

RUTGERS

School of Dental Medicine



DOCTOR OF DENTAL MEDICINE STUDENT HANDBOOK

NOTICE

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THIS HANDBOOK REPRESENTS A PROGRAM OF THE CURRENT CURRICULA, EDUCATIONAL PLANS, OFFERINGS AND REQUIREMENTS FO 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
Vice Dean	(973) 972-4440
To Report Absence	(973) 972-4440
Office of Administration and Finance	(973) 972-4624
Executive Director	(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
Senior Associate 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 Representative (DMD)	(973) 972-4618
Admissions Coordinator (PG & DMD/IDP)	(973) 972-2956
Alumni Affairs	(973) 972-6883
Associate Dean	(973) 972-1645, 1699
Associate Dean of Admissions	(973) 972-1103
Director of Student Affairs, Diversity & Inclusion	(973) 972-5063
Director of Student Advisement	(973) 972-7816
Internationally Trained DMD Program	(973) 972-2956
Director or Enrollment & Academic Support Services/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 Office of 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/preddoctoral/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 (pre-doctoral, 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 pre-doctoral 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.

COVID-19

In the interest of the health of the RSDM community, including students, faculty, staff, and patients, all RSDM students are expected to abide by quarantine travel advisories issued by the state of New Jersey due to COVID-19 (<https://covid19.nj.gov/faqs/nj-information/general-public/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>). Students must inform the Office of Students Affairs if they have travelled to a location listed in the travel advisory; failure to notify OSA of such may impact your academic progress. Students who travel to locations listed in the travel advisory may be required to take a medical leave during the quarantine period and may be required to have a negative COVID-19 viral test prior to being permitted to return. Students who develop symptoms, regardless of travel status, should contact their healthcare provider as soon as possible.

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. <https://financialaid.rutgers.edu/information-for-rbhs-students/>

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 <http://myrutgers.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 3/22/11)

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 3/6/12. Amended 3/7/17)

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 medical physician (MD or DO), or PhD AND one of the following relationships to the student:

- Spouse, parent, sibling, or parent-in-law
- One personal hooder is usually selected, however a graduating student may select a maximum of two personal hooders in line with the criteria noted above.

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

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 Doctor's 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. You may also check the <http://rbhs.rutgers.edu/operatingstatus.shtml> web page for campus operating status.

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

The George F. Smith library is available for students.

Location/Contact information:

30 12th Ave, Newark, NJ.

(973) 972-4580

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

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 PERMITS

Parking permits are issued by the Department of Transportation Services, 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 near the student lounge and 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.
3. 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.
4. 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.

5. 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 manikin 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

(Amended by Executive Council 12/18/14)

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.
3. When a conflict implicates principles of humanism or professionalism, the participants shall review the RSDM policy on Professional Conduct and Ethics and the policy on Humanism for guidance in reaching a resolution.

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 830, (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

Policy Prohibiting Discrimination and Harassment – <http://policies.rutgers.edu/60112-currentpdf>

Rutgers faculty are committed to helping to create a safe learning environment for all students and for the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. Rutgers has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all Rutgers employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers as listed in Appendix A to Policy 10.3.12) are required to report information about such discrimination and harassment to the University. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University's Title IX Coordinator (<http://compliance.rutgers.edu/title-ix/>). If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources in Appendix A to University Policy 10.3.12. For more information about your options at Rutgers, please go to <http://endsexualviolence.rutgers.edu/get-help/>.

SOCIAL MEDIA DIRECTORY

<http://newbrunswick.rutgers.edu/news/rutgers-social-media-directory#RBHS>

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-830, (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 2/12/13)

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 pre-doctoral 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:

For complaints including but not limited to	Recommended contact
<p>Curriculum, grades, exams, courses, scheduling, AV, IT issues, classrooms, and academic actions</p>	<p>Office of Academic Affairs - 973-972-4440 Vice Dean 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>
<p>Faculty availability and comporment, 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>	<p>Office of Student Affairs - 973-972-5064 Vice Dean Director of Student Affairs, Diversity and Inclusion</p> <p>Affiliated with the Office of Student Affairs are additional sources: academic advisors, Foresight (peer) mentors, faculty mentors, office of diversity and inclusion.</p>
<p>Clinical issues</p>	<p>Office of Clinical Affairs - 973-972-6679 Senior Associate Dean for Clinical Affairs Director of Clinics</p> <p>The clinic manual is available on RSDM Clinical Links</p>

<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>	<p>Ombudspersons - 973-972-4825 or 973-972-3851 or 973-972-4728</p>
<p>Ethics or compliance at RSDM or Rutgers – anonymous complaints can be filed through a Rutgers “hotline.”</p>	<p>University Office of Ethics and Compliance – 800-215-9664</p>
<p>Bias or sexual harassment</p>	<p>Office of Workplace Diversity - 973-972-4855</p>
<p>University-wide services</p>	<p>Housing - 973-972-8796, EXT 2 Shuttle Bus Service Hotline - 973-972-6674 Public Safety (non-emergency) - 973-972-4491 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. Each January, the Office of the Registrar sends a reminder email to all students, which 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 whom to best contact, students should contact the Office of Student Affairs who will either help resolve the issue or direct students to the appropriate resources.

STUDENT HEALTH AND WELLNESS CENTER

The Student Health and Wellness Center is located in the Doctor's 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

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

Central to our mission is a patient focused, comprehensive clinical care program which allows students the opportunities to learn in a structured environment while delivering high quality, cost effective dental treatment to a vast population, including those with limited access or financial ability. Our clinical program is preparing our graduates to address oral health concerns by providing our strong clinical education and skill sets to treat a diverse patient population, preparing our graduates to enter practice or specialty programs. As disparities in health care access continue to grow, we recognize the need to continue our commitment to community. We understand the importance of continually evaluating the possibilities for expansion beyond our current sites so we may increase our service to the community.

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

1. *Education: Graduates from our academic programs will possess the knowledge, skill and values to practice dentistry and contribute towards the growth of the profession.*
 - 1.1 Prepare graduates who possess the knowledge, skills and values to begin the practice of general dentistry.
 - 1.2 Enable life-long learning by offering post graduate educational opportunities.
 - 1.3 Deliver education which emphasizes self-assessment and self-directed learning: integrates basic, clinical and behavioral sciences; and provides for community based and interprofessional experiences.
 - 1.4 Improve and enhance teaching strategies and technologies for predoctoral and post-doctoral students and faculty colleagues.
2. *Research: SDM faculty will expand knowledge through revolutionary and pioneering research*
 - 2.1 Strategically develop nationally renowned research centers.
 - 2.2 Increase and promote research activities.
3. *Patient Care: Delivery of patient-centered quality oral healthcare services will improve the health and well-being of our patients.*
 - 3.1 Deliver patient care which meets patient values and needs.
 - 3.2 Improve access to care by delivering oral health care services in locations throughout the state.
 - 3.3 Continually improve quality of care.
 - 3.4 Realize interprofessional patient care opportunities.
4. *Community: Community engagement will enhance achievement of mutual goals.*
 - 4.1 Partner with our communities to enhance achievement of mutual goals.
 - 4.2 Enhance public recognition of RSDM mission and achievements, emphasizing contributions to community well-being.

- 4.3 Strategically enhance RSDM presence and RSDM's reputation throughout Rutgers, New Jersey, the nation, and the world.
5. *Faculty: SDM faculty will be dynamic, dedicated and expert in their field and will be active members of the SDM and Rutgers University academy.*
 - 5.1 Recruit and retain faculty committed to academic excellence, scholarship, collegiality, and continued professional growth.
 - 5.2 Faculty will engage in service to our school, Rutgers University, our state, respective professional organizations, scientific and health services agencies and the surrounding communities.
6. *Operations and Finance: Improving the operations, facilities, and financial health of RSDM will accelerate the achievement of our mission.*
 - 6.1 Provide and maintain a state-of-the-art environment to support the delivery of curricula, provision of patient care and conduct of research.
 - 6.2 Increase diversity of school revenue.
 - 6.3 Enhance clinical and administrative efficiencies.
7. *Academic Environment: Core values of RSDM will further a positive academic climate.*
 - 7.1 Promote a humanistic environment characterized by trust, integrity, collegiality, collaboration, innovation, flexibility, and professionalism.
 - 7.2 Enhance a culture of scholarship.
 - 7.3 Attract and retain a high quality, diverse student body.

Patient-Centered Care

(Approved by Executive Council 3/1/16)

Purpose: To establish of model of healthcare delivery that emphasizes the patient as the central focus of an organized system of care

Policy: Rutgers School of Dental Medicine (RSDM) greatly appreciates its patient base and strives to deliver oral healthcare in a manner that highlights the importance of clinicians and patients working together to produce the best possible outcomes. RSDM's Patient-Centered Care is the delivery of comprehensive healthcare that incorporates communication, caring, collaboration, and the patients' needs and preferences into the planning, delivery, and evaluation of their oral health care. It ensures that the patient is an active member of the treatment process.

RSDM's Patient-Centered Care Philosophy includes:

Communication – open communication between the patient and the student, faculty, and staff

Empathy – caring, considerate, attentive providers

Needs Assessment – total needs evaluated resulting in an organized, systematic treatment plan

Team – collaboration with dental specialists and other health care providers

Education – education for patients as an integral aspect of care

Respect – respect for patient's values and preferences

Evidence – integration of evidence and research in clinical decisions and treatments

Decision Making – shared decision making between the dentist and the patient

This **CENTERED** framework highlights RSDM's commitment to patient-centered care that is ultimately respectful and responsive to the needs of each individual patient.

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 ELOP 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.

EXTENDED LEARNING OPPORTUNITIES PROGRAM (ELOP)

The Extended Learning Opportunities Program is designed to enhance the traditional doctor of dental medicine curriculum through additional educational experiences including selective/elective courses as well as by providing service to the RSDM community. The

Extended Learning Opportunities Program constitutes a portion of the third and fourth year curricula at RSDM. Students must complete a minimum of sixty (60) hours of education in this program by the end of the fourth year. Additional hours may be taken if the student's schedule permits.

Guest Lectures, Interprofessional Education Experiences, and Externships

Occasionally, a guest lecture may be presented which has significant educational value to the predoctoral students. These lectures may be freestanding or a condensed version of a Continuing Dental Education course. When offered and attendance is required, ELOP credit towards will be offered for attendance.

Certain organized interprofessional education activities may also earn credit for ELOP. These experiences have course syllabi to provide clarity to the students as to their design and time commitments. These experiences may be required or optional for students and are approved by Curriculum Committee.

Students participating in externships approved by the Office of Student Affairs earn one ELOP credit per week of externship.

Selective/Elective Courses

The aim of this program is to allow the student the opportunity to design a portion of the curriculum. The grading system for selective and elective courses is pass or no entry. If the student fails to complete the criteria, no credit is given.

Selectives

The selective courses are offered during regular lecture hours or during the lunch hour. Third year students may register for and take selective courses ONLY if they do not conflict with third year didactic coursework.

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 Office of Clinical Affairs. Since the students taking these courses are released from regular open 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 course director in collaboration with the department chair will select the candidates from the list provided.

Students may also opt to enroll in RSDM Continuing Dental Education for ELOP credit; a maximum of two courses totaling no more than 12 hours of credit may be completed. Students taking CDE for ELOP credit must attend the entire course and may not engage in patient care during the CDE course. Only fourth year students may register for and take elective courses.

Service to RSDM

Students may earn ELOP credit for providing service to the RSDM community through serving on committees and participating in activities above and beyond the required curriculum. Service credit must be approved by the Assistant Dean for Academic Affairs. Examples of service activities for ELOP credit include acting as an Admissions Ambassador) and participation in the Gateway and/or Decision for Dentistry programs. Participation in these service activities is at the discretion of the office hosting the programs. Students selected to participate on some RSDM committees earn one ELOP credit per year of committee service.

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 SGS 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 SGS 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 SGS. Following completion of the dissertation research, the student will prepare a thesis in the format specified by the SGS. 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.

INTERNATIONALLY EDUCATED DMD FACULTY PROGRAM

(Approved by Executive Council 5/19/04. Amended 2/9/11, 3/11/14, 9/17/18)

I. Introduction

Over the last decade, recruitment of exceptionally qualified faculty has become a significant challenge. In the United States, over 400 full time faculty positions are vacant. This shortage is due to the high demands placed on dental school faculty; the unusual comprehensive skill set required of an individual to be an expert clinician, outstanding educator and funded researcher; and the salary differential between private practice and full time academia. Many dental schools have addressed this challenge by recruiting internationally educated faculty.

II. Participants

The RSDM Internationally Educated DMD Faculty Program is intended for truly exceptional individuals who have an international DMD (or its equivalent) and have been identified by a RSDM Search Committee as the most qualified individual for a faculty position at the Rutgers School of Dental Medicine. This program would be offered only to select individuals who have been identified as essential faculty members at RBHS-RSDM. These individuals would typically bring to RBHS-RSDM unique abilities and skills which would enhance the reputation and stature of the University.

III. Eligibility

Only internationally educated dentists who have been recommended by an RSDM faculty search committee, and interviewed and recommended by RSDM's Associate Dean for Admissions and admissions officers will be considered to be eligible for matriculation in the RSDM Internationally Educated DMD Faculty Program. Eligibility is contingent on approval for a faculty appointment by the RSDM Appointments and Promotions Committee and RBHS Faculty Affairs.

IV. Admissions Criteria and Procedures

RBHS-RSDM does not discriminate in admissions or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sex, sexual orientation or veteran's status.

A candidate for the Rutgers School of Dental Medicine Internationally Educated DMD Faculty Program must be a graduate of an international dental school granting a B.D.S., D.D.S., D.M.D. degree or equivalent with a non-US license to practice. Candidates must provide official copies of all transcripts from all schools (colleges, universities, and dental schools) attended, in addition to official copies of diplomas and/or degrees, and/or dental specialty certificates from the applicant's dental school and a license to practice dentistry. Transcripts in languages other than English must be translated by a certified translator. All transcripts from any school outside of the United States of America or Canada must be evaluated by a foreign academic credentialing services selected by Rutgers School of Dental Medicine (e.g., World Education Services).

In lieu of the normal 8 semester hours of biology, 8 semester hours of inorganic chemistry, 8 semester hours of organic chemistry, 8 semester hours of physics and electives sufficient to complete two full years of college level study, candidates must have the equivalent of a DMD degree. Candidates must have a passing score on the National Boards Part I and Part II or the Intergraded National Board Dental Examination. The DAT examination will not be required. The TOEFL examination will be required on a

case by case basis. The TOEFL score will be considered in combination with the applicant's demonstration of fluency in English during the application process.

Applications to the RSDM Internationally Educated DMD Faculty Program are provided by and submitted directly to the Rutgers School of Dental Medicine Office of Admissions. Applications will be accepted throughout the year and will be reviewed and voted upon by the RSDM Admissions Committee.

Each candidate must submit with his/her application at least three letters of recommendation:

- One letter must be from the Chairperson of the department in which the candidate will have his/her primary academic appointment. The Chairperson's letter of recommendation must include a copy of the recommendation letter for faculty appointment through the RSDM Appointments and Promotions Committee.
- Two letters from recognized faculty in the candidate's field.

Candidates for the program will not be accepted without an in-person interview by the Associate Dean for Admissions and/or designated admissions committee member(s).

All candidates will be informed in writing of the action taken on their applications. The time for sending acceptance or rejection notices will be at the discretion of the Admissions Committee.

Acceptance and matriculation at RBHS are contingent upon the continued mental and physical well-being of the participant sufficient to demonstrate the participant's ability to successfully complete the program of study. Each candidate for admission must certify that they are able to perform the "Essential Functions for Admission and Matriculation" for the Rutgers School of Dental Medicine. In order to determine the participant's standing, the school reserves the right to require a participant to undergo a mental and physical examination to evaluate fitness for continued studies after acceptance and throughout the participants' matriculation at the school.

All candidates must comply with the requirements of RBHS Policy and Procedure 0001-25-40:00, Student Immunizations & Health Requirements, and all other policies, procedures and rules related to participation in the academic program, except as specifically set forth in this program document. Candidates will also have to comply with a criminal background check and the results must be deemed acceptable to RBHS.

V. Curriculum

The goal of the curriculum of the RSDM Internationally Educated DMD Faculty Program is to ensure that internationally educated faculty have achieved at least the same level of competency in general dentistry as required of students in the traditional DMD program. Thus graduates of the RSDM Internationally Educated DMD Faculty Program will be prepared as general practitioners who are able to manage the oral health care of the public and be able to serve as clinical faculty at the Rutgers School of Dental Medicine.

To accomplish this goal, graduates must understand the interrelationship of the biological, physical, clinical and behavioral sciences in order to practice effectively in three overlapping areas of professional responsibility:

A. Comprehensive Patient Care

1. **Diagnosis and Treatment Planning.** The graduate will be able to diagnose conditions of the oral cavity and its related structures. The graduate also will be able to develop a logical treatment plan for the prevention and treatment of oral conditions so that each patient can be maintained in, or restored to, a healthy, functioning aesthetic condition.
2. **Delivery of Therapeutic Procedures.** The graduate will be able to perform competently state-of-the-art preventive and therapeutic procedures which are used by general dentists in the treatment of patients. Since the practice of dentistry is constantly changing, the curriculum emphasizes the learning of general concepts as well as specific techniques. The graduate should be able to delegate and evaluate treatment using currently accepted methods. The graduate also will be able to manage patients and auxiliaries in various practice settings.
3. **Care of the Whole Patient.** The graduate will be able to understand and recognize the medical and/or socioeconomic problems which may influence or result from dental treatment. The graduate will be able to manage the manifestations of these problems as they affect or are affected by dental treatment.

B. Participation in Community Dental Programs

As a member of the health team, the graduate will be able to assess community dental health problems and play an active role in the solution of such problems.

C. Continuation of Professional Development

The graduate will be able to evaluate the dental literature in order to benefit from recent research and apply this information to dental practice. The graduate will be a continual learner who acquires new knowledge and skills through continuing education and participation in organized dentistry.

Upon acceptance into the RSDM Internationally Educated DMD Faculty Program, the participant will meet with each Department Chairperson to develop a curriculum which is tailored to the training and qualifications of the participant.

Didactic Curriculum: At the discretion of each Department Chairperson, a participant in the RSDM Internationally Educated DMD Faculty Program must demonstrate a level of didactic competency in all disciplines at least equal to that required of other dental students at RBHS-RSDM. This can be accomplished by reviewing the candidate's original dental school records, records of specialty training or National Board scores or by testing.

Preclinical Curriculum: At the discretion of each Department Chairperson, a participant in the RSDM Internationally Educated DMD Faculty Program must demonstrate a level of preclinical competency in all disciplines at least equal to that required of other dental

students at RBHS-RSDM, This can be accomplished by reviewing the candidate's original dental school records, records of specialty training or by testing.

Clinical Curriculum: At the discretion of each Department Chairperson, a participant in the RSDM Internationally Educated DMD Faculty Program must demonstrate a level of clinical competency in all disciplines at least equal to that required of other dental students at RBHS-RSDM. This can be accomplished by reviewing the candidates' original dental school records, records of specialty training or by the candidate's demonstration of clinical skills. At minimum, a participant in the Internationally Educated DMD Faculty Program will be required to pass all clinical competency examinations required by students in the traditional DMD program and pass the school's mock written and clinical CDCA examinations as required for traditional DMD students. In a department where the applicant has received a specialty certificate, the Department Chairperson may make the decision that the applicant is exempt from specific competencies related to that specialty.

Before beginning any coursework, the RSDM Registrar and the Office for Academic Affairs must receive documentation from each Chairperson which will indicate courses which have been waived, courses which the participant has modified requirements and courses which must be completed in full. Appendix 1 contains a form which may be used for this documentation.

Waived courses will have a grade entry of "EXT" (exempt) on the transcript. Modified courses (i.e. course in which the candidate must challenge the clinical competency exams but has not been asked to complete all requirements) will have a final grade of "P" (pass) entered on the transcript. For all other courses the candidate will be evaluated along normal grading guidelines with a final letter grade entered on the transcript. The participant will **NOT** be ranked.

VI. Requirements for the DMD Degree

The degree of Doctor of Dental Medicine (D.M.D.) will be conferred upon the participant enrolled in the RSDM Internationally Educated DMD Faculty Program who has met the following requirements:

1. Regular attendance as defined in the RSDM attendance policy for the prescribed courses and clinical sessions required of the participant enrolled in the RSDM Internationally Educated DMD Faculty Program.
2. The RSDM Internationally Educated DMD Faculty Program will be at least two years in length.
3. Waiver of or satisfactory completion of curricular requirements in the didactic, preclinical and clinical courses.
4. Adherence to high standards of moral and professional conduct and compliance with all RSDM and university bylaws, policies and procedures.
5. 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.)
6. Return of all loan equipment, patient charts, gold, etc. to the dental school;
7. Completion of all required activities indicating achievement of the knowledge and skills of our DMD curriculum equivalent to 4 years of study within five (5) academic years after first enrollment in the program.
8. Only those participants 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.

VII. Commitment to RSDM after Completion of the DMD Program

RSDM internationally educated faculty who apply and are accepted into the RSDM Internationally Educated Faculty DMD Program ("the Program") shall enter into a written agreement with RSDM **prior** to the commencement of the Program. This written agreement is binding and shall set forth in detail the terms and conditions of the individual faculty member's educational and financial responsibilities to RSDM during the pendency of the Program and thereafter. Furthermore, in consideration for the participant accepting the offer of tuition remission during the course of the Program, the written agreement shall include in all cases a commitment by the individual faculty member to spend at least four (4) years as a full-time faculty member at RSDM upon his/her successful completion of the Program and the award of his/her DMD degree.

It shall be considered a breach of this written agreement if a faculty member who has graduated from the Program does not complete the mandatory 4 -year term of service, unless the faculty member is able to demonstrate extraordinary circumstances to the satisfactions of the RSDM. Dismissal or non-renewal of faculty appointment, including for poor performance, for any reason other than elimination of a faculty position by RBHS/RSDM is considered a breach of contract.

A faculty member who chooses to terminate employment with RSDM prior to completion of the four year term is considered to have breached the contract. As a consequence of said breach, the faculty member shall agree that he/she shall be responsible for reimbursing RSDM the cost of their dental education. He/she will be required to reimburse RSDM for four (4) years full tuition and fees. This amount shall be calculated at the time of dismissal based on where he/she had been residing and for how long he/she had been residing there, during the period of his/her matriculation.

In the event of a breach of this binding agreement and subsequent court action, the RSDM will seek attorneys' fees and costs from the breaching participant.

REQUIREMENTS FOR DEGREE

(Amended by Executive Council 12/7/11, 8/10/20)

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.
5. Return of all loaned equipment to the dental school and have appropriately destroyed or discard all documents/models/etc. containing PHI.

6. Successful completion of both Part I and Part II of the National Board Dental Examinations (through Class of 2022) or Integrational National Board Dental Examination (Class of 2023 forward).
7. Completion of all requirements within five academic years after first enrollment in the program. (Approved by Executive Council 10/14/10)
8. 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 Executive Council 5/1/13)
9. 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 Executive Council 5/1/13)
10. 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 2/9/11)

PART IV: ACADEMIC REGULATIONS

ATTENDANCE POLICIES

(Approved by Executive Council 06/22/05. Amended on 07/25/05, 10/5/16, 02/20/18, 01/14/20, 08/10/20, 04/13/21)

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, including ELOP curricula. Attendance implies arriving promptly at the start of the curricular session and remaining until its conclusion, including curricular sessions in synchronous distance learning environments. For asynchronous distance learning, attendance implies completing all assignments associated with a curricular session in the time frame specified by the course director.

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 be kept to a minimum. Absence for any reason may lead to failure of a course which may lead to failure of the academic year. Students are expected to make every effort to be in attendance as scheduled.

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 11/14/07, 1/14/20)

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. Policies regarding missed quizzes and lectures are set by individual course directors and are exempt from this policy.

- ❖ **Anticipated Absence:** In rare circumstances, if a student must miss an examination, the student must submit to the Office of Academic Affairs an "RSDM Student Absence Request Form" available in the Office of Academic Affairs, along with any required documentation substantiating the reason for absence. Notification is requested at least 30 days in advance of the exam when possible or as soon as the student knows the

circumstance for the anticipated absence. The student and course director will be notified of the decision regarding the request. If approved the student must take the missed examination within five (5) business days upon their return to school at a time and date set by the course director unless there are extenuating circumstances and an alternative arrangement is reached with approval by the Office of Academic Affairs. (Note: Requests must be submitted and approved before any travel arrangements are made. Plane reservations made prior to approval will not be considered in determining approval decisions.)

- ❖ **Unanticipated Absence:** The student must notify the Office of Academic Affairs by telephone, (973)972-4440, at least one hour before the examination, and the office will notify the appropriate course director. Upon their return to school, the student must submit to the Office of Academic Affairs an RSDM Student Absence Request Form available in the Office of Academic Affairs along with any required documentation substantiating the reason for absence. The student and course director will be notified of the decision regarding the request. If approved the student must take the missed examination within five (5) business days upon their return to school at a time and date set by the course director, unless there are extenuating circumstances and an alternative arrangement is reached with approval by the Office of Academic Affairs.

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.

Attendance Requirements for Nonclinical (Didactic and Laboratory) Courses

If a student is absent from 30 percent or more (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 (D or F grade) in a course. Attendance is calculated per the guidelines in “General Attendance Policies” above. 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.

Attendance Requirements for Clinical Courses (Updated Effective 7/1/21)

Students are expected to be present for all clinical sessions and closed rotations. Students are reminded that missing open and closed clinic sessions may jeopardize their academic progress. Accommodations for missed sessions will not be made in determining grades or assessment of competency for graduation. Students may be granted 10 days (equivalent to 20 sessions, AM/PM) of excused absences per academic year to do site visits, attend interviews, take board exams, take off for religious holidays, death in their family, family emergencies, illness, and vacation, etc.

Excused absence – An absence that has been approved through SmartSheets by the Assistant Dean for Clinical Affairs/ designee OR the closed clinic director. These will count against the 20 sessions and if exceeded, will be made up 1 for 1. The 20 sessions of excused absences without make up are permitted from the start of the academic year through April 15 only.

Unexcused absence – No prior approval obtained for absence. Unexcused absences do not count toward the 20 excused sessions. Each unexcused absence requires a two for one (2 for 1) session make-up and may result in failure for Patient Care and Management. Clinic make-up sessions will be scheduled after Convocation or after all graduation requirements have been met, whichever comes last, and must be made up prior to receipt of the student's diploma. Make-up sessions will only be scheduled during regular clinic time and will not be made up over weekends, over any student vacation breaks, or when RSDM is otherwise closed.

Students must submit documentation for excused absences as per the paragraph regarding anticipated absences above.

Requests for absences after April 15 must be reviewed by the Assistant Dean for Clinical Affairs or designee and must be made up on a one for one basis for excused absences and two for one basis for unexcused absences. Consideration for approval will only be in the most exceptional and unavoidable circumstances.

Attendance at closed rotations (Pediatrics, Radiology, OS, Emergency, Special Care, UH, Oral Medicine, Orthodontics, Seminars, Fixed rotation, Operative rotation, PG Perio Assist and Code II) is mandatory.

Students should make every effort not to schedule absences (interviews, board exams, etc.) during their scheduled closed rotations. Excused closed clinic absences will need to be made up on a 1 for 1 basis; unexcused closed clinic absences will need to be made up on a 2 for 1 basis.

Students should refer to the closed clinic syllabus regarding the policy and process for making up the session.

Students may NOT take off from closed rotations to see patients in open clinic.

Students may NOT take off when it is their "assisting" day.

Students that must leave on Friday PM for religious observance must be present for at least 50% of the PM clinic session and obtain permission from GPA just prior to leaving.

A student who requires additional absences in excess of the 20-session allotment will be required to make up this time after convocation or when requirements are completed (whichever comes last). Make-up sessions will only be scheduled during regular clinic time and will not be made up over weekends, over any student vacation breaks, or when RSDM is otherwise closed. A student who exceeds the allotment due to extenuating circumstances due to interviews may apply for a waiver from the Senior Associate Dean for Clinical Affairs or designee.

Attendance will be monitored by the Office for Clinical Affairs.

The Office for Clinical Affairs will monitor patterns or trends in unanticipated absences.

A student's attendance at group meetings and general clinic meetings is mandatory. Failure to be present will be recorded as a one session unexcused absence from the open clinic.

If a student has completed all clinical assignments and the number of make-up sessions required due to accepted excused absences jeopardizes a fourth-year student's chance to start a residency program, a committee composed of the Department Chairs and the Senior Associate Dean for Clinical Affairs will be convened. This committee will deliberate the student's attendance requirement. **No time will be waived for two for one clinic make-up sessions for unexcused absences.**

POLICY CONCERNING EXTERNSHIPS WHILE SCHOOL IS IN SESSION

(Approved by Executive Council 3/22/11)

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.

DISTANCE LEARNING POLICY

(Approved by Executive Council 9/10/19)

Rationale

The goal of RSDM's Distance Learning Policy is to support the integration of online modes of content delivery into academic courses offered at RSDM. This policy governs the use of online resources which supplement classroom activities and out-of-class assignments in otherwise traditional classes.

Definitions

Distance Education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- The internet
- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- Audio conferencing; and/or
- Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed above.

Academic Quality

All Distance Education programs utilized must provide academic rigor, quality, and assessment of student learning objectives consistent with face-to-face programs or classes offered by the University.

Student Identity Verification

The identity of each student who participates in assigned online coursework must be verifiable by security methods, including but not limited to, a secure login and pass code, proctored examinations, and/or new or other technologies and practices that are effective in verifying student identity. All verification processes employed will protect student privacy and no additional student charges will be incurred with the verification of student identity at the time of registration or enrollment. Exams given in courses utilizing distance learning will be proctored. If electronic testing is utilized, student identify will be verified through standard Rutgers authentication processes.

GRADING

(Amended 9/14/16)

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:

Letter Grade	Description	Grade Points	Numerical Scores
A	Excellent	4	90 100**
B+		3.5	85 89**
B	Average	3	80 84**
C+		2.5	75 79**
C	Fair	2	70 74**
D*	Unacceptable	1	65 69**
F*	Failure	0	60-64**
FR***	Failure/repeat	0	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 10/14/10. Amended 11/20/13)

****When an F or D grade is remediated, the highest grade attainable is C (Approved by Executive Council 11/14/07. Amended 11/20/13)

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 11/6/08)

1. consult with their department chair
2. consult with the Vice Dean
3. delineate the specific reason(s) for the I grade as well as a time frame for removal
4. 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 Vice Dean 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 July remediation review meeting. For clarification, the extended time given back to the student to remove the I grade can be during the same academic year or if additional time is necessary, the additional time will be during the July remediation/vacation period and a final grade must be submitted prior to the post-remediation SAPC meeting. All I grades must be resolved PRIOR to the start of the next academic year. A student with remaining I grades cannot be promoted to the next academic year. Any I grade which is not removed via successful completion of the course prior to the SAPC's post-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 July remediation review meeting. (Approved by Executive Council 11/20/13).

The P (Pass) grade is awarded following successful completion of certain mandatory courses and fourth year ELOP & 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-FINAL COURSE GRADES

(Amended by Executive Council 11/14/07, 2/7/17, 6/5/19)

Challenging a final course grade includes challenging the calculations utilized to determine the grade and/or challenging the grading scale if it is not congruent with the policy in the Handbook. The grade challenge must be based on substantive evidence of incorrect calculations or other procedural errors which may have affected the grade. Challenging a final course grade does not include challenging any grades/scores given for any midterms, unit exams, or prior practicals leading up to the final examination be they a practical or didactic final. Whenever a student disputes a final course grade, the following steps should be taken:

1. The first level of resolution is always between the student and the course director. The student must submit a written statement with as much detail as possible to the course

director no later than 5 business days after the grade is posted. Failing resolution at that level, the student may next contact the department chair-- unless he/she is the course director in question--for resolution. The student must submit a written statement with as much detail as possible to the department chair no later than 3 business days after receiving a decision from the course director.

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 Office of Academic Affairs will decide what further action, if any, should be taken. The student must contact the Office of Academic Affairs no later than 3 business days after receiving a decision from the department chair.
3. All attempts will be made to resolve the problem with a minimum of delay. In seeking further resolution, a committee comprised of the Vice Dean, Department Chair, the Assistant Dean for Academic Affairs and the Senior Associate Dean for Clinical Affairs will render the final, non-appealable decision. The student must contact the Vice Dean no later than 3 business days after receiving a decision from the Office of Academic Affairs.

GRADE CLARIFICATION PROCEDURE - EXAMS

(Approved by Executive Council 2/7/17. Amended 9/14/21)

Faculty have the responsibility to:

1. Develop didactic and practical examinations that are fair and consistent with the information provided in lecture or materials assigned in conjunction with the course.
2. Design well thought-out and well-written examinations that challenge the students
3. Design examinations that test students' knowledge in that subject matter with the end point being that students who achieve passing grades in a course have achieved an acceptable level of understanding of the material.
4. Review examination results, including the detailed item analysis, and to modify accepted responses for any question they deem appropriate.

Students have the responsibility to:

1. Ask questions about content or concepts they may not understand prior to the examination.
2. Discuss any discrepancies in information assigned or presented with faculty prior to the examination.
3. Master the material presented prior to the examination to an acceptable level of understanding.

Clarifications by students are encouraged during the exam review period regarding questions or concepts included in the exam.

Course directors must adopt one of the following modalities, and must communicate their option to the class via the course syllabus:

- A) The course director will ensure exams are vetted by at least one departmental faculty prior to the exam. Course director will review the exam item analysis following the exam and rescore any questions determined to be invalid, not reliable based, or otherwise inappropriate on the item analysis. Students may not request specific questions be rescored by the course director.

- B) Following the exam, the course director will review the exam item analysis following the exam and rescore any questions determined to be invalid, not reliable based, or otherwise inappropriate on the item analysis. Students may ask for a question(s) to be rescored no later than three business days after the exam key is shared, exam is released, or exam review is conducted, whichever is last. The class representative may submit requests for rescoring on up to 10 percent of test questions (e.g. 10 questions of a 100 question exam) in writing, with fact-based evidence from course lectures and/or texts only.

Rescoring of exams is at the sole discretion of the Course Director, and they may opt to Accept Multiple Answers, Throw Out, Bonus, or give Full Credit to any question deemed invalid, unreliable, or otherwise inappropriate for the exam. Students may not appeal the Course Director's decision regarding accepted answers to test questions.

DEAN'S LIST

(Approved by Executive Council 3/27/01. Amended 9/19/07, 7/9/08, 11/20/12, 3/1/16)

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 3.8 with no "D" or "F" grades or noted probation 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 3/15/00. Amended 9/17/18, 9/14/21)

Students should be afforded opportunity to review their examinations, in the interest of gaining clarity about content or concepts and furthering their knowledge.

Course directors may adopt one of the following modalities, and must communicate their option to the class via the course syllabus; verbal reinforcement is recommended prior to each examination. Exam reviews are to be within a reasonable period of time as permitted by the academic schedule and course director's schedule, and preferably within three business days. Review of final examinations must be in a timely fashion to enable course directors to submit final course grades within five working days to the registrar.

1. Didactic Examinations
 - a. Following the administration of a didactic examination, course directors may:
 - i. Release the examination in full to the students via ExamSoft within two working days of the examination

- ii. Post the examination and answer key in a common area for a reasonable period of time. A proctored Wall Review is permissible under this option.
 - iii. Host an electronic exam review via ExamSoft, under examination conditions. Students may be permitted to view all or only incorrect answers; this decision must be made by the course director prior to the administration of the exam and announced to the class prior to the exam.
 - iv. Conduct in-class/team review of the exam (e.g. in team-based learning format).
 - v. Permit students to review the examination by individual appointment only, following the protocol below.
 - b. Students are allowed to review the examination and answer key upon appointment with the course director or his/her designee. Such a meeting should be requested by the student within two business days of any other review, or if the exam if a full class review is not conducted. Individual review is to be scheduled in a timely fashion at a mutually agreeable time, representing flexibility of the student and course director.
 - c. Release/posting of results should occur only after all students have completed the examination, including make-up exams for excused absences.
2. 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. Exam Archive
- a. Course Directors are **strongly encouraged** to utilize the RSDM Exam Archive, managed by the Office of Academic Affairs, to share old examinations with students to be used as study guides. Course Directors are under no obligation to:
 - i. Provide examination answers for archived exams
 - ii. Provide archived exams for individual units or an entire course
 - iii. To conduct examinations in the same format as archived exams, or the same format as in prior terms
 - iv. To provide examinations to be utilized as a review or study material (for example, the examinations in the archive should not be considered to be an “outline” to study for a unit exam)
 - b. Course Directors should only distribute examinations through the Exam Archive, and should not post old examinations in class Canvas shells or distribute to individual students electronically or in hard copy format. Any exams released via ExamSoft or hard copy to the entire class should be submitted to the Exam Archive.
 - c. Course Directors are encouraged to review exams for their course in the archive, and may choose to remove old examinations from the archive if they determine the information is outdated, does not correspond to current course content, etc.

EXAM ENTRY/EXIT POLICY

(Approved by Executive Council 6/5/19)

Students are expected to arrive on time and prepared for examinations. For electronic examinations, this includes having a charged device as well as having exams downloaded prior to the deadline when ExamSoft is utilized.

Exam Entry

- A student who is not present at the start of the exam will be allowed to take the exam if they arrive in the first 30 minutes of the scheduled examination time. All cell phones and other devices must be silenced and stored upon entry.
- A student who arrives late for the exam, or begins the exam late due to failure to download the examination in the allotted period, will not be given additional time to complete the assessment and will be required to submit the exam when the scheduled time has elapsed.
- A student who arrives more than 30 minutes after the start of an examination, or after the first student finishes the exam and leaves the exam room, whichever comes last, will be considered absent for the exam. Excused/Unexcused status for the exam absence will be determined by the Office of Academic Affairs as detailed in the Attendance Policy.

Exam Exit

- No student will be permitted to leave the exam before 30 minutes has elapsed, unless all students have completed the exam.
- Students are expected to remain in the exam room until they have completed the exam. Should a student require use of the restroom facilities on an “emergency” basis, or have approved accommodations permitting regular restroom breaks during exams, the student must verify they do not have a phone or other communication device prior to exiting the testing room.
- Students must submit their completed exam prior to permanently leaving the exam room, and follow any submission/sign out procedures as directed by the course director.

GUIDELINES FOR REMOTE EDUCATIONAL EXPERIENCES AT RSDM

(Approved by Executive Council 9/8/20)

For remote didactic instruction for RSDM students, there will be various technologies utilized to deliver course content, meet course objectives and goals, and enhance the educational experience. All students are asked to abide by these guidelines and adhere to the same standards of behavior online that you would follow with in-person experiences. For example, attire that is inappropriate for in-person instruction is inappropriate for remote instruction. These guidelines are built on core principles of respect, professionalism, and collegiality, and compliance will enhance the learning experience.

Preparation:

- **Test the Technology** – before a lecture, seminar, or meeting.
- **Be on Time** – log into the session early, allowing time to address technology issues.
- **Correct Camera Framing** – Position the camera so your face is in the frame, and give consideration to your background. You are a professional in a professional school and the camera will project your surroundings - therefore cover or remove any personal items you want to remain private.
- **Stay Present & Seated in a “Quiet” Room** – no lounging on a bed, OR remoting in while driving. Use appropriate lighting allowing all to see you clearly.

- **Turn Off Notifications/Other Programs** – that might distract you from giving your full attention to the scheduled experience.

Guidelines:

- **The Camera Must Be On** – allowing you to be visible to the “host” (lecturer, or facilitator in a seminar etc.)
- **Wear Appropriate Clothing** – RSDM scrubs or presentable clothing. Do not wear anything you would not wear to see a faculty member in person.
- **Mute Yourself When You Join** – and when you are not speaking.
- **Follow Guidelines by Course Directors** – regarding student communication via chat, or signaling to speak
- **Food** – while having a drink may be acceptable, eating food is not only disrespectful to the lecturer, it may be distracting to fellow students.

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. **REMEDICATION OF 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 may be dismissed. A student receiving a D or F grade in the fall or winter trimesters 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, D or F grade. Second year students who have an incomplete, D or F grade at the end of the academic year will be allowed to enter the mandatory clinic orientation activities in June. However, all incomplete, D or F grades must be resolved prior to entering clinical orientation activities immediately preceding the start of the third academic year.

The SAPC alone has the authority, after considering the student's overall academic record and professional performance, to allow a student to remediate a course. The student will be notified in writing by the Office of Academic Affairs. The course director will assign the remedial course work that must be successfully completed during the summer remediation period.

- 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 any course will receive a "Warning" letter from the Office of 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 on academic warning 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 will receive a "Warning" letter from the Office of Academic Affairs noting that the SAPC has concerns about the student's performance.

G. REPEAT OF THE ACADEMIC YEAR

Under most circumstances, a first year student will be dismissed and not be permitted to repeat the first academic year if they do not successfully pass all courses either during the academic year or through remediation. (Approved by Executive Council 6/20/06) A student who receives a single F grade with a requirement to repeat the course (a grade of FR or a grade of D or F at the end of the remediation period) and receives no other D or F grades prior to remediation will be the only exception allowing a repeat of year one. (Approved by Executive Council 12/17/07). This exception may be granted only at the discretion of the SAPC and is not guaranteed to any student. 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 11/10/13).

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 and professional performance. (Clarified by Executive Council 5/1/13)

Refer to "Mechanism for Student Appeal of Dismissal or Repetition of an Academic Year" (Approved by Executive Council 9/20/10).

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 record 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 12/7/11, 4/6/16, 5/8/18)

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) or a single unsatisfactory grade and a GPA below 2.000 may be placed in the Five Year Program by the SAPC. The student may appeal this placement to the Dean. (Amended November 20, 2013; April 6, 2016).

 - 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, in limited circumstances, be permitted to enter the second year of the Five Year Program by the SAPC, if the student has received no other D or F grades in the first year **AND** if the course fits in its entirety without conflict, into the Year Two schedule in the Five Year Program.

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

(Amended by Executive Council 5/8/18)

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 A 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 A or better, a written explanation of why the waiver is being denied will be forwarded to the Office of Academic Affairs.
2. The Office of 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 B+ or lower in a course must repeat the course for credit.

4. 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 Office of Academic Affairs.

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

(Approved by Executive Council 5/31/06. Amended 9/19/07, 10/8/08, 12/1/09, 5/8/18)

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 and professional performance.
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 or the Dean's designee. The appeal must be made in writing to the Dean or the Dean's designee 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 or the Dean's designee.
 - 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 or the Dean's designee.
3. Prior to submission of a request to the Dean or the Dean's designee 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 or the Dean's designee usually within ten working days of receipt of the appeal. The decision of the Dean or the Dean's designee 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 Executive Council 5/31/06. Amended 4/6/16, 5/12/18, 6/5/19, 5/6/20)

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 or the Integrated National Dental Board Examination (INDBE) administered by the Joint Commission on National Dental Examinations (JCNDE) 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 JCNDE, a student must have received a passing grade in the courses that are covered on the Board examinations.

PART I POLICIES (Class of 2022 and earlier)

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. *NOTE: Administration of Part I will terminate on October 31, 2020.*

Any student in the Class of 2023 or later will refer to the Integrated National Dental Board Examination (INDBE) portion of this policy.

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 by the end of January following the fall trimester of the second academic year. Students are required to pass the Part I examination in order to enter the fall trimester of the third academic year. The examination is administered only as a computer version at Prometric Centers.
2. Students who fail to challenge the examination by the end of January will be written up for lack of professionalism, and put on academic probation, unless the Student Academic Performance Committee determines that a student's presentation of extenuating circumstances warrants approval to challenge the board examination after January. Additionally these students will be counseled that if Part I of the national boards is not passed by the end of the second year, the SAPC will review their academic record and board results for consideration of dismissal or repeat of the second year of dental school. Challenging the examination by the end of January allows a student two additional opportunities to retake and pass the examination prior to the start of the third year.
3. Due to the 2020 COVID19 Crisis, the timeline for passing NBDE Part I has been adjusted. Students who did not pass on their first attempt must complete their second attempt of NBDE Part I by June 30, 2020, preferably in early June. Students who do not pass the Part I examination prior to the end of the second academic year may be promoted to the third year, and may attend the clinic orientation and preclinical activities. Students may engage in manikin exercises, observational experiences, and serve as an assistant, but may not provide patient care as the operator.
4. In the event a student does not pass NBDE Part I by October 31, 2020, the student will be reviewed by SAPC. The SAPC may consider suspending the student and permitting the student to join the Class of 2023 in Summer 2021 or may consider dismissal.
5. Students who fail Systemic 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.

FOR THE CLASS OF 2022 only: Students who fail Systemic 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 Part I by July 31, 2020, and pass the examination, in order to continue in the fall trimester of the third year. Students who do not pass the examination will be suspended from school and be required to join the succeeding class one year later (Class of 2023).

PART II POLICIES (Class of 2022 and earlier)

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 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.

1. Students are required to pass the Part II examination prior to graduation and receipt of the doctoral degree. All RSDM students are required to challenge Part II until administration is discontinued on July 31, 2022. The examination is administered only as a computer version at Prometric Centers.
2. Students are eligible to take the Part II examination after successfully passing all third year courses and promotion to the fourth year by SAPC. Students are encouraged to take the examination as soon as possible preferably during the time before the start of the fourth year or the following the fall trimester. All fourth year students are highly encouraged to challenge Part II by December 31 of the fourth year. Challenging the examination by the end of December allows a student two additional opportunities to retake and pass the examination prior to the end of the fourth academic year
3. As administration of Part II will terminate on July 31, 2022, any student in the Class of 2022, or prior classes if applicable, who has not successfully passed Part II by July 31, 2022 will challenge the INDBE examination prior to graduation and receipt of the doctoral degree.

INDBE POLICIES (Class of 2023 and later)

INDBE covers all material historically covered on Part I and Part II, focusing on application to clinical practice in Oral Health Management, Diagnosis and Treatment Planning, and Practice and the Profession.

1. Students are required to pass the INDBE examination prior to graduation and receipt of the doctoral degree. RSDM will certify students to challenge INDBE only after administration of Part II terminates July 31, 2022. The examination is administered only as a computer version at Prometric Centers.
2. Students are eligible to take the INDBE examination after successfully passing all third year courses and promotion to the fourth year by SAPC. Students are encouraged to take the examination as soon as possible preferably during the time before the start of year 4 or following the fall trimester. Challenging the examination by the end of December allows a student two additional opportunities to retake and pass the examination prior to the end of the fourth academic year.

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

In the event a student does not pass Part II or INDBE prior to graduation, the student 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 (without receiving a diploma). The diploma will be awarded upon successful completion of Part II or INDBE. 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 Dean within the Office 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 JCNDE that the student has successfully passed Part II or INDBE.

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 or INDBE.

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

1. 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:
 - a. certifies that the student may be graduated;
 - b. 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.
 - c. 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;
 - d. mandates the student to repeat the academic year;
 - e. dismisses the student from the dental school.

2. 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:
 - a. certifies the student to be graduated;
 - b. mandates the student to continue for the entire succeeding trimester to remove all D or F grades:
 - i. The student will be responsible for attendance at all regularly scheduled clinic sessions;
 - ii. 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;
 - iii. The student will be responsible for reporting any absence to the Office of Academic Affairs and to the Office of Clinical Affairs;
 - iv. The student will be responsible for payment of all applicable tuition and fees for the trimester;
 - v. The student will be responsible for meeting with his/her Group Practice Administrator every two weeks;
 - vi. 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;
 - vii. 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.
 - c. mandates the student to repeat the academic year; (See REGULATIONS FOR REPEATING AN ACADEMIC YEAR).
3. 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 Executive Council 5/1/13)

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 Director of Student and Multicultural Affairs will consult with the Senior Associate Dean for Academic Affairs:

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, and if applicable consult with the Senior Associate Dean for Clinical Affairs and Group Practice Administrator.

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.

Medical Leave of Absence Due to Maternity Request Form

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

Medical Leave of Absence Request Form

<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

(Amended by Executive Council 12/19/14)

The dental school provides both professional training and health care services. To patients, each student, faculty and staff 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. Students, faculty and staff must strive to demonstrate empathy and altruism in all dental school relationships.

Dress Code

(Amended by Executive Council 3/22/11)

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

- a. 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.

- b. 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.
 - i. 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.
 - ii. 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."
 - iii. 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.
 - iv. 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.

- c. The following practices or attire may interfere with appropriate professional appearance and should be avoided:
 - i. Ornamental jewelry in body piercings must not be worn.
 - ii. Colognes, scented hair sprays, etc. are discouraged since many people are sensitive to such substances.

2. Clinic Attire

- a. 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:
 - i. Surgical scrubs, sneakers, white tee-shirts and white laboratory coats must be clean and free of blood and/or any other infectious materials.
 - ii. Surgical scrubs, sneakers, white tee-shirts and white laboratory coats must be laundered regularly.
 - iii. Each student will purchase from the mandated outside vendor a minimum of ten (10) sets of surgical scrubs and two (2) white lab coats.
 - iv. Each class will have its own unique scrub color for identification purposes.
 - v. An impervious clinic gown (ICG) with identification tag must be worn at all times during provision of patient care.
 - vi. 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.).
 - vii. Sandals, open-toed shoes and footwear designed for athletics are not acceptable except for sneakers when worn with scrubs.
 - viii. 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.
 - ix. Fingernails must be clean, short and manicured to remove sharp areas.
 - x. Hair must be arranged neatly and away from the face.
 - xi. Beards and mustaches, if appropriately trimmed, are acceptable. Otherwise, men will be clean-shaven.

3. Preclinic Laboratory Attire

- a. 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
FIRST YEAR	All-White Tee-Shirt; Scrubs; 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; Sneakers With All-White Socks	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks; Lab Coat Or Attire As Listed Above Under "General Attire"
SECOND YEAR	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks; Lab Coat Or Attire As Listed Above Under "General Attire"	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks; Lab Coat Or Attire As Listed Above Under "General Attire"
THIRD YEAR	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks; Lab Coat	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks Impervious Clinic Gown	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks; Lab Coat
FOURTH YEAR	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks; Lab Coat	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks	All-White Tee-Shirt; Scrubs; Sneakers With All-White Socks Impervious Clinic Gown	All-White Tee-Shirt; Scrubs; 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

- a. All faculty members, staff and students are responsible for compliance with these regulations.
- b. 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
 - a. 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.

RSDM PREDOCTORAL EXAMINATION SCHEDULING AND RESCHEDULING POLICY

(Approved by RSDM Executive Council, 7/8/15)

Purpose

To establish a policy and procedure for scheduling predoctoral examinations (exams) and for requesting that an exam be rescheduled after the exam schedule has been posted. This policy applies to class-wide exams. Rescheduling of exams for individual students is addressed in the attendance policy.

RESPONSIBILITY

The Office of Academic Affairs ensures compliance with this policy.

POLICY

The Rutgers School of Dental Medicine's Office of Academic Affairs (OAA) is responsible for developing exam schedules for all pre-doctoral exams, and for processing requests for changes to the exam schedule. This RSDM policy formalizes long-standing practices in both how the exam schedule is developed and how requests for changes in exam schedules are processed and approved. The purpose of such formalization is to promote adherence to these procedures.

Exam Scheduling Procedures

1. Course directors indicate preferred dates for exams in their syllabi which are submitted to OAA in the spring proceeding the academic year that the course is given. Upon receipt of course syllabi, the OAA assembles an examination schedule for each class year as indicated in the syllabi.
2. There are designated time slots in the academic schedule designed to modulate the number of examinations per week, and to provide a schedule that optimizes student use of study and class time. Course directors are required to use those designated time slots, unless approved by the OAA.
3. While developing the schedule, OAA will contact course directors to attempt to resolve conflicts (i.e., religious holidays, same day exams in other courses, or requests that would result in adjacent day exams, or more than three exams per week). Adjacent day exams or multiple examinations in one week may not be possible to avoid, but OAA will attempt to minimize such situations, to the extent possible, before classes begin. Exams will not be scheduled on the same day as other exams (with the exception of exams within the same course) for the same students or on religious holidays noted on the exam calendar.
4. The resulting schedule will be distributed to course directors and class officers for their review and feedback. The OAA will make changes based on this feedback, endeavoring to meet faculty and student needs as much as possible. Once the examination schedule is finalized, it is posted on the school's website and distributed to students and course directors.

5. Requests for changes to the established (posted) examination schedule must follow the procedures below.

Exam Rescheduling Procedures

If pre-doctoral students desire to reschedule an exam,

1. The class president or vice-president will notify the Assistant Dean or designee from OAA via email and indicate the reason for the request.
2. The Assistant Dean or designee from OAA will review the impact of the requested change and explore room availability or other logistical issues that may prevent an exam from being rescheduled. If the change is logistically feasible, the Assistant Dean or designee will contact the course director for approval. If the course director does not approve the change, the exam will not be moved.
3. The Assistant Dean or designee from the OAA will notify the class officer via email that either:
 - a. The exam cannot be changed, or
 - b. That the class officer should immediately survey the class, via a method such that the survey is available to the entire class for 48 hours.
 - i. At the conclusion of the survey period, the class officer will email the results to the Assistant Dean or designee from OAA.
4. If the exam is scheduled at least 45 days following the request, the exam may be changed to the requested date if a majority of the class (51 percent) has voted and a majority of those who voted affirmed the date change.
5. If the exam is scheduled less than 45 days following the request, but at least 30 days following the request, the exam may be changed to the requested date if the majority of the class voted, and three-fourths (75 percent) of those who voted affirmed the change.
6. If the exam is scheduled less than 30 but at least 14 days following the request, the exam date will not be changed unless 100 percent of the class voted and 100 percent of those who voted affirmed the exam change. In such instances, the class survey need only be available to the entire class for 24 hours, in order to provide as much notice to the class as possible.
7. If the exam is scheduled less than 14 days following the date of the request, the only changes that will be considered under normal circumstances are changes in the time of day of the exam. Exam dates will not be changed within 14 days of the scheduled exam, except in extraordinary circumstances (situations unlikely to reoccur and not within student control), and then only with the approval of the Senior Associate Dean of Academic Affairs or designee.
8. Class Officers will notify the class at the end of the survey period when the vote did not meet the above criteria for approval of a schedule change.
9. When the recorded votes meet the above criteria, the Assistant Dean or designee from the Office of Academic Affairs will notify students and the course director of changes via email.
10. In the event of exam rescheduling due to school closure, the Assistant Dean of Academic Affairs or designee will consult with the course director and available class officers to establish a new exam date to occur as soon as possible upon reopening of school and to inform students and course directors via email of the results.
11. Course directors who want to reschedule an exam must obtain approval from the Assistant Dean of Academic Affairs or designee, who will consult the academic, and exam schedule, class officers, and room availability when making a determination. No exams will be rescheduled less than 14 days from the date of the scheduled exam, without prior approval of the Senior Associate Dean or designee.

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 9/11/08)

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 Senior Associate Dean for Academic & 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:
 - a. Are the goals of the “Special Event” congruent with the mission of the Office of Multicultural Affairs?
 - b. Will the “Special Event” foster understanding, collaboration and respect among the RSDM community?
 - c. Will the “Special Event” result in disruption to the school’s primary activities of education and patient care?
 - d. Are all members of the dental school community informed and welcomed to attend the “Special Event”. “Special Events” that restrict attendance by race, gender, ethnicity and/or religion will not be permitted on school and/or University property.
 - e. Is there any financial, religious and/or evangelical purpose to the “Special Event”? “Special Events” for the purpose of soliciting membership and/or funds or that provide financial gain to a speaker or speakers are not permitted, nor are “Special Events” for the purpose of recruiting to religious affiliations.
 - f. Will holding the “Special 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 Executive Council 10/17/07, effective 1/1/08. Amended 5/13/08, 12/7/11, 9/5/12, 12/19/14, 11/14/18, 3/17/21)

Preamble

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

Standards of professional integrity and humanism 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.

Articles I-VII

ARTICLE I – Principles of Professional Conduct

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

ARTICLE II – Hearing Body

(Article II Amended by Executive Council 5/5/09)

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 Pre-doctoral Student:
 - a. Will be selected from a pool of twelve students (three students from each class).
 - b. The first-year class nominates interested year 1 candidates (not to exceed five) during the fall trimester. The Hearing Body members will interview the nominated

candidates and select the three first year students who will serve on the Hearing Body.

- c. First year members will be observers only and will not take part in Hearing Body proceedings but may be present to observe deliberations and voting.
 - d. Each student serves a four-year term after election in the first 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. Silent observation of cases forwarded to the RSDM Hearing Body is allowed by second, third, fourth year Honor Council predoctoral students not from the same class of the accused, and not chosen to actively participate as part of the Hearing Body. Silent observers will not take part in any Hearing Body proceedings but may be present to observe deliberations and voting.
 - g. If the accused is a first-year student, the fourth-year class will have two voting members on the Hearing Body, and the third- and second-year classes will each have one voting member.
 - h. If the accused is a fourth, third- or second-year student, 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: four PG students that are not representative of the accused PG Specialty Program. If the complaint includes accused PG students from multiple specialty programs, then selection will be of the remaining PG members not from that specialty along with predoctoral fourth year students to complete the majority of 4 students to hear the case.
 - f. Silent observation of cases forwarded to a RSDM Hearing body is allowed by PG students not from the same program of the accused and not chosen to actively participate as part of the Hearing Body. Silent observers will not take part in any Hearing Body proceedings but may be present to observe deliberations and voting.

Three Faculty (3 voting) - all appointed by the Dean).

Voting Members for Accused Pre-doctoral and Postgraduate Students:

- a. Will be selected from a pool of faculty all appointed by Dean in the event of a conflict of interest. Each voting faculty member will serve a four-year term, with a limit of two consecutive terms
- b. 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 Student Affairs Dean or designee (ex-officio) will serve as a historian/ Advisor/Educator, with no limit on term.
 - b. The non-voting Student Affairs Dean or designee (ex-officio) will be responsible for cataloguing sanctions from year to year for administrative purposes.
 - c. The non-voting Student Affairs Dean or designee (ex-officio) will hold an annual Hearing Body Overview Session after the first year students have been elected, and the new PG students representatives have been appointed by their PG Directors. This will include all the faculty and student Hearing Body members and introduce incoming students to the RSDM Code of Professional Conduct and Ethics, RBHS associated polices, followed by a Q&A period and documenting any suggestions for edits to the aforementioned codes, policies, and procedures.
 - d. Along with the Dean and student Hearing Body members, the non-voting Student Affairs Dean or designee (ex-officio) will be responsible to provide continuous Honor Code education for the entire academic community.
 - e. The non-voting Student Affairs Dean or designee (ex-officio) is present during Hearing Body actions to facilitate the Hearing Body process and to clarify and interpret policy and procedures, but is ineligible to vote.
3. The non-voting Student Affairs Dean or designee (ex-officio) is present during Hearing Body actions to facilitate the Hearing Body process and to clarify and interpret policy and procedures.

ARTICLE III – Guidelines for Violations and Suggested Sanction Levels

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.
 - 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. 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.

Student Name
(print)

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 AND HUMANISM PROGRAM

(Amended by Executive Council 12/19/14, 4/18/17)

Introduction

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

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

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

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

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

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

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

Goals and Objectives

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

- ❖ Goal 1: To promote and ensure an atmosphere of professionalism, humanism civility, and respect;
 - Conduct faculty, and staff development seminars
 - Integrate development and assessment of professionalism and humanism in the undergraduate curriculum and in all educational/clinical settings
- ❖ Goal 2: To promote professionalism and demonstrate humanism outwardly in all RSDM student, staff and faculty interactions with community
 - Assess professionalism, civility and respect within every patient encounter within every department
 - Provide clear expectations to faculty, staff and students
- ❖ Goal 3: To fulfill the school's academic mission of instilling professionalism in its graduates
 - Each course will require the maintenance of professional and humanistic behaviors. During introductory remarks concerning syllabus, policies, etc. expectations of professionalism and humanism will be noted
 - Where applicable, courses will integrate the teaching of professionalism and humanism with course content
 - Addition of professionalism and humanism content to every year of curriculum
- ❖ Goal 4: To enable the early identification and counseling of individuals with deficiencies in these areas
 - Establish mechanism for deficiencies to be identified
 - Establish mechanism for identified individuals to be counseled concerning expectations and acceptable behaviors

- Establish progressive remediation activities and involvement of Student Academic Performance Committee for repeat/uncorrected deficiencies
- ❖ Goal 5: To recognize exemplary professional and humanism conduct
 - Establish process to collect information concerning students demonstrating outstanding acts of humanism and professionalism
 - Establish an award for professionalism to be awarded at the senior awards ceremony along with annual awards as approved by the course directors and the dean.
 - Through the Faculty Affairs committee establish a process and award for outstanding faculty professionalism and humanism

Assessment of Professionalism and Humanism

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

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

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

Integrity: the congruence between expressed values and behavior

Excellence: clinical expertise

Compassion: the awareness and acknowledgement of the suffering of another and the desire to relieve it

Altruism: the capacity to put the needs and interests of another before your own

Respect: the regard for the autonomy and values of another person

Empathy: the ability to put oneself in another’s situation, e.g., physician as patient

Service: the sharing of one’s talent, time and resources with those in need; giving beyond what is required.”

❖ Unsatisfactory Student Conduct

When a faculty or staff member witnesses or becomes aware of student conduct that is deficient in professionalism or humanism in connection with a course, he or she completes and signs the “RSDM Professionalism and Humanism Evaluation Form” and reviews it with the course director. The course director in consultation with the Office of Student Affairs will determine if the matter is more appropriately handled through a disciplinary process or through the professionalism evaluation process. If it is determined that the matter is more appropriate for the professionalism evaluation program, the course director and involved faculty will meet with the student. When the student has an

acceptable explanation/response that refutes or negates the content of the form, the Course Director will not bring the form forward, and the matter ends. Otherwise, the student will sign the form and has an opportunity to provide written comments. Afterwards, the Course Director will bring the completed form to the next scheduled Ad Hoc Committee of Course Directors (Professionalism Review Committee) for review. The Professionalism Review Committee will consist of 5 selected Course Directors (voting) from both didactic and clinical courses from years 1-4 of the predoctoral curriculum, and will be chaired by the Vice Dean (non-voting).

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

The Professionalism Review Committee will determine if the conduct warrants formal processing.

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

❖ Exemplary Student Professionalism or Humanism

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

❖ Faculty Unprofessional Conduct

The entire RSDM community is held to standards of professionalism and humanism. When a faculty member witnesses or becomes aware of unprofessional conduct by a fellow faculty member, when appropriate, it is hoped that the matter can be discussed and resolved by a collegial conversation between the two individuals. However, in cases when resolution is not reached, the faculty may consult with the chair of the Faculty Affairs Committee concerning the possibility of that committee mediating or hearing the issue. When a student witnesses or becomes aware of faculty unprofessional conduct,

he or she may contact the Office of Student Affairs, who can determine if the matter is more appropriately handled through a supervisory/disciplinary process or through the ombudsperson.

- ❖ **Exemplary Faculty Professionalism or Humanism.**
To recognize exemplary professional and humanism conduct, the Faculty Affairs Committee established a process and award for outstanding faculty professionalism and humanism. Any faculty member could forward a recommendation in writing for the Faculty Affairs Committee's consideration of a Faculty Award in Professionalism and Humanism.
- ❖ **Staff Unprofessional Conduct**
As previously noted, the entire RSDM community is held to standards of professionalism and humanism. When a faculty or staff member witnesses or becomes aware of unprofessional conduct by a staff member, when appropriate, it is hoped that the matter can be discussed and resolved by a collegial conversation between the two individuals. However, in cases when resolution is not reached, the issue may be discussed with the staff member's supervisor. When a student witnesses or becomes aware of staff unprofessional conduct, he or she may contact the ombudsperson directly or Office of Student Affairs
- ❖ **Exemplary Staff Professionalism or Humanism.** (To be developed by the Administrative Staff.)

Policy on Humanism at Rutgers School of Dental Medicine

(Approved by Executive Council 12/19/14)

Definitions:

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

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

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

The aim at RSDM is to foster the development of both principles into an integrated manner of thinking and behaving, with humanism as a foundational value in concert with professionalism.

As one scholar suggests regarding healthcare education, “Let them learn to subordinate their medical, professional identity to their essential human character, for our goal is physicians who see their medicine as part of a commitment to humanism, not physicians who superficially incorporate values of humanism into their picture of medicine.”⁵

POLICY:

1. STANDARDS

- a. RSDM adheres to the standards for dental education established by the Commission on Dental Education (“CODA”), which requires that students achieve competency in many areas, all culminating in “...the habitual and judicious use of communication, knowledge, critical appraisal, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individuals and communities served.”¹ “The dental education program must have a stated commitment to a humanistic culture and learning environment that is regularly evaluated.”¹

- b. RSDM supports the model for practicing humanism established by the Gold Foundation for Humanism in Medicine:

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

Integrity: the congruence between expressed values and behavior

Excellence: clinical expertise

Compassion: the awareness and acknowledgement of the suffering of another and the desire to relieve it

Altruism: the capacity to put the needs and interests of another before your own

Empathy: the ability to put oneself in another’s situation, e.g., physician as patient

Respect: the regard for the autonomy and values of another person

Service: the sharing of one’s talent, time and resources with those in need; giving beyond what is required.”⁶

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

2. CURRICULUM

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

- c. Regular evaluation of curricular content in humanism shall be conducted in the same manner as curriculum review for other required competencies.

3. DIVERSITY AND CULTURAL COMPETENCE

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

4. DEVELOPMENT OF HUMANISM⁷

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

5. RECOGNITION OF HUMANISM IN ACTION

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

6. RELATED POLICIES

- a. RSDM Professionalism Program
- b. Essential Functions For Admission And Matriculation To School Of Dental Medicine
- c. Rutgers Policy on Academic Freedom and Professionalism

- d. University Code of Ethics
 - e. Personal Conflict Resolution Procedures
 - f. Policy Prohibiting Discrimination and Harassment
 - g. Student Complaint Policy
 - h. Student Rights, Responsibilities and Disciplinary Procedures
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EXHIBIT: FOOD FOR THOUGHT

Advancing Humanism in Medical Education⁷

[Anthony L. Suchman](#), MD, MA ^{1,2}

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

integrity) with ongoing opportunities to reflect on the values implicit in and propagated by their policies and procedures.

Professional Evaluation Forms

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

RSDM SOCIAL MEDIA POLICY

(Approved by Executive Council 7/8/15)

1. Purpose

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

2. Definitions

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

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

3. Guidance for Users of Social Media

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

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

Ball State University:

https://cms.bsu.edu/-/media/WWW/DepartmentalContent/Library/Copyright/PDFs/BallState_SocialMediaPolicy.pdf

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

NPR:

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

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

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

University of Michigan:

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

“SAFETY & PRIVACY TIPS FOR SOCIAL MEDIA NETWORKING”

- a. The internet is open to a worldwide audience. When using social media channels, ask yourself:
- b. Did I set my privacy setting to help control who can look at my profile, personal information and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.
- c. How much information do I want strangers to know about me? If I give them my cell phone number, address, email, class schedule, a list of possessions (such as my CD collection) how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
- d. Is the image I’m projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to potential faculty members/advisors? Future graduate school/internship interviewers? Potential employers? Neighbors? Family? Parents? Which doors am I opening and which am I closing?
- e. What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site’s privacy and caching statements?
- f. Removing material from network caches can be difficult. Posted material can remain accessible on the internet until you’ve completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
- g. Have I asked permission to post someone else’s image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to libel suits? Am I violating network use policy or HIPAA privacy rules?
- h. Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.”

Sutter Health and Affiliates

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

“Protect the patient.”

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

Pause Before You Post.

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

4. POLICY

a. General Provisions

- i. RSDM faculty, staff and students must follow the same standards of conduct online as required in other areas of life. The same laws, policies and professional expectations for interacting with faculty, students, patients, employees and the public apply to use of online media as to any other form of communication. All University, RBHS and RSDM policies and procedures apply to online conduct as to any other conduct. Individuals who violate this Social Media policy may face sanctions that include suspension and/or termination from employment or student status.
- ii. Since postings on social media have the potential for widespread dissemination, extra caution is necessary to avoid adverse consequences of improvident or hurtful communications. Any disciplinary action taken as a result of such dissemination may result in sanctions that are more severe than might be applied to conduct which does not impact a large number of people.
- iii. When utilizing University equipment or communication resources (including University email accounts and personal email accounts with passwords), users of social media cannot assume that they have a right to privacy on any communications, blogs, statements, posts, photographs etc., whether made during or after school or work hours. The University reserves the right to monitor all such communications made using University resources, and all such information may be stored and saved on University servers.
- iv. Faculty, staff and students may not post any material on social media outlets that includes intellectual property belonging to another party, without that party's express permission. For example, recordings or images from classroom, laboratory or clinical instruction may not be posted without the approval of the faculty and/or student(s) recorded or participating in the educational experience. Educational materials created

by faculty or staff may not be posted online by students without the express permission, confirmed in an email, of the individual who created it.

- v. Disclosure of patient information of any kind is regulated by federal and state law, including HIPAA, and is also subject to University policies. Material in any way related to patients is particularly sensitive and may not be posted on social media outlets unless expressly permitted by University policies such as, Standards for Privacy of Individually Identifiable health Information, 100.1.9 and Uses and Disclosures of Health Information With and Without an Authorization 100.1.1. Any questions concerning disclosure of patient information and the applicability of related University policies should be directed to the RSDM Office of Academic Affairs or RSDM Office of Clinical Affairs.
- vi. Disclosure in social media of information related to a situation that might be considered a crisis (e.g., a crime, injury or disciplinary matter) can violate privacy rights and cause harm to others and may not be posted without permission by the RSDM Office of Student Affairs or Office of Academic Affairs.
- vii. University policy, Use of Personally-Owned Mobile Communication Devices/Recording Devices on University Premises, 60.9.6, is applicable to Rutgers employees. This Social Media policy extends the application of policy 60.9.6 to all RSDM faculty and students. Material obtained in violation of the policy may not be disseminated on social media. An example of a prohibition that applies to faculty, staff and students is explained in this provision:
 - 1. "It is expected that faculty and staff will respect the privacy of other individuals in the workplace and educational setting, and that secret recording of individuals without their knowledge is not compatible with the mission of universities to foster an open exchange of ideas. While realizing that recordings may serve many legitimate academic and workplace purposes, the University does not condone recording of individuals who are unaware that such recordings are being made In order to promote an environment of trust and collegial academic sharing, the University expects that any recording will be done only with the prior consent of the parties involved. Covert/secret recording of any conversation or meeting occurring at the workplace or educational setting, including any classroom or other educational experience, or conversations or meetings off site that deal with workplace or educational matters of official concern is prohibited."
- viii. Many social media outlets in which RSDM faculty, students and staff participate are not controlled by RSDM or the University. This policy nevertheless applies to use of any social media or electronic communication where the use contravenes rights and responsibilities of the user as a member of the RSDM community. Examples of postings that may implicate law, policy, codes of conduct or other rules include:

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

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

5. References and Related Policies

Policy Name	Policy Number
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a. Educational Use of Copyrighted Works	50.3.16
b. RBHS Code of Conduct http://rbhs.rutgers.edu/compweb/code/conduct.pdf	
c. University Visual Identity	80.1.5
d. Standards for Privacy of Individually Identifiable Health Information	100.1.9
e. Uses and Disclosures of Health Information With and Without an Authorization	100.1.1
f. Information Security: Mobile Computing and Removable Media	70.2.3
g. Family Educational Rights and Privacy Act http://compliance.rutgers.edu/ferpa/	
h. Student Rights, Responsibilities and Disciplinary Procedures RSDM Student Handbook	
i. Use of Personally-Owned Mobile Communication Devices/Recording Devices on University Premises	60.9.6
j. Policy Prohibiting Discrimination and Harassment	60.1.12
k. Acceptable Use Policy for Information Technology Resources	70.1.1
l. Rights & Responsibilities for the Use of University-Accessed Electronic Information Systems	70.2.23
m. Information Classification	70.1.2
n. Workplace Violence Policy	60.1.13
o. Guidelines for Rutgers Social Media Accounts http://ucm.rutgers.edu/web-ecomunications/guidelines-rutgers-social-media-accounts	
p. Rutgers Visual Identity Manual http://identity.rutgers.edu/guidelines-use/rutgers-visual-identity-manual	
q. Rutgers Information Protection and Security https://rusecure.rutgers.edu/	

RSDM DIVERSITY POLICY

(Approved by Executive Council 10/7/15)

I. PURPOSE

To establish policy for promoting diversity among members of the RSDM community, and to exhibit the RSDM efforts to maintain this core value.

II. RUTGERS UNIVERSITY AND DIVERSITY

“For Rutgers, the premier public research university in New Jersey, diversity is an everyday ingredient of university life and one of our greatest strengths. Rutgers’ diversity—and there are all kinds, from age to sexual orientation to ethnic background to whether you grew up on a farm or city block—reflects the rich array of people who choose New Jersey as the place to build a better future. At Rutgers, we know we all benefit when we live, learn, work, and just spend time with lots of different people. We also know the value of removing ourselves from the familiar, leaving our borders, and immersing ourselves in the new. Diversity at Rutgers embraces the notion that we must be global educators, researchers, students, citizens, and partners—

transcending boundaries to meet the challenges of a complex and interdependent world.”
<http://oidi.rutgers.edu/about-us/diversity-rutgers-university>

It is university policy to provide equal employment opportunity to all employees and applicants for employment regardless of their race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. The university is an equal opportunity and affirmative action employer. The Office of Employment Equity is responsible for implementation of the university’s Affirmative Action Plan for Equal Employment Opportunity (“Plan”) and monitors the university’s progress with regard to the Plan. The Plan, which covers females, minorities, individuals with disabilities, disabled veterans, recently separated veterans or other protected veterans, is available for inspection by employees and applicants for employment on each campus.

<http://policies.rutgers.edu/sites/policies/files/60.1.8%20-%20current.pdf>

III. DIVERSITY AND THE RSDM MISSION, VISION AND VALUES

http://sdm.rutgers.edu/about/about_mission.html

The RSDM Statement of Mission, Vision and Values articulates the RSDM commitment to attracting and retaining a high quality, diverse faculty and student body.

In addition, the RSDM Strategic Plan 2015-2020 specifically establishes the following goal and core value in support of the school’s missions:

Goal 7: Academic Environment-

“For RSDM’s environment to flourish, a diverse and high quality student body must be recruited and retained. Admissions applications are reviewed holistically, with consideration given to both prior academic performance and non-cognitive factors

Core Value 3. Respect:

“We treat all students, faculty, staff and patients with respect, dignity and compassion. We expect all of our students, faculty and staff to act in a professional and humanistic manner, recognizing the importance of diversity and an individual’s personal beliefs. We strive for an environment of caring, inclusiveness, individuality and individual responsibility, while adhering to the principles of equality and fairness.”

IV. POLICY

A. General

RSDM strives for inclusion, equal access, fair treatment and respect for all students, faculty and staff, without regard to gender, age, race, ethnicity, national origin, religion, disability, sexual identity or any other characteristic unrelated to performance at the dental school. RSDM seeks to assemble a community of individuals with varied talents, backgrounds and experiences in order to enrich the dental educational experience, to provide a comfortable and challenging atmosphere, and to prepare students to care for patients from multiple cultural environments.

B. Recruitment

RSDM maintains pipeline programs designed to introduce students of all ages to dentistry as a profession and dental school as an educational goal. These programs aim to reach a wide variety of students from many socio-economic backgrounds to introduce them to career options in dentistry and to RSDM as a community that welcomes accomplished students of all kinds.

College

[Gateway To Dentistry](#)

[SMDEP \(Summer Medical and Dental Education Program\)](#)

High School

[Decision For Dentistry](#)

Middle School

[Dental Exploration](#)

Elementary School

[Dental Express](#)

C. Admissions

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

Overview: The RSDM admissions process is established to select a highly qualified class, in both traditional measures of academic achievement and in non-traditional measures, such as demonstration of commitment to dentistry as a profession, commitment to enhancing the health of the community, contributions to research and contribution to diversity in race, religion, language, culture, talents, and interests. Admission to RSDM is highly selective and competitive. Applicants are selected for an interview after a holistic file review, based on a number of criteria, including academic performance, DAT scores, leadership qualities, demonstrated compassion for others, and broad extracurricular activities. The Admissions Committee also considers the candidate's motivation and perseverance.

Admissions Policy: "RSDM Students are selected for admission to Rutgers School of Dental Medicine on the basis of scholastic achievement, fitness and aptitude for the study of dentistry, and other personal qualifications. Since success in the dental program depends on a number of related factors in a student's development, of which scholastic accomplishments are only a part, the Admissions Committee also gives consideration to the use of language, special aptitudes, manual dexterity, and motivation. The Board of Trustees of the University has committed itself, the University, and its component units to a policy of equal opportunity without regard to race, color, creed or religion, sex, national origin, age, physical or mental handicaps or disabilities, military status, sexual orientation, marital status, or other factors, prohibited by law. This is the governing principle in student admissions, student services and employment. Rutgers School of Dental Medicine recognizes the value of diversity."

RSDM is committed to complying with the requirements of the Americans with Disabilities Act. Students may receive reasonable accommodations for disabilities at any time during the application process and during enrollment.

D. Foresight Program

The goal of the Foresight program is to offer guidance to entering year 1 students prior, during, and after their Orientation week at Rutgers School of Dental Medicine. The Foresight Leaders are chosen from the prior year 1 class. They are selected by the Office of Student Affairs to be positive role models for incoming students. They are a diverse group representing different ethnicities, ages, and genders. In addition to smoothing the way for all new dental students, the

program aims to facilitate the forming of community among diverse entrants into the predoctoral program. The Foresight Leaders are the first line of defense for new students by providing mentoring and emotional support to help all students develop healthy coping strategies.

Each Foresight Leader is given the name, phone number, and email of a group of incoming students to contact. The goal is to give the incoming students information and answer questions to help them get familiar with their new environment. The Foresight Leaders participate in specifically designated orientation week functions. They also plan evening social activities and run the interim-elections for the new class. After orientation, the mentors are asked to meet informally with their group for lunch once a month for several months and continue as their schedules allow. In addition, they stay available to offer information and support throughout their matriculation in dental school.

E. Houses

The “Houses” is an innovative idea in dental education that originates from the learning community concept. The “Houses” is a student-driven effort that fosters a humanistic and interprofessional atmosphere while promoting a positive educational experience. House activities commence immediately upon the start of orientation with a sorting of the class into each House. Initial House activities include social events to promote a sense of community within the class, and clinic rotations by House in order to establish a connection between the year 3 and 4 students and the clinical program. “Big brother/sister” and “little brother/sister” matches are established between classes to enhance the students’ connections and facilitate sharing of knowledge from the didactic through the clinical and core curriculum. The students remain in the same House through graduation, providing continuity and helping to establish networks throughout the classes.

F. Student Academic Advisor Program

<http://sdm.rutgers.edu/students/current/predocutorial/advisor.html>

Students who are identified or self-identify as needing academic or personal support are assigned a faculty mentor/advisor to provide assistance. In addition, the Director of Student and Multicultural Affairs consults with students to evaluate their needs regarding study skill development, [tutorial services](#) and outside resources. In addition, the Senior Associate Dean, Assistant Dean and Director for Academic Affairs, along with the Director of Student and Multicultural Affairs, meets with each year 1 & 2 student during the year to discuss their transition to dental school. These discussions address the social interactions within the class, the students’ acclimation to the curriculum demands, including discussion of the development of their preclinical hand skills, time management and study methods. These one-on-one meetings are also for the students to get to know the administrators in Academic and Student Affairs and likewise for these administrators to develop a deeper relationship with the students.

G. Curriculum/Competencies

1. The RSDM curriculum incorporates multicultural competency requirements throughout the pre-doctoral years. In fact, a foundational skill in the RSDM Master Competency List (2.2, noted below) is directed toward this end: “Demonstrate communication and interpersonal skills to function in a multicultural work environment.”

2. As the only dental school in New Jersey, RSDM treats patients from extremely diverse communities. Located in Newark, the dental school clinics provide care for a large proportion of underserved minorities and economically disadvantaged citizens. Students learn to treat, communicate with and understand patients from multiple cultural backgrounds, many of whom are non-English speakers with varying levels of education. Students are also educated in the

diagnosis and treatment of patients with special needs, many of whom seek care in the RSDM Special Care Treatment Center.

3. The CODE (Community Oriented Dental Education) Program

<http://sdm.rutgers.edu/spotlight/code.htm>

The Community Oriented Dental Education program is the RSDM expansion of its curriculum beyond dental school walls, thus creating an opportunity for year 4 dental students to treat patients outside of the school and within the community, under faculty supervision. Participating students are also involved in community service projects. The installation of video conferencing equipment connects all of the sites to the dental school. The students and faculty are able to communicate, consult, and receive lectures and seminars without leaving their assigned CODE site. The patient population is a very diverse one that includes patients with HIV, and migrant workers and their families.

4. The CODE II (Community Oriented Dental Education) Program

The CODE II Program was developed as a result of a RWJ Foundation Grant awarded in 2008 that has now allowed year 4 dental students to rotate for two weeks to the CODE sites noted above. In most instances, the year 4 students have such a positive experience at these community sites that they routinely request another week or more, if possible, to treat patients and complete specific treatment and cases.

5. Special Care Treatment Center

Year 3 and 4 dental students rotate through the Special Care Treatment Center as a part of their Closed Clinic Rotation schedule and are afforded opportunities to review cases and treat patients of all ages within the special needs population, under faculty supervision.

6. The Special Populations Interprofessional Care Experiences (“SPICE”) program has been created to enhance students’ community involvement and to facilitate interprofessional experiences between faculty and students of Rutgers schools of dentistry, medicine, pharmacy, dental hygiene, social work and nutrition. Participating faculty and students will together care for vulnerable and underserved populations in New Jersey, especially patients with special needs. This grant-funded program will coordinate oral health with other health care modalities for the benefit of patients and for the education of various health professions students together.

H. Community Service Requirements

<http://sdm.rutgers.edu/community/requirements.htm>

Each pre-doctoral student is required to complete a minimum of 4 hours of supervised volunteer community service each year, either as a healthcare provider in our communities to promote oral health or to provide education in oral health care or oral health screening. The U.S. Census Bureau reports that within Newark City School district, there are 55,985 children who are from families with incomes that are below the poverty level. Children from low income and minority families have poorer oral health outcomes, fewer dental visits, and fewer protective sealants. Participation in treatment of patients in this diverse community is an integral component of the RSDM educational experience.

I. Humanism Policy

<http://sdm.rutgers.edu/handbook/DMD%20Handbook.pdf>

RSDM makes every faculty, staff and student responsible for humanistic behavior in all aspects of participation in dental school curricula and activities. This responsibility extends to all people, of whatever status or background. The Professionalism and Humanism Program enables RSDM

to hold students accountable for maintaining behavior consistent with the Humanism Policy. The RSDM Humanism Policy includes:

DIVERSITY AND CULTURAL COMPETENCE

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

J. Internationally Trained DMD Program

The Internationally Trained DMD Program is designed to enable qualified dentists educated outside the United States or Canada to earn a Doctor of Dental Medicine (D.M.D.) degree following a special 27 months didactic and clinical program. This program enhances the diversity of the RSDM student body, providing perspectives and skills from different countries, while giving international dentists the opportunity to learn from an accredited U.S. dental school.

K. Internationally Trained DMD Faculty Program

Over the last decade, recruitment of exceptionally qualified faculty has become a significant challenge. In the United States, over 400 full time faculty positions are vacant. The RSDM Internationally Trained DMD Faculty Program is intended for truly exceptional individuals who have a foreign DMD (or its equivalent) and have been identified by a RSDM Search Committee as the most qualified individual for a faculty position at the Rutgers School of Dental Medicine. Graduates of the RSDM Internationally Trained DMD Faculty Program will be prepared as general practitioners who are able to manage the oral health care of the public and be able to serve as clinical faculty at the Rutgers School of Dental Medicine. Their participation and future employment at RSDM will enhance the diversity of the faculty and bring a global perspective to the educational environment.

L. Student Organizations

<http://sdm.rutgers.edu/students/current/predoctoral/organizations.html>

Among the many student organizations active at RSDM are groups devoted to the welfare and advancement of minority and students with special interests. These student chapters and clubs celebrate the differences amongst our students, but open their doors to any student regardless of their race, cultural or religious background with the common goal to help make the “community” a better place both within our school as well as within the surrounding Newark area. Among these organizations are:

- American Association of Women Dentists
- Hispanic Dental Association
- Indian Student Dental Association
- Student National Dental Association
- Alpha Omega International Dental Fraternity
- Asian American Dental Club
- Dental Association for Equality
- Italian Dental Society
- Muslim Student Club

M. Office of Multicultural Affairs

http://sdm.rutgers.edu/about/admin_multicultural.htm

The mission of the Office of Multicultural Affairs is to enhance the professional dental school experience for all students through their interaction with a diverse faculty, staff and community in a culturally sensitive environment.

Goals

Students: To provide support and retention of all students through the promotion of: (1) a positive educational environment that promotes culturally sensitive interactions, (2) sponsoring programs that address the needs of students on a personal, academic, social and cultural level, and (3) provide oral health experiences in culturally diverse settings in the surrounding community.

Faculty: To support underrepresented faculty/staff, provide training to assist in their roles as mentors and teachers and in particular students of an underrepresented background, and improve diversity relationships amongst the faculty.

Community: To initiate and execute community projects that allow members of the RSDM family to work with the surrounding community to alleviate unmet oral health needs as well as promote cultural sensitivity awareness.

N. From Practice to Preceptor Program (F2P2)

The RSDM FP2P program recruits and trains practicing general and pediatric dentists to prepare them for faculty positions. The aim of F2P2 is to enhance recruitment and retention of a diverse group of faculty who can bring community-based experience to expand the horizons of dental students. The program aims to prepare participating community dentists to:

- Teach in a “competency-based” clinical setting
- Teach in community-based settings located in underserved communities
- Treat vulnerable populations
- Develop cultural and linguistic competencies
- Mentor students and other aspiring faculty

V. REFERENCES AND RELATED POLICIES

A. Disabilities and Students/Applicants of RBHS

http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy_Diabilities%20and%20RBHS%20Students_6.18.13_v2.pdf

B. RBHS Code of Conduct

<http://rbhs.rutgers.edu/compweb/code/conduct.pdf>

C. Equal Access in Public Service

http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy_Equal%20Access%20in%20Public%20Service_06-25-2013.pdf

D. Equal Education Opportunity

http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy_Equal%20Education%20Opportunity_6.18.13.pdf

E. Limited English Proficient and Hearing/Speech Impaired Communications

http://academicaffairs.rutgers.edu/sites/academicaffairs/files/RBHS%20Chancellor%20Policy_Limited%20English%20Proficiency%20and%20Hearing%20Speech%20Impaired%20Communications_06.25.13.pdf

F. Equal Employment Opportunity and Affirmative Action
<http://policies.rutgers.edu/sites/policies/files/60.1.8%20-%20current.pdf>

G. Policy Prohibiting Discrimination and Harassment
<http://policies.rutgers.edu/sites/policies/files/60.1.12%20-%20current.pdf>

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 Rutgers Office of Student Accounting, Billing, and Cashiering, offers a Rutgers University Tuition Payment Plan (RUTPP). The Rutgers University Tuition Payment Plan (RUTPP) allows you to pay your term bill charges in convenient monthly payments. By planning early you can include your college payments in your monthly household budget, which allows you to avoid the large, lump sum payment due at the beginning of each semester. If you budget with Rutgers

you may be able to reduce the amount of loans you will need, and in turn reduce your indebtedness.

- ❖ Choose the number of months to spread your installment payments. The installment period is interest free.
- ❖ There is a \$60 enrollment fee to join the annual plan and a \$50 enrollment fee for the semester plan. This fee is nonrefundable and due at the time of enrollment.
- ❖ This is an interest free plan. Unlike a loan, you can join this plan and pay monthly without accruing interest or having a large debt at the time of graduation.
- ❖ The plan is administered by Rutgers and a third-party billing servicer, University Accounting Service (UAS).
- ❖ Tuition Protection Insurance on the plan member is provided at no additional cost. If the plan member, the person financially responsible for paying the bill, dies during the contract period, the balance of the contract, up to the total tuition and fees owed at the time of death, will be paid by Rutgers University, provided that your monthly contract payments are current.

Any student who initiates the deferred payment plan and cannot meet the stated financial obligations must contact the Financial Aid Office and the Office of Student Accounting, Billing, and Cashiering immediately to discuss alternate sources of financial assistance.

Failure to meet the requirements of the RUTPP plan will result in assessment of the \$25 per month late fee. Contracts will be canceled after three (3) months of nonpayment. RSDM Manager, Student Receivables and Cash Collections – Samar Sayah, (973) 972-3794 or sayahsg@sdm.rutgers.edu
 University Accounting Service at 800-833-9783 or email them at uasloanservice@tsico.com
 RBHS Manager, Billing & Collections – Hal Alexander, (732)-235-9174 or alexanhb@ca.rutgers.edu

Non-Payment (for students not using the RUTPP payment plan)

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
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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 10/14/10, 12/7/11)

1. Purpose

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

2. 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.

3. 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

- i. 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.
- ii. All coursework is co-requisite and prerequisite to all subsequent coursework. All students must complete a total of 329 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 - 184
Year 3 - 237
Year 4 - 329

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 - 83
Year 2 - 151
Year 3 - 184
Year 4 - 237
Year 5 - 329

For students in the Internationally Educated Dentist Program (IED) 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 IED summer program prior to the start of the academic year, an IED 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 – 53
Year 4 – 145

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.

- iii. No transfer credit is accepted for any course.
- iv. All coursework applies to the DMD degree.

b. Grade Point Average (“GPA”)

- i. A cumulative grade point average of 2.000 must be maintained at all times.
- ii. 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.
- iii. 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.

iv. Valid letter grades and their values are:

Letter Grade	Description	Grade Points
A	Excellent	4
B+		3.5
B	Average	3
C+		2.5
C	Fair	2
D*	Unacceptable	1
F*	Failure	0
FR***	Failure/repeat	0
D/C, 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 Internationally Educated 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.

- i. 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.
- ii. 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 7/19/06. Amended 12/19/14, 4/18/17, 9/17/18)

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

with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008, and ascertains that candidates for the DMD degree must perform certain essential functions.

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

1. 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 with or without accommodations.
- b. to interpret x ray and other graphic images, with or without accommodations.

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

2. Communication

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

3. 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.

4. 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.

5. Behavioral and Social Attributes

The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment consistent with the profession, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, empathetic and effective relationships with patients. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to interact appropriately with individuals of diverse races, ethnicities, backgrounds and personal circumstances, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. The candidate must be able to safeguard the health and safety of self and others, including, but not limited to, faculty, staff, patients and students. The candidate must consistently conduct themselves in a manner that is non-disruptive to the dental school environment and particularly, to the learning experience of other students. Compassion, integrity, concern for others, appropriate appearance and hygiene, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions process and during matriculation. All matriculating students must conduct themselves professionally, and include the tenants of humanism as noted in the RSDM Student Handbook – Professionalism and Humanism Program, available on the RSDM website.

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. Enrollment of accepted students to School of Dental Medicine is conditional based on the results of a physical examination including, but not limited to, vision tests, in order to determine their eligibility to perform all essential functions with or without reasonable accommodations.

If while matriculated to the School, a student becomes unable to meet the essential functions, an evaluation will be conducted to determine the student's fitness to continue in the program. A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain an independent 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 independent evaluator, including further testing, counseling, monitoring, leave of absence, etc.

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.

The RSDM will establish a Committee, in collaboration as appropriate with the Office of Disability Services 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 RBHS Director, Disability Services in consultation with the Rutgers School of Dental Medicine will evaluate the reasonableness of the accommodation before acting on the request. Please refer to the RSDM Accommodations Policy, within this handbook.

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

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

POLICY ON VERIFICATION OF DISCIPLINARY RECORDS

(Approved by Executive Council 4/17/08. Amended 10/8/08, 4/18/17)

1. Purpose

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

2. Accountability

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

3. Applicability

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

4. Policy

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

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

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

- F. If the Disciplinary Action Disclosure Form reveals information of concern which the Dental School may deem unfavorable, the School will inform the student and require the student to provide a detailed written description and explanation of the information contained in the form along with appropriate documentation, such as copies of written reprimands or written notification of results from hearing bodies. (EXHIBIT 3 is a sample letter for this purpose.) This information must be returned to the School within 10 working days of the date of the date the communication is sent to the individual. The Dental School may also independently seek to obtain additional information, such as a copy of the original disciplinary charges, in order to corroborate the individual’s explanation.

- G. The Dental School, as represented by the Office of Admissions, Student Affairs, Multicultural Affairs, Academic Affairs, a faculty member-at-large appointed by Student Affairs, will review the form, the accepted applicant’s/enrolled student’s explanation and any supplementary information, and will consider factors such as: the nature and seriousness of the offense, the circumstances under which the offense occurred, relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past history of academic or disciplinary misconduct, or criminal activity, and the accuracy of the information provided by the accepted applicant in the application materials(AADSAS Application) compared to the Disciplinary Action Disclosure Form and each College/University the student may have attended or other materials. If the Dental School deems the information contained in the disciplinary record verification is unfavorable, or if the information received indicates that the accepted applicant/enrolled student is in any way unable to meet the requirements for completion of the program, or if the individuals fails to provide additional documentation as required, an offer of admission may be denied or rescinded, or an enrolled study may be disciplined,

placed on probation or dismissed. (See Section H below.) Unresolved charges of academic misconduct reported in the disciplinary action verification or delay by the individual in providing additional documentation as required may necessitate postponement of the Dental School's final decision pending the outcome of the matter.

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

K. EXHIBITS

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

By Direction of the Dean:

Dean, RBHS-Rutgers School of Dental Medicine

Exhibit 1

Disciplinary Action Disclosure Form



EXHIBIT I

Disciplinary Action Disclosure Form
Please print clearly.

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

Part I
Name _____ Student Number _____
First Middle Last
Current Address _____
Number and Street _____
City State Zip Current Telephone _____
Permanent Address _____
Number and Street _____
City State Zip Permanent Telephone _____

WAIVER OF ACCESS

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

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

Applicant Signature Required _____ Date _____

(Printed Names or Electronic Signatures are not accepted)

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

School Name _____

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

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

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

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

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

Name _____ Title _____

Signature _____ Date _____

Telephone number _____ Email _____

Return this form to: Dr. Rosa Chaviano-Moran, Associate Dean for of Admissions, Rutgers School of Dental Medicine,
110 Bergen Street, Room B-323, Newark, NJ 07103

This document MUST have a school seal or stamp affixed



Dear Candidate,

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

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

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

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

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

_____ / ____ / _____
Print Name Signature Date

Exhibit 3

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

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

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

Violation

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

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

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

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

Thank you for your prompt attention to this request.

Sincerely yours,

Exhibit 4

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

Dear _____:

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

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

Yours truly,

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

Dear _____:

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

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

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

Yours truly,

ACCOMMODATIONS POLICY

(Approved by Executive Council 5/19/04. Amended 4/18/17)

1. Students who seek accommodations from Rutgers School of Dental Medicine (RSDM) on the basis of a disability are required to contact the Office for Academic Affairs at RSDM for notification for a need for accommodation(s) as soon as they are accepted and have committed to matriculate to the dental school. Students may request accommodations at any time during enrollment should the need for accommodations develop, but must provide sufficient time for the evaluation of such requests as outlined in this policy. Such requests should be submitted by July at the latest, prior to an academic year or at such time as a disability develops. Requests will be forwarded and reviewed by the Rutgers Biomedical Health Sciences (RBHS) Director, Disability Services on a case-by-case basis and eligibility will be determined based on the intake interview and documentation provided, along with consultation with the RSDM Office for Academic Affairs.
2. The RBHS Director, Disability Services, along with the RSDM Office for Academic Affairs, shall determine whether accommodations are reasonable and develop a plan for implementing these accommodations. A review will encompass:

- a. Whether the condition is sufficiently documented by an applicant or enrolled student.
 - b. Whether and what accommodations are available that would allow the otherwise qualified applicant or enrolled student with a disability to fulfill the essential functions of the program, without a threat to the health or safety of others, without fundamentally altering the dental educational program or the essential functions, and without creating undue hardship on the dental school.
3. The accommodations process is interactive and requires the cooperation of students and the dental school. Students who fail to cooperate during the interactive process jeopardize the ability of the school to provide the accommodations requested.
4. Students who are granted accommodations must meet with the RBHS Director, Disability Services as well as the RSDM Vice Dean or Assistant Dean for Academic Affairs prior to the start of the next academic year to review the program for the year and determine if accommodations are to be continued or altered; this meeting is required for each academic year in which accommodations are desired.

General Documentation Requirements

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

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

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

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

- c. Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition(s).
- d. The expected duration, stability or progression of the condition(s).

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

Recommendations should:

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

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

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

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

i. The President shall:

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

ii. The Vice President shall:

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

iii. The Treasurer shall:

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

iv. The Secretary shall:

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

B. Class Officers

i. 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.

ii. 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.

iii. 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.

- iv. 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.
- v. 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
 - i. 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.
 - ii. 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
 - i. AMERICAN STUDENT DENTAL ASSOCIATION – SCHOOL OF DENTAL MEDICINE STUDENT CHAPTER
 - ii. 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
- E. 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

- i. 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 students 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.
- ii. Only members of the various classes may vote for their respective representatives.
- iii. 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)
 - i. 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
 - i. 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
 - i. 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
 - i. 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
 - i. To initiate, draft, and enact legislation on matters concerning the welfare of the SGA.
 - ii. To implement legislation enacted by the Council and any other duties delegated to the Council by the SGA.
 - iii. To recognize and supervise all student organizations and activities under the jurisdiction of the Student Government.
 - iv. To appropriate funds for student organizations and functions and to supervise and review the use of all such funds.
 - v. To issue policy statements on behalf of the SGA.
 - vi. To make recommendations to the RSDM Administration, and/or Faculty on matters affecting student welfare and interests.
 - vii. 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.
 - viii. 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
 - i. 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.
 - ii. 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.

- iii. 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.
- iv. 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.
- v. President, Vice President of Internal Affairs, Vice President of Financial Affairs, and Secretary shall comprise the SGA Executive Board.
- vi. The Class Presidents and Student group representatives shall represent the interests of their respective classes or organizations to the Council.
- vii. Other duties of elected officers shall be specified in the Bylaws.

c. Appointed Officers

- i. 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:

- i. The Senior Class President shall hold office until graduation of that class.
- ii. 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

i. 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.
- ii. Voter Qualification
 - a. The voting privilege will be extended to all undergraduate students with the exception of those in the graduating classes.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. 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
 - i. 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.
 - ii. 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
 - i. 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
 - i. 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
 - i. Ratification of this Constitution requires unanimous acceptance by the Council.
 - ii. 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 participation in and communication with the American Student Dental Association (ASDA), American Dental Association (ADA), NJ Dental Association (NJDA), and NJ Dental Alumni Association (NJDAA).
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 pre-doctoral 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

1. 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 & Awards for Graduating Students

Award	Awarded to graduating student who outstandingly demonstrates:
Academic Of Dental Materials Award	Excellence in dental materials.
Academy Of General Dentistry Award	To the most deserving in the class.
Academy Of Operative Dentistry Award	Excellence in Operative Dentistry.
Alpha Omega National Fraternity Award	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 Academic Of Esthetic Dentistry Award	Excellence in esthetic dentistry.
American Academy Of Dental Practice Administration Award	The most professional growth in managerial skills and development of outstanding performance in four-handed dentistry.
American Academy Of Gold Foil Operators Award	Gold foil excellence.
American Academy Of Oral And Maxillofacial Pathology Award	The most interest, accomplishment, and promise in the field of oral pathology.
American Academy Of Oral And Maxillofacial Radiology Award	The greatest interest and accomplishment in dental radiology.
American Academy Of Oral Medicine Award	The most interest in the cause, prevention, and control of disease of the oral cavity and adnexa.
American Academy Of Orofacial Pain Award	Excellence in the study of orofacial pain.
American Academy Of Pediatric Dentistry Award	Excellence in pediatric dentistry.
American Academy Of Periodontology Award	Outstanding achievement in periodontics.
American Association Of Endodontists Award	The greatest interest and accomplishment in endodontics.
American Association Of Oral And Maxillofacial Surgeons Award	Exemplary aptitude and achievement in the field of oral and maxillofacial surgery.
American Association Of Oral Biologists Award	Excellence in oral biology.
American Association Of Orthodontists Award	Exceptional interest in the development of the orofacial complex.
American Association Of Public Health Dentistry Award	A special interest/achievement in community dentistry and dental public health.
American Association Of Women Dentists Award	Outstanding leadership and academic excellence.
American Association Of Oral And Maxillofacial Surgeons Implant Award	Excellence in implant dentistry.
American College Of Dentists, New Jersey Section Award	The greatest potential for becoming an outstanding dentist.
American College Of Prosthodontists Award	High academic and clinical proficiency in prosthodontics.
American Dental Society Of Anesthesiology Award	Outstanding ability or interest in the field of pain control.
American Equilibration Society Award	The greatest proficiency in the science of occlusion and temporomandibular joint function.
American Student Dental Association Award Of Excellence	Achievement in student service.

Chesky Kleiner Humanitarian Award	Outstanding ethical standards and beliefs resulting in humanitarian practices.
Dentsply International, Inc. Prosthetic Award	Distinction in complete denture prosthesis.
Dentsply International, Inc., Merit Award	Distinction in the undergraduate curriculum in fixed denture prosthodontics.
Dr. Edward Wolfson Memorial Alpha Omega Award	Excellence in dental auxiliary utilization.
Dr. Frank Frates Outstanding Clinical Award	distinction in clinical patient care
Dr. Irwin Quinn Memorial Award	Excellence in clinical ability and patient service.
Dr. Robert E. Gillis Memorial Award	Demonstration of a serious commitment to studies in addition to financial need.
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	Distinguished service to the school, community and profession.
Indian Dental Association Of North America Award	Distinction in leadership and contribution to the community.
International College Of Dentists Award	Demonstrated greatest professional growth and development.
International Congress Of Oral Implantologists	The greatest interest and commitment to oral implantology/implant dentistry.
New Jersey Academy For Pediatric Dentistry Award	Excellence in pediatric dentistry.
New Jersey Academy Of General Dentistry Award	Overall clinical proficiency and is planning a career as a general practitioner.
New Jersey Dental Association Award	Excellence in community service.
Northeastern Society Of Periodontics, Inc. Award	Outstanding work in the discipline of periodontics.
Organization Of Teachers Of Oral Diagnosis Award	Excellence in oral diagnosis.
Pierre Fauchard Academy Award	Distinction in leadership.
Quintessence Award For Achievement In Periodontics	Outstanding clinical achievement in periodontics.
Quintessence Award For Achievement In Restorative Dentistry	Excellence in restorative dentistry.
Quintessence Award For Research Achievement	The most interest/accomplishment in the area of dental research.
School Of Dental Medicine Student Leadership/Distinguished Service Award	Service to the school as a student leader.
Uriel Gunthorpe 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.
Water Pik Prosthodontic Award	The greatest interest and accomplishment in prosthodontics.

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 pre-clinic 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 pre-doctoral 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 pre-doctoral 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 pre-doctoral 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 pre-doctoral 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
- ❖ Cultivating altruism and addressing patients with compassion and empathy
- ❖ Establishing and maintaining appropriate boundaries in all learning situations
- ❖ Maintaining HIPPA regulations

Relationships with Students, Faculty and Staff

- Conveying respect for other students, faculty, and staff through attitudes, actions, and behaviors. Examples include but are not limited to:
 - ❖ Silencing cell phones and pagers in class, laboratory or clinic, and answering only when there is a pending urgent matter
 - ❖ Focusing attention on coursework in class, laboratory or clinic rather than attention to other matters (i.e., email/internet, reading materials unrelated to course, or disruptive conversations with others)
- Interacting and behaving appropriately with others; demonstrating integrity, compassion and altruism
- Relating well to fellow students, faculty, and staff and striving for harmonious and collaborative relationships in the learning environment

Please explain above:

Other feedback (on reverse)

Student

Signature

Date

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