

**Interim Student Handbook  
2016-2017**

**University of Utah  
School of Dentistry**



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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 (UUSOD). 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 UUSOD 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 UUSOD website at:

<http://dentistry.utah.edu/files/uusodstudenthandbook.pdf>

## Mission and Vision

### Mission

The mission of the University of Utah School of Dentistry is to improve the oral and overall health of the community through education, research and service based on:

1. Academic excellence
2. Exceptional, compassionate and innovative patient-centered care
3. Research to advance knowledge and continually improve oral health
4. Community collaboration, enrichment and service
5. Leadership

### Vision

The Future of Dentistry: Transforming Scholarship into Leadership

## 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>) and the UUSOD Code of Ethics. Students will attest to agreement by signing a copy at new student orientation.

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 (UUSOD) Code of Ethics

As a student at the UUSOD, 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 UUSOD 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.

- 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.

## 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.

- Attire:** Clothing at the SOD is to be business professional, business casual or scrubs. The following are not acceptable: 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 anatomy lab, the simulation lab and the clinic. Scrubs will be standardized and must comply with UUSOD specifications. They are expected to be clean and neat. A white coat that meets the UUSOD 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 must wear their hair tied back or covered to avoid interfering with performance of procedures or coming into contact with patients.
- 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 (e.g., tongue, eyebrow piercings etc.), with the exception of earrings. 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 must 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 Education and Student Life and presentation of the student to the Academic and Professionalism Review Committee (APRC).

## Student Identification Badge

During orientation week, dental students will be issued a UUSOD 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.

The ID badge must be worn so that it is easily readable by patients and UUSOD personnel unless it is covered by Personal Protective Equipment (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.

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 student's UUSOD photo ID badge provides cafeteria and library privileges, after-hours entry to the UUSOD, 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.

## 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:

- You must recognize that actions online and content posted may negatively affect your reputation and standing among patients and colleagues, may have consequences for your career and can undermine public trust in the profession.
- Post content that reflects positively on you and the UUSOD. 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, be aware that a much larger group may actually see your post and 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.
- 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.



- Do not disclose confidential information, as you may be in violation of the law. The University/UUSOD and/or a patient may take action against you for disclosures of confidential information.
- You 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 you interact with patients on the Internet, you must maintain appropriate boundaries of the patient - dentist relationship in accordance with professional ethical guidelines. To maintain appropriate professional boundaries you should separate personal and professional content online.
- If you post content concerning the University or the UUSOD, make it clear that you do not represent the University or the UUSOD and that the content you are posting does not represent the views of the University or the UUSOD and does not obligate the UUSOD in any manner.
- Make sure the content you post is in harmony with the ethical or other codes of dentistry. Violations of the Student Code of Ethics may result in action against you
- Realize that you may be subject to action by the University/UUSOD for posting or promoting content that substantially disrupts or materially interferes with University/UUSOD activities or that might lead University/ UUSOD 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 on a clinical experience or rotation to dismissal the UUSOD.
- If you observe content posted by colleagues that appears unprofessional, you have a responsibility to bring that content to the attention of the individual, so that the student 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 you should report the matter to the Assistant Dean for Education and Student Life.

## **UUSOD Tuition and Fees**

Current tuition rates and a breakdown of fees per semester can be found at:

<http://dentistry.utah.edu/students/index.php>

## **Office of the Dean**

The Office of the Dean oversees all issues relating to dental education, patient care, research, scholarship and community service within the UUSOD. Included in the responsibilities of the Office are planning for the UUSOD's future; the management of resources (people, space, facilities, equipment and money) that are used in support of the UUSOD's mission; development of relationships with other parts of the University, with the dental profession and with the external community; and stewardship of the UUSOD's donors and supporters.

## **Office of Clinical Affairs and Patient Care**

The Assistant Dean of Clinical Affairs and Patient Care oversees the operations of the Clinics of the School of Dentistry. Working closely with the group practice leaders, this office works to ensure that each student receives an excellent clinical experience with a good mix of patients needing a full range of dental procedures. This process ensures that our students enter the profession as competent, confident well-rounded clinicians.

The UUSOD is focused on excellent patient care. This office oversees the quality of care delivered by our students and faculty to ensure a positive patient experience and the delivery of exceptional dental treatment.

### **Office of Education and Student Life**

The Assistant Dean for Education and Student Life, 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 UUSOD's educational mission.

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

### ***Office of Admissions***

This office, under the direction of the Director of Admissions, coordinates the application process from initial review to final acceptance and matriculation. The Admissions Committee is composed of faculty and community dentists. Additionally, students may provide input to the committee after attending luncheons and visiting with applicants on their interview day. The Office of Admissions maintains an active outreach program with pre-professional advisors and for prospective students on college and university campuses locally and regionally. These relationships assure that current UUSOD admissions policies and practices are disseminated in a timely fashion and to diverse populations.

### **Office of Finance, Operations, and Development**

The Assistant Dean for Finance, Operations, and Development plans, directs, and evaluates the financial, operational, and philanthropic activities of the UUSOD in order to meet its healthcare, education, and research missions. This office directs the preparation and implementation of budget, oversees the allocation of space and resources, and provides broad oversight of administrative and clinical support staff. The office supports the Dean of the UUSOD in strategic planning, institutional development, community outreach, and regulatory and legal interface.

# CURRICULUM

## Curriculum Overview

The UUSOD is committed to the philosophy that a broad-based, patient-oriented curriculum is critical for developing the knowledge and skills of future dentists. The UUSOD 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 designed to 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 to prepare students for the clinical sciences and the patient-care focus of the curriculum. The following proposed course listing is under review by the Curriculum Committee:

[Link to courses](#)

## Promotion and Graduation Requirements

The mission of the UUSOD 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 UUSOD try, 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 and Professionalism Review Committee (APRC) regarding their candidacy to receive the DDS Degree; and
6. Meet all obligations to the UUSOD 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.

## Grading System

The official dental student transcript is maintained by the University of Utah's Registrar Office. The UUSOD grades utilizes A-C and E or Pass/Fail at the instructors' discretion. An Incomplete grade can be given for work not completed due to circumstances beyond the student's control. The grade of EU (Unofficial withdrawal) is given when the student's name appears on the registrar's final grade report but there is no record of attendance or other evidence of participation in the course and treated as an E in calculating the student's GPA.

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 course, for defining student performance expectations, and for defining and publicizing the criteria upon which students will be evaluated.

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 must be given in such a way as to promote learning and to avoid humiliation.

## **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, and course directors are responsible for defining the impact that non-attendance will have on grades in each course syllabus.

### **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>.

### **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, the student should notify the Office of Education and 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 Assistant Dean for Education and Student Life, provide additional supporting documentation.

Examinations, assignments, and clinical/learning experiences missed due to an emergency must be rescheduled and completed within the time frame approved by the course director, unless there are extraordinary circumstances (such as a student's ongoing hospitalization). If, due to circumstances beyond the student's control, the student is unable to reschedule a missed exam, assignment, or clinical experience in this time frame, the Assistant Dean for Education and Student Life will determine the appropriate time to reschedule the activity in consultation with the course instructor.

If students demonstrate a pattern of missing examinations, assignments, or clinical experiences on an emergency basis, they 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 (Assistant Dean for Education and Student Life or Assistant Dean for Clinics and Patient Care) 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 and Professionalism Review Committee (APRC), which has access to a full range of disciplinary actions, including dismissal.

## STUDENT RIGHTS AND RESPONSIBILITIES

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

<http://regulations.utah.edu/academics/6-400.php>

### General Provisions and Definitions

General Provisions and definitions are described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>)

### Student Rights

Students have certain rights as members of the UUSOD community in addition to those constitutional and statutory rights and privileges inherent from the State of Utah and the United States of America. Nothing in this document shall be construed so as to limit or abridge students' constitutional rights. Students have the responsibility not to deny these rights to other members of the UUSOD community. Students have the additional legal rights and privileges described below and they will not be subject to discipline for the exercise of such rights and privileges.

1. Learning Environment. Students have a right to support and assistance from the UUSOD in maintaining a climate conducive to thinking and learning. UUSOD teaching should reflect consideration for the dignity of students and their rights as persons. Students are entitled to academic freedom and autonomy in their intellectual pursuits and development. Students have a right to be treated with courtesy and respect.
2. Rights in the Classroom. Students have a right to reasonable notice of the general content of the course, what will be required of them, and the criteria upon which their performance will be evaluated. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the course.
3. Role in Governance of the University. Students have a right to participate in the formulation and application of UUSOD policy affecting academic and student affairs through clearly defined means, including membership on appropriate committees and administrative bodies. Students have a right to perform student evaluations of faculty members and to have those evaluations considered in the retention, promotion, tenure and post-tenure reviews of faculty members.
4. Due Process. Students have a right to due process in any proceeding involving the possibility of substantial sanctions. This includes a right to be heard, a right to decision and review by impartial persons or bodies, and a right to adequate notice.
5. Freedom from Discrimination and Sexual Harassment. Students have a right to be free from illegal discrimination and sexual harassment. University policy prohibits discrimination, harassment or prejudicial treatment of a student because of his/her race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with a disability, or as a protected veteran.

6. Freedom of Expression. Students have a right to examine and communicate ideas by any lawful means. Students will not be subject to academic or behavioral sanctions because of their constitutionally protected exercise of freedom of association, assembly, expression and the press.
7. Privacy and Confidentiality. Students have a right to privacy and confidentiality subject to reasonable University rules and regulations. Matters shared in confidence (including, but not limited to, information about a student's views, beliefs and political associations) must not be revealed by faculty members or UUSOD administrators except to persons entitled to such information by law or University policies. Students have a right to be free from unreasonable search and seizures.
8. Student Records. Students have a right to protection against unauthorized disclosures of confidential information contained in their educational records. Students have a right to examine and challenge information contained in their educational records.
9. Student Government and Student Organizations. Students have a right to participate in elections for organizations that represent the students. Students have a right to form student organizations for any lawful purpose.

## **ACADEMIC DUE PROCESS**

### **Standards of Performance**

In order to ensure that the highest standards of academic and professional performance are promoted and supported at the UUSOD, students must:

1. Meet the academic requirements of a course;
2. Meet the academic requirements of the UUSOD; and
3. Comply with the UUSOD Code of Ethics.

### **UUSOD Academic and Professional Review Process**

1. Course directors will publish grading criteria in the syllabus, and the criteria will be reviewed with students on the first day of the course.
2. Students in good standing who have satisfactory grades and evaluation reports will automatically advance to the next course. Good standing is defined as having
  - a. Passed all courses to date;
  - b. Successfully completed all academic requirements;
  - c. Achieved required levels of competency;
  - d. Demonstrated professional behavior; and
  - e. Upheld the Student Code of Ethics.
3. If a student fails (E or F) or receives an Incomplete (I) in a course and/or fails to uphold the code of ethics, and/or demonstrates lapses in professionalism, the student will be presented to the Academic and Professionalism Review Committee (APRC).
4. Students with delayed course completion may be so presented to the APRC.

### **Academic and Professionalism Review Committee (APRC) Responsibilities**

- To monitor student academic performance, ethical conduct, and progress through the dental school curriculum.

- To consider and evaluate for approval all course remediation recommendations that originate from faculty, course director or Section Head
- To impose an academic action or academic sanction based on a student's performance in a course, delayed course completion, failure to uphold the code of ethics and/or lapses in professionalism
- To make recommendations to the Dean regarding each student's yearly promotion
- To make recommendations to the Dean regarding each student's candidacy to receive the DDS Degree

“Academic action” means the recording of a final grade (including pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, rotation, or paper. It also includes, but is not limited to a decision by the UUSOD Academic and Professionalism Review Committee (APRC) to impose course remediation, extended the curriculum, reprimand, place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious.

“Academic sanction” means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from the UUSOD, or revocation of a student's degree or certificate. It may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious.

“Arbitrary and capricious” means that there was no principled basis for the academic action or sanction.

(University Policy 6-400 <http://regulations.utah.edu/academics/6-400.php>)

## **Student Academic Performance**

### **Assessing Academic Performance**

Faculty members, including members of the Academic and Professionalism Review Committee (APRC), are qualified as professionals to observe and judge all aspects of a student's academic performance, including demonstrated knowledge, technical and interpersonal skills, attitudes and professional character, and ability to master the required curriculum.

### **Automatic Actions**

The following academic actions are automatic and shall be imposed by the APRC after confirming that the facts that serve as the basis for the automatic action actually occurred (e.g., failure of a course):

Academic Warning: Interim (mid-year or mid-block) failing grade of a didactic and/or clinical course or rotation; students placed on academic warning may not participate in school-sponsored travel

Academic Probation: Course or rotation failure or delayed course completion; students on academic probation may not hold elected office in the SOD or University of Utah or participate in school-sponsored travel.



Students will remain on Academic Warning or Academic Probation until the deficiencies have been corrected or the conditions set by the APRC have been satisfied, as determined by the Chair of the APRC and the Dean of the SOD.

## Appeal of Academic Actions

The UUSOD 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.

