeting Schedule

The SGA will hold one regular business meeting per month at which time all current concerns from the student body will be presented and discussed.

(B) Meeting Standards

All SGA Council meetings will be chaired by the SGA President and will follow Roberts Rules of Order.

(C) Meeting Format

The SGA Council meetings will follow the format described below:

- Review of minutes from previous meeting
- Changes and adoption of minutes
- SGA Officer Reports
- Class Reports
- Student Organization Reports
- Old Business
- New Business
- Announcements
- Adjourn

(D) Quorum

Two of the four executive committee members of the SGA Executive Board and at least 50% +1 of the additional active voting members of the SGA must be present in order to meet quorum. In the event that quorum is not established no business can be voted on.

(E) Voting

- The voting members of the SGA Council will consist of the following: SGA Executive Board (Vice President, Secretary, Treasurer), Class Officers (President, Vice President, Secretary, Treasurer), Student Organizations (President, or current member in the absence of the President)

- The total voting members will be 19 plus the total number of active student organizations.
- In the event of a tie, the SGA President will be given a vote.

IV. SGA Council Officer Duties

(A) SGA Executive Committee

1. The President shall:

- a. represent the Council and the Student Government Association in all official transactions with administration, faculty, staff, and any outside organizations or individuals;
- b. preside over all Executive Board and SGA meetings;
- c. be a member of the Executive Council and attend all Deans/Students meetings;
- d. present for Council approval the nominees as listed in section C-1 of the Constitution;

2. The Vice President shall:

- a. assume the duties of the President in the latter's absence;
- b. preside over all Student Government Association elections;
- c. report, plan, act upon and review all grievances reported to Council whether from student, faculty, administration or staff;
- d. attend all Deans/Students meetings;
- e. perform other duties as directed by the President.

3. The Treasurer shall:

- a. manage and review all financial affairs of the Council at the discretion of the Council;
- b. mediate budgetary transactions with staff and administration on behalf of the Council;
- c. initiate and administer fund-raising activities;
- d. perform other duties as directed by the President.

4. The Secretary shall:

- a. coordinate all Council meetings;
- b. serve as communication facilitator between the members of the Council;
- c. keep minutes of all Council meetings and all permanent council records;
- d. perform other duties as directed by the President.

(B) Class Officers

1. The Class Presidents, Vice Presidents, Secretaries, and Treasurers will be voting members of Council, represent the interests of their constituents at all Council meetings and participate in committees of the Council at the discretion of the SGA Executive Board.

2. The Class Presidents shall:

- a. communicate all pertinent information from Council back to their respective classes;
- b. coordinate, select candidates for recipient of faculty teaching awards;
- c. initiate and help coordinate class functions and fund-raisers as desired by the class.
- d. attend all Deans/Students meetings.

3. The Class Vice Presidents shall:

- a. be responsible to administrate the class scribe service; (shall be responsible for the update and immediate distribution of scribe contract when changes occur to contract)
- b. represent the class in the absence of the President;
- c. attend all Deans/Students meetings.

4. The Class Secretary shall:

- a. keep minutes of all class meetings transactions;
- b. handle all inter and intra class communications;
- c. assist with the administration of the class scribe service.

5. The Class Treasurer shall:

- a. keep records of all class transactions;
- b. collect, deposit, and disperse all monies needed for class functions and assume responsibility for monies;
- c. assist with fund raisers at the discretion of the Class President.

(C) Appointed SGA Officers

1. The Social Chairperson(s) shall

- a. coordinate, plan, produce all traditional school wide social functions and additional functions at personal discretion or as directed by Council.

2. The Yearbook Editor(s) shall:

- a. recruit a staff to assist in yearbook production;

- b. report on both needs and progress to the Council at the request of Council;

(D) Student Organizations

1. AMERICAN STUDENT DENTAL ASSOCIATION – SCHOOL OF DENTAL MEDICINE STUDENT CHAPTER

NJSDS Representative shall:

