

STUDENT HANDBOOK 2019-2020



School of Dental Medicine

UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

INTRODUCTION

Welcome to the University of Colorado School of Dental Medicine. This Student Handbook has been written to provide entering dental and international students with a resource for general information about the School of Dental Medicine's academic programs, policies, services and activities. Where appropriate, University of Colorado Anschutz Medical Campus policies and service references are included.

Although this document was prepared on the basis of the best information available at the time, all information (including academic calendars, graduation requirements, and program policies) is subject to change without notice or obligation. All information in this publication supersedes information previously published in University of Colorado School of Dental Medicine student handbooks.

Mission:

The University of Colorado School of Dental Medicine (CUSDM), a collaborative partner on the Anschutz Medical Campus, is a diverse learning, clinical care, and research community. The CUSDM is committed to integrated health that innovates, treats, and discovers for the well-being of and in service to local and global communities.

Vision:

CUSDM will be recognized as the leading transformative dental institution that graduates future-ready practitioners to deliver research-informed person-centered-care.

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SCHOOL OF DENTAL MEDICINE DIRECTORY

OFFICE OF THE DEAN

Extension: 303-724-7100

Room 302 A

Dr. Denise K. Kassebaum – Dean

OFFICE OF ACADEMIC AFFAIRS

Extension: 303- 724-7115 Room 302B

Dr. Liz Ramos – Interim Sr. Director of Academic Affairs

OFFICE OF CLINICS AND PROFESSIONAL PRACTICE

Extension: 303-315-7110 Room 302C

Dr. Lonnie Johnson – Senior Associate Dean for Clinics and Professional Practice

OFFICE OF STUDENT LIFE AND INCLUSION **Room 310D**

Extension: 303-724-7120

Dr. Eric Mediavilla – Associate Dean for Admissions, Student Affairs, and Inclusion

Dr. Amisha Singh – Director for Diversity & Inclusion

OFFICE OF FINANCIAL AFFAIRS

Extension: 303-724-7130 Room 310G

Mr. Brian Davis - Associate Dean for Finance, Budget, and Strategic Projects

OFFICE OF INTERNATIONAL STUDENT PROGRAM (ISP) **Room 403**

Extension: 303-724-7060

Dr. Beth Towne–Director

Dr. Krithika Baskaran – Assistant Director

DEPARTMENT OF COMMUNITY DENTISTRY AND POPULATION HEALTH

Extension: 303-724-7030 Room 104 K

Dr. William Bailey – Chair

DEPARTMENT OF CRANIOFACIAL BIOLOGY

Extension: 303-724-4561 RC 1 North, 1101

Dr. Jeffrey Stansbury – Senior Associate Dean for Research Dr. Lynn Heasley – Chair

DEPARTMENT OF DIAGNOSTIC AND BIOLOGICAL SCIENCES

Extension: 303-724-6980 Room 130

Dr. Robert Greer, Jr. - Chair

DEPARTMENT OF ORTHODONTICS Room 372

Extension: 303-724-6990

Dr. Wm. Craig Shellhart - Chair

Dr. Gerald Minick – Program Director Residency Program

DEPARTMENT OF PEDIATRIC DENTISTRY Healthy Smiles Clinic
Healthy Smiles Clinic – 303-724-2273

Dr. Anne Wilson – Chair Adolescent Dental Clinic – **303-724-8336**
Dr. Rick Mediavilla - Director

DEPARTMENT OF RESTORATIVE DENTISTRY

Extension: 303-724-7070 Room 230

Dr. Dan Wilson –Chair

DEPARTMENT OF SURGICAL DENTISTRY

Extension: 303-724-6970 Room 130

Dr. Charles Powell – Chair GENERAL PRACTICE RESIDENCY CLINIC

Extension: 303-724-6243

Dr. Sheila Stille- Director

COMPUTER SYSTEM SUPPORT

Extension: 303-724-7119

Mr. Jaymil Patel – Director of IT and axiUm Services

TECHNICAL SUPPORT LABORATORY

Extension: 303-724-6968 Room 128

SUPPORT SERVICES

Extension: 303-724-7150 Room 0718-C

Mr. Todd Hinshaw – Facilities Manager

EQUIPMENT/REPAIR Room 0718-C

Extension: 303-724-3043

Mr. Andrew Quill – Asst. Facilities Manager

HOURS OF OPERATION

The University of Colorado School of Dental Medicine (UCSD) operates on a semester system that includes a fall semester of 18 weeks, a spring semester of 19 weeks and a summer semester of 10 weeks.

Daily hours of operation are Monday through Friday, 8:00 am - 5:00 pm. Classes are scheduled within these time periods.

