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General Information

Introduction
The Student Handbook is the official document of policies, procedures, and resources of the University of Utah School of Dentistry. Each dental student should be familiar with its contents. Every effort will be made to continuously provide students accurate and current Handbook information, but the School of Dentistry reserves the right to change, without notice, policies, procedures, programs, and other matters as circumstances dictate. Current policies, procedures and standards of the Handbook will apply to all current students regardless of their matriculation date. The Student Handbook is available on the School of Dentistry website at: http://dentistry.utah.edu/files/uusodstudenthandbook.pdf

Mission
Our mission is to lead the creation and support of excellent and ethical oral health care delivery, education and research. This is expressed as the five following goals and is tracked on an annual basis to determine whether the School is fulfilling its mission:
1. Instill a strong code of ethics and sense of community service
2. Support and maintain academic excellence
3. Provide quality dental care
4. Promote research to enhance knowledge and advance oral health
5. Promote the development of faculty, staff and institutional operations
In one statement, we seek to improve the health of our community through education, research and clinical service. We also share this purpose with the University of Utah School of Medicine.

Code of Ethics
The dental profession subscribes to a body of ethical statements developed primarily for the benefit of the patient. As a member of this profession, one must recognize responsibility not only to patients, but also to society, to other health professionals, and to self. As future dentists, students are expected to adhere to the Code of Student Rights and Responsibilities (http://www.regulations.utah.edu/academics/6-400.html)

Accordingly, academic policy extends to any case of alleged misconduct by a student whenever the alleged misconduct raises the question of the student’s suitability as a member of the dental profession.

University of Utah School of Dentistry Code of Ethics
As a student at the University of Utah School of Dentistry, I understand that it is a great privilege to study dentistry. I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years at the University of Utah School of Dentistry and throughout my career.

Honesty
- I will maintain the highest standards of academic honesty.
- I will truthfully represent myself as a dental student at all times to patients and healthcare providers.

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• I will neither give nor receive aid in examinations or assignments unless such cooperation is expressly permitted by the instructor.
• I will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of the patient.
• I will conduct research in an unbiased manner, report results truthfully, and appropriately credit ideas developed and work done by others.

Confidentiality
• I will regard confidentiality as a central obligation of patient care.
• I will limit discussions of patients to members of the health care team in settings removed from public exposure (e.g. not in elevators, hallways, cafeterias, etc.).
• I will not divulge patient information or breach patient confidentiality in any venue, including social media.

Respect for Others
• I will uphold a classroom atmosphere conducive to learning.
• I will interact with instructors and peers in a respectful and cooperative manner.
• I will treat patients and their families with respect and dignity both in their presence and in discussions with other members of the health care team.
• I will interact with patients in a way that ensures their privacy and respects their modesty.
• I will interact with all members of the health care team in a considerate and cooperative manner.
• I will not tolerate discrimination on the basis of race, gender, religion, sexual orientation, age, disability, or socioeconomic status.
• I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of each person involved.

Responsibility
• I will conduct myself professionally in my demeanor, use of language, and appearance in the presence of patients, in the classroom, and in health care settings.
• I will set patient care as the highest priority in the clinical setting.
• I will recognize my own limitations and will seek help when my level of experience is inadequate to handle a situation on my own.
• I will not use any substances in a way that could interfere with my clinical responsibilities.
• I will not use my professional position to engage in romantic or sexual relationships with patients or members of their families.
• I will participate fully in the enforcement of this statement of principles. I realize that failure to take appropriate action is itself a violation of the principles.

Expectations of Faculty and Residents
• I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
• I cannot be compelled to perform procedures or examinations that I feel are either unethical or beyond the level of my education and training.
• I have the right to not be harassed and to not be subjected to romantic or sexual overtures from those who are supervising my work.
• I have the right to be challenged to learn, but not abused or humiliated.

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Guidelines for Professional Dress

Dental student professional dress and conduct should at all times reflect the dignity and standards of the dental profession. It is important that students dress in a manner that is respectful to their professors, classmates, patients and staff. Student dress will present a professional appearance to patients, staff, and the public, and comply with accreditation and Occupational Safety and Health Administration standards as applicable.

Guidelines for professional dress are listed below. Course/clinical rotation directors have the authority to set dress code requirements at their discretion. These dress codes may be more specific or less rigorous than the guidelines outlined herein. Students should refer to the course/rotation syllabi for specific details. These guidelines include dental student attire on days that do involve patient care responsibilities. Maternity clothes are not exempt from these guidelines.

ID Badge: Proper identification as required by each training site must be worn and clearly displayed at all times unless covered by Personal Protective Equipment (PPE). The ID badge must be worn so that it is easily readable by patients and hospital personnel. The badge may not be clipped to a waistband or belt, put inside a pocket or otherwise obscured by clothing unless covered by PPE.

Attire: Clothing at the SOD is to be business professional, business casual or scrubs. The following are not acceptable: tank, halter, midriff or tube tops, sweatshirts/shirts with messages/lettering (except University of Utah logos/lettering), and short skirts or shorts.

Scrubs: Scrubs are acceptable wear in classrooms and are required in the technique lab, the simulation lab and the clinic. Scrubs will be standardized and must comply with School specifications. They are expected to be clean and neat. A white coat that meets the School of Dentistry standards may be worn over scrubs in public areas.

Shoes: Footwear must be clean, in good condition, and appropriate. For safety reasons, open-toed shoes and sandals are not allowed in patient care areas.

Headgear: Hats, caps, and sunglasses should not be worn in the classroom or in the clinical setting.

Hygiene: Daily hygiene must include clean teeth, hair, clothes, and body, including use of deodorant. Clothing should be clean, pressed, and in good condition.

Fragrance: The following are not acceptable: colognes, perfumes or scented hairspray.

Hands: Fingernails must be clean and short to allow for proper hand hygiene, use of instruments, to prevent glove puncture and prevent injury to the patient. Artificial nails are prohibited.

Hair: Mustaches, hair longer than chin length, and beards must be clean and well-trimmed. Students with long hair participating in patient care should wear their hair tied back to avoid interfering with performance of procedures or coming into contact with the patient.

Jewelry: Jewelry should not be functionally restrictive or excessive. Wearing more than one earring in each ear is discouraged. There should be no visible jewelry in body piercings, with the exception of earrings (e.g., tongue, eyebrow piercings etc.). Nose piercings that have religious significance
are acceptable. In clinical and laboratory settings, stud-type earrings are acceptable. Jewelry that may affect the integrity of gloves or other infection control measures is not acceptable.

Tattoos: All tattoos should be appropriately covered so as not to be visible.

Students in violation of the dress code or the guidelines above may be asked to change into appropriate attire. Repeated violations will result in referral to SOD Office of Student Life and presentation of the student to the Academic Review Committee (ARC).

**Student Identification Badge**

During Orientation week, dental students will be issued a School of Dentistry photo identification name badge through the U Card Office. Students must wear their name badges at all times when on campus and participating clinical activities off-site. Institution specific photo identification name badges will be issued to students rotating through different clinical venues.

Identification (ID) badges are a regulatory requirement and an important tool to help ensure a safe environment for workforce members, non-staff members, patients, and other visitors to University Health Care sites. Only the U Card Office, in conjunction with Hospital Security may approve the attachment of necessary pins and stickers to the ID badge.

The ID badge must be worn so that it is easily readable by patients and hospital personnel unless covered by PPE. The badge *may not* be clipped to a waistband or belt, put inside a pocket or otherwise obscured by clothing unless covered by PPE.

The student’s School of Dentistry photo ID badge provides cafeteria and library privileges, after-hours entry to the School of Dentistry, bookstore discounts and use of recreational facilities. The Student ID Badge is issued to dental students free of charge. If the card is lost or damaged, or if a name change is required, there will be a replacement cost.

**School of Dentistry Tuition and Fees**

Current tuition rates and a breakdown of fees per semester can be found at: [http://dentistry.utah.edu/students/index.php](http://dentistry.utah.edu/students/index.php)

**The Dean’s Office**

The Dean’s Office, under the direction of the Dean of the School of Dentistry, oversees all issues relating to dental education.

**Admissions**

This office, under the direction of the Assistant Dean of Admissions, coordinates the application process from initial review to final acceptance and matriculation. The Admissions Committee is composed of faculty, community dentists and dental students. Additionally, students may attend luncheons and visit with applicants on their interview day.

The Office of Admissions maintains an active outreach program with advisors for prospective students on college and university campuses locally and regionally. These relationships assure that current School of Dentistry admissions policies and practices are disseminated in a timely fashion.

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Curriculum
The Associate Dean for Education and Life-Long Learning, with the Curriculum Committee, oversees the integrated education program that fully prepares students to take on increasingly complex roles as future dentists and scientists. This office plans and implements the educational schema of the curriculum; collaborates with faculty, staff, and students on curricular issues; and supports the highest attainment of education, scholarship, and professionalism in accordance with the School’s educational mission.

James Winkler, DDS, PhD
Associate Dean of Education and Life Long Learning
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James.Winkler@hsc.utah.edu

Learning Resource Center
The Learning Resource Center, under the Director of Learning Resources, may provide academic guidance and assistance to maximize learning experiences for University of Utah dental students. The Learning Resource Center staff is responsible for developing, implementing, and coordinating of a wide range of academic support programs and services.

http://medicine.utah.edu/learningresources/

Student Life
This office, under the direction of the Associate Dean for Student Life, meets students' individual needs as they relate to matriculation, graduation, academic progress, and student wellness. Services offered by the Office of Student Programs are designed to assist students in achieving their educational goals, and include student wellness, financial aid counseling and processing; registration and course scheduling, and personal counseling.

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Curriculum

Curriculum Overview
The School of Dentistry has determined that a broad-based, patient-oriented curriculum is critical for developing the knowledge and skills of future dentists. The School seeks to graduate students with the competencies necessary to function in wide ranging, diverse settings and with the ability to render a broad spectrum of patient care. The program is being designed to enhance and set the stage for a life-long commit to learning and service. Activities in the foundational and integrative sciences focus on integrating the sciences in the context of clinical scenarios and prepares students for the clinical sciences and patient care focus of the curriculum.

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<td>Capstone Series</td>
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<td>D4 Clinic</td>
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**Grading System**

The official dental student transcript is maintained by the University of Utah’s Registrar Office. The School of Dentistry grades utilizing A – F.

Criteria for assigning grades reside with course directors. Grading criteria are specified in the respective syllabi. Teaching faculty are responsible for determining the general content of each unit, for defining student performance expectations, and for defining and publicizing the criteria upon which students will be evaluated.

**Appealing a Grade or Score**

Final unit grades are composed of graded, scored and learning activities in the unit (e.g. quizzes, assignments, reflections, etc.). Each course’s scored components are defined in the unit syllabus. If a student feels an inappropriate grade/score has been received for on an individual course or clinical rotation component, s/he may appeal the grade/score up to three business days after the grade/score is posted. The appropriate instructor and/or course director will have three business days to respond to the appeal. If a student wishes to challenge a decision s/he may appeal to the Associate Dean for Student Life, the student must submit a one page written appeal summary and schedule an appointment to discuss the appeal with the cognizant Associate Dean within three business days of receiving the instructor, unit/clinical director’s appeal decision. The Associate Dean will render a final decision in the matter.

**Student Attendance and Expectations**

The primary responsibility of dental students is to participate in the curriculum and master its educational objectives. Due to major time commitments, students are strongly counseled against outside employment during dental school.