- a. serve a three-year term, being nominated by current Representatives of NJDA and approved by Council at the January meeting of Council, assuming the position in March the first year and maintaining said position until March of the fourth year when the Representative may opt either to relinquish all responsibilities and privileges associated with the position or maintain the position until graduation of his/her class.
- b. consist of four members, one representing each of the four dental classes;
- c. make a short presentation about NJDA to the entering freshmen class during orientation;
- d. communicate to Council all aspects of NJDA;
- e. serve as liaison to the Essex County Dental Society and the Council of Young Dentists of the NJDA;
- f. make nominations to Council from the entering First year class by the January meeting;
- g. Third and fourth year Representatives shall represent Council at the semiannual meetings of the NJDA House of Delegates and shall report to Council what transpired at said meeting

2. AMERICAN ASSOCIATION OF WOMEN DENTISTS - SCHOOL OF DENTAL MEDICINE CHAPTER

V. Elections

A. Qualifications

All persons shall qualify as a candidate or appointee to the council if they are in good academic and ethical standing as defined in the Student Handbook and have paid their student activity fee.

B. Format

All SGA Executive Board and Class Officer elections will be conducted in secret ballot format.

C. Administration of Elections

The outgoing SGA Executive Board will conduct and administer the elections for prospective SGA Executive Board nominees and the elections for the officers of the four classes. The student organizations will be considered independent and will adhere to all local and national organization guidelines in order to elect their representatives.

D. Limitations

1. Only a student in January of his/her third year in the School of Dental Medicine (RSDM) who has been an elected member of the SGA Council, a Class President, or a Class Vice President previously may run for the office of Student Government Association (SGA) President. Third year student who are participating in the CODE program (and who will not be present on the Newark campus for the majority of the fourth year) are not eligible for any SGA positions.

a. In the event that there is not a third year student who meets the prerequisites to qualify for the SGA president position, a student in January of his/her second year who meets the other prerequisites above will be permitted to run for the SGA president position.

b. In the event that the SGA President should choose to resign from the position and the Vice President of Internal Affairs, the usual successor, is not in his/her third year at the RSDM, a special election will be called by the current Vice President of Internal Affairs to select a third year student to fill the president's position.

2. Only members of the various classes may vote for their respective representatives.

3. Members of the graduating classes of the election year shall not vote.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

I. The name of this organization shall be the Student Government Association of the School of Dental Medicine.

II. The purpose of this organization shall be to promote educational advancement and integrity, to facilitate communication and cooperation among students, faculty, staff and administration and to serve the interests of the student body.

III. The membership of this organization shall include all students enrolled in the School of Dental Medicine who's tuition payment is up to date and have paid the student activity fee.

IV. The government shall be organized as follows:

A. Student Council of the Student Government Association (SGA)

- The legislative power of the members of the SGA shall be vested in its Student Council, of the SGA hereafter referred to as the Council. The powers and duties of both the Council and its officers shall be prescribed by Article V of this Constitution.

B. Elected Officers of Council

- The elected officers of the Council shall be the SGA President, a Vice President, a Treasurer, and Secretary and the elected officers of the fourth year, third year, second year and first

year Pre doctoral classes (as defined in the Bylaws). (The President-elect and Immediate Past SGA President shall be considered elected officers of the Council without the right to vote.)

C. Appointed Officers of Council

- The appointed officers of Council shall be Representatives to the American Student Dental Association (ASDA), the New Jersey Dental Association (NJDA), the Student National Dental Association (SNDA), the Editor(s) to the SGA yearbook and the Social Chairperson.

D. Committees of Council

- The Council, at its discretion, shall establish committees to assist in any matter deemed appropriate. The chairs of these committees shall be chosen by the SGA President and approved by the Council.

V. The Powers and Duties shall be:

A. SGA Council

1. To initiate, draft, and enact legislation on matters concerning the welfare of the SGA.
2. To implement legislation enacted by the Council and any other duties delegated to the Council by the SGA.
3. To recognize and supervise all student organizations and activities under the jurisdiction of the Student Government.
4. To appropriate funds for student organizations and functions and to supervise and review the use of all such funds.
5. To issue policy statements on behalf of the SGA.
6. To make recommendations to the RSDM Administration, and/or Faculty on matters affecting student welfare and interests.
7. To review and approve or disapprove, by a simple majority vote, all Presidential appointments and to remove any such appointees by a two-thirds vote of the Council.
8. To recommend individuals from the SGA to fill vacancies on the various standing committees when requested to do so by said committees.