EMERGENCY PROCEDURES

The school has a consistent and effective method of managing medical emergencies that occur anywhere in the building. Every clinical floor has at two or more emergency cabinets that contain oxygen, appropriate masks and bag valve resuscitation equipment. These cabinets are clearly marked. In addition, each floor has at least one automatic external defibrillator. These AEDs are marked with signs above the cabinets in which they are stored. Next to each cabinet is a red phone and a placard with instructions as to how to activate the emergency procedures within the school. The phones operate as follows: when the red phone is lifted, a red phone in the oral surgery area and a red phone in the surgical dentistry area ring. If oral surgery, surgical dentistry or GPR faculty are nearby, they will answer the phone and respond to the emergency. If the phone is not picked up in 15 to 30 seconds, it automatically calls 911 and the City of Aurora EMS system is activated. The response time to the School by the city is approximately 3 to 5 minutes.

EMERGENCY PHONE NUMBERS

Campus Police – Dial 911

1. Give your name, state your problem and if it is an emergency.
2. Give your exact location – floor, area, and room number

Fire – Dial 911

1. Give operator your name, exact location of fire, what is burning, and any injuries.
2. Evacuate the area, close all doors and pull the nearest fire alarm box.

Other Emergencies [Chemical Spill, Bio hazardous Materials, Gas Leaks, etc.]

School Response Dial 40345

Campus Response Dial 911 (if urgent)

1. MSDS Sheets located in dispensary, lab, supply and on-line.
2. Evacuate the area, close all doors as necessary.
3. Give operator your name, nature of incident, exact location, and number injured.

STUDENT RESOURCES

Dental Student Advising System: Dental Students are assigned to faculty advisors during the first semester of dental school. Students are encouraged to communicate with the faculty advisor to discuss any topics that they feel comfortable discussing that could include academic progress, academic expectations, post-graduate education opportunities, etc. The advisor will also serve as a referral service to guide the advisee to offices and agencies that offer aid not within the resources of the advisor.

Office of Admissions, Student Life & Inclusion: Available to all students to discuss and aid them in any problems or situations that may arise during their educational career and advocate for the student. This can include interaction with or without the faculty advisor depending upon the comfort level of the student or the individual situation. The Office of Admissions, Student Life & Inclusion can coordinate with the Office of Academic Affairs tutoring efforts to assist in satisfactory academic progress. The Office of Admissions, Student Life & Inclusion can confidentially refer students for assistance in Financial Aid and Counseling Services on campus.

Academic Affairs Office: Available to all students to discuss their individual academic progress or to class officers representing the class as a whole to discuss academic related issues. Can coordinate with the Office of Admissions, Student Life & Inclusion tutoring efforts to assist in satisfactory academic progress.

AMC Educational Support Services: A service unit focused on providing specialized technology and expertise, which supports AMC students in education, faculty, staff, etc. Examples of services provided include photography, graphics & illustration, digital services, media production, etc. For additional information please visit the Visual Images office or the web page:
<http://www.ucdenver.edu/about/departments/EducationalSupportServices/Pages/ESS.aspx>

AMC Student Assistance Office: AMC Central Student Services

The Office of Campus Student Services is located on the 3rd floor of Ed II North in the Student Services suite. The Office of Campus Student Services' mission is to enhance student life at the Anschutz Medical Campus of the University of Colorado Denver by providing excellence in specific non-academic and academic student services. Students who have been admitted into their respective school/program or who are currently enrolled as a degree seeking student may utilize the Office of Campus Student Services' many services during their tenure at the Anschutz Medical Campus.

Office of Inclusion and Outreach (OIO): Under the leadership of the Office of Diversity and Inclusion, the Office of Inclusion and Outreach at University of Colorado Anschutz Medical Campus has a mission to promote and support a diverse community that acknowledges values, fosters, and benefits from the unique qualities, rich histories, and wide variety of cultural values and beliefs that mirror and fulfill the University of Colorado Anschutz Medical Campus mission of education, healthcare, research, and community service.

Mission: The mission of the Office of Inclusion and Outreach is to provide sustained, comprehensive programs across all educational levels to promote access and increase numbers of underrepresented populations in healthcare, STEM, and research professions

Vision: The vision of the Office of Inclusion and Outreach is to increase numbers of underrepresented populations in healthcare, STEM and research. We also will contribute to a future generation of professionals who aspire to reduce disparities among underserved communities.

Values:

- Taking a holistic approach to student engagement
- addressing health inequities
- Improving cultural sensitivity and responsiveness
- Fostering a welcoming, inclusive environment for the campus community
- Providing mentorship and leadership opportunities through networking and community involvement
- Promoting excellence and innovation
- Bridging underrepresented populations through the P-20 spectrum to healthcare, STEM and research disciplines
- Infusing empowerment by increasing social capital

Location: Education 2 North Room 3118 (3rd Floor)

Phone: 303-724-8006

Email: OIO@cuanschutz.edu

School of Dental Medicine Office of Diversity and Inclusion: In addition to having a campus-wide Office of Outreach and Inclusion, the School of Dental Medicine also provides direct support and resources for diversity. The School of Dental Medicine Office of Diversity and Inclusion aims to improve access and quality

of oral health care to underserved communities by expanding a more diverse dental workforce. To help diversify the dental workforce, the Office of Diversity and Inclusion has several educational programs designed to support all our students here at the dental school.