### Appeals Process

A student who believes that an academic action taken is arbitrary or capricious has the right to appeal the academic action according to the process defined in the University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>) and described for the UUSOD in the following synopsis:

#### *1. Discussion with the Faculty Member*

Within twenty (20) business days of notification of the academic action, discuss the academic action with the involved faculty member and attempt to resolve the disagreement.

#### *2. Consultation with Assistant Dean for Education and Student Life*

Initiate formal appeals process

- If the faculty member does not respond within ten (10) business days
- If the student and faculty member are unable to resolve the disagreement, or
- If the faculty member fails to take the agreed upon action within ten (10) business days

Within forty (40) business days of notification of the academic action, the student shall appeal the academic action in writing to, and consult with, the Assistant Dean for Education and Student Life.

#### *3. Appeal to Academic and Professionalism Appeals Committee.*

Within fifteen (15) business days of consulting with the student, the Assistant Dean for Education and Student Life shall notify the Academic Appeals Committee that the student is appealing the academic action.

#### *4. Proceedings Before the Academic and Professionalism Appeals Committee*

Proceedings before the Academic Appeals Committee shall follow the procedures defined in the University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

#### *5. Review and Decision by the Dean or Designee*

The UUSOD Dean, or designee, shall within ten (10) business days, consider the findings and recommendations of the Academic Appeals Committee, render a decision and communicate it as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

### **6. Appeal to Senior Vice President for Health Sciences**

Within ten (10) business days of receipt of the dean's, or designee's, decision, any party may appeal the decision by filing a written notice of appeal with the Senior Vice President for Health Sciences, as described in University of Utah Code of Student Rights and Responsibilities

(<http://www.regulations.utah.edu/academics/6-400.html>).

## **Standards of Behavior**

In order to promote personal development, to protect the UUSOD community, and to maintain order and stability on campus, students who engage a violation of the University of UUSOD Code of Ethics or any other acts of behavioral misconduct as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>) may be subject to behavioral sanctions. The process is described for the UUSOD in the following synopsis:

### **1. Initial Oral or Written Complaint**

Within forty-five (45) business days of the date of discovery of the alleged violation, any person may submit an oral or written complaint to the Assistant Dean for Education and Student Life.

### **2. Initial Inquiry and Informal Resolution**

Within ten (10) business days after a complaint has been submitted, the Assistant Dean for Education and Student Life shall give written notice to the student against whom the complaint was lodged of the complaint and the procedures to resolve the issue who shall proceed University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

### **3. Formal Written Complaint and Referral to Academic and Professionalism Review Committee (APRC)**

If informal resolution is inappropriate, or if efforts at informal resolution are not successful within the allowed time period, the Assistant Dean for Education and Student Life, shall proceed as described in the University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

### ***Proceedings Before the Academic and Professionalism Review Committee (APRC) Acting as the Student Behavior Committee***

Proceedings before the Committee will be consistent with those described for the in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

### **4. Review and Decision by the Dean or Designee**

The UUSOD Dean, or designee, shall within ten (10) business days, consider the findings and recommendations of the APRC, render a decision and communicate it as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

### **5. Appeal to Senior Vice President for Health Sciences**

Within ten (10) business days of receipt of the dean's, or designee's, decision, any party may appeal the decision by filing a written notice of appeal with the senior vice president for health sciences, as described

in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

### **Suspension or Dismissal from the UUSOD for Behavioral Misconduct**

The sanctions of suspension or dismissal from the UUSOD for behavioral misconduct including administrative suspension to protect the UUSOD population may be imposed as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

## **Student Academic Conduct**

### **Standards of Academic Conduct**

In order to ensure that the highest standards of academic conduct are promoted and supported at the UUSOD, students must adhere to generally accepted standards of academic honesty, including but not limited to refraining from cheating, plagiarizing, research misconduct, misrepresenting one's work, and/or inappropriately collaborating. A student who engages in academic misconduct may be subject to academic sanctions.

#### **1. Academic Misconduct**

- Any person who observes or discovers academic misconduct by a student should file a written complaint with the faculty member responsible for the pertinent academic activity within thirty (30) business days of the date of discovery of the alleged violation.
- A faculty member who discovers or receives a complaint of misconduct relating to an academic activity for which the faculty member is responsible shall take action under this code and impose an appropriate sanction for the misconduct.
- Upon receipt of a complaint or discovery of academic misconduct, the faculty member shall make reasonable efforts to discuss the alleged academic misconduct with the accused student no later than twenty (20) business days after receipt of the complaint, and give the student an opportunity to respond.
- Within ten (10) business days thereafter, the faculty member shall give the student and the Chair, Academic and Professionalism Review Committee, written notice of the academic sanction, if any, to be taken and the student's right to appeal the academic sanction to the Academic and Professionalism Appeals Committee. In no event shall the academic sanction imposed by the faculty member be more severe than a failing grade for the course.
- A student who believes that the academic sanction given by the faculty member is arbitrary or capricious should discuss the academic sanction with the faculty member and attempt to resolve the disagreement. If the student and faculty member are unable to resolve the disagreement, the student may appeal the academic sanction to the Academic and Professionalism Appeals Committee within fifteen (15) business days of receiving written notice of the academic sanction.
- If the faculty member, UUSOD Dean or Senior Vice President for Health Sciences believes that the student's academic misconduct warrants an academic sanction of probation, suspension or dismissal from the UUSOD or the Dean and/or the Senior Vice President for Health Sciences become aware of multiple acts of academic misconduct by a student, investigations and recommendations will be as described in University of Utah Code of Student Rights and Responsibilities (University Policy 6-400 <http://regulations.utah.edu/academics/6-400.php>)

***Proceedings Before the Academic and Professionalism Appeals Committee***

Within fifteen (15) business days of consulting with the student, the Assistant Dean for Education and Student Life shall notify the Academic and Professionalism Appeals Committee that the student is appealing the academic action.

Proceedings before the Academic and Professionalism Appeals Committee shall follow the procedures defined in the University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

**2. Review and Decision by the Dean or Designee**

The UUSOD Dean, or designee, shall within ten (10) business days, consider the findings and recommendations of the Academic and Professionalism Appeals Committee, render a decision and communicate it as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

**3. Appeal to Senior Vice President for Health Sciences**

Within ten (10) business days of receipt of the dean's, or designee's, decision, any party may appeal the decision by filing a written notice of appeal with the Senior Vice President for Health Sciences, as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

**Suspension or Dismissal from the UUSODE or Revocation of a Degree or Certificate**

1. The sanctions of suspension and dismissal and revocation for academic misconduct may be imposed:
  - a. If recommended by the Academic and Professionalism Appeals Committee to the dean;
  - b. If deemed appropriate by the dean notwithstanding the recommendation from the committee; or
  - c. By the senior vice president for health sciences notwithstanding the decision (or recommendation) of the dean.
2. A student who has been suspended or dismissed from the University shall be denied all privileges accorded to a student as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>)

**Student Professional and Ethical Conduct**

**Standards of Professional Conduct**

In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at the UUSOD, students must adhere to the prescribed professional and ethical standards of the profession of dentistry as described in the UUSOD Code of Ethics.

**1. Professional Misconduct**

A student who engages in professional may be subject to academic sanctions including but not limited to a grade reduction, failing grade, probation, suspension or dismissal from the UUSOD, revocation of a degree or certificate, or comparable professional credentialing sanctions. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

- a. Any person who observes or discovers that a student has engaged in professional misconduct should file a written complaint with the office of the Dean within forty-five (45) business days of the date of discovery of the alleged violation.
- b. Upon receipt of the complaint, the Dean shall act as described in the University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).
- c. If an informal resolution is reached and the responding student complies with the terms and conditions of the resolution, no further action against the student will be taken and the matter will be closed.
- d. If informal resolution is inappropriate, or if efforts at informal resolution are not successful, the dean shall, within twenty (20) business days of receipt of the complaint, refer the complaint, including his/her recommendation for academic sanctions, to the Academic and Professionalism Appeals Committee for proceedings and so notify the student in writing

## **2. Proceedings Before the Academic and Professionalism Appeals Committee**

Proceedings before the Academic and Professionalism Appeals Committee shall be consistent with the University of Utah Code of Student Rights and Responsibilities

(<http://www.regulations.utah.edu/academics/6-400.html>)

The Committee chair shall prepare a written report of the Committee's findings and recommendations and present it to the Senior Vice President for Health Sciences within ten (10) business days after the conclusion of the hearing.

## **3. Review and Decision by the Senior Vice President for Health Sciences**

The vice president shall consider the documentation submitted to the Committee and the findings and recommendations of the Committee in making a decision as described University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>).

The Vice President's decision is final unless appealed to the President within ten (10) business days of receipt of the decision.

## **4. Appeal to President**

Within ten (10) business days of receipt of the Vice President's decision, any party may appeal the decision by filing a written notice of appeal with the president and delivering a copy to the other party as described University of Utah Code of Student Rights and Responsibilities

(<http://www.regulations.utah.edu/academics/6-400.html>)

The decision of the president is final.

## **Suspension or Dismissal from the UUSOD and Revocation of a Degree or Certificate**

1. The sanctions of suspension, dismissal, and revocation for professional misconduct may be imposed:
  - a. If agreed upon in informal resolution between the responding student and the dean of the college;
  - b. If recommended by the Academic and Professionalism Appeals Committee to the Senior Vice President for Health Sciences;
  - c. By the Vice President notwithstanding the recommendation from the committee; or
  - d. By the President notwithstanding the decision of the Vice President.
2. A student who has been suspended or dismissed from the University shall be denied all privileges accorded to a student as described in University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>)

## **Requirements for Reporting a Guilty Plea, a Plea of No Contest or a Conviction**

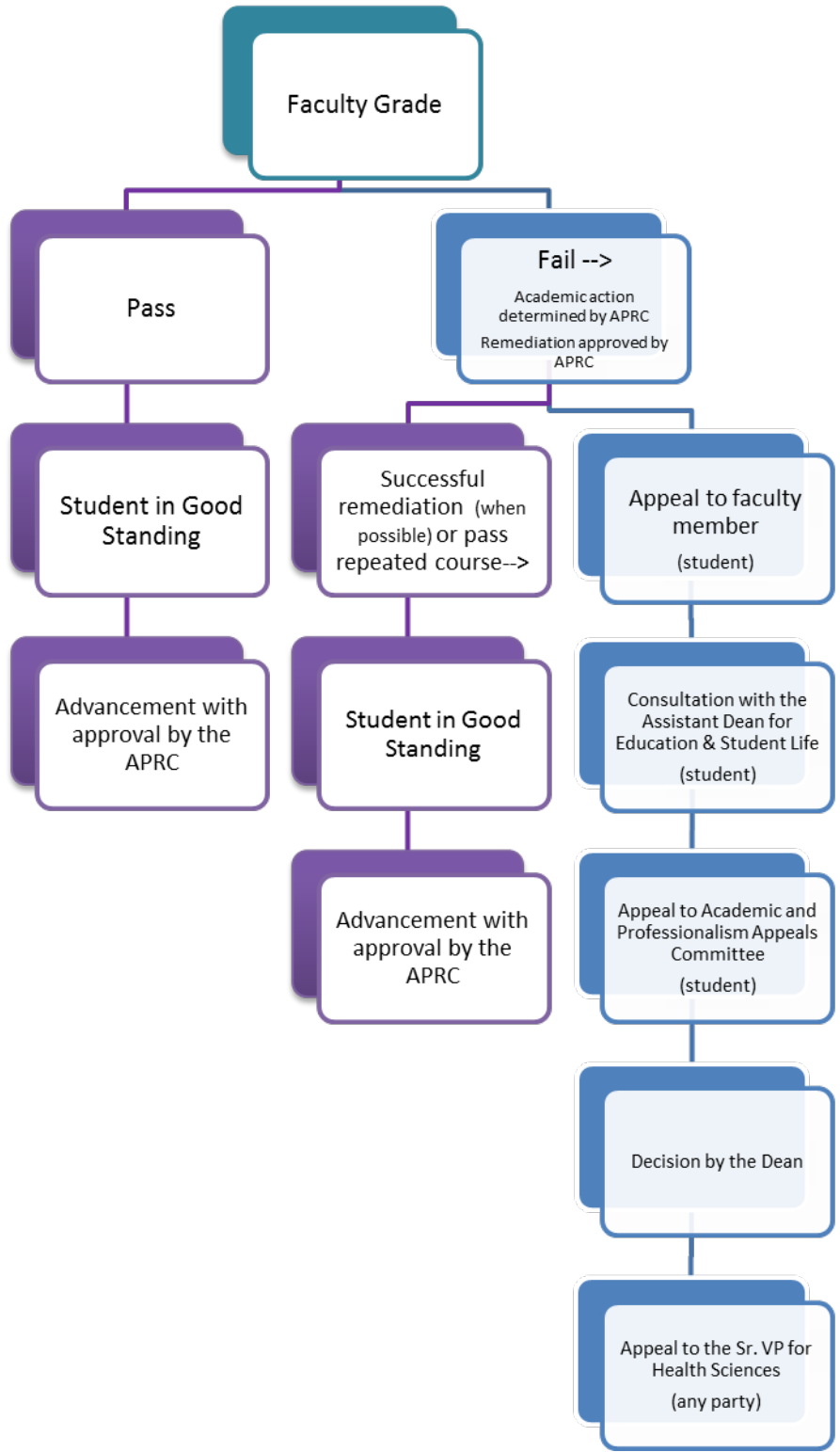
As a condition of continued enrollment in the UUSOD, students must notify the Assistant Dean for Education and Student Life of a guilty plea, a plea of no contest or conviction of any charge other than a minor traffic violation that occurs between matriculation and graduation from dental school. A guilty 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 Director 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 UUSOD 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 Assistant Dean for Education and Student Life for either informal resolution or for presentation to the Academic and Professionalism Review Committee (APRC) for behavioral/professional misconduct. The Assistant Dean for Education and Student Life and/or APRC 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 Director of Admissions for either informal resolution or presentation to the Executive Committee. The Director of Admissions and/or Executive Committee will investigate as deemed necessary and appropriate in accordance with the usual standards of due process. Dental school candidates presented to the APRC or Executive Committee 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 and Professionalism Due Process Overview



## **POLICIES AND PROCEDURES**

### **Disability Services**

<http://disability.utah.edu/>

The UUSOD 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. Although a candidate may voluntarily self-identify as a person with a disability, the UUSOD can only accommodate diagnosed 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 Education and Student Life to arrange for approved accommodations. The UUSOD and CDS maintain a collegial, cooperative, and collaborative relationship to ensure compliance with federal and state regulations for students with disabilities. 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.

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. .

1. 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.
2. Once the need for reasonable accommodations has been established, the CDS and the UUSOD, 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 UUSOD will then direct the appropriate course directors to provide the accommodation.
3. If the UUSOD 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.
4. A candidate may seek to establish a disability and request reasonable accommodation at any time before or after matriculation.
5. A candidate should claim and establish the existence of a disability prior to the onset of academic problems. The UUSOD shall have no obligation to remediate an academic failure resulting from a claimed disability that was not brought to the attention of the UUSOD and addressed in a timely fashion. Accommodations cannot be retroactive.
6. The UUSOD follows the guidelines for confidentiality and security of documentation outlined by the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).

### **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 Assistant Dean for Education and Student Life to request a LOA. The decision to grant a LOA is the discretion of the Assistant Dean for Education and 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
- Family Care 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

## **Family Care Leave Policy**

Recognizing that combining childrearing and predoctoral dental education is a unique challenge, the University of Utah School of Dentistry is committed to supporting students who have children while they are enrolled in dental school.

Medical complications for a pregnancy related condition and attendant requested accommodation(s) require a physician's note and are covered separately by the Excused Absence Policy in conjunction with Title IX and the Americans With Disabilities Act/Section 504 of the Rehabilitation Act of 1973 (ADA/Section 504) (see "Missed Class, Examination, or Learning Activity" and "Title IX" below).

### **Family Care Leave without a Physician's Note**

Our goal is to accommodate the routine immediate perinatal (defined as within 3 days of birth), neonatal (defined as within 30 days of birth) or adoptive periods (defined as within 30 days of the adopted child's arrival in the home) without the need for a physician's note while providing realistic options for the student-parent to continue making progress toward completion of the DDS degree.

The birth or adoption of a child qualifies the dental student-parent (male or female) to the following mechanisms of formal and informal family care leave:

### **Excused Absences for Formal Family Care Leave**

Students experiencing the birth or adoption of a child qualify to be excused from the curriculum under the Excused Absence Policy (see "Missed Class, Examination, or Learning Activity") for 3 consecutive days immediately following the birth or adoption. This excused absence for family care leave is available in all four phases of the curriculum and does not require a physician's note. As with all excused absences, students are still responsible for all curricular material presented during the time they are away. Furthermore, any patient care responsibilities will need to be coordinated through the Assistant Dean for Clinical Affairs and Patient Care.

### **Leave of Absence for Formal Family Care Leave**

Students may request a formal Leave of Absence for a variety of reasons including Family Care leave. A Leave of Absence is a period of non-enrollment when a student is not required to pay tuition and fees and is not considered to be working toward the DDS degree. The duration may vary but may not exceed one year at a time. A Leave of Absence is granted at the discretion of the Assistant Dean for Education and Student Life. (See “Leave of Absence”)

### **Additional Mechanisms for Formal and Informal Family Care Leave**

The structure of the School of Dentistry curriculum varies across the four-year program. Consequently, the approach to accommodating additional Family Care leave above and beyond the use of an excused absence and the family care Leave of Absence will differ, and will depend on a consideration of factors such as academic rank (D1, D2, etc.), academic standing, time of academic year, etc. Final decision will be made by the SOD Academic Review and Professionalism Committee.

“Family Care Time” has the additional following qualifiers:

- The “Family Care Time” appeal should be requested no later than 1 month prior to the expected birth or adoption date of a child.
- Students will be held responsible for all academic content (including projects and assignments in simulation courses) presented during “Family Care Time.”
- Course Directors make the determination about which activities are fundamental and cannot be excused.
- No alternative learning experiences will be provided to students on “Family Care Time.”
- The student will receive zero points for all scored assignments/activities for which they are not present unless arrangements have been made with the Course Director prior to the missed assignment. Such assignments and activities refer to those that are scored, but not required in order to pass.
- Students may not be absent for quizzes or exams.
- “Family Care Time” absences will not exceed 15 consecutive curriculum days and are limited to occurring within 30 calendar days of the birth or adoption.
- Students on “Family Care Time” must communicate with the Assistant Dean for Education and Student Life on a weekly basis.
- The individualized decision for a student’s “Family Care Time” may be revoked, revised and/or revisited if the student is non-compliant with the above qualifiers or is placed on academic or professionalism probation for any other reason.

The D3 and D4 years offers more flexibility in scheduling informal family care leave. In addition to the excused absence and LOA options above for formal family care leave, students may utilize the winter and summer breaks that already exist in the current schedule to create informal family care leave time. Students may also petition the Assistant Dean for Clinics and Patient Care to postpone a clinical rotation.

### **Pregnancy and Childbirth Excused Absences and Medical Leave With Physician’s Note:**

- The School of Dentistry will accommodate excused absences for a medical illness due to pregnancy, childbirth, or pregnancy-related conditions as specified in the physician’s note detailing the duration of time needed for accommodations.
- Students who have a medically-excused absence due to pregnancy, childbirth or pregnancy-related conditions will be provided the same or equivalent resources provided to students with other temporary

medical conditions. Resources include but are not limited to tutoring and independent study activities, if appropriate to the course or rotation.

- Reasonable accommodations for a pregnancy, childbirth or pregnancy-related conditions and any related medical illness, as with any other medical illness, may include a leave of absence if it is determined that the fundamental nature of the course or rotation cannot be maintained due to the limitations set forth by the physician's note.
- The School of Dentistry will allow a student who has been on a medical leave of absence due to pregnancy, childbirth or pregnancy-related condition to return to the same academic status before her medical leave of absence began.
- The School of Dentistry will provide the appropriate training to its faculty regarding the requirements of Title IX (as well as other University non-discrimination and accommodation policies).

### **Family Care Leave While Enrolled in Another Degree Program**

Students who are enrolled in another degree program at the time of childbirth (e.g. MBA, MPP, MPH, PhD, or other) should follow the policies of the school/program in which they are enrolled.

### **Title IX**

The School of Medicine complies with Title IX of the Education Amendments Act of 1972 ("Title IX") and does not discriminate against students on the basis of sex, which includes pregnancy or pregnancy-related conditions and family care status. Pregnant students may continue to participate in class and all extracurricular activities throughout pregnancy or a pregnancy-related condition. The School of Dentistry will provide pregnant students, upon request, reasonable accommodations such as a larger desk, elevator access, or reasonable time away from class for restroom trips without requiring written confirmation from a medical provider.

### **Protection from Harassment and Discrimination**

The University of Utah has adopted policies that prohibit discrimination or harassment against an individual on the basis of race, color of skin, national origin, religion, age, status as a person with a disability, sexual orientation, gender identity/expression, status as a veteran, genetic information, and sex. Sex discrimination includes sexual harassment and harassment because of pregnancy or related conditions (if the harassment is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or environment.)

University of Utah policy and state and federal law prohibit retaliation against an individual for opposing a discriminatory practice, for participating in a discrimination complaint process, or for requesting an accommodation or academic adjustment for a disability.

To inquire about University non-discrimination policies or the grievance procedures to file complaints of discrimination, please contact the Office of Equal Opportunity and Affirmative Action (see Student Life section, [oeo@u.utah.edu](mailto:oeo@u.utah.edu)).

For further information, students may reference:

Policy 5-210, Discrimination and Sexual Harassment Complaint Policy

Policy 5-107, Sexual Harassment and Consensual Relationships Policy

Policy 5-106, Equal Opportunity and Nondiscrimination

Policy 5-117, Americans With Disabilities Act (ADA Policy)

## **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**

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.

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 as attested to by student signature at new-student orientation.

- 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;
- 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 UUSOD 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**

Federal Law, Drug-Free Workplace Act of 1988 Federal Law, Drug-Free Schools and Communities Act Amendments of 1989

UU Policy 5-113: Drug-Free Workplace

UU Policy 6-400: Code of Student Rights and Responsibilities

<http://regulations.utah.edu/human-resources/5-113.php>

## **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 UUSOD.

**Dental Student:** Any student who has accepted an offer of admission or who is matriculated in the UUSOD.

**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 UUSOD 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 UUSOD or University of Utah, or in any manner that violates criminal drug statutes. Unauthorized use or possession of alcohol anywhere in the educational environment of the UUSOD or University of Utah is also prohibited.

As a condition of continued enrollment in the UUSOD, students must notify the Assistant Dean for Education and 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 UUSOD 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 UUSOD. 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 Assistant Dean for Education and 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 UUSOD 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 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 UUSOD.

**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, 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 Assistant Dean for Education and Student Life.

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

The UUSOD 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 Assistant Dean for Education and 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 UUSOD 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 UUSOD 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 Assistant Dean for Education and 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 Assistant Dean for Education and 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 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>

## **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.

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 UUSOD.

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 UUSOD 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 Assistant 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 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***

- Stop the dental procedure as soon as feasible to allow the provider to obtain appropriate care.
- Remove gloves and wash the wound or exposed area with soap and water for 3 - 5 minutes.
- Inform the attending faculty and the Clinic Manager. Any sentinel event such as this should be reported to Risk Management.
- It is critical to test the source patient whenever possible. Inform the patient and seek for permission to test the patient's blood. The person who seeks permission from the patient and who draws the blood must be a different person than the one who was exposed.
- The exposed person completes the Employers First Report of Injury or Illness Form 122 (may be obtained from the Clinic Manager or at <http://www.hr.utah.edu/forms/lib/E1.pdf>) as defined by the Academic Worker's Compensation policy.
- The exposed health care worker will report to the Work Wellness Center (University Hospital AA217 or 801-581-2227), bringing Form 122. The Work Wellness Center staff will direct the health care worker accordingly.
- Either the person who was exposed or the attending dentist must complete the "Occurrence" portion of the form using your name as it appears on your School of Dentistry ID badge. The Work Wellness Center or the Emergency Department should complete the "Treatment" portion of the form. Within 24 hours, submit the completed form to the University of Utah Absence Management Team (420 Wakara Way Suite 105 Salt Lake City, UT 84108, phone 801-581-2169, fax 801-581-5571).
- If the students are rotating in a health care setting outside of the University, they should utilize the designated facilities at that location.
- If the work related exposure is potentially infectious, the student will be directed by the Work Wellness Center or the Emergency Department to Employee Infection Control. (University Hospital Room AA217; 801-581-2706)

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 UUSOD 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. Researchers 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-primate-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 Equal Opportunity/Affirmative Action (801-581-8365, 135 Park Building, 201 South Presidents Circle, SLC, UT 84112).

## **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 Assistant 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 Assistant 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 Assistant Dean for Clinical Affairs and Patient Care 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 Education and 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.

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 Education and 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.

## **UUSOD Industry Relations Policy**

The UUSOD 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 UUSOD students and trainees and industry entities or representatives. This policy applies to all students and trainees within the UUSOD. Specific caution must be invoked when interacting with industry representatives; faculty, trainees, students, and staff must also comply with the School of Medicine Industry Relations Policy (<http://www.regulations.utah.edu/healthSciences/supplementalrules/som-001.html>), as well as University policies governing conflicts of interest in research, human subjects, and the interaction between industry and University of Utah Hospitals and Clinics' personnel.

### **Definitions**

**Gifts:** Gifts shall include money, food, and other non-pecuniary item (e.g., entertainment, flowers, notepads, pens, etc.), excessive compensation, and non-commercial loans.

**Industry:** "Industry" shall include all pharmaceutical manufacturers, and biotechnology, medical device, and hospital equipment supply entities and their representatives.

**University of Utah Health Care/UUHC:** University of Utah Health Care and/or UUHC shall include all health care delivery and educational programs of the University of Utah, to include hospitals, clinics, centers, teaching locations, and providers.

### **Gifts from Industry Representatives**

The SOD prohibits industry representatives from giving gifts of any kind to SOD faculty, staff, trainees, or students. SOD faculty, staff, trainees, and students are prohibited from accepting gifts of any kind from industry representatives. More specifically:

1. Individual industry representatives are not allowed to bring food into the organization.
2. Faculty, staff, trainees, and students are not allowed to have meals paid for by industry representatives, except in circumstances described elsewhere in this policy.
3. Faculty, staff, trainees, and students are not allowed to receive gifts, regardless of value and regardless of where the gifts are given (e.g., within SOD facilities, within dentist offices, at conferences, etc.).

### **Promotional Material**

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, staff, or students, unless explicitly requested. Any distribution of promotional or informational materials to students or trainees must be done under the direct supervision of a faculty member and with approval of the cognizant dean (or designee).

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. All materials distributed in University of Utah Health Care clinical sites must also comply with UUHC policies, including the UUHC Vendor Gifts Policy and Other Vendor Policies and the Conflict of Interest Issues for University Hospitals and Clinics Policy.
3. **Public Areas.** All public areas, including faculty, staff, student, or trainee lounges in the SOD must be free of any materials that bear the name of a particular product or company.
4. **Samples.** University of Utah Health Care does not allow industry samples within the organization unless the use of such samples is approved through the Clinical Materials and Instrument Procurement Committee. Before providing drug samples or dental/medical surgical supplies to UUHC or SOD faculty, employees, trainees, or students, industry representatives must check with the Assistant Dean for Clinics and Patient Care (or designee) to assure the existence of and compliance with, approved UUHC protocols. Similar approval processes should apply to non-UUHC practice and teaching locations. All sample distribution must have the approval of the Dean (or designee).

### **Industry-Sponsored Scholarships and Educational Funds for Students and 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 SOD 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 SOD and not directly to student or trainee.
5. The SOD 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 SOD 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. Unless related solely to laboratory research, students and trainees will not interact with industry representatives, unless the Assistant Dean for Education and Student Life has given prior approval and the interaction is in the presence of a faculty member as part of the educational curriculum.
3. Industry support for educational activities of students and trainees is prohibited, except as expressly permitted in this document.
4. All prohibitions on food, gifts, travel, and other industry interactions addressed in this policy also apply to students and trainees.
  - a. Prohibitions for students and trainees remain in force when students or trainees are involved in educational activities outside of the University of Utah.

### **Oversight, Noncompliance, and Enforcement**

1. **UUSOD Dean Oversight.** The Dean of the SOD 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.** SOD 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 SOD faculty, staff, trainees, or 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; 3) the Code of Student Rights and Responsibilities, Policy 6-400; and 4) the UUSOD Student Handbook.

## **GOVERNANCE**

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

### **Faculty Council**

As the UUSOD grows and matures, the Faculty Council will be established as the official governing body of the UUSOD. In the interim, the faculty meets at regular intervals, usually monthly. One class president from each class is selected by the SAC to attend and participate in the faculty meetings.

### **Executive Committee**

A standing committee of the UUSOD, the Executive Committee is the policy-formulating body of the UUSOD. The Executive Committee is composed of the Dean, all Associate and Assistant Deans, all Directors, the academic Section Heads and two dental students selected by the SAC, typically the SAC chair and chair-elect.

### **Committees**

Students will have representation on appropriate UUSOD 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 to be selected by the SAC. The SAC will 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, and the Colleges of Nursing, Health, and Pharmacy. The SAC appoints one student representative to this committee. Students are encouraged to identify or report to student safety officers or staff/faculty on the committee any safety issues of concern.

### **Quality Assurance and Safety Committee**

The Quality Assurance and Safety Committee is to ensure that all quality standards are determined and evaluated based on evidence and met in all levels of clinical care. The Committee membership is composed of the Assistant Dean for Clinics and Patient Care, Clinic Manager, Operations Manager-Revenue Cycle and Data Analysis, one dental assistant, one patient reception representative, one SOD administrative representative (CODA), clinical faculty (at least one each general dentist and specialist), GPR Director or designee, one Group Practice Leader, one representative of the dispensary/sterilization and two students selected by the SAC.

### **Equity and Inclusion Committee**

The function of the UUSOD Equity and Inclusion 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 UUSOD; and to identify specific metrics to track success in achieving a diverse UUSOD community. The Committee will ensure that the UUSOD 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, Director of Admissions, Assistant Dean for Education and Student Life, two staff members one student from each class.

### **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 and a community and/or University representative. The Assistant Dean for Education and Student Life, the Director of Admissions, the Assistant Dean for Administration and Finance, and the Director of Administration serve as non-voting members.

### **UUSOD Strategy Council and Workgroups**

The UUSOD Strategy Council develops mission, vision, values, and a strategic plan outlining goals, objectives, and relevant outcome measures for the success of the School as an educational institution, as a clinical enterprise, and as a research center that serves as a premium community health resource. The strategy council engages three workgroups: (1) Didactic Delivery Optimization, (2) Clinical Care and Experience, and (3) Research Alignment and Enhancement. The SAC selects 2 students to represent on each workgroup: a D1 and D2 student for Didactic Delivery Optimization, a D3 and D4 student for Clinical Care and Experience Optimization, and a D2 and D3 student for Research Alignment and Enhancement. One student from each workgroup will also serve on the Strategy Council.

### **Student Council**

The UUSOD 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 Assistant Dean for Education and Student Life and the Dean of the UUSOD to address dental student issues and concerns. Additionally, the SAC represents students on appropriate UUSOD 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 UUSOD committees, usually from among its members. Additional information regarding Student Advisory Committees can be found at <http://asuu.utah.edu/sac-funding/>

### **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>.

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

### **Student Interest Groups**

UUSOD Student Interest Groups must register with ASUU and the UUSOD Office of Education and 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 Assistant Dean for Education and 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 Education and 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 UUSOD 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.

Dental students and dental student interest groups or organizations/associations may not solicit monetary or in-kind support from pharmaceutical or medical/dental industry representatives, and may not accept gifts or incentives in any form. Dental students and dental student interest groups or organizations/ associations are expected to adhere to the Industry Relations Policy in addition to the policy prohibiting pharmaceutical and medical device industry relationships.

The Assistant Dean for Education and 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 UUSOD 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/>

## **UUSOD Student Government Election Procedures**

### **Elected Positions**

UUSOD student government election procedures are ultimately overseen by the Student Advisory Committee, the Utah ASDA Executive Council, and the ASUU Executive Council (within their respective jurisdictions) in accordance with the UUSOD Student Handbook, the Utah ASDA Constitution, and ASUU by-laws. Elected student government positions at the UUSOD include the following:

<b><u>Position</u></b>	<b><u>Committee(s)</u></b>
<i>SAC Chair</i>	SC, SAC (additional SOD committees as assigned)
<i>SAC Chair-Elect</i>	SC, SAC (additional SOD committees as assigned)
<i>D1 Class Co-Presidents (2)</i>	SC, SAC (additional SOD committees as assigned)
<i>D2 Class Co-Presidents (2)</i>	SC, SAC (additional SOD committees as assigned)
<i>D3 Class Co-Presidents (2)</i>	SC, SAC (additional SOD committees as assigned)
<i>D4 Class Co-Presidents (2)</i>	SC, SAC (additional SOD committees as assigned)
<i>ASDA President</i>	SC, SAC, AEC (additional SOD committees as assigned)
<i>ASDA President-Elect</i>	SC, SAC, AEC (additional SOD committees as assigned)
<i>ASDA Secretary</i>	AEC
<i>ASDA Treasurer</i>	AEC
<i>ASDA Legislative Liaison</i>	AEC
<i>ASDA Committee Leads (7)</i>	
<i>ASUU SOD Senator</i>	SC
<i>ASUU SOD Representative</i>	SC

**SC = Student Council**

**SAC = Student Advisory Committee**

**AEC = Utah ASDA Executive Council**



### **Election Timing and Term Length**

The positions of *SAC Chair* and *ASDA President* are filled by those whom were elected the previous year as *SAC Chair-Elect* and *ASDA President-Elect*, respectively. The *SAC Chair-Elect* is traditionally a D2 when elected. The *ASDA President-Elect* is traditionally a D1 when elected (but serves the majority of his/her term as a D2).

For *SAC Chair-Elect*, *Class Co-Presidents*, and *ASDA Committee Leads*, elections take place in September. (Though the current SAC and ASDA presidents are allowed to alter specific election dates, the official election deadline is 5 pm on the fourth Tuesday in September.) Students elected to these positions assume office immediately, and serve a one-year term (until the next September election).

For the ASDA Executive Council (*ASDA President-Elect*, *ASDA Secretary*, *ASDA Treasurer*, and *Legislative Liaison*), *ASUU Senator* and *ASUU Representative*, elections occur in March. (Though the current ASDA President is allowed to alter specific election dates, the official election deadline is 5 pm on the fourth Tuesday in March.) Students elected to ASDA Executive Council assume office immediately, and serve a one-year term (until the next March); students elected to ASUU positions assume office the following August and serve a ten-month term until the following May.

### **Running for Office**

To run for a student leadership position, a candidate must submit a letter of intent no later than four days prior to the election deadline. (The election deadline is traditionally on a Tuesday at 5 pm; the letters of intent should therefore be submitted no later than the prior Friday at 5 pm.) The letter should include a declaration of candidacy for one or more positions. Also included should be reasons the candidate is qualified for a given position and why he/she wishes to serve in that position. Letters of intent should be at least one paragraph and no longer than one page. Candidates for SAC or class president positions should submit letters of intent to the current *SAC Chair*. Candidates for ASDA positions should submit letters of intent to the current *ASDA President*.

No personal or student group funds may be used for campaigning. Distribution of gifts or campaign materials of any kind is not allowed.

Students are allowed to run for more than one position. However, certain rules apply to the election results: 1) all positions within the SAC must be filled by separate individuals; 2) ASDA Executive Council members are not allowed to serve simultaneously as *ASDA Committee Leads*.

(Students wishing to run for an ASUU position are exempt from these procedures and must send an email to [getinvolved@asuu.utah.edu](mailto:getinvolved@asuu.utah.edu) to obtain more detailed campaign information.)

### **Voting**

Four days prior to the election deadline, the current ASDA or SAC leadership will email candidates' letters of intent to the student body (usually on a Friday night). The student body will have two days to read these letters of intent to decide which candidates they wish to elect. Voting will occur over a two-day period, opening at 8 am and closing 5 pm for both days (5 pm on the second voting day is the election deadline – usually on a Tuesday).

During the voting period, students must go to the front desk on the 3<sup>rd</sup> floor of the SOD to obtain and cast their ballots. The front desk assistant will supervise the distribution and casting of ballots. Students will receive a

ballot specific to their class – since class presidents are only applicable to a given class. Any student (regardless of class) can vote on all other elected positions.

At 5 pm on the day of the election deadline, the ballot box will be given to the SAC or ASDA Executive Council. Votes will be tallied and results will be announced as soon as possible by the appropriate organization. In the event of a tie, the SAC and ASDA leadership have the option of conducting a run-off election or simply breaking the tie with a council vote (within the jurisdiction of each organization.)

(Elections for ASUU positions are independent of this process. Emails will be sent out to the student body around election time. See [www.asuu.utah.edu](http://www.asuu.utah.edu) for more information.)

## 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 afterhours 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.
  - a. <http://dps.utah.edu/crime-prevention/property-registration.php>
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.

### 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.

### **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/>

### **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

<http://www.oeo.utah.edu/>

## **Disability Services**

<http://disability.utah.edu>

The Office of Education and Student Life serves as the liaison between the UUSOD and the CDS.

University of Utah Center for Disability Services

Olpin Student Union Building, Room 162

Phone (Voice/TDD): (801) 581-5020

Email: [info@disability.utah.edu](mailto:info@disability.utah.edu)

Lea Erickson, DDS, MSPH

Assistant Dean for Education and Student Life

Office: (801) 581-8951 or (801) 213-2365

Email: [lea.erickson@hsc.utah.edu](mailto:lea.erickson@hsc.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:

Shana Yem

Student Services Building

210 South 1460 East, Room 105

801-581-6211

[syem@sa.utah.edu](mailto:syem@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 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 UUSOD 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 Assistant Dean for Education and Student Life. Non-dental school courses may not interfere with the UUSOD curriculum as attendance in all UUSOD learning activities is expected.

Dental students on a Leave of Absence, and students between their first and second years of the UUSOD curriculum are not eligible for this benefit.

### **University Housing Options**

<http://housingoptions.utah.edu/index.php>

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.parking.utah.edu/transportation/index.html>

Dental students have a UTA Ed Pass embedded in their UUSOD 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.

## Student Health Center

Student Health Center services include but are not limited to SHAC HIV/STD testing and counseling, immunizations, TB tests, sports medicine, travel clinics and international travel vaccines. Students should contact the Student Health Center for details or to schedule appointments. Appointments are available for students and family members at low cost, and prescription assistance is available to those who qualify. Details about appointments and services are available at <http://studenthealth.utah.edu/about/index.php>.

555 Foothill Dr. Level 1  
Salt Lake City, UT 84112  
801-581-6431

## Health Insurance

All students are required to have continuous health insurance coverage from UUSOD 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.

## Immunizations

To protect the health of patients, students and the community, dental students are required to meet UUSOD 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 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.

### **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**

[www.asuu.utah.edu/student-group-funding/](http://www.asuu.utah.edu/student-group-funding/)

UUSOD 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 UUSOD-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/>