B. Elected Officers

1. The President shall preside at all Council and SGA meetings. He/She shall also make other necessary appointments and fill all vacancies with the consent of the Council, may form and dissolve committees for specific purposes, shall vote only in case of a tie, and shall have any other powers granted him or her by the council in accordance with the Constitution and Bylaws. The President shall also be a member of the Executive Council and Associate Deans Council.
2. The Vice President of Internal Affairs shall assume the duties of the President in the latter's absence and shall perform other duties as directed by the President. He/she shall also preside over student body elections, be responsible for the school newspaper, and for reporting, planning, acting upon and reviewing all grievances or recommendations made by the members of the SGA. He/she will be a member of the Associate Deans Council.
3. The Vice President of Financial Affairs shall have general supervision of all SGA

finances. He/she shall keep a written account of the finances and shall process all requisitions for expenditures and perform any other duties as directed by the President.

4. The Secretary shall be responsible for keeping minutes of Council meetings, keeping a written account of all SGA business, handling official correspondence and all permanent Council records, and performing any other duties as directed by the President.

5. President, Vice President of Internal Affairs, Vice President of Financial Affairs, and Secretary shall comprise the SGA Executive Board.

6. The Class Presidents and Student group representatives shall represent the interests of their respective classes or organizations to the Council.

7. Other duties of elected officers shall be specified in the Bylaws.

C. Appointed Officers

1. The powers and duties of appointed officers shall be specified in the Bylaws.

VI. Meetings will convene once per month unless additional meetings are deemed necessary by the President.

VII. A quorum will consist of 50 percent of the elected SGA officers and 50 percent plus one of the remaining voting members in attendance.

VIII. The Conditions of Office are:

A. Terms of Office

All elected SGA officers shall hold office for a term of one year beginning once election results are posted and ending until the following elections are held, with the following exceptions:

1. The Senior Class President shall hold office until graduation of that class.
2. The Immediate Past President of the Council shall occupy that position until the end of the spring trimester or graduation of his/her class.

B. Elections

1. Closed Ballot

a. Election of Council officers and Class Officers shall be by closed ballot and simple majority under the general supervision of the Vice-President of Internal Affairs. If the Vice President is a candidate for any of the aforementioned elections, the President of SGA shall appoint a member of the council who is not a candidate to supervise the elections.

2. Voter Qualification

a. The voting privilege will be extended to all undergraduate students with the exception of those in the graduating classes.

3. Nominations

a. Nominations for Class officer positions shall be made during a class meeting to be held by each class' existing officers. Any member of the class may make nominations, and students may nominate themselves. The nominee must

either accept or decline the nomination immediately after the nomination is made. The Class President must then submit a list of all the candidates to the SGA President and Vice President of Internal Affairs.

b. Nominations for SGA Council positions will be held concurrently with the Class Officer nominations. The nominees for these positions must meet the election criteria specified in the SGA Bylaws.

c. Nominees are to be posted in a public location, such as the Dental Student Lounge, at least one week prior to the elections.

4. Campaigning

a. Candidates for SGA Officer positions will be given a chance to address the members of each of the voting classes at a designated time. Each candidate will be given five minutes to address the class and answer any questions.

b. Candidates for Class Officer positions will be given an opportunity to address their own class at a given time designated by the Class President. Each candidate will be given five minutes to address the class and answer any questions.

c. Candidates for any of the elected positions will be permitted to place campaign material in students' mailboxes. Printing of these materials shall be at the expense of the candidate.

5. Time of Election

a. Election of SGA Officers and Class Officers shall be held on the first Friday of the month of April. In case there is no majority for any of the offices, a runoff election between the two highest candidates shall be held one week after the initial elections.

b. The election of Interim Freshman Dental Student Class officers shall be held during their class orientation. During the third week of October, a formal election shall be held to elect new officers or to re-elect the interim officers. The Nomination and Election process shall take place as specified above.

c. The Council shall have the power to change the date of elections if unforeseen circumstances make this action necessary. This shall be done only when there is a minimum of five working days' notice.

6. Election Criteria

a. Election criteria shall be set forth in the Bylaws. It shall contain requirements for eligibility and nominations of officers to the Council from the SGA.

C. Impeachment

1. Impeachment proceedings against an officer of the Council may be initiated on the grounds of wrongdoing, incompetence or negligence by any member of the SGA by a petition. This petition must bear the signatures of 25 percent of the students to whom that officer is responsible and/or 20 percent of the SGA officers.

2. Following initial impeachment proceedings, a hearing will be held, with one week's notice, with the constituents of the officer involved. A 75 percent concurring vote of the

constituents will result in impeachment.

IX. Subsidiary Organizations are hereby given the right to exist.

A. Class Organizations

1. First, second, third, and fourth year Pre doctoral classes, first and second year Dental Hygiene classes, and Postdoctoral classes have the right to organize and function in accordance with the SGA's Constitution.

X. Amendment Procedures are as follows:

A. Petition(s) for Amendment

1. Petition(s) for amendments to this Constitution may be presented by unanimous vote of Council or a document signed by 25 percent of the SGA. A copy of the amendment must be sent to each member of Council at least two weeks prior to the ratification balloting.

B. Ratification

1. Ratification of this Constitution requires unanimous acceptance by the Council.
2. Ratification of amendments to this Constitution shall require 80 percent acceptance by the Council.

XI. Residual Authority shall rest with the Council such that all powers and responsibilities not specified in the Constitution and Bylaws shall reside with the Council.

XII. This document shall be superseded by any and all RUTGERS and RSDM bylaws.

RSDM American Student Dental Association Constitution

Article I: Name

The name of this association shall be known as the (chapter name here) American Student Dental Association, hereafter referred to as "RSDM ASDA" or "the Association."

Article II: Mission and Objectives

Section 1: Mission Statement of the American Student Dental Association

The American Student Dental Association is a national student-run organization which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession.

Section 2: Objectives

The objectives of "the RSDM ASDA" shall be:

1. To provide programs to educate members on topics important to their career development and political understanding, as well as to supplement regular curriculum.
2. To provide a means by which students may participate in and communicate with the American Student Dental Association (ASDA), American Dental Association (ADA), NJ Dental Association (NJDA), and NJ Dental Alumni Association (NJDA).
3. To act in concert with RSDM Student Government Association via the appointment of 1 "RSDM ASDA" officer to serve as a member of that body, preferably the President.

Article III: Membership

Membership in ASDA is open to all predoctoral dental students enrolled in Rutgers School of Dental Medicine, and those students enrolled in a graduate program of not less than one year in duration, without regard to race, creed, color, age, gender, handicap, disability, nationality, or any other consideration as an individual. "RSDM ASDA" provides equal opportunity and access to membership programs, facilities, and benefits to all persons.

Article IV: Dues

1. RSDM – ASDA is an Automatically Billed Chapter. No local dues.

Article IV: Organization

The governing body of "RSDM ASDA" is the Executive Council. The Executive Council shall be comprised of the following positions: President, President-elect, Vice President, Secretary, Treasurer, and members at large. The Executive Council has the authority to appoint members to other designated offices to fulfill the work of the chapter as needed.

RSDM American Student Dental Association Bylaws

Article I: Duties and Powers of the Executive Council

A. President

- 1) To serve as chairperson of the Executive Council, preside at chapter meetings, and oversee all activities of the Association.
- 2) To appoint a member of the Association to complete the term of any vacant office with the approval of a majority of the Executive Council.
- 3) To carry out the affairs of the Association in accordance with these Bylaws.
- 4) To represent the Association as ASDA first delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.
- 5) To attend student council meetings as a representative of "RSDM ASDA".
- 6) To hold monthly Executive meetings and bi-monthly chapter meetings.

B. President-Elect

- 1) To assist the President in the performance of his or her duties.
- 2) To preside at chapter meetings in the absence or incapacity of the President.
- 3) To represent the Association as ASDA second delegate, and to attend the national ASDA Annual

Session and regional meetings in this capacity.

4) Succession: To automatically succeed to the office of President at the conclusion of the term of office.

C. Vice President

1) To assist the President-Elect and preside at chapter meetings in the absence or incapacity of the President-Elect.

2) To represent the Association as ASDA first alternate delegate, and to attend the national ASDA Annual Session and regional meetings in this capacity.

3) Succession: the delegate position is a three-year term, thus the vice president will automatically succeed to the office of President-Elect at the conclusion of the term of office.

D. Secretary

1) To take minutes at Association meetings and maintain records of all pertinent Association business.

2) To maintain the files and facilities of the "RSDM ASDA" office.

3) To preside at chapter meetings in the absence of the other Executive Council members.

4) To represent the Association as ASDA second alternate delegate and to attend the national ASDA Annual Session and regional meetings in this capacity.

E. Treasurer

To act as the official custodian of the funds and accounts of the Association, and to dispense Association funds as directed by the Executive Council.

Article II: Term of Office

The Vice-President serves a one year term and succeeds automatically to the position of President- Elect for one year. The President-Elect serves a one-year term, and succeeds automatically to the position of President for a one-year term. Other members of the Executive Council serve for one year. Thus, the Vice-President will always be a 2nd year (sophomore) member and must be willing to serve a three year term.

Article III: Elections

1. Elections for vacant offices will be held in 2nd week of November. Elected positions include: President- Elect, Vice President, Secretary, Treasurer, and one (1) representative from each class.
2. Candidates for office must submit a curriculum vitae and letter of intent by the date specified by the current Executive Committee prior to the Election.
3. Candidates for all offices must be students in good standing and current members of ASDA.
4. Candidates for Vice-President must be able to serve a three year term; and therefore must be in their 2nd (sophomore) year.
5. Leaders may hold no more than one elected chapter position during the term of office.

6. Elections are held by secret ballot. The candidate for each position with the most votes shall be declared the winner.
7. All positions are decided by majority vote of the Executive Council.

Article IV: Unexpired Terms

1. In the event of a vacancy, the President-Elect, Vice President, Treasurer, and Secretary, in that order, will succeed the President for the remainder of the unexpired term. The resulting Executive Council vacancy shall be appointed by the new President, with majority approval by the Executive Council.
2. All other office and committee vacancies will be filled by appointment by the President with majority approval of the Executive Council.
3. All replacement appointments will end at the conclusion of the unexpired term.

Article V: Removal from Office

1. An officer can be removed from office for:
 - A. infringement of any of these bylaws
 - B. commitment of an act discreditable to the profession of dentistry
 - C. failing to fulfill the duties and responsibilities of the position specified in the "RSDM ASDA" Constitution and Bylaws or in the official position description
2. One of the following conditions must be met to remove a delegate from office:
 - A. Three instances of absences from official business meetings of the Association
 - B. Three instances of failing to submit necessary materials to the ASDA national central office
 - C. misappropriating chapter funds
 - D. neglecting duties outlined in these Constitution and Bylaws or as stated in the official position description
3. If any of the above conditions exist, the removal procedure is as follows:
 - A. notification and counseling: the person will be given the opportunity to resign or meet specific requirements to fulfill his or her duties as determined by the Executive Council
 - B. in the case of an officer who also serves as first or second delegate to the ASDA House of Delegates: notifying the regional trustee and chapter faculty advisor that removal procedures are being implemented
 - C. a probationary period of 30 days to correct the problems and complete unfulfilled duties, after which time:
 - D. the officer will receive written notification of removal from office
 - E. A two-thirds majority vote of the Executive Council is required for removal from office.

Article VI: Amendments

The Constitution and Bylaws may be amended at any meeting of the Association at which a quorum is present by a two-thirds majority of the votes cast, when the proposed amendment is submitted in writing to an Executive Council officer five days prior to the Association meeting. A quorum shall consist

of no less than 10 percent of the membership at large.

Article VII: Meetings

Section 1: Local Meetings

The Association must conduct an official business meeting at bimonthly, which shall be open to all members. Special meetings of the Association may be called by the President or by petition to the President by no less than five members. The Secretary shall be responsible for distributing meeting agendas, if applicable, as well as notifying members of unscheduled meetings. The current edition of the Sturgis Standard Code of Parliamentary Procedure is the parliamentary authority at all official meetings of the Association.

Section 2: National ASDA Meetings

The President and President-Elect serve, respectively, as first delegate and second delegate to all national ASDA meetings that occur during their term of office. If either party is unable to fulfill this obligation, first the Vice President (First Alternate Delegate) and then the Treasurer (Second Alternate Delegate) will succeed, in order, to these positions.

Section 3: Funded Leaders Regulations

If you attend a meeting funded by RSDM, RSDM ASDA, or any other organization you are required to attend ALL meetings and must be prepared to share what was discussed with other members at the first meeting after their return

Section 4: Requirements for Consideration of Being a Funded Leader

The following conditions must be met to be a Funded Leader to a National/Regional Meeting:

- A. Attend 80% of Executive/Chapter meetings
- B. Attend all meetings at National/Regional meeting
- C. Submit a written report discussing the meeting attended within 1 (one) month following return.