Disability Resources & Services: Disability Resources & Services maintains disability-related records, determines eligibility, and develops plans to provide academic accommodations for students. The office is located in Building 500, Room Q 20 – EG 305. They can also be reached at (303) 724-5640 or (303) 724-8428 or on their website.

CARE Team: The CARE Team was created to address the health and safety needs of students as well as the campus community. Its purpose is to assess whether individuals pose a risk to themselves or others and to intervene when necessary; and, more generally, to identify and provide assistance to those in need. The team takes a preventative approach to risk assessment by offering resources, referrals, and support to both the concerning individual and those impacted by their behavior. For more information, please visit the CARE Team website.

Office of Case Management: The Office of Case Management creates access to resources for students to maintain their safety, health, and well-being, consults & trains on supporting students in navigating challenging situations, manages the Case Management referral system, and convenes the CARE Team. The Office is located in Education 2 North, Room 3200 and can be reached at (303) 724-8488. Additional information can also be found on the Office of Case Management website.

Phoenix Center: The Phoenix Center serves the entire campus community including students, faculty, and staff. They provide free, confidential support services, education, awareness efforts, and resource referrals for issues of interpersonal violence – which includes relationship violence, sexual violence, and stalking. The center is located in the Education 2 North Building, Room 5232. The center can be reached at (303) 724-9120 for appointments or for the 24/7 helpline at (303) 556-2255. Additional information can also be found on their website.

CHANGE OF NAME OR ADDRESS

The student may make a change of address directly on-line at <http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx#>. In addition, the student **must also** report any revisions to the **SODM Office of Admissions, Student Life & Inclusion**

FINANCIAL AID

The Financial Aid office shall make every effort within published rules to ensure that financially needy students, who otherwise would not be able to attend the University of Colorado AMC because of insufficient family resources, will have the financial opportunity to attend this institution and obtain their degrees.

The Financial Aid Office is located in the Education 2 North Building, Room 3123 (3rd Floor).

Advising Hours:

Mondays, Wednesdays, & Fridays - 8:00am - 3:00pm

Tuesdays & Thursdays - 8:00am - 1:00pm

You can also reach them by phone at 303-724-8039 or by email at Financial.aid@cuanschutz.edu.

Financial aid consists of federal, state and institutional funds. These funds generally consist of a combination of part-time employment, long-term low interest loans, grants and scholarships. Most financial aid is awarded on the basis of financial need. There is a state-funded scholarship for undergraduates, based on merit, and a state-funded graduate fellowship for graduate students enrolled in at least 9 credit hours per term based on merit.

Financial need is defined as the difference between the cost of attendance as defined by federal regulations and the institutional policies (tuition, fees, books and supplies, room and board, transportation) and total family resources available to the student. The primary responsibility for financing post-secondary education rests with the students and their families. It is important to note that Financial Aid is intended to help the student with educational expenses. Federal, State, and institutional funds are intended to support the student during school and are not available to help in the support of a student's family.

The AMC Financial Aid Office participates in the Federal Direct Stafford Loan Program. Under the program, the federal government provides subsidized and unsubsidized Stafford loans and Parent Loan for Undergraduate Students (PLUS) to students. Students are not required to complete separate loan applications, thus eliminating the banks, guaranty agencies, and other private lenders. The Federal Direct Stafford Loan Program makes the process of applying and receiving loan funds easier for the students.

Financial aid awards for the current term will be applied first toward current tuition and fee bills. After the current tuition and fee amounts have been paid, the remaining financial aid funds will be refunded to the student for living expenses.

The University reserves the right to adjust or cancel your award anytime as a result of information received that affects your eligibility. It is the responsibility of a financial aid recipient to report any changes in your financial, marital and enrollment status to the Financial Aid office. If you should receive assistance from other sources, such as trainee ship, graduate fellowship, private loan or scholarship, you must report this to the Financial Aid office. It may be necessary to repay some financial aid if you receive more funds than can reasonably be attributed to meeting your educational expenses at the University as determined by the Financial Aid Office

TRANSCRIPTS

Students may print unofficial transcripts through the Student Portal, UCDAccess. Official transcripts may be ordered by completing a "Transcript Request" form through *Parchment*, our online transcript service, which can be accessed through the Office of the Registrar's website.

The cost of official transcripts vary based on pickup and/or delivery method.

Outstanding financial obligations with any CU campus must be resolved before a transcript can be released. You will be notified if you have a financial hold before you are permitted to submit a transcript order. Please contact the Bursar's Office to make payment arrangements:

LICENSURE EXAMINATIONS

National Board Examinations

The Joint Commission on National Dental Examinations of the American Dental Association provides examinations for dental students.