New information, knowledge and skills in the curriculum are foundational and integrated to build on previously introduced material. Teaching formats include formal classroom learning activities and laboratory sessions, clinical experiences, and collaborative learning. Interactions between students and faculty are critical to the
educational experience and these learning experiences cannot be duplicated. Hence, attendance is a professional responsibility and is mandatory. Students are expected to attend all scheduled learning experiences.

**Classroom Hours**
All classroom activities begin on the hour and end 50 minutes after the hour. Faculty, students and materials used for learning activities must be out of the room at least five minutes before the start of the next hour so the next learning activity can be set up and begin on time.

**Class Cancellation**
University of Utah official class cancellations apply only to non-clinical activities. Students with clinical responsibilities are expected to remain on service unless excused by supervisory or clinic personnel or course director.

When it is necessary to cancel classes at the University of Utah, official notice will be given by the President’s Office through the KUED TV (Channel 7) and KUER (FM90) and the campus alert system.

All dental students are encouraged to sign up for campus alerts at:  [http://www.campusalert.utah.edu/](http://www.campusalert.utah.edu/)

**Quiz and Examination Protocol**
Specific requirements/protocols for examinations will be published or announced prior to the examination.

**Missed Class, Examination, or Learning Activity**

*Anticipated Absence – Student knows of Conflict in Advance*
Occasionally, life circumstances or professional events may interfere with a student’s ability to attend a learning activity or take a scheduled quiz or examination. Requests for an excused absence from learning activities or for quiz/exam rescheduling will be considered when health or life circumstances would preclude class attendance or quiz/exam performance. Such circumstances might include presentation of investigational work at professional meeting, death in the immediate family, serious illness, the birth of one’s child, a family emergency, accident, or trauma.

*Emergency or Unanticipated Absence (Student does not know of Conflict in Advance)*
In the case of an unexpected or emergency situation, the student must notify the instructor as soon as possible. If the student is unable to reach the instructor then he or she should notify the Office of Student Life. The Office will notify the appropriate course director of the emergency. The student must submit a written explanation of the emergency and, upon request of the Associate Dean for Student Life, provide additional supporting documentation.

   Lea Erickson, DDS, MSPH
   Associate Dean for Student Life
   Phone: 801- 581-8951; 801- 213-2365
   lea.erickson@hsc.utah.edu

Examinations, assignments, and clinical / learning experiences missed due to an emergency must be rescheduled and completed within 72 hours, unless there are extraordinary circumstances (such as a student’s
ongoing hospitalization). If, due to circumstances beyond the student’s control, s/he is unable to reschedule a missed exam, assignment, or clinical experience in this time frame, the Office of Student Life will determine the appropriate time to reschedule the activity.

If a student demonstrates a pattern of missing examinations, assignments, or clinical experiences on an emergency basis, s/he may be asked to provide written documentation from a third party explaining the nature of the emergency.

**Unexcused Absence**
An “unexcused absence” is defined as an absence in any course or clinical rotation that has not been approved. A first unexcused absence will prompt the student meeting with the cognizant dean who may impose disciplinary action appropriate to the circumstances. A second unexcused absence will trigger a second meeting. Students with a third unexcused absence will be presented to the Academic Review Committee, which has access to a full range of disciplinary actions, including dismissal.

**Grace Days**
Dental students are allowed one grace day absence per month except for days that include clinic experiences. Grace days must be requested in advance. Students are responsible for all material presented in their absence, including small group work. No alternative learning experiences will be provided to students who miss scored activities on a grace day. Students may not use a grace day on a quiz or examination day. Grace days do not accumulate and cannot be carried over into subsequent units. Grace days will not be issued retroactively.
Policies and Procedures

Standards of Conduct
The University of Utah School of Dentistry will provide an educational environment that facilitates and enforces behaviors and attitudes of mutual respect between teachers (faculty, residents, and staff) and student learners.

Students have a right to support and assistance in maintaining a climate conducive to thinking and learning. University teaching reflects consideration for the dignity of students and their rights as persons. Examples of behaviors or situations that are unacceptable include, but are not limited to:

- discrimination based on race, color, religion, national origin, gender, age, sexual orientation, disability, and veteran status
- sexual harassment
- unwanted physical contact
- verbal abuse, profanity, or demeaning comments
- inappropriate or unprofessional criticism which belittles, embarrasses, or humiliates a student
- unreasonable requests for a student to perform personal services
- grading used to punish or reward a student for nonacademic activities rather than to evaluate performance
- a pattern of intentional neglect or intentional lack of communication
- requiring students to perform tasks beyond their level of competency without adequate supervision
- student work hour expectations that exceed resident work hour guidelines

Feedback is a necessary part of the educational process. When students fail to meet educational standards, appropriate constructive comments are necessary. An evaluation that is corrective is not, by definition, abusive. However, feedback should be given in such a way as to promote learning and avoid humiliation.

Definitions and Procedures
The University of Utah is fully committed to policies of equal opportunity and nondiscrimination. University policy prohibits any form of discrimination, harassment, or prejudicial treatment on the basis of age, race, gender, sexual orientation, color, national origin, disability status as a veteran or disabled veteran or veteran of the Vietnam era.

The following are the procedures of the University of Utah School of Dentistry with regard to identification of candidates with disabilities, and the provision of reasonable accommodations appear below. For purposes of this procedure, a matriculated candidate becomes a dental student on the first day of class. The first day of Orientation Week is the first day of class. Although a candidate may voluntarily self-identify as a person with a disability, the School can only accommodate diagnosed disabilities.

Students seeking accommodations for a disability must contact the University’s Center for Disability Services (CDS). The student must follow procedures of the CDS to document the existence and the nature of the disability and to request accommodation. http://disability.utah.edu/.

1. Definitions
The definition of disability may be found in the Americans with Disabilities Act, with the exclusions as referenced in the Act. That definition is as follows, “an individual is disabled if he or she, 1) has a physical or mental impairment that substantially limits one or more of the
individual's major life activities; or 2) has a record of such an impairment; or 3) is regarded as having such an impairment."

2. Procedures
   a. To establish the existence of a disability and to request accommodation, candidates must contact the University’s Center for Disability Services (CDS). The candidate must then follow the procedures of the CDS to document the existence and nature of the disability.

   b. Once the need for reasonable accommodations has been established, the CDS and the School of Dentistry, in consultation with the candidate, will decide appropriate accommodations that will be specified in a written document, signed by all parties. All documents relating to the candidate's disability will be placed in a confidential file separate from his/her academic records. The School will then direct the appropriate course directors to provide the accommodation.

   c. If the School offers a candidate a reasonable accommodation and he or she refuses it and subsequently experiences academic difficulty, then the candidate will be treated as any other candidate who experiences academic difficulty.

   d. A candidate may seek to establish a disability and request reasonable accommodation at any time before or after matriculation.

   e. A candidate should claim and establish the existence of a disability prior to the onset of academic problems. The School of Dentistry shall have no obligation to remediate an academic failure resulting from a claimed disability that was not brought to the attention of the School of Dentistry and addressed in a timely fashion.

   f. All claims and proceedings under this provision will be kept confidential to the extent provided by law and University policies. Dissemination of information related to the existence of a disability will be restricted to University administrators with a legitimate need to know this information. Except as provided by law, no mention of the candidate's disability will appear in any School of Dentistry correspondence with external agencies, unless the candidate specifically requests such disclosure in writing.

Questions regarding this policy should be directed to the Office of Equal Opportunity/Affirmative Action. http://www.oeo.utah.edu/
Phone: 801-581-8365
Promotion and Graduation Requirements
The mission of the University of Utah School of Dentistry is to educate and prepare students for the profession of dentistry. This mission carries with it the responsibility of assuring the public that each graduate has satisfied the requirements for the Doctor of Dental Surgery degree.

To receive the Doctor of Dental Surgery degree from the University of Utah School of Dentistry, each student is required to:

1. Successfully complete all prescribed didactic courses and competencies;
2. Successfully complete all prescribed clinical competencies;
3. Successfully complete the National Board Dental Examination – Part I;
4. Successfully complete of the National Board Dental Examination – Part II;
5. Receive a favorable vote from the SOD Academic Review Committee regarding their candidacy to receive the DDS Degree; and
6. Meet all obligations to the School of Dentistry and University of Utah including tuition, overdue library books, past due fines, etc. Students who have a main campus hold for more than 30 days will not be registered for, nor may they participate in, their curriculum until the hold has been addressed and resolved. If already registered and enrolled, students will be pulled from their curriculum until the hold has been addressed and resolved.

Leave of Absence (LOA)
A Leave of Absence (LOA) is a period of non-enrollment when a student is not required to pay dental school tuition and fees and is not considered to be working toward the DDS degree.

Students must meet with the Associate Dean for Student Life to request a LOA. The decision to grant a LOA is the discretion of the Associate Dean for Student Life.

The duration of a LOA may vary, but may not exceed one year at a time; students not returning to full-time status at the end of their LOA must reapply for another LOA before the first LOA ends.

Possible reasons for requesting a LOA include:
- Family leave
- Medical leave
- Personal leave

Once an LOA is granted, the student must:
- Complete a LOA form on a yearly basis
- Discuss the impact of the LOA on financial aid awards and loan repayment with Financial Aid Office in a formal interview
- Maintain continuous health insurance and disability insurance coverage while on LOA
- Formally request and be approved to return from the LOA
Academic Misconduct / Behavioral Misconduct

Continued Enrollment in the School of Dentistry
As a condition of continued enrollment in the School of Dentistry, students must notify the Associate Dean of Student Life of a guilty plea, a plea of no contest or conviction of any charge other than a minor traffic violation that occurs between matriculation and graduation from dental school. A guilty plea, plea of no contest or conviction of any charge other than a minor traffic violation that occurs between acceptance to dental school and the first day of orientation must be reported to the Assistant Dean of Admissions.

Notification must be made no later than five (5) calendar days after any guilty plea, plea of no contest, or conviction of any charge other than a minor traffic violation. Within thirty (30) calendar days of notification of a guilty plea, plea of no contest or conviction of any charge other than a minor traffic violation, the School of Dentistry will take appropriate action as described below.

Enrolled students who enter a guilty plea, a plea of no contest or a conviction of any charge other than a minor traffic violation must notify the Associate Dean of Student Life for either informal resolution or for presentation to the Academic Review Committee (ARC) for behavioral/professional misconduct. The Associate Dean and/or ARC will conduct an investigation as it deems necessary and appropriate in accordance with the usual standards of due process.

Students applying or accepted in to dental school but not yet enrolled in dental school who enter a guilty plea, a plea of no contest or a conviction for any matter other than a minor traffic violation must notify the Assistant Dean of Admissions for either informal resolution or presentation to the Executive Council. The Assistant Dean of Admissions and/or Executive Council will investigate as deemed necessary and appropriate in accordance with the usual standards of due process. Dental school candidates presented to the ARC or Executive Council for a matter in which s/he entered a guilty plea, plea of no contest or conviction may have their offer of acceptance withdrawn.

Academic Misconduct and/or Professional or Ethical Violations
Academic dishonesty is considered both academic misconduct and a violation of professional and ethical standards. This means that a student may, for example, receive a failing grade in a course if the faculty member determines that s/he cheated. Students accused of academic misconduct and or professional or ethical violations will be referred to the Office of the Associate Dean for Student Life. The Associate Dean will refer the matter to the ARC for action, which may result in the student’s dismissal.

Behavioral Misconduct
Allegations of student behavioral misconduct are referred to the Associate Dean for Student Life, who will determine if the behavioral misconduct violates the Student Code of Ethics and therefore is more appropriately treated as academic misconduct. If it is determined that the offense should be treated under student behavior misconduct proceedings, the student shall be notified by the Associate Dean. Student behavioral misconduct proceedings are outlined in the University of Utah Student Code Section III:

http://www.regulations.utah.edu/academics/6-400.html.

Student's Rights Regarding Misconduct Allegations
Students accused of academic misconduct, including violations of professional or ethical standards, or
behavioral misconduct have the following rights:

- The right to access his/her academic files as provided by the University of Utah Student Code. [http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html)

  Students with complaints, inquiries, or requests to review official records should address them to the Office of Student Life. Access to the student's official file in the Office of Student Life is subject to the following limitations:

  - reasonable and nondiscriminatory rules and regulations may be made as to time, place, and supervision;
  - restrictions may be imposed with respect to materials furnished by others to which the student has waived rights of access (such as letters of reference and recommendations)

- The right to remain in scheduled courses until the decision of the appropriate person or committee, unless extraordinary circumstances exist. A student who exhibits behavior unsuitable for the practice of dentistry or who poses a direct threat may be removed from courses or clerkships before the decision by the appropriate person or committee. Following a sanction of dismissal, the student will not be allowed to continue in any curricular activities while appealing, including class activities course work and clinical rotations.

- The right to information regarding the decision of the appropriate person or committee.

- The right to appeal academic sanctions as outlined in the applicable sections of the University of Utah Student Code. [www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html)

**Guidelines for Use of Social Media**

Use of social media is ubiquitous among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you, and the University of Utah School of Dentistry. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.

- Although you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.

- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities and will reflect poorly on the School of Dentistry.

- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
• If you post content concerning the University or the School of Dentistry, make it clear that you do not represent the University or the School of Dentistry and that the content you are posting does not represent the views of the University or the School of Dentistry and does not obligates the School in any manner.

• Make sure the content you post is in harmony with the ethical or other codes of your program and field. In certain circumstances, your program may have made these codes binding on you, and violations may result in action against you.

• If you are in a program that involves confidential information, do not disclose this information. The University and/or a patient may take action against you for disclosures of confidential information.

• Realize that you may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.

• Dental students must be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information.

• If they interact with patients on the Internet, students must maintain appropriate boundaries of the patient-dentist relationship in accordance with professional ethical guidelines. To maintain appropriate professional boundaries dental students should separate personal and professional content online.

• When dental students see content posted by colleagues that appears unprofessional then they have a responsibility to bring that content to the attention of the individual, so that s/he can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the student should report the matter to the Associate Dean for Student Life.

• Students must recognize that actions online and content posted may negatively affect their reputations and standing among patients and colleagues, may have consequences for their careers and can undermine public trust in the profession.

**Academic Performance Standards**

Course directors will publish grading criteria in syllabi that will be reviewed with students on the first day of the course.

Students in good standing who have satisfactory grades and evaluation reports will automatically advance to the next phase of the curriculum.

*Good standing* is defined as having passed all courses to date, successfully completed all academic requirements, achieved required levels of competency in a timely manner, demonstrated professional behavior, and upheld the Student Code of Ethics.

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If a student fails (receives an F for a final grade) or receives an Incomplete (I) in a course and/or fails to uphold the code of ethics, and/or demonstrates lapses in professionalism, they will be presented to the Academic Review Committee. Students with delayed course completion may also be so presented.

The ARC/Advisor has the authority to impose an academic action based on a student’s performance in a course, clerkship or rotation, a licensing examination, delayed course completion, and/or failures in attitude, failure to uphold the code of ethics and/or lapses in professionalism.

The ARC has the authority to consider and approve course and rotation remediation recommendations made by a course or rotation director, faculty member, or department in response to a student failing a course or rotation. Course or rotation directors may not offer or implement remedial procedures without approval of the ARC.

The ARC considers a student’s entire academic record, overall professional development, behavior and attitude in deciding an appropriate academic action. The Committee has the authority to impose academic actions, including, but not limited to remediation, additional educational activities, repeat of an academic year, extended curriculum, leave of absence, academic probation, formal reprimand, and/or dismissal from dental school.

Should the Committee decide that a student’s lapse in professionalism or failure to uphold the Dental Student Code of Ethics warrants action, options include, but are not limited to formal reprimand, probation, suspension, and/or dismissal from dental school.

Academic Actions
Some academic actions are automatic and described below. With regard to actions that are not automatic, the ARC may impose any of the following:

**Leave of Absence**
Students are expected to complete their dental education in four consecutive years. However, the ARC may impose a leave of absence as an academic action so that a student may address a personal or health issue that impacts their academic success or as part of a special program to gain additional training and/or experience such as a Ph.D.

**Dismissal**
The ARC may dismiss a student when the student has:
- demonstrated a consistent pattern of substandard academic performance. This would include a history of delayed course completion, failure of a course or rotation, and/or three failures of a national board licensing examination;
- demonstrated character, personality, or behavior unsuitable for the practice of dentistry, does not demonstrate appropriate motivation or is emotionally unstable. This includes but is not limited to substance abuse, aggression, abusiveness, cheating, dishonesty, etc.

**Academic Warning**
Students are automatically placed on academic warning for failure of one course and/or rotation. Students placed on Academic Warning may not:
- Register for any course work other than in the required curriculum
- Participate in school-sponsored travel
- Participate in extramural training for credit
- Work for money

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- Participate in volunteer activities other than those approved by the SOD

**Academic Probation**

Students are automatically placed on academic probation for course or rotation failure, delayed course completion (even if no failing or incomplete grades have been issued), and/or a failure/s in attitude and/or lapse/s in professionalism.

Students on academic probation may not:
- Register for any course work other than in the required curriculum
- Hold elected office in the SOD or University of Utah
- Participate in SOD extracurricular activities
- Participate in school-sponsored travel
- Participate in extramural training for credit
- Work for money
- Participate in volunteer activities other than those approved by the SOD

Students will remain on academic probation until the deficiencies have been corrected or the conditions set by the ARC have been satisfied.
Academic Due Process

Academic Actions
Academic action includes a final grade in a course or rotation, a decision by the ARC to place a student on academic probation, require course remediation, extend curriculum, reprimand, suspend or dismiss a student. Actions may be imposed for failure to meet relevant academic standards, lapses in professionalism and/or failure to uphold the Student Code of Ethics. Students are notified as soon as possible after a grade or other academic action is imposed. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (see below for definition).

Assessing Academic Performance
Faculty members, when assigning a grade in a course or rotation, and the ARC when imposing an academic action, are qualified to judge a student’s academic performance.

Arbitrary or Capricious
For the purpose of these policies, arbitrary or capricious means that there was no principled basis for the academic action or sanction, and/or it was not in accordance with applicable policies. With regard to unit, course, clerkship and rotations grades, arbitrary or capricious means:

- The assignment of a unit, course or rotation grade on some basis other than performance in the unit, course, clerkship or rotation; or
- The assignment of a unit, course or rotation grade by unreasonable application of standards different than those applied to other students in the same unit, course or rotation; or
- The assignment of a unit, course or rotation grade by a substantial, unreasonable, and unannounced departure from the instructor’s previously announced standards.

Student Rights Regarding Academic Actions
- The right to access his/her academic files as provided by the University of Utah Student Code (http://www.regulations.utah.edu/academics/6-400.html). Students with complaints, inquiries, or requests for review of official records should address them to the Associate Dean for Student Life. Access to the student's official file in the Office of Student Life is subject to the following limitations:
  - reasonable and nondiscriminatory rules and regulations may be made as to time, place, and supervision;
  - restrictions imposed with respect to materials furnished by others to which the student has waived rights of access (such as letters of reference and recommendations).

- The right to remain in a scheduled course or rotation until the decision of the appropriate person or committee, unless extraordinary circumstances exist. A student who exhibits behavior unsuitable for the practice of dentistry or who poses a direct threat may be removed from courses and rotations before the decision by the appropriate person or committee. Following a sanction of dismissal, the student will not be allowed to continue in either class work or on clinical rotations while appealing.

- The right to information regarding the decision of the appropriate person or committee.
The right to appeal academic sanctions as outlined in the applicable sections of the University of Utah Student Code.
www.regulations.utah.edu/academics/6-400.html

Appeal of Academic Actions
The School of Dentistry follows the appeals policies of the University of Utah Code of Student Rights and Responsibilities (http://www.regulations.utah.edu/academics/6-400.html). All references to “days” are understood to mean business days.

Process for Appealing an Academic Action Imposed by the Academic Review Committee (ARC)
Consultation with the Chair of the ARC:
Students who believe the academic action imposed by the ARC was arbitrary or capricious should discuss the issue with the Chair of the ARC within twenty (20) days of receiving notice of the action. The Chair may only overturn the academic action if s/he finds that it was arbitrary or capricious. If the student and Chair are unable to resolve the disagreement, or if the Chair does not take the agreed upon action within ten (10) days, the student may appeal in writing to the Dean, who may appoint a Dean’s Designee to review the complaint.

Appeal to Dean’s Designee:
Within forty (40) days of notification of the academic action, the student may appeal the academic action to the Dean. The Dean will appoint a Designee to review the appeal. Within fifteen (15) days of consulting with the student and the Chair of the ARC, and conducting such investigation as s/he deems necessary and appropriate in accordance with due process the Dean’s Designee shall notify the student and the Chair of the ARC, in writing, of his/her determination of whether the academic action was arbitrary or capricious, and the basis for that decision. If the Dean’s Designee determines that the academic action was arbitrary or capricious, s/he shall take appropriate action to implement his/her decision unless the Chair of the ARC appeals the Dean’s Designee’s determination. If the Dean’s Designee fails to respond in fifteen (15) days, the student may appeal to the Dean of the School of Dentistry.

Appeal to Senior Vice President for Health Sciences:
Either party may file a written appeal of the Dean’s (or Designee’s) decision with the Senior Vice President for Health Sciences, delivering a copy of the appeal to the other party. The other party may file a response within five (5) days. The Senior Vice President shall consider the appeal and response and solicit counsel and advice appropriate to reach a final decision. S/he may convene an ad hoc committee composed of students and faculty members from outside the college or department to determine if there were substantial defects that denied basic fairness and due process. After receiving the appeal, the Senior Vice President shall, within ten (10) business days, or within twenty (20) business days if an ad hoc committee was formed, accept the decision of the Dean (or Designee); return the report to the Dean (or Designee) asking for clarification; or reject all or parts of the Dean’s decision with justification. The Senior Vice President provides written notification of the decision to the parties, to the chair of the Academic Appeals Committee and to the Dean. The decision of the Senior Vice President is final. At the conclusion of the appeals process, the Dean shall take appropriate action to implement the final decision.

Process for Disputing a Final Failing Grade in a Course or Clinical Experience
Consultation with Faculty Member:
Students who believe the assignment of a final failing grade was arbitrary or capricious should discuss the
issue with the course or rotation director within twenty (20) days of receiving notice of the grade. If the student and course director are unable to resolve the disagreement, or if the course director does not take the agreed upon action within ten (10) days, the student may appeal in writing to the Associate Dean for Associate Dean for Education and Lifelong Learning (for Dental School course grades). For interdisciplinary courses, the student should appeal to the Vice Dean for Education, who will appoint a dean’s designee to review the dispute.

**Appeal to Course Director (for course evaluations), the Associate Dean for Education and Lifelong Learning (for course grades), or Dean’s Designee (for interdisciplinary courses):**

Within forty (40) days of notification of the failing grade, the student shall appeal the failing grade to the Course Director (for rotation grades) or the Associate Dean for Education and Lifelong Learning, (for course grades), or the Dean’s Designee (for interdisciplinary courses). Within fifteen (15) days of consulting with the student, the course director, Associate Dean for Education and Lifelong Learning, or Dean’s Designee shall notify the student and the course or rotation director, in writing, of his/her determination of whether the academic action was arbitrary or capricious and the basis for that decision. If the department chair, Associate Dean for Education and Lifelong Learning or Dean’s Designee determines that the grade assignment was arbitrary or capricious, s/he shall take appropriate action to implement his/her decision unless the course or rotation director assigning the grade appeals the decision.

**Appeal to Senior Vice President for Health Sciences:**

Either party may file a written appeal of the Dean’s (or Designee’s) decision with the Senior Vice President for Health Sciences, delivering a copy to the other party. The other party may file a response within five (5) days. The Senior Vice President shall consider the appeal and response and solicit counsel and advice appropriate to reach a final decision. S/he may convene an ad hoc committee composed of students and faculty members from outside the college or department to determine if there were substantial defects that denied basic fairness and due process. Upon receipt of the appeal, the Senior Vice President shall, within ten (10) business days, or within twenty (20) business days if an ad hoc committee was formed, accept the decision of the Dean (or Designee’s); return the report to the Dean (or Designee’s) asking for clarification; or reject all or parts of the Dean’s (or Designee’s) decision, stating the reasons. The Senior Vice President provides written notification of the decision to the parties. The decision of the Senior Vice President is final. At the conclusion of the appeals process, the Department Chair or Dean shall take appropriate action to implement the final decision.

**Procedures to Address Mistreatment or an Infraction of the Standards of Conduct**

Any student who feels that s/he may have been subjected to abuse, illegal discrimination, harassment, or mistreatment of any kind has the right to seek remedy through any one of multiple options. The University of Utah will ensure that this process shall be free of retaliation. The student has both informal and formal options available. Whenever possible, the student is encouraged, but not required, to seek remedy at the most informal level that will adequately and appropriately address the student’s concerns.

1. Students may meet with the Associate Dean for Student Life. The Associate Dean routinely reviews the process for reporting mistreatment in student debriefings, class meetings, and the Student Handbook.

2. Students may meet with the individual involved in the complaint and come to an informal mutually agreed upon resolution of the problem. The student may wish to bring a representative of the School of Dentistry, Dean’s Office, or the University to aid in dispute resolution. These representatives may include, the Associate Dean for Patient Care Services, Associate Dean for Student Life, School of Dentistry Dean or

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corresponding authorities. Unless required by law or University policy, there will not be a written (permanent) record made concerning a matter that is resolved directly between the complainant and the alleged offender.

3. Students may meet with the Associate Dean for Student Life, to formally report an alleged infraction. Allegations of illegal discrimination or sexual harassment should be referred to the Office of Equal Opportunities and Affirmative Action (OEO/AA) at (801) 581-8365. In all other incidents, once the student has provided a written claim of mistreatment, the Associate Dean of Student Life will conduct a timely investigation of the facts and will assist in any intervention deemed necessary for resolution of the problem. If so desired, the Associate Dean may form an ad hoc advisory board consisting of faculty and students who are not involved in the incident. The majority of complaints against faculty can likely be dealt with at a departmental basis through feedback to the faculty member. Most complaints against a staff member can be handled with feedback to the individual from their supervisor.

4. Disciplinary actions or academic sanctions will be assessed in accordance with the following:
   a. Violations of the Standards of Conduct by a faculty member shall be the basis for disciplinary action in accordance with Code of Faculty Rights and Responsibilities.

Disciplinary actions or academic sanctions will be assessed in accordance with the following:
1. Violations of the Standards of Conduct by a faculty member shall be the basis for disciplinary action in accordance with Code of Faculty Rights and Responsibilities and the School of Medicine Professional Conduct Policy for Faculty.

2. Violations of the Standards of Conduct by a staff member shall be the basis for disciplinary action in accordance with University of Utah Human Resources and the University of Utah Hospitals and Clinics Professional Conduct Policy.

3. Violations of the Standards of Conduct by a dental student shall be the basis for disciplinary action in accordance with the School of Dentistry Handbook (for dental students), the appropriate College policy (for U of U graduate students) and the University of Utah Code of Students Rights and Responsibilities.

Students should report alleged incidents of illegal discrimination or sexual harassment to the University’s Office of Equal Opportunities and Affirmative Action (OEO/AA) at (801) 581-8365; a representative from OEO/AA, will explain available grievance options to the student. The student is encouraged to discuss an alleged incident of illegal discrimination or sexual harassment with the appropriate course director, and the appropriate associate dean. These individuals are obligated to report any such incidents to the OEO/AA and will encourage the student to contact that office for assistance.

Information Resources Policy

This excerpt from the University of Utah Information Resources Policy covers acceptable use of computer/information resources made available to dental students.
http://www.regulations.utah.edu/it/4-002.html

Purpose

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To outline the University's policies for students, faculty and staff, concerning the use of the University's computing and communication facilities, including those dealing with voice, data, and video. This policy governs all activities involving the University's computing facilities and information resources, including electronically or magnetically stored information. Every user of these systems is required to know and follow this policy.

Scope
This policy applies to all members of the University of Utah community, and governs all storage and communications systems owned by the University, whether individually controlled or shared, stand alone or networked.

Individual departments and colleges serve diverse purposes and diverse constituencies; therefore, they have broad discretion in establishing reasonable and appropriate policies and "conditions of use" for facilities under their individual control. Departmental policies shall be consistent with this policy although they may provide additional detail, guidelines and/or restrictions.

Definitions
Information Resources include any information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of information. This definition includes but is not limited to electronic mail, phone mail, local databases, externally accessed databases, CD-ROM, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any wire, radio, electromagnetic, photo optical, photo electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

User includes anyone who accesses and uses the University of Utah Information Resources.

Policy
The University of Utah makes available Information Resources that may be used by University students, faculty, staff and others. These resources are intended to be used for educational purposes and the legitimate business of the University and in a manner consistent with the public trust. Appropriate use of the resources includes instruction, independent study, authorized research, independent research and the official work of the offices, departments, recognized student and campus organizations of the University.

Access to computer systems and/or networks owned or operated by the University of Utah impose responsibilities and obligations on its Users. Access is granted subject to University and Board of Regents policies, and local, state, and federal laws. Appropriate use is ethical, reflects academic honesty, and shows restraint in the utilization of shared resources. Appropriate use is consistent with intellectual property rights, ownership of data, system security mechanisms, and rights to privacy and to freedom from intimidation, harassment, and annoyance.

It is the University's policy to maintain access to local, national and international sources of information, and to provide an atmosphere that encourages access to knowledge and sharing of information. The University also strives to create an intellectual environment in which students, staff, and faculty feel free to create individual intellectual works as well as to collaborate with other students, staff and faculty without fear that the products of their intellectual efforts will be violated, misrepresented, tampered with, destroyed, stolen or prematurely exposed. Nothing in this policy guarantees that violations of this policy will not occur or imposes liability on the University for any damages resulting from such a violation.

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The personal use of University resources is covered in the University's Conflicts of Interest policy, Policy 1-006 and in Policy 6-316; and Policy 5-207.

The University retains the right to allocate its information resources and to control access to its electronic communications systems.

**Privacy**

Electronic communications systems have inherent limitations. No computer security system can absolutely prevent a determined person from accessing stored information that he/she is not authorized to access. Moreover, electronic documents may be disclosed pursuant to public records law or in the discovery process.

Users shall respect the legitimate expectations of privacy of others. However appropriate administrators and network managers may require access to records and data typically taken to be private. In particular, individuals having official computer or network responsibilities, such as system administrators, network supervisors, system operators, postmasters or others who cannot perform their work without access to documents, records, electronic mail, files or data in the possession of others, may access such information as needed for their job responsibilities. Whenever practical, prior notice should be given for other than trivial intrusions on privacy.

The University reserves the right to concurrently monitor an employee's electronic communications when such monitoring is necessary to the evaluation of his/her job performance quality. The University will notify employees when such monitoring or surveillance may occur. This monitoring will comply with the following restrictions:

- all monitoring will be relevant to work performance;
- employees will be given access to information about their work gained through monitoring;
- disclosure and use of resulting data will be restricted to University-related purposes.

**Individual Responsibilities**

Users shall respect the privacy and access privileges of other users both on the University campus and at all sites accessible through the University's external network connections.

- Users shall treat institutional data, files maintained by other users, departments, or colleges as confidential unless otherwise classified pursuant to state or federal statutes, regulation, law or University policy. Users shall not access files or documents belonging to others, without proper authorization or unless pursuant to routine system administration.
- Users shall not falsely identify themselves and will take steps to correct misrepresentations if they have falsely or mistakenly identified themselves.

In making appropriate use of Information Resources users must:

- Use Information Resources only for authorized purposes;
- Protect their User ID from unauthorized use;
- Be considerate in their use of shared resources and refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

Users must respect the integrity of computing systems and networks, both on the University campus and at all sites accessed by the University's external network connections. As such, in making appropriate use of Information Resources Users must NOT:

- Gain, attempt to gain or help others gain access without authorization;

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Use or knowingly allow other persons to use University Information Resources for personal gain, for example, by selling access to their User-ID’s, or by performing work for profit or contrary to University policy.

Destroy, damage or alter any University Information Resource or property without proper authorization;

Waste computing resources, for example by implementing or propagating a computer virus, using destructive software, or inappropriate game playing; or monopolizing information resources for entertainment or personal use;

Harass or intimidate others in violation of law or university policy;

Violate laws or University policy prohibiting sexual harassment or discrimination on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation, or veteran status;

Attempt to monitor or tamper with another user's electronic communications or copy, change, or delete another user's files or software without the explicit agreement of the owner(s); or

Violate state and federal laws pertaining to electronic mailing of chain letters and other unauthorized use of computing resources or networks;

Make or use illegal copies of copyrighted or patented software, store such copies on University systems, or transmit such software over University networks;

Attempt without authorization to circumvent or subvert normal security measures or engage in any activity that might be harmful to systems or information stored thereon or interfere with the operation thereof by disrupting services or damaging files. Examples include but are not limited to: running "password cracking” programs, attempting to read or change administrative or security files or attempting to or running administrative programs for which permission has not been granted, using a telnet program to connect to system ports other than those intended for telnet, using false identification on a computer or system or using an account assigned to another, forging mail or news messages; and

Transfer software, files, text or pictures in violation of copyright and/or pornography laws, or transfer software or algorithms in violation of United States export laws.

**Enforcement and Sanctions**

A violation of the provisions of this policy or departmental policy is a serious offense that may result in the withdrawal of access and in addition may subject the User to disciplinary action or academic sanctions consistent with University policies and Procedures.

- Incidences of actual or suspected non-compliance with this policy should be reported to the appropriate authorities. Disciplinary actions or academic sanctions will be assessed in accordance with the following: Violations of this policy by a faculty member shall be the basis for disciplinary action in accordance with Policy 6-316, Code of Faculty Responsibility.
- Violations of this policy by a staff member shall be the basis for disciplinary action in accordance with Policy 5-111, Disciplinary Actions and Dismissal of Staff Employees, and Policy 5-203, Staff Employee Grievances and Appeals.
- Violations of this policy by a student shall be the basis for disciplinary action in accordance with School of Dentistry Student Handbook and the University Student Code, Policy 6-400.

A systems administrator may immediately suspend the access of a User when the administrator reasonably believes the:

- User has violated University policies or law; and
- User's continuing use of Information Resources will result in: (1) damage to the Information Resources systems, (2) further violations of law or policy or (3) the destruction of evidence of such a violation.
• User shall be informed of his/her right to immediately appeal such a suspension to the cognizant head of the department or unit. Permanent revocation of privileges shall be imposed solely through the disciplinary processes set forth in paragraph 2 above. (Section V.D.2).

Users who are not faculty, staff or students may have their access to Information Resources unilaterally revoked if they violate this policy.

**Drug-Free Environment**

**Purpose**
To provide the policy, procedures, and programs for the maintenance of a drug-free workplace and educational environment that applies to all dental students, and to provide for compliance with federal law regarding prevention of illicit use of drugs and the abuse of alcohol, and to provide for compliance with federal law requiring a program to prevent the illicit use of drugs and the abuse of alcohol.

**References**
UU Policy 5-113: Drug-Free Workplace
UU Policy 6-400: Code of Student Rights and Responsibilities

**Definitions**
Educational Environment: A classroom, clinical location, or other educational setting in which dental education or other dental school activity is conducted under the auspices of the University of Utah School of Dentistry.
Dental Student: Any student who has accepted an offer of admission or who is matriculated in the University of Utah School of Dentistry.

Controlled Substance: Any controlled substance in schedules I through V of Section 202 of the Utah Controlled Substance Act (21 U.S.C. 812). A list of these schedules is available online at: [http://le.utah.gov/~code/TITLE58/htm/58_37_000400.htm](http://le.utah.gov/~code/TITLE58/htm/58_37_000400.htm)
All substances listed in the federal Controlled Substances Act, Title II, P.L. 91-513, are considered controlled.
A copy of these schedules is available for review by any member of the University community in the Office of Personnel and Benefits and Student Counseling.

Criminal Drug Statute: Criminal drug statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance or alcohol.

Conviction: Finding of guilt for a crime by a court of competent jurisdiction, including a "No Contest" plea.

**Policy**
It is the policy of the University of Utah School of Dentistry to establish, promote and maintain a drug free, safe and healthy working and educational environment for dental students.

It shall be a violation of this policy for any dental student to engage in the unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance. This includes being under the influence or impaired in activities anywhere in the educational environment of the School of Dentistry or University of Utah, 4/20/15
or in any manner that violates criminal drug statutes. Unauthorized use or possession of alcohol anywhere in the educational environment of the School of Dentistry or University of Utah is also prohibited.

As a condition of continued enrollment in the School of Dentistry, students must notify the Associate Dean of Student Life of a guilty plea, a plea of no contest or conviction of any charge other than a minor traffic violation that occurs between matriculation to and graduation from dental school. This notification must be made no later than five (5) calendar days after any guilty plea, plea of no contest, or conviction of any charge other than a minor traffic violation. Within thirty (30) calendar days of notification of a guilty plea, plea of no contest or conviction of any charge other than a minor traffic violation, the School of Dentistry will take appropriate actions as described below.

In appropriate cases, students may be referred to local substance abuse experts for evaluation and/or treatment. In these cases, compliance with evaluation and treatment protocols may be established as a precondition to continued enrollment in the School of Dentistry. If a student fails to follow the established evaluation or treatment protocol, the case will be re-examined by the ARC and appropriate sanctions, including disciplinary measures or dismissal, may ensue.

Students are encouraged to self-identify to the Associate Dean of Student Life when they have problems with drug or alcohol abuse. Students who self-identify may be granted a leave of absence to secure treatment without prejudice to their academic standing. In such cases, confidentiality will be maintained, to the extent possible, by the School of Dentistry administration.

**Drug Testing**

**Purpose**
To provide the policy, procedures, and programs for the maintenance of a drug-free workplace and educational environment that applies to all dental students, and to provide for compliance with federal law regarding prevention of illicit use of drugs and the abuse of alcohol, and to provide for compliance with federal law requiring a program to prevent the illicit use of drugs and the abuse of alcohol.

**References**

**Policy 5-113**, Drug-Free Workplace

**Policy 5-111**, Disciplinary Sanctions and Termination of Staff Personnel

**Policy 5-210**, Non-Discrimination and Staff Employee Grievance

**Policy 6-316**, Code of Faculty Responsibility

**Policy 6-400**, Code of Student Rights and Responsibilities

Federal Law Drug-Free Workplace Act of 1988

Federal Law Drug-Free Schools & Communities Act Amendments 1989

**Definitions**

**Controlled Substance**: any controlled substance in schedules I through V of Section 202 of the Controlled Substances Act.

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Substance Act (21 U.D.V. 812):

Criminal Drug Statute: any criminal drug statute regarding the manufacture, distribution, dispensation, use or possession of any controlled substance.

Drug Recognition Coordinator: A person trained to identify and recognize drug and alcohol impairment.

Drug Test: urine testing, oral swab, or other similarly minimally invasive test for the presence of controlled substances or their metabolites; breath-testing for alcohol.

Medical Review Officer (MRO): a licensed physician with knowledge of substance abuse disorders employed or utilized to interpret drug test results.

Patient Sensitive Position: a position involving patient contact, patient diagnostic or therapeutic functions, or a position in which the individual works in or has job-related access to patient care areas.

**Grounds for Testing**

**Applicant Testing:** A drug test may be administered to any dental school applicant once s/he accepts an offer of admission to the University of Utah School of Dentistry.

**Reasonable Suspicion:** A drug test may be administered to a dental student when supervisor and/or designee, after consulting with a Drug Recognition Coordinator, concludes, after reviewing the facts and circumstances, that it is more likely than not the dental student has engaged in conduct that violates this policy. Reasonable suspicion of drug and/or alcohol use may be based on: (1) observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug or alcohol; (2) a pattern of abnormal conduct or erratic behavior; (3) information provided by reliable and credible sources regarding the student’s violation of this policy; or (4) newly discovered evidence that the student tampered with a previous drug test. All dental school applicants who have accepted a position and dental students tested under this provision shall be relieved from patient care and clinical service pending the results and review of the drug test by the designated management official.

**Drug Loss or Diversion Event:** A drug test may be administered when a drug loss and/or diversion event occurs (identified and/or unexplained controlled substances and/or alcohol missing or diverted from the workplace). A supervisor may, in consultation with the Drug Recognition Coordinator, require any student who had reasonable access to the controlled substances or alcohol during the time of the drug loss or diversion event to submit to a test.

Random drug and/or alcohol tests may be required for a dental student returning to dental school after engaging in conduct prohibited by this policy. Dental students in patient sensitive positions may be tested at random as part of a return to work agreement.

**Agency Directives:** Individuals may be tested as required or requested by state or federal agencies.

**Testing Process**

At the time a position in the dental school is accepted by the prospective student, s/he shall be informed about the University Drug-Free Workplace Policy and the University of Utah Health Sciences Center Drug Testing Policy. Students may be drug tested as a condition of admission. Drug testing will be performed as a condition of participation in patient care activities of the curriculum. Once a dental student is scheduled for a drug test, 4/20/15.
s/he must report to a designated collection site at the scheduled time. Students who fail to report or to provide a specimen suitable for testing will be referred to the Associate Dean of Student Life.

Upon arriving at the collection site, the dental student will be asked to sign a waiver consenting to the test.

The School of Dentistry shall designate a certified laboratory to perform the testing. Testing will conform to scientifically acceptable collection, identification, handling and analytical methods, including confirmation of any positive test by a method consistent with industry standards.

Once the sample has been analyzed, the MRO will review and interpret each confirmed positive test to determine if there is an alternative medical explanation for the positive result. The MRO may conduct any investigation s/he deems necessary, including but not limited to interviewing the individual testing positive; reviewing the individual’s medical history and medical records to determine if the positive result was caused by a legally prescribed medication, requiring proof of a legal prescription; requiring a re-test of the original specimen; and/or verifying that the laboratory report and the specimen are correct. The MRO will be required to conduct him or herself in accordance with guidelines published in the Medical Review Officer’s Manual published by the Department of Health and Human Services.

**Drug Test Results**

A test is positive and the individual has therefore failed the test if the sample contains drugs and/or metabolites for which the MRO concludes there is no legitimate explanation other than the use of a prohibited drug or alcohol. In addition, refusing to take a test, failing to report to the designated area for testing, failing to provide a sample suitable for testing and/or attempting to alter or tamper with the specimen will be interpreted as a failed test.

Drug test results will be reported to the Associate Dean of Student Life only as pass or fail.

All information relating to the test results and subsequent substance abuse treatment shall be treated confidentially and will be placed in a file and will be physically separate from the student’s academic file. The student’s academic file will include only the pass/fail result from the test and the prohibited substance resulting in a failed test.

Within 72 hours after the covered individual has received notice of a failed test, the covered individual may request, in writing a retest of a split sample at a certified laboratory of his or her choosing. The University shall pay half of the cost of the retest.

**Disciplinary Action**

Applicant/Transfers: Any offer of acceptance to dental school or transfer to patient sensitive areas will be revoked if a dental student fails a drug test.

Students failing a drug test pursuant to this policy shall be directed to the Office of Student Affairs and processed in accordance with University Code of Student Rights and Responsibilities. A failed test may result in dismissal from the academic program in accordance with University of Utah Student Code.
Educational Records and Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) governs the University of Utah School of Dentistry student records. FERPA grants to all University students, including dental students, the following basic rights:

- The right to request access to your education records
- The right to have your education records protected from disclosure except in certain limited circumstances
- The right to designate basic directory information (e.g., name, address, telephone number, dates of attendance, etc.) as part of your private education records
- The right to seek an amendment to education records that are inaccurate, misleading or in violation of your privacy rights
- The right to complain to the U.S. Department of Education should you feel that your FERPA rights have been violated.

For more information about each of these rights and about the processes for exercising these rights, students can refer to the website of the University’s Registrar at the following link:
http://registrar.utah.edu/handbook/ferpa.php

Educational Records

For access to School of Dentistry records and/or to seek an amendment to records, students must follow the procedures outlined below:

**Requesting Access to your Educational Records**

Dental students who wish to review their education records should submit a written request to the Associate Dean of Student Life.

**Requesting an Amendment to your Educational Records**

Students who believe their education records contain information that is inaccurate, misleading, or in violation of the student’s rights of privacy should first attempt to resolve the issue with the relevant faculty member(s). Students may also present their request to the Associate Dean for Student Life who will work with the student and faculty member(s) to attempt informal resolution of the issue. Students who are not satisfied with the result of the informal resolution process may submit a formal request for amendment pursuant to the procedures outlined on the University’s Registrar link:
http://registrar.utah.edu/handbook/ferpa.php

**Request for Release of Records**

Because the University generally will not disclose your education records to anyone other than the student, s/he must complete the on-line Consent to Release Form should to provide a third-party access to the records. The Consent to Release Form is located at the following link:
http://registrar.utah.edu/handbook/ferpa-consent.php

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Infectious, Environmental and Blood-borne Pathogen Exposures Control Policy

Purpose
To provide a comprehensive plan to eliminate and/or reduce occupational exposure to infectious, environmental and/or blood-borne pathogens and to ensure compliance with federal regulations.

Definitions

**Airborne Pathogen**: infectious disease transmitted via aerosolized particles including tuberculosis, chicken pox, (Varicella), and measles.

**Biohazard Label**: a fluorescent orange label with the biohazard symbol.

**Blood**: human blood, blood products or blood components.

**Blood-borne Pathogen**: microorganisms present in human blood able to cause disease in humans, which include Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

**Body Substance Precaution (BSP)**: isolation precautions that consider all blood, body fluids visibly contaminated with blood, body fluids, substances, unfixed tissues, organs or cultures from living or dead human sources as potentially infectious.

**Clinical Work Area**: any area involving exposure/potential exposure to blood or other potentially infectious materials, such as dental operatories, laboratories, dirty utility rooms, lab case holding areas, etc.

**Contaminated**: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Decontamination**: the use of physical or chemical means to remove, inactivate, or destroy blood-borne pathogens on a surface or item to the point where the surface or item is rendered safe for handling, use, or disposal.

**Engineering Controls**: controls that isolate or remove a blood-borne pathogen hazard from the work place such as blades or needles that retract after use, needleless devices, sharps disposal containers or ventilation devices.

**Environmental Hazard**: any exposure that may have health repercussions, such as chemical spills or radiation.

**Exposure Determination**: based on the definition of occupational exposure without regard to personal protective clothing and equipment.

**Exposure Incident**: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials or an exposure to an environmental hazard that results from an activity related to education or employment.

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Occupational Exposure: skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from an activity related to education or employment.

Other Potentially Infectious Materials: all body fluids, tissues, or cultures from living or dead human sources, other than blood (e.g. semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, concentrated viruses, aerosolized particles, saliva etc.)

Personal Protective Equipment (PPE): specialized clothing or equipment worn by an employee for protection against exposure to blood-borne pathogens and other body fluids/substances. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste: any liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Student: an individual currently enrolled in dental school at the University of Utah School of Dentistry.

Work Practice Controls: practices that reduce the likelihood of exposure by altering the manner in which a task is performed, such as prohibiting recapping, removing or bending of needles (unless required by a specific medical procedure).

Universal Precautions: a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. It does not apply to feces, nasal secretions, sputum, sweat, tears, urine or vomitus unless they contain visible blood.

Policy
The School of Dentistry supports a comprehensive exposure control plan for infectious, environmental and blood-borne pathogens, as required by OSHA, which delineates who is at risk, the methods for preventing and reducing exposures, the steps to take in the event of an exposure, and procedures for training and record-keeping.

Education and Training
The Office of the Associate Dean for Clinical Affairs and Patient Care will coordinate HIPAA certification training and training in risk prevention practices and body substance precautions to ensure compliance with OSHA requirements and federal regulations. Annual training and recertification will be required of all dental students.

Universal Precautions
Universal Precautions policies are in place to protect students and patients from unnecessary health risks. All students who may be exposed to blood or body fluids will use Universal Precautions. All students are required to follow appropriate infection control procedures, including body substance precautions, where there is a risk of parenteral, mucous membrane, or cutaneous exposure to blood, body fluids, or aerosolized secretions from

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any patient, irrespective of the perceived risk of exposure. Students will wear appropriate personal protective equipment (e.g., gloves, goggles, mask, and gown) in situations where exposure to blood, body fluids or environmental hazards is possible.

Students with needle sticks or other training-related injuries or illness, environmental or blood born pathogen exposures will follow regulations and protocols established by the federal Occupational Safety and Health Administration (http://www.osha.gov/index.html) and the University of Utah Department of Environmental Health and Safety (http://ehs.utah.edu/).

**Patient Non-Discrimination**
Dental students shall provide competent and compassionate care to all patients, irrespective of their known or suspected HIV, TB or other infection status.

**Dental Students with Blood-borne and/or Airborne Infections**
Dental students infected with blood-borne or other pathogens shall not, solely because of such infection(s), be excluded from participation in dental school life, including educational opportunities and extracurricular activities except as otherwise required by applicable federal, state, or local law, or unless the health of the student presents a direct threat to the health and safety of others. Students infected with airborne pathogens may be excluded from participation in such activities during the infectious stage of their disease.

Dental students who know or who have a reasonable basis for believing that they are infected with blood-borne or airborne pathogens are expected to seek expert medical advice regarding their health circumstances to have a clear understanding of the medical issues presented by these infections. Students are expected to seek advice from their health care provider or the School of Medicine Employee Infection Control office (University Hospital Room AA217). Phone 801-581-2706.

**In the Event of an Occupational Exposure Incident**
- Notify your attending dentist immediately.

- Seek medical treatment as directed by your attending dentist as soon as possible. If possible, utilize a University provider, such as Employee Health Services (AA217 or 801-581-2227) or the University of Utah Emergency Department. If you are rotating in a health care setting outside of the University, utilize the services of the Emergency Department at your location. Indicate to your health care provider that this incident will be covered by the Worker’s Compensation Fund of Utah (WCFU).

- Obtain a copy of the Employers First Report of Injury or Illness form from your health care provider, the Emergency Department or the University of Utah Human Resources website (http://www.hr.utah.edu/forms/lib/E1.pdf). Fill in the “Employee” portion of the form using your name as it appears on your School of Dentistry ID badge. Have your or attending dentist complete the “Occurrence” portion of the form. The Emergency Department or your care provider should complete the “Treatment” portion of the form. Within 24 hours, submit the completed form to the Workmen’s Compensation Fund of Utah www.wcfgroup.com (1-800-446-2667 or 1-385-351-8010) and the University of Utah Absence Management Team (located at 420 Wakara Way Suite 105 Salt Lake City, UT 84108, phone 801-581-2169, fax 801-581-5571).

- If the work related injury or illness is potentially infectious, you must follow up with Employee Infection Control within one business day. (University Hospital Room AA217). Phone 801-581-2706. If you are
rotating in a health care setting outside of the University, utilize the Employee Health services at your location.

- If the work related injury or illness is not infectious, but involves overnight hospitalization, broken bones, loss of limb, or a fatality, you or your attending physician must contact Environmental Health and Safety (EHS) immediately of the accident (University of Utah Bldg. 605, 125 South Fort Douglas Blvd. Salt Lake City, Utah 84113, phone 801-581-6590, after hours use University Police Dispatch: 801-585-2677. You will need to request the dispatch operator notify EHS of an industrial accident requiring investigation).

- Inform your attending dentist of the outcome of your treatment(s). You must submit any physician note releasing you from work to your attending dentist and the Office of Student Life.

- Notify the Absence Management Team in Human Resources about any changes or updates in your mailing address, treatments, and contact information.

- Be aware that additional medical services may need pre-authorization. Check with the Absence Management Team. Be sure to tell professionals providing these services that you are insured by the Workmen’s Compensation Fund of Utah WCFU.

In the course of testing required by occupational exposure incident protocols, Occupational Health must report communicable infectious diseases (including HIV/AIDS, tuberculosis, viral hepatitis) to the State Health Department.

Confidentiality and Testing
The School of Dentistry shall respect the confidentiality of individuals with blood-borne or airborne pathogens to the extent permitted by state and federal law. Dental students will not be tested for HIV, or other blood-borne or airborne pathogens without their knowledge or consent, except in circumstances when testing may be required by occupational exposure protocols. In cases of non-occupational exposure, confidential testing is available through the Salt Lake County Health Department, the University of Utah Student Health Service, or your primary care physician.

Research Environment Exposure Control
All research and laboratory directors, principal investigators and laboratory workers shall recognize their responsibility for preventing transmission of blood-borne and other pathogens when handling human blood and other potentially infectious materials in the laboratory. Researches must comply with the University of Utah Biosafety Manual (http://ehs.utah.edu/research-safety/biosafety/tools-and-resources/biosafety-manual) and the Blood-borne Pathogen Exposure Control Plan (http://ehs.utah.edu/research-safety/biosafety/bloodborne-pathogens-and-non-human-primates-cell-lines/laboratory-exposure-control-plan), available from the Environmental Health and Safety Department (http://ehs.utah.edu). Environmental hazards are present in the research setting and all research and laboratory directors, principle investigators, and laboratory workers must be familiar with and follow the established guidelines of the Chemical Safety (http://ehs.utah.edu/research-safety/chemical-safety), also available from the Environmental Health and Safety Department (http://ehs.utah.edu).

University of Utah Office of Equal Opportunity Reporting
Dental students who believe they have been the victim of discrimination because of actual or perceived infection with HIV, viral hepatitis, tuberculosis or other communicable pathogen should contact the Office of
HIPAA / Blood-borne Pathogen / OSHA / Compliance Training

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides federal protections for personal health information and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. A major goal of the Privacy Rule is to assure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing.

Dental students must be trained and certified and must be in compliance with current policies in order to participate in patient care activities. The Learning Management System (https://hrit.utah.edu/lms) a University-wide e-learning studio provides online HIPAA, Blood-borne pathogen, OSHA, and Compliance training modules and competency testing on learned material.

Matriculating students must complete required HIPAA / Blood-borne Pathogen / OSHA / Compliance online training through the Learning Management System (https://hrit.utah.edu/lms) prior to Orientation week.

HIPAA training and certification must be renewed annually.

The Office of the Associate Dean for Clinical Affairs and Patient Care will notify students of required HIPAA training modules and deadlines for completion of annual training/recertification. Dental students will be responsible for notifying the Office of Associate Dean for Clinical Affairs and Patient Care when they have completed HIPAA training and are HIPAA certified.

A HIPAA violation by a dental student is considered a breach of professional responsibility. As such, all violations will be referred to the Associate Dean for Student Life for resolution. http://www.regulations.utah.edu/academics/6-400.html

Student Group Fund-Raising Policy

Students from the Colleges of Nursing, Pharmacy, Health, and the Schools of Medicine and Dentistry must obtain written approval from their respective Dean or designee in the Office of Student Life and from the development office for any fund-raising activity before proceeding.

The full-time development staff is authorized to conduct fund-raising activities in the university’s name in accordance with these guidelines and with the University of Utah Policies and Procedures. Development or fundraising activities campus-wide are to be coordinated with the Health Sciences Development Offices.

Students seeking private funding for any amount must complete and submit a Request for Fund-Raising Approval form to the Health Sciences Development Office (540 Arapeen, Suite 120, SLC, UT. Phone 801-585-7709). The form must have all approval signatures, including the Dean’s, before the request will be considered. No solicitations of donors may take place without an approved Fund-Raising Approval form in hand.

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Solicitation of an approved donor must take place within two months of the date of approval. During that time, no other University of Utah entity can solicit that donor unless approval is obtained from the vice president of development.

A list of all donor prospects must be submitted to the Health Sciences Development Office prior to soliciting any gifts.

A list of all donors solicited and amounts given must be submitted to the Health Sciences Development Office at the completion of the fund-raising in order to record the gifts appropriately.

No students may solicit gifts from any donor whose name appears on the President’s reserve list that is on file in the Student Life Office.

Students will be personally responsible and liable for the collection and safe keeping of the gift. Ultimate use of any funds raised will be overseen by a department or college administrator.

Raised funds must be deposited through the Health Sciences Development Office into student accounts overseen by the Dean or a faculty/staff designee.

Gifts-in-kind (furniture, food, etc.) must be receipted for the amount specified by the donor(s).

Students must not solicit the department or the dentists in their areas.

In order to sell T-shirts or other paraphernalia with the caduceus or U of U Logo on it, prior approval must be obtained through the U of U Bookstore.

**School of Dentistry Student Industry Relations Policy**

The University of Utah School of Dentistry (“SOD”) is committed to outstanding education, research and patient care that are free from inappropriate external influences. We recognize the important partnership between industry and academia in advancing all of these missions. The purpose of this policy is to set standards of education and interaction between School of Dentistry students and industry entities or representatives. This policy applies to all students within the School of Dentistry. Students will not interact with industry representatives unless it has prior approval of the Associate Dean for Student Life and is in the presence of a faculty member to provide oversight and integrate into the information into the educational curriculum. Specific caution must be invoked for faculty and staff members interacting with the industry representatives; faculty and staff members must comply with University policy regarding industry relations. (See [http://www.regulations.utah.edu/healthSciences/supplementalrules/som-001.html](http://www.regulations.utah.edu/healthSciences/supplementalrules/som-001.html))

**Promotional Material and Gifts from Industry Representatives**

1. **Promotional materials.** Industry representatives are not permitted to distribute, post, or leave any printed or handwritten materials, advertisements, signs or other such promotional materials anywhere on the SOD premises, unless otherwise specified in this policy. Moreover, unsolicited educational, promotional or informational materials may not be given to physicians, trainees and staff unless explicitly requested. Any distribution of promotional or informational materials to trainees must be done under the supervision of a faculty member and with approval of the cognizant dean.
2. **Patient educational materials.** Industry representatives are strictly prohibited from providing educational materials of any kind directly to patients or their families or leaving these materials in areas accessible to patients or trainees. Educational materials must be given to a faculty member for review. There can be no company/industry promotional message on educational materials. The source of the materials may be acknowledged, but product promotion will not be permitted. The cognizant dean may, at his/her sole discretion, distribute educational materials that are useful to patients.

3. **Public Areas.** All public areas, including faculty, staff or trainee lounges, in the SOD must be free of any materials that bear the name of a particular product or company.

**Industry-sponsored Scholarships and Educational Funds for Trainees**

Industry funding for scholarships and other educational events may only be accepted as provided below. The funding mechanisms relevant to this policy include grants for educational initiatives, scholarships, reimbursement of travel expenses, or other non-research funding in support of scholarship or training. Specifically, the industry funding must comply with all of the following:

1. Fellowships directly from industry, whether merit-based or not, must be approved by the Dean’s office for compliance with this policy.
2. Students and/or trainees who receive industry sponsored scholarships or other educational funding must go through the same selection process as other students/trainees supported by SOD or departmental funds. The School of Dentistry must select the student or trainee.
3. Industry will not have any input in selection of students/trainees, except in cases of competitive industry-sponsored awards that are open to trainees of multiple institutions based on merit.
4. The funds are provided to the School of Dentistry and not directly to student or trainee.
5. The School of Dentistry has determined that the funded conference or program has educational merit.
6. The educational activity for which this scholarship applies must not be limited to a single industry representative’s products.
7. Neither the SOD nor the recipient shall be subject to any implicit or explicit expectation of providing something in return for the support (i.e., a *quid pro quo*).
8. The name of the School of Dentistry or the attendee’s affiliation with the SOD may not be used to imply endorsement of a product or service by the school.
9. These provisions do not apply to educational programs for students at national or professional society meetings, awards, or travel grants presented by professional societies, or refereed competitive awards that are free of commercial influence.

**Student and Trainee Education and Expectations regarding Professionalism**

1. Educational programs will be included in the curricula for students and trainees that address the issues of professionalism and relationships with industry.
2. Industry support for educational activities of students and trainees is prohibited, except as expressly permitted in this document.

**Oversight, Noncompliance and Enforcement**

1. **School of Dentistry Dean Oversight:** The Dean of the School of Dentistry shall have oversight responsibility for this policy. The Dean shall periodically review cognizant dean decisions under this policy to assure a reasonable level of consistency and integrity in the application of this policy.
2. **Industry Representative Non-Compliance:** School of Dentistry faculty, trainees, staff and students shall report noncompliance by industry representatives with this policy to the appropriate office/department.
3. *Employee and Student Non-Compliance*: Suspected violations of this policy by School of Dentistry students will be referred to the individual’s dean, who shall determine what actions, if any, shall be taken. Violations of this policy may result in various levels of sanction including but not restricted to: reprimands, fines, probation, suspension and/or dismissal pursuant to 1) the Code of Faculty Rights and Responsibilities, Policy 6-316, 2) staff disciplinary policies and procedures, Policy 5-111, and 3) the Code of Student Rights and Responsibilities, Policy 6-400, and the School of Dentistry Student Handbook.
Governance

Student voices and perspectives are essential to the School of Dentistry and broader University community. Dental students serve on the following standing School of Dentistry and University committees to support the mission and vision of the School of Dentistry:

College Council
As the School grows and matures, the College Council will be established as the official governing body of the School of Dentistry. In the interim, the faculty meets at regular intervals, usually monthly. One student from each class will be elected by the class to attend and participate in the faculty meetings.

Executive Council
A standing committee of the School of Dentistry, the Executive Council is the policy-formulating body of the School. The Executive Committee is composed of the Dean, all Associate and Assistant Deans, all Directors and one dental student selected by the SAC.

Committees
Students will have representation on appropriate School of Dentistry committees as they are established and the charge and membership of each are defined.

Curriculum Committee
The Curriculum Committee has responsibility for creating, overseeing and managing the dental student education program, and ensuring compliance with all CODA accreditation standards. The Committee defines objectives and competencies, determines curricular content, pedagogy and methods of teaching, reviews feedback and recommendations, and utilizes information to improve the curriculum. Committee membership comprises basic science and clinical teaching faculty and two students, one to be selected by the Dean and one by the SAC. The Dean and the SAC must coordinate to assure that one representative is from the D1/D2 classes and one is from the D3/D4 classes.

Health Sciences Safety Committee
The interdisciplinary Health Sciences Safety Committee was initiated to help achieve and maintain a culture of safety with a focus on the educational corridor that includes the schools of medicine and dentistry, Spencer S. Eccles health sciences library, Health Sciences Education Building (HSEB), and the colleges of nursing, health and pharmacy. Every School of Dentistry class has two student safety officers that are members of this committee. Students are encouraged to identify or report to student safety officers or SOD staff or faculty on the committee any safety issues of concern. Student safety officers are appointed by Class Officers.

Quality Assurance Committee
Charge: To be added
Faculty/staff membership: To be added
Student membership: Two students from upper classes. One to be selected by the Associate Dean for Patient Care and one selected by the SAC.
Diversity Committee
The function of the University of Utah School of Dentistry Diversity Committee is to ensure that procedures and processes are in place to ensure diverse candidate pools for staff, students and faculty; to develop policies as appropriate to characterize diversity in the School of Dentistry; and to identify specific metrics to track success in achieving a diverse School of Dentistry community. The Committee will ensure that the School provides a climate and culture that fosters, promotes, and encourages social interactions that support an appreciation and celebration of our differences. Committee membership includes faculty representatives from tenure, career and adjunct lines, Chair of the Admissions Committee, Associate Dean for Education and Life Long Learning, two staff members, the Senior Staff Resource and two students in good academic standing to be selected by the SAC.

Scholarship Committee
The Scholarship Committee has responsibility for defining/ clarifying criteria for available scholarships, establishing processes for candidate selection and making selection recommendations to the Dean. The committee is composed of six full or part-time faculty members from clinical and basic sciences, a community or University representative and one student selected by the SAC. The Associate Dean for Student Life, the Assistant Dean for Admissions, the Associate Dean for Finance, the Director of Student Programs and the Director of Administration serve as non-voting members.

Student Council
The School of Dentistry’s Student Council consists of representatives from the Student Advisory Committee (SAC), American Student Dental Association (ASDA), Associated Students of the University of Utah (ASUU) and other student interest groups. The Student Council meets monthly to collaborate on student issues, events, funding etc. Traditionally, these meetings are attended by all members of the SAC, the ASDA president and vice president, the ASUU Senate and Assembly representatives, and presidents of other student interest groups as necessary.

Student Advisory Committee (SAC)
The Student Advisory Committee (SAC) is an advisory board composed of class presidents and student body officers (a chair and chair-elect), and ASDA representatives (traditionally the ASDA president and vice president). The SAC liaises between dental students and the Dean’s Office. The SAC meets regularly (usually monthly) with the Dean of Student Life and the Dean of the School of Dentistry to address dental student issues and concerns. Additionally, the SAC represents students on appropriate School of Dentistry committees; oversees the course evaluation process; submits Retention, Promotion and Tenure reports; and promotes collaboration between student interest groups.

The SAC is led by a chair (traditionally a D3) and chair-elect (traditionally a D2). The chair-elect serves as the chair in the following academic year. The SAC chair will hold elections for the chair-elect. Class co-presidents are elected from their respective classes. The SAC will elect representatives to appropriate School of Dentistry committees, usually from among its members.

Additional information regarding Student Advisory Committees can be found at http://asuu.utah.edu/sac-funding/

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American Student Dental Association
The American Student Dental Association is a national student-run organization that protects the rights and interests of dental students and encourages lifelong commitment to organized dentistry. “Utah ASDA” is the University of Utah’s local chapter and includes, but is not limited to, the following responsibilities and committees: Community Outreach, Pre-Dental Involvement, Vendor Relations and Lunch & Learns, Social Activities, Legislative and Organized Dentistry, and Newsletter. General responsibilities of Utah ASDA include providing programs to educate members on topics important to their political understanding and career development; providing a means to work in concert with the Utah Dental Association and American Dental Association; fulfill committee responsibilities as outlined in the Utah ASDA Constitution; provide representation to the SAC and perform SAC responsibilities as assigned by the SAC chair. All students are automatically enrolled as part of ASDA.

Utah ASDA is led by an Executive Council (President, President-Elect, Secretary, Treasurer, and Legislative Liaison). For information regarding elections and committee responsibilities, please refer to the Utah ASDA Constitution at: https://orgsync.com/92877/chapter or visit the Dean of Student Life’s office.

Additional information regarding the American Student Dental Association can be found at: http://www.asdanet.org

Student Interest Groups
School of Dentistry Student Interest Groups must register with ASUU and the School of Dentistry Office of Student Life. Per ASUU guidelines, Student Interest Groups must have a constitution and a faculty advisor. Registration for each group or organization must be submitted annually and approved by the Associate Dean of Student Life before the group can hold formal activities, events or meetings during the academic year.

Registration for each group or organization must be submitted annually and approved by the Office of Student Life in order for the group to hold formal activities, events or meetings. Registration forms must be completed on a date to be determined prior to Orientation in August of the current academic year. The interest group advisor must be a School of Dentistry faculty member. Membership must be open to all dental students. Interest Group membership cannot be denied on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, or physical disability.
The Associate Dean for Student Life may terminate an approved student interest group if the group fails to abide by University of Utah rules and regulations or state law.

Further information and registration information can be found on the ASUU website Student Groups tab at: http://www.asuu.utah.edu/

Associated Students of the University of Utah (ASUU)
Every college and department has representation in ASUU through the student-run ASUU Advisory Council. All registered students are automatically members of ASUU. Each academic year, dental students are eligible to participate in ASUU as the School of Dentistry representative to the ASUU Assembly, or as an ASUU Senator. Additional information regarding ASUU elections and ASUU services can be found at: http://www.asuu.utah.edu/about-asuu/
Student Life

Campus Alert System
The Campus Alert system is the University of Utah’s mass notification system to provide information to students, faculty and staff of emergencies (snow closures, blocked roads, power outages, gas leaks etc.). The Campus Alert System will notify students via email, text message, or telephone voice message. Students must opt in to this alert system to receive campus alert messages. To register for campus alerts go to http://www.campusalert.utah.edu/

Student Safety
http://dps.utah.edu/

The interdisciplinary Health Sciences Safety Committee was initiated to help achieve and maintain a culture of safety with a focus on the educational corridor that includes the schools of medicine and dentistry, Spencer S. Eccles Health Sciences Library, Health Sciences Education Building (HSEB), and the colleges of nursing, health and pharmacy.

Student safety in all learning environments is a priority. Students should observe the following guidelines to avoid becoming a victim of crime:

1. Be aware of your surroundings at all times. Know where you are, where you are going and what to expect. Use well lit walkways at night.
2. Avoid walking alone. Walk in pairs/groups, or call for a police escort to your car after dark. Students are encouraged to call the University Police at 801-585-2677 (801-585-COPS) for after-hours police escort to their vehicle.
3. Report suspicious activities or persons to University Police at 801-585-2677 (585-COPS).
4. Do not leave personal items (computer, keys, purse, backpack etc…) unattended.
5. Register your personal property with the Department of Public Safety.
6. Secure your computer. Computer savvy thieves can access your files and personal information. Password-lock your equipment or log off when your computer is unattended.
7. Lock your bicycle in racks outside of campus buildings (not to trees or railings) or in provided secured structures. Take easy-to-steal items (helmet, pump, bottles, quick release seat, etc.) with you.
8. Lock the outside door of secured buildings and do not allow unauthorized people in after hours.

Immunizations
To protect the health of patients, students and the community, dental students are required to meet School of Dentistry immunization requirements for health care workers at all times during their dental education. Admitted students must complete and submit the Pre-Matriculation Immunization Requirement and Verification Form to Student Health Services along with primary documentation that immunization requirements have been met. Additionally, prior to and while working in patient care venues students must submit to Student Health Services annual documentation of seasonal influenza immunization and, when required by the State or as a result of patient contact, tuberculosis testing. Immunization requirements must be 4/20/15
met and all immunizations must be current as a condition of ongoing enrollment and prior to participating in any learning activities. Students with a documented reaction to immunizations on file at Student Health Services and at the SOD will be exempt from these requirements.

The Spencer S. Eccles Health Sciences Library
http://library.med.utah.edu/lib/

The Spencer S. Eccles Health Sciences Library provides access to the published literature through licensing electronic journals that is the “version of record”, replacing print journals as the industry standard. For items not locally available, the Library obtains needed items on demand at no charge to students through interlibrary loan. The Library’s physical collection contains over 212,000 volumes.

The Library supports Open Access journals that advance science by making new findings ubiquitously available and accelerating the translation of knowledge from research bench to evidence-based practice.

The Eccles Health Sciences Library is the founder and a member of the Utah Health Sciences Library Consortium (UHSLC), which includes 15 hospital and special academic health sciences libraries. The UHSLC offers reciprocal interlibrary loan services and education programs, a very important asset for our dental students. The Eccles Health Sciences Library is also a member of the Utah Academic Library Consortium (UALC) whose members include 14 college and university libraries in Utah, the Utah State Library Division, and 10 college and university libraries from Nevada.

Learning Resource Center and Resource Library

The Learning Resource Center includes a Student Resource Library and a Learning Enrichment Center. The Resource Library houses online and hard copy references, study aids for shelf and board exams, standard reference texts, academic resources, student computers and match and residency training information. The library is located in SOM 1C-103. At this time, dental students may be referred here.

The Office of Equal Opportunity and Affirmative Action
http://www.oeo.utah.edu/

The Office of Equal Opportunity and Affirmative Action (OEO/AA) provides information and training to the university community regarding their equal opportunity and affirmative action rights and responsibilities. OEO/AA encourages outreach and recruitment of diverse students, faculty, and staff in programs and activities and acts as a resource for students regarding projects and assignments. In addition, this office consults with any member of the campus community regarding equal opportunity and affirmative action issues and possible violations.

Complaints may be filed by employment applicants, faculty, students, staff, and participants in University programs or services who feel they may have been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, status as a disabled individual, disabled veteran, or veteran. Cognizable allegations of discrimination, including sexual harassment and retaliation, will be investigated by OEO/AA.

The Office of Equal Opportunity and Affirmative Action
201 South Presidents Circle
John R. Park Building, Room 135
Phone: 801-581-8365
FAX: 801-585-5746
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Disability Services
http://disability.utah.edu

The School of Dentistry seeks to provide equal access to its programs, services and activities for all dental students. The Center for Disability Services (CDS) provides accommodations and support for the educational development of dental students with disabilities. Students with a documented disability and students seeking to establish the existence of a disability and to request accommodation are required to meet with the CDS Director for recommended accommodations. The CDS will work closely with eligible students and the Office of Student Affairs to arrange for approved accommodations. The School of Dentistry and CDS maintain a collegial, cooperative, and collaborative relationship to ensure compliance with federal and state regulations for students with disabilities.

The Office of Student Life serves as the liaison between the School of Dentistry and the CDS.

Lea Erickson, DDS, MSPH
Associate Dean for Student Life
Office: 801-213-2365, 801-581-8951
Email: lea.erickson@hsc.utah.edu

University of Utah Center for Disability Services
Olpin Student Union Building, Room 162
Phone (Voice/TDD): 801-581-5020
Email: info@disability.utah.edu

Financial Aid
http://financialaid.utah.edu/
The University of Utah Financial Aid and Scholarships Office is located in the Student Services Building, Room 105 (105SSB). Staff members are available to assist dental students between 8:00 am to 5:00 pm Monday, Wednesday, Thursday, and Friday, and Tuesday from 12pm to 5:00 pm on Tuesday. Students may contact the office at 801-581-6211.

The SOD Internal Financial Aid Administrator assists students with the financial aid application process (FAFSA), manages student scholarships and institutional loans, advises students on their debt management and on loan repayment options, conducts exit interviews, reviews and monitors cost of attendance calculations, and liaises with the University Financial Aid Office. Students may arrange appointments with:

Chelsea Springer
Program Manager Professional Schools
Student Services Building
210 South 1460 East, Room 105
Office: 801-581-6211
Fax: 801-585-6350
Email: cspringer@sa.utah.edu

Students awarded financial aid will receive notification at the beginning of the academic year. Financial awards must be officially accepted by each student. If a student receives a Federal Unsubsidized Stafford Loan, a Master Promissory Note and Entrance Counseling needs to be completed prior to receiving the loan, and only

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needs to be completed once. A promissory note for institutional loans, which include Perkins, Primary Care Loan, and any loans from the dental school, must be signed at the beginning of each academic year along with the completion of the Loan Entrance Counseling. Once this has been done, funds are processed through the Income Accounting Office, where tuition and fees are deducted. If the award exceeds the cost of tuition and fees, the student will receive a remainder check for the balance or the balance can be direct deposited to a designated personal bank account. If the award does not fully cover tuition and fees, the balance must be paid by the tuition due date or a late fee will be assessed and classes may be dropped.

**Income Accounting and Student Loan Services**
http://fbs.admin.utah.edu/income/
The Income Accounting Office is located at 165 Student Services Building. This Office assists dental students with tuition bills, tuition account refunds, third party tuition bills, tuition reductions, graduate tuition benefits, and all other student tuition issues. Dental students may pay tuition and fees and purchase insurance at the Income Accounting Office.

Bills are generated for institutional charges, federal and short term loans, and dishonored checks, and are sent to students and borrowers from this office. This office counsels student loan borrowers with payment issues, federal loan deferments and cancellation requirements, loan entrance and exit counseling, and credit reporting issues.

**University Registrar**
http://registrar.utah.edu/
The University’s Registrar Office provides assistance to dental students and School of Dentistry staff with registration, graduation, grading, academic calendars, transcripts, verifications, veteran services, scheduling, FERPA, policy, procedures, and student information. The Registrar Office is located at 250 Student Services Building. Infractions (academic, financial, health, etc.) that result in withholding of registration and/or withholding of release of the transcript must be addressed department placing the hold and the Registrar Office.

**University Courses**
With the exception of noncredit courses offered through Academic Outreach and Continuing Education, currently enrolled dental students may only register for non-dental credit courses at no additional cost with the approval of the Associate Dean for Student Life. Non-dental school courses may not interfere with the dental school curriculum as attendance in all dental school learning activities is expected.

Dental students on a Leave of Absence and students between their first and second years of dental school are not eligible for this benefit. All students must pay full price for Continuing Education courses.

**University Housing**
http://housing.utah.edu/
The University of Utah Housing and Residential Education Department assists students with housing needs, and provides information regarding single student/family accommodations on campus. For housing inquiries please contact the Housing and Residential Education Department at 801-587-2002,
Campus Recreation
http://web.utah.edu/campusrec/

Dental students are entitled to free use of the facilities at the Eccles Student Life Center. Students between their must pay a nominal fee for summer use of the Center.

Parking
http://www.parking.utah.edu/

The Department of Commuter Services requires students who drive to campus to register their vehicles and purchase annual parking permits. Vehicles are cited under a University citation system for rule infractions. Parking citations may be appealed. Complete campus parking regulations are listed in the Parking Regulations Brochure available from Parking Services.

More information can be found at the website noted above.

Utah Transit Authority (UTA) Pass
http://www.ridetua.com/

Dental students have a UTA Ed Pass embedded in their School of Dentistry ID. The ID badge can be used on all UTA vehicles. Students must use their ID badge for the electronic reader (Tap on/Tap off system). Card readers are located at all doors on UTA busses and near the entrances to all TRAX and FrontRunner platforms. Be sure to tap on when boarding and tap off when exiting to validate your fare.

Health Insurance

All students are required to have continuous health insurance coverage from dental school matriculation through graduation. Students will be regularly and randomly audited for proof of ongoing health insurance coverage. If an audited student is found to be without health insurance, s/he will be pulled from their curriculum until s/he can provide documentation that his/her health insurance policy is active.

Student Activity Funds

Appropriate student activities will be supported by monies provided by the Office of the Dean. Arrangements will be made through elected student officers.

Support for Student Travel to National or Regional Conferences

Students invited to present research results at regional or national conferences are encouraged to seek funding for travel expenses from the Dean. Requests for funding support from the Dean’s Office fund will be considered by the student body officers on a case-by-case basis.

ASUU Funds

http://asuu.utah.edu/student-groups/

School of Dentistry Student Interest Groups may apply for funding in support of Interest Group activities through Associated Students of the University of Utah (ASUU). The ASUU dental student senator and/or Interest Group member may submit requests for ASUU funds. The request should include an explanation of how the monies would benefit the dental student body.
Support for School of Dentistry sponsored International Travel Experiences

Dental students participating in international travel programs through the Global Health Initiative may be eligible for travel fund support through the University of Utah Office of International Education and Study Abroad Office (200 Central Campus Drive, Rm 159, SLC, UT 84112, Phone 801-581-5849).

For additional information regarding funding support for University of Utah approved international experience see: [http://internationaleducation.utah.edu/study-abroad/](http://internationaleducation.utah.edu/study-abroad/)