The President is responsible for submitting the names of Delegates and Alternates to the central office after elections are held.

Article VIII: Committees

The standing committees of RSDM ASDA shall include:

- Chapter Excellence / Ideal ASDA
- Fundraising
- Legislative Liaison
- Newsletter
- Program Coordinator (Formerly known as Social)

ASSOCIATION OF WOMEN DENTISTS BYLAWS

1. Election of the Executive Board

a. Qualifications.

- i. Any member of the American Association of Women Dentists – School of Dental

Medicine Chapter (“AAWD”) shall be qualified for election to the Executive Board of the AAWD, provided such member (a) is in good academic and ethical standing as defined in the RSDM Student Handbook and (b) is current in her membership dues.

- b. Limitations.
 - i. The President of the Executive Board shall be a rising senior.
 - ii. The Vice President of the Executive Board shall be a rising junior.
- c. Election Procedure.
 - i. Candidates for Executive Board positions shall be nominated from the general membership of the AAWD.
 - ii. The Executive Board shall be elected by ballot at the final meeting of the general membership of each academic year; each member of the AAWD in good standing shall be entitled to vote in such elections.
 - iii. The qualified candidate receiving the majority or plurality of votes properly cast for each office shall be elected to such office.
 - iv. Candidates for Freshman Representative to the Executive Board shall write a one-page essay on a topic designated by the Executive Board. The AAWD’s faculty advisor shall review the essays and appoint the Freshman Representative from such candidates.

2. *Duties of the Executive Board*

- a. President. The President shall:
 - i. represent the AAWD in all official dealings with administration, faculty, staff, and outside organizations or individuals;
 - ii. represent the AAWD at all Executive Board, Student Government Association, and Deans’ meetings;
 - iii. schedule and hold at least six meetings of the general membership each academic year; and
 - iv. preside at all meetings of the general membership and of the Executive Board.
- b. Vice President. The Vice President shall:
 - i. assume the duties of the President in the President’s absence;
 - ii. attend all Student Government Association meetings and elections;
 - iii. coordinate membership recruiting from the upper three classes; and
 - iv. perform such other duties as may be directed by the President.
- c. Secretary. The Secretary shall:
 - i. facilitate communication among the members of the Executive Board;
 - ii. keep minutes of all meetings of the general membership and Executive Board;
 - iii. maintain the AAWD’s permanent records; and
 - iv. perform such other duties as may be directed by the President.
- d. Treasurer. The Treasurer shall:
 - i. manage the financial accounts of the AAWD and provide periodic reports of

- such accounts to the Executive Board;
 - ii. ensure that membership dues for the upcoming school year are set by the Executive Board at the final Executive Board meeting of each academic year;
 - iii. manage fund-raising activities; and
 - iv. perform such other duties as may be directed by the President.
- e. Freshman Representative. The Freshman Representative shall:
- i. represent her class at all meetings of the Executive Board;
 - ii. coordinate membership recruiting from the freshman class; and
 - iii. perform such other duties as may be directed by the President.

PART X: HONORS AND AWARDS

HONORS AND AWARDS FOR GRADUATING DMD STUDENTS

ACADEMIC OF DENTAL MATERIALS AWARD -for excellence in dental materials.

ACADEMY OF GENERAL DENTISTRY AWARD - to the most deserving in the class.

ACADEMY OF OPERATIVE DENTISTRY AWARD - for excellence in Operative Dentistry.

ALPHA OMEGA NATIONAL FRATERNITY AWARD - for the highest scholastic average for his/her four years of dental study.

ALUMNI LEADERSHIP AWARDS - The Dental Alumni Association, in recognition of their time-consuming efforts on behalf of the school and student body, annually reward the class presidents and the president of the Student Government Association for their service.

AMERICAN ACADEMY OF DENTAL PRACTICE ADMINISTRATION AWARD - for the most professional growth in managerial skills and development of outstanding performance in four-handed dentistry.

AMERICAN ACADEMIC OF ESTHETIC DENTISTRY AWARD – for excellence in esthetic dentistry.

AMERICAN ACADEMY OF GOLD FOIL OPERATORS AWARD- for gold foil excellence.

AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL PATHOLOGY AWARD - for the most interest, accomplishment, and promise in the field of oral pathology.

AMERICAN ACADEMY OF ORAL AND MAXILLOFACIAL RADIOLOGY AWARD - for the greatest interest and accomplishment in dental radiology.

AMERICAN ACADEMY OF ORAL MEDICINE AWARD - for the most interest in the cause, prevention, and control of disease of the oral cavity and adnexa.

AMERICAN ACADEMY OF OROFACIAL PAIN AWARD – for excellence in the study of orofacial pain.

AMERICAN ACADEMY OF PEDIATRIC DENTISTRY AWARD – for excellence in pediatric dentistry.

AMERICAN ACADEMY OF PERIODONTOLOGY AWARD - for outstanding achievement in periodontics.

AMERICAN ASSOCIATION OF ENDODONTISTS AWARD - for the greatest interest and accomplishment in endodontics.

AMERICAN ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS AWARD - for exemplary aptitude and achievement in the field of oral and maxillofacial surgery.

AMERICAN ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS IMPLANT AWARD – for excellence in implant dentistry.

AMERICAN ASSOCIATION OF ORAL BIOLOGISTS AWARD – for excellence in oral biology.

AMERICAN ASSOCIATION OF ORTHODONTISTS AWARD - for exceptional interest in the development of the orofacial complex.

AMERICAN ASSOCIATION OF PUBLIC HEALTH DENTISTRY AWARD - for a special interest/achievement in community dentistry and dental public health.

AMERICAN ASSOCIATION OF WOMEN DENTISTS AWARD - for outstanding leadership and academic excellence.

AMERICAN COLLEGE OF DENTISTS, NEW JERSEY SECTION AWARD - for the greatest potential for becoming an outstanding dentist.

AMERICAN COLLEGE OF PROSTHODONTISTS AWARD - for high academic and clinical proficiency in prosthodontics.

AMERICAN DENTAL SOCIETY OF ANESTHESIOLOGY AWARD - for outstanding ability or interest in the field of pain control.

AMERICAN EQUILIBRATION SOCIETY AWARD - for the greatest proficiency in the science of occlusion and temporomandibular joint function.

AMERICAN STUDENT DENTAL ASSOCIATION AWARD OF EXCELLENCE – for achievement in student

service.

DENTSPLY INTERNATIONAL, INC. PROSTHETIC AWARD - for distinction in complete denture prosthesis.

DENTSPLY INTERNATIONAL, INC., MERIT AWARD - for distinction in the undergraduate curriculum in fixed denture prosthodontics.

PIERRE FAUCHARD ACADEMY AWARD – for distinction in leadership.

FAUCHARD DENTAL SOCIETY OF NEW JERSEY ANNUAL STUDENT AWARD - a member of the Fauchard Dental Society who has exhibited leadership and appears to be dedicated to the advancement of dentistry through service.

FAUCHARD DENTAL SOCIETY OF NEW JERSEY DR. ANTHONY VOLPE STUDENT DISTINGUISHED SERVICE AWARD – for distinguished service to the school, community and profession.

DR. FRANK FRATES OUTSTANDING CLINICAL AWARD – for distinction in clinical patient care.

DR. ROBERT E. GILLIS MEMORIAL AWARD - for demonstration of a serious commitment to studies in addition to financial need.

URIEL GUNTORPE AWARD - presented by the Student National Dental Association to an outstanding, deserving student who has exhibited leadership and professionalism and appears to be dedicated to the advancement of dentistry through service.

INDIAN DENTAL ASSOCIATION OF NORTH AMERICA AWARD – for distinction in leadership and contribution to the community.

INTERNATIONAL COLLEGE OF DENTISTS AWARD - for demonstrated greatest professional growth and development.

INTERNATIONAL CONGRESS OF ORAL IMPLANTOLOGISTS - for the greatest interest and commitment to oral implantology/implant dentistry.

CHESKY KLEINER HUMANITARIAN AWARD - for outstanding ethical standards and beliefs resulting in humanitarian practices.

NEW JERSEY ACADEMY FOR PEDIATRIC DENTISTRY AWARD – for excellence in pediatric dentistry.

NEW JERSEY ACADEMY OF GENERAL DENTISTRY AWARD - for overall clinical proficiency and is planning a career as a general practitioner.

NEW JERSEY DENTAL ASSOCIATION AWARD – for excellence in community service.

SCHOOL OF DENTAL MEDICINE STUDENT LEADERSHIP/DISTINGUISHED SERVICE AWARD – for service to the school as a student leader.

NORTHEASTERN SOCIETY OF PERIODONTICS, INC. AWARD - for outstanding work in the discipline of periodontics.

ORGANIZATION OF TEACHERS OF ORAL DIAGNOSIS AWARD – for excellence in oral diagnosis.

DR. IRWIN QUINN MEMORIAL AWARD – for excellence in clinical ability and patient service.

QUINTESSENCE AWARD FOR ACHIEVEMENT IN PERIODONTICS - for outstanding clinical achievement in periodontics.

QUINTESSENCE AWARD FOR ACHIEVEMENT IN RESTORATIVE DENTISTRY - for excellence in restorative dentistry.

QUINTESSENCE AWARD FOR RESEARCH ACHIEVEMENT - for the most interest/accomplishment in the area of dental research.

WATER PIK PROSTHODONTIC AWARD - for the greatest interest and accomplishment in prosthodontics.

DR. EDWARD WOLFSON MEMORIAL - ALPHA OMEGA AWARD - for excellence in dental auxiliary utilization.

RUTGERS FOUNDATION EXCELLENCE IN TEACHING AWARDS

The Rutgers Foundation Excellence in Teaching Awards are two annual awards given to RSDM faculty for outstanding teaching during the academic year. Award recipients receive a framed certificate, and a

stipend from the Foundation of Rutgers for further enhancement of the faculty's teaching skills and abilities that would continue to benefit future students interacting with this faculty member.

Criteria:

As per the Rutgers Foundation criteria, any faculty member that has won the award in the past year, is eliminated from consideration by the student body.

In addition criteria for consideration includes but is not limited to:

- Planning and providing effective instruction
- The faculty member effectively presents course content; demonstrates outstanding subject knowledge and teaching expertise, displays innovative and creative teaching (includes didactic material, and/or preclinic and/or clinical teaching)
- Professional Role Modeling/Mentoring
- The faculty member demonstrates day-to-day professionalism, provides mentorship and informal support, advisement and encouragement to students in the classroom, preclinic or clinical situations. Above all the faculty member displays outstanding dedication to meeting student needs in a compassionate and respectful manner.

It is the four predoctoral classes present at RSDM that vote and submit the names to the Office of Student Affairs to be submitted to the Rutgers Foundation for the certificate and monies to be awarded to those two recipient faculty for the academic year.

Voting Process:

- The Associate Dean of Student Affairs will meet with the Student Government Association (SGA) President as well as the Presidents of all four classes after January of that year for discussion of the voting and submission of the faculty names to Student Affairs to then be submitted to the Rutgers Foundation for completion of certificates and monies to be awarded to the two faculty recipients at the Senior Convocation Ceremony
- The predoctoral year (1) and year (2) RSDM students will vote and submit one combined rank ordered list of four faculty names based on votes of those faculty that the students from both classes feel best meet the criteria of this award.
- The predoctoral year (3) and year (4) RSDM students will vote and submit one combined rank ordered list of four faculty names based on votes of those faculty that the students from both classes feel best meet the criteria of this award.
- Therefore one faculty from each of the two lists of nominations from the RSDM predoctoral classes from year 1 and 2 and year 3 and 4 will be chosen, allowing two faculty to be awarded the Rutgers Foundation Excellence in Teaching Awards annually.
- The Office of Student Affairs will facilitate the process by the Associate Dean meeting with the SGA President and Presidents of all four classes, receiving the two lists of faculty (one list= year 1&2 faculty nominations and one list=year 3&4 faculty nominations), forwarding the lists to the Dean of RSDM who will consult with the SGA President, the Associate Deans for Academic and Clinical Affairs and the final two names will be submitted by the Dean to the Rutgers Foundation. The Associate Dean of Student Affairs will reach out to the recipients to be present

at the award ceremony but will not be told they are receiving this award at the Senior Convocation.

PART XI: FORMS

Forms for which web links are not available, and hence are not previously included in this Handbook, are available in the following section.

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
- 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

Relating well to fellow students, faculty, and staff in the learning environment

Please explain above:

Other feedback (on reverse)

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