Dental students are required to take a two-part examination. Part I is offered in July of the DS-I year, while Part II is administered mid-way through the DS-IV year.

Prior to faculty recommendation for graduation, all students must pass the National Board Examinations.

State Licensure Examination

Individual state licensure requirements vary greatly. To be licensed in the State of Colorado, students must complete the appropriate regional licensing examination. Students will be provided with specific information about these exams, and other regional licensing boards in their senior year.

DENTAL SCHOOL GRADUATION PREPARATIONS

I. Preparation

A. Clearance

Prior to graduation from AMC, all students will be required to obtain a clearance form through the Office of Academic Affairs.

1. FINAL CLEARANCE FORM – to be completed at the conclusion of the senior year.

NOTE: Each student is responsible for verifying that all outstanding obligations have been met with the University of Colorado departments (i.e. Bookstore, Bursar's Office, Parking, Library, ID Access, etc.)

B. Diplomas

Graduation requires completion of all course work at a passing level, removal of any in-progress grades, completion of any required remedial work and passing scores on Part I and Part II National Boards. The diploma will be held if the student has not met academic and financial obligations.

Diplomas that have been lost, stolen or damaged may be replaced by writing the University of Colorado Anschutz Medical Campus Office of the Registrar stating the reason for replacement. There is a minimal fee.

C. Social Activities

The Graduation Banquet is held on an evening immediately preceding commencement exercises. It is attended by graduating students, faculty, invited staff, spouses/dates and members of graduates' immediate families.

D. Attendance at Commencement/Convocation Exercises

Attendance at commencement/convocation exercises is expected for all members of the graduating classes.

POLICIES AND GUIDELINES

Student Dress Code

A neat, clean professional appearance is required in all areas of the building. This requirement applies to all students, faculty, staff and residents. All articles of clothing worn in the School should be clean and in good repair. This policy must be read in conjunction with the School's Infection and Exposure Control Plan. If a conflict arises between this policy and the School's Infection Control Policies, Infection Control Policies will prevail.

IMPLEMENTATION:

I. COORDINATION

The Sr. Associate Dean for Clinics and Professional Practice shall be responsible for coordinating the selection of clinical attire for each class prior to participation in clinical activities.

II. CLINIC GARMENTS

The following guidelines apply as appropriate to all clinic personnel- male and female - including faculty, pre and post-doctoral students, international students, staff with patient contact, and any clinic employees who are likely to contact contaminated materials or surfaces and are at risk for exposure to blood and body fluids.

A. Outer Garments

The decision to determine the proper outer garments typically rests upon whether the planned patient contact involves a potential for splatter. In order to err on the side of safety and to allow for ease of monitoring, the use of outer garments will be based on whether the provider is providing treatment to the patient, regardless of the potential for splatter. Treatment procedures are defined as any time the provider has the potential to contact saliva or blood of the patient, either directly (e.g., gloves) or indirectly (e.g., through instruments).

Treatment procedures do not include chair side patient interviews and instruction. 1. Disposable lab gown as approved and provided by the Office of Clinical Operations will be worn during all treatment procedures.

The outer garment will have a high neck and protect the arms if splash and spatter are reasonably anticipated. Gowns should be changed for each clinic session or more often if visibly soiled.

B. Other Garments to be worn during Patient Treatment

- a. In addition to approved outer garments as listed in Section II.A, students will be required to wear full surgical scrubs for all clinical patient care, whether or not there is a potential for splatter.
- b. Neckties, scarves and necklaces should be covered by PPE during aerosol producing procedures.
- c. Scrubs must be clean.
- d. Designated CU Dental T shirts distributed through School of Dental Medicine are permissible alternative to scrub shirts on Fridays only.

1. Style and Color

The Office of Clinic Operations will be responsible for coordinating the style and color of scrubs for each class prior to their entry into the clinic.

The School of Dental Medicine requires students wear Navy Blue color scrubs.

2. Undergarments

Undergarments, shirts or blouses must be fully covered by the student's scrubs.

3. Footwear/ Shoes

a. Dress or athletic shoes are acceptable, but they must be clean and in good repair.

b. Shoes must protect and cover the foot (i.e. open toe or exposed dorsum of the foot is inappropriate).

c. Heel height should not exceed 2 inches.

d. Nylons or socks must be worn at all times.

4. Glasses and Protective Eyewear

a. Regular prescription or safety glasses must be worn during all clinical procedures with a potential for splatter of saliva or blood. Glasses should protect the student on the side through wrap-around styling or a side-shield.

b. Other appropriate eye protection includes a full face shield used in conjunction with a mask or a

combination mask/eye shield system.

5. Jewelry

- a. Chain type necklaces and stud-style earrings may be worn during all clinical procedures.
- b. Smooth (wedding band style) rings may be worn if the operator wears gloves.
- c. Ring styles that may puncture rubber gloves must be removed. Jewelry on fingers, hands, arms or ears must not interfere with the effective use of gloves and masks. Jewelry on the hands and arms is discouraged during clinical sessions.

6. Security Badges

- a. Each student/staff/faculty member will be assigned a security badge which is to be worn as a part of all clinical attire. If you lose badge, please report it to the Office of Academic and Student Affairs and campus security for a replacement. *Note: There will be a fee for each replacement.*

III. CLINICAL LEVEL DRESS CODE FOR NON-TREATMENT ON THE CLINIC FLOOR LEVEL

Students who are present on clinic levels of the building, and are not involved in patient care, should be appropriately dressed as follows:

A. Surgical Scrubs as described in Section II

B. Street Clothes

1. Both men and women may wear regular slacks or cords that are clean, neat and in good repair;
2. Women may wear either skirts or dresses that are full and long enough to allow for modesty and comfortable movement;
3. Men are required to wear a dress shirt;
4. Women are permitted to wear a variety of blouse styles that are in good taste;
5. First Floor attire with an approved outer garment as described and limited in Section V.C.
6. **NOT PERMITTED** - Shorts, gym or sweat clothing, t-shirts or halter-tops.

IV. PERSONAL HYGIENE

A. Hair1. Hair should be neat, clean, and out of the field of operation. Surgical caps are required during surgical procedures. Secure hair away from the face and restrain from entering the treatment field. Beards or mustaches will be covered by face mask or shield.

2. Shoulder length hair must be tied back at the nape of the neck so that it does not require handling during the treatment procedure.
3. Short hair around the face, such as long bangs or "feathers" must be kept off the face.
4. Facial hair must be kept neat, clean and well trimmed.

B. Fingernails

1. Hands and fingernails must be kept immaculately clean.
2. Fingernails must be kept trimmed and well manicured.
3. Artificial nails are known to harbor soils and microorganisms and are not permitted.

C. Personal Cleanliness

1. Body hygiene is required so that offensive body odors are avoided.
2. Preventive measures should be taken to maintain favorable oral hygiene and to prevent breath odors. Eating strong foods (garlic, onions, etc) on clinic days should be avoided.
3. Strong perfumes, colognes or after-shave lotions should be avoided.

D. Make-up

Women are expected to wear a minimal amount of make-up. Moderation should be exercised due to the close proximity of patients during treatment.

V. DRESS GUIDELINES FOR LAB ACTIVITIES

A. Due to the presence of visitors in the School, the street attire described above in Section III is preferred.

B. A more casual attire is permissible with the following limitations.

1. Shorts, cutoff, T-shirts or halter tops, gym or sweat clothes are not permitted.
2. Clean shoes and socks must be worn.
3. A clean, non-clinical lab coat should be used for laboratory work.
4. Jeans that are clean and in good repair are permitted but not encouraged.

- C. Any student who enters the patient care area, which includes the reception areas, clinical hallways, and the treatment clinics, must wear at least a clean laboratory coat over acceptable street clothing. This provision is intended to facilitate use of the appointment system, dispensary, and consulting with faculty. It is not to be construed as a waiver of clinical attire requirements.

VI. DRESS GUIDELINES FOR SIMULATION CLINIC

Students will follow the same dress guidelines for the simulation clinic as for the regular clinic, with one exception: disposable outer gowns will not be worn in the simulation clinic. Students may wear laundered lab coats or scrubs while working in the Simulation Clinic.

VII. ENFORCEMENT

1. The spirit of the dress code is intended to nurture the professional image of the dental students and the image of our school. In addition, the stated guidelines provide for both student and patient safety as occupational exposure to potentially infectious agents may occur through percutaneous injury (needle stick, cut, "poke" with contaminated instrument); or through splash/ aerosolization/spill of potentially infectious blood, saliva, tissues or other body fluids with mucous membranes of the eye, mouth, nose or non-intact exposed skin. Immediate action is necessary post exposure and the injured person should report to the Infectious Disease Clinic (7th floor of the Anschutz Outpatient Pavilion, 720-848-0191) or Emergency Room on Anschutz Medical Campus (after hours).
2. All students will comply with the code without enforcement being necessary. Recognizing that not all students share this point of view, enforcement shall be the responsibility of the supervising faculty who is authorized to take appropriate action in order to achieve compliance. These actions may include the following:
 - Warnings
 - Denials of access to clinics, classrooms or laboratories.
 - Reduction of grades where appropriate.

Students have the right to appeal any disciplinary decisions to the school's Student Performance Subcommittee.

TECHNICAL STANDARDS FOR ADMISSION, PROMOTION AND GRADUATION AT THE UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE (PREDOCTORAL AND POST- DOCTORAL PROGRAMS)

Decisions by the University of Colorado School of Dental Medicine's (subsequently referred to herein as "School") Admissions Committees are based on prior scholastic achievement, personality and emotional characteristics, motivation, industry, resourcefulness, and personal health. Admission decisions do not discriminate on the basis of sex, race, creed, or national origin or against persons with a disability. Students must possess the intelligence, integrity, and personal and emotional characteristics appropriate to the successful dentist.

The University of Colorado School of Dental Medicine is committed to the principle of providing an educational setting that facilitates the greatest success for all students, within their individual abilities, who are qualified for admission into programs at the School. In that spirit, admission to the College is open to all qualified individuals in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008.

The School of Dental Medicine is mindful of the unique nature of the dental curriculum. As a primary surgical specialty, the dental curriculum must include, in addition to the accumulation of certain scientific knowledge, the simultaneous acquisition of essential surgical skills, technical functions, and professional attitudes and behaviors. During the process, the student is required to direct or perform treatment on the School's patients safely and within an acceptable amount of time. Students must possess the skills and abilities that will allow them to successfully complete the course of study and receive the full benefit of the education. With this in mind, any student or applicant seeking admission, enrollment (first time or continued) or graduation as a student (subsequently referred to herein as "student") must be able to meet the following technical standards with or without reasonable accommodations. The following are implemented to achieve this goal:

I. ESSENTIAL FUNCTIONS

A student for the DDS degree must possess abilities and skills which include those that are sensory/observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many pre-clinical and clinical situations in that it means that a student's judgment must be mediated by someone else's power of selection and observation. The attainment of knowledge mandates that the candidate attends classes, laboratories and clinics on a regular basis as defined in the dental school's attendance policies.

II. SENSORY/OBSERVATION

GENERAL: A student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and dental sciences.

SPECIFIC: This includes, but is not limited to, information conveyed through physiologic and pharmacological demonstrations in animals, microbiological cultures, microscopic images of microorganisms and tissues in normal and pathologic states. A student must be able to acquire information from written documents, including charts and patient records, and to visually see information presented in images from paper, films, slides or video. A student must interpret x-ray and other graphic images. A student must have functional use of visual, auditory, and somatic sensation while being enhanced by the functional use of sensory modalities.

GENERAL: A student must be able to observe a patient accurately, at a reasonable distance and close at hand, and observe and appreciate non-verbal communications when performing dental operations or administering medications.

SPECIFIC: A student must be able to perform visual and tactile dental examinations and treatment including use of visual acuity with an ability to discern differences and variations in color, shape, and general appearance between normal and abnormal, soft and hard tissues. Use of tactile senses may be either direct palpation or indirect through instrumentation. A student must also possess the visual acuity to distinguish colors intra- and extra-orally and to make such visual observations as are necessary to provide diagnosis and treatment.

III. COMMUNICATION

GENERAL: A student must be able to: communicate effectively and sensitively with patients; convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. Communications include speech and writing. The student must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

SPECIFIC: A student must have sufficient facility with English to: retrieve information from texts and lectures and communicate concepts on written exams and patients' charts; elicit patient backgrounds; describe patient changes in condition, symptoms, moods, activity, and posture; and coordinate patient care with all members of the health care team.

IV. MOTOR SKILLS

GENERAL: It is required that a student possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of both gross and fine muscular movements, visual acuity for safe patient care, equilibrium, and functional use of the senses of touch and vision. Students must have sufficient motor function such that they are able to execute movements reasonably required to provide general care and treatment to patients.

SPECIFIC: A student must be able to perform basic life support (including CPR), and to position himself/herself around the patient and chair at heights and locations necessary to achieve effective patient treatment, including positioning the patient. The candidate must be able to operate all dental equipment and tools commonly necessary to the effective treatment of patients, operate high and low speed dental movements of less than one millimeter and utilize hand instrumentation (including scalpels for surgical procedures).

V. INTELLECTUAL-CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES

GENERAL: The student must be able to measure, calculate, reason, analyze, integrate and synthesize.

SPECIFIC: The student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of dentists, requires all of these intellectual abilities. The student must be able to perform these problem-solving skills in a timely fashion.

VI. BEHAVIORAL AND SOCIAL ATTRIBUTES

GENERAL: A student must possess the behavioral qualities and mannerisms required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients.

SPECIFIC: A student must be able to tolerate intellectually and physically-taxing workloads and to function effectively under stress. He/She must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interests, and motivation are all personal qualities that will be assessed during the admissions and educational processes. Further, a student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate and/or antagonize them. A student must reasonably be expected to accept criticism and respond by appropriate modification of behavior.

SPECIFIC: The student must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment consistent with the profession, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships.

VII. ETHICS AND PROFESSIONALISM

GENERAL: A student must possess the self-discipline and integrity to maintain the standards of conduct for ethics and professionalism as set forth in the American Dental Association's Principles of Ethics and Code of Professional Conduct and the School's Honor Code.

SPECIFIC: A student must always act in the best interest of the patient and society even when there is a conflict with the student's personal self-interest. The student must conduct oneself as a trustworthy and responsible citizen and act with impeccable integrity in their interactions with students, faculty, staff and the public. A student must refrain from actions that detract from the professional atmosphere or orderly appearance of the School of Dental Medicine or University, including personal appearance or other actions. This expectation would also apply when attending any school-sponsored or related activities such as preceptorships, externships, external off-site rotations, and Advanced Clinical Training and Service (ACTS) rotations.

The University of Colorado School of Dental Medicine recognizes the award of a Doctor of Dental Surgery (DDS) degree carries with it the full authority of the institution and communicates to those who might seek the services of the bearer that he or she is competent to practice dentistry. The DDS degree is a broad degree unique in that the graduate is prepared, and upon licensure is allowed, to practice all disciplines of the dental profession. This requires that the student in the curriculum acquire didactic knowledge, as well as learning skills and attitudes essential to the profession and agreed upon by the faculty as requisite for the practice of dentistry. The student requires cognitive skills, technical skills and emotional/physical wellbeing to satisfy the requirements of this curriculum.

It is the policy of the University of Colorado School of Dental Medicine to provide reasonable accommodation to qualified students with a disability who can perform the essential functions as outlined in the above technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process, which the candidate/student should initiate with the Senior Associate Dean for Academic Affairs, in conjunction with the Office of Disability Resources and Services <http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx>, prior to and/or during the Doctor of Dental Medicine education program.

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE STUDENT GRIEVANCE PROCEDURES

Good faith efforts shall be made by all students, faculty and administration to settle all disagreements, complaints or grievances on an informal basis. These efforts will include conferences between the persons directly involved and others whom these persons believe may be able to help solve the problem.

The administration and faculty work to ensure that open lines of communication exist with dental students. All students have the opportunity to visit directly with the Dean of the School of Dental Medicine, or any member of the administrative team about any issues of concern. Students may sign up to have lunch with the Dean, either individually or as part of a group. If problems are identified, the Dean asks the School's associate deans to investigate and report back to him/her, so that he/she may discuss the issue further with the student.

However, if a student would prefer to submit a written complaint, he/she may do so directly, or through their faculty advisor, to the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will review the complaint and work with the student and faculty advisor to help direct the grievance to the most appropriate individual or committee within the School of Dental Medicine.

After either an individual or committee considers a grievance, a student may appeal any decision related to the grievance, directly to the Dean of the School of Dental Medicine. The Dean may, (1) support a previous recommendation, (2) make a new recommendation or, (3) refer the case to the Executive Committee of the School of Dental Medicine. The Dean and/or the Executive Committee shall render a decision within ten days. The decision of the Dean and Executive Committee is considered final for the institution.

TUTORIAL GUIDELINES FOR DENTAL STUDENTS

The University of Colorado School of Dental Medicine actively supports the concept of tutorial help in an effort to eliminate or minimize problems as early as possible. Tutoring support can be requested by individual students, faculty, course directors, the Office of Academic Affairs, or the Dental Student Performance Subcommittee.

Course directors or other faculty they designate will identify tutors. Funding will be provided within designated limits by the Office of Academic Affairs and/or through the AMC Office of Student Assistance.

Any of several kinds of tutoring support may be provided. They include primarily organization of materials, identification and development of key concepts and focus and targeting for examinations. Tutoring supplements does not replace individual hard work in keeping up with the materials presented and personal organization.

If you need tutoring help, first contact the Associate Dean for Academic Affairs.

SUPPORT SERVICE GUIDELINES FOR DENTAL STUDENTS

A two-tier approach for support services is utilized at UCSD. Problems impacting the academic and/or clinical progress of students may not only be of academic origin, but frequently may be of personal or social nature as well. The first tier is in house and utilizes faculty advisors and the Academic Affairs Office. The second tier is on campus and utilizes the extensive psychological and psychiatric professional counseling services available through referral from the Student Mental Health Service.

First tier support is accomplished by faculty student advisors or through the Academic Affairs Office. Faculty and students are all in daily contact. At times students will identify peers in a problem state to other students or faculty. A suggested start at that time is to refer the affected student to their faculty advisor or to the Academic Affairs Office. It is recognized that this is not professional counseling as such, but rather intervention oriented to help deal with immediate problems and to encourage utilization of the professional counseling services available to students on this campus for any complex counseling issues. Those first tier problems can include but are not limited to academic difficulties, personal time prioritization and management, patient interaction difficulties, pressures from home/family, "can't see the

forest for the trees" feelings, etc.

Second tier counseling is Student Mental Health Service based and utilizes the extensive professional psychological and psychiatric counseling services. Second tier counseling can include but is not limited to dealing with personal problems, stress management, test anxiety and depression. Students may elect to self-refer, or such services may be recommended by faculty advisors or the Academic Affairs office. On occasion, the Dental Student Performance Subcommittee may request a student go through a professional assessment process and/or counseling for academic problems believed to be due to constraints imposed by anxiety, stress or depression. Such requests are voluntary for the student but the results of such assessment or counseling may affect a decision of the referring committee regarding continuance of the student.

Evaluation and treatment of psychological concerns is provided at the faculty level by the Student Mental Health Service. Such faculty are not involved in student teaching. Students are seen on an appointment basis although an acute care service is available. A nominal fee is charged. Strict confidentiality is maintained.

<http://www.ucdenver.edu/life/services/student-assistance/student-resources/Pages/Counseling.aspx>

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE COMMISSION ON DENTAL ACCREDITATION COMPLIANCE PROCEDURE

The American Dental Association Commission on Dental Accreditation's mission is to ensure the quality of dental and dental- related education meet or exceed the Commission's published accreditation standards and their own stated goals. As a part of the review process, the Commission solicits written comments from dental students and interested parties including patients of the school. Comments must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. A copy of the accreditation standards may be obtained from the Academic and Student Affairs office.

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE STUDENT TRAVEL POLICY AND PROCEDURE

Prior to **any** student travel (in state or out-of-state), all students must obtain prior approval from the Office of Admissions, Student Life & Inclusion. If prior approval has not been obtained through the Office of Admissions, Student Life & Inclusion, reimbursement to the traveler may be jeopardized.

PURPOSE

To standardize and inform the students of proper procedures and all allowable expenditures in preparation for any University Colorado Denver School of Dental Medicine related student travel.

These procedures will allow the student traveler to process his/her travel arrangements within the appropriate guidelines, in order to receive reimbursement in a more efficient manner.

PROCEDURES

I. Coordination

1. Approving Authority

Before a student makes any arrangements to attend an event/conference, the student will need to contact the Manager of Student Engagement for prior approval. A "*Student Travel Approval Request*" form (available in the Admissions and Student Affairs office) will need to be completed by the student and signed by the Manager of Student Engagement (see attachment #1).

NOTE: If an individual department will be sponsoring or paying for a student to attend an event/conference, the student will go through the departmental staff to have their travel arrangements made.

The student traveler also needs to speak to his or her individual academic or clinical instructor as to the

length of time you will be gone and make the necessary arrangements for any course or lab work missed.

2. Notification

Once the student has been approved for travel, he/she will need to submit a complete copy of the itinerary (event/conference) information to the Assistant of the Associate Dean for Admissions, for processing and reimbursement purposes (e.g. date of conference, what meals are provided, registration form, lodging costs, etc.).

Notification or invitation to attend an event/conference is usually sent to the appropriate delegate(s) or student well in advance. If the travel expenses are to be paid by the School of Dental Medicine, the student attendee is encouraged to submit information early in order to process the student's registration and receive the best airfare rates available (minimum of 30 days in advance).

IMPLEMENTATION

Event/Conference Registration

Only when the student has been approved for travel, he/she will need to submit the completed registration form to the Assistant for processing. Payment will be taken care of at this time by the School of Dental Medicine.

Airline Reservations

The student will need to complete a "Student Travel Arrangement" form (available in the Admissions and Student Affairs office) prior to any travel arrangements (see attachment #2). Please try to be as specific as possible as changes are very costly. The Assistant will contact one of the approved travel agencies to make the necessary travel arrangements for the student. A confirmation will be distributed to the student once processing is complete.

NOTE: Online airline tickets are not allowed. Students must provide the Internet airfare quote for comparison with State contract rates to the individual processing your travel arrangements.

Leave Request

Once the event/conference registration and airline reservations have been completed, the student must sign a "UCDSDM Internal Travel and Leave Request" form, and the "Travel Authorization Request form, located in the Student Affairs office.

Hotel Reservations

It is the responsibility of the student to make his/her own hotel reservation (the reservation form is included with the notification of the event/conference). Early reservations are recommended to ensure room availability. To secure a hotel reservation you will need to use a personal credit card. If that is not possible, you may request an advance deposit to the hotel. In order to obtain the advance, you must submit your information well in advance as the processing time will take 2-3 weeks (if the required paperwork is complete).

REIMBURSEMENT

Once the student has returned from the event/conference, it is the responsibility of the student to submit his/her original receipts for reimbursement. To avoid tax implications, **traveler must submit all original receipts within 45 days of trip end** (preferably within a few days of trip end). If you received an advance for travel, receipts need to be submitted within 30 days of trip end. If not, the advance amount will be reported to the IRS as income.

Travelers must submit original itemized receipts for all individual charges exceeding \$25. Receipts are required for the following:

1. **Hotel/Lodging** – The original itemized hotel bill (paid in full) is required. No movies, mini bar or meals charged to the room are reimbursable (please refer to meal allowance). You will be reimbursed for the single room rate and any applicable taxes for lodging.

One personal telephone call (not to exceed \$2.00) per each full day in travel status is allowed.

2. **Parking** - reimbursable when it is a necessary part of the trip (e.g., parking at traveler's destination, parking at DIA, transportation to or from hotel if shuttle is not available).
3. **Intra-city Transportation** – transportation costs (shuttle, buses, taxis, etc.) at traveler's destination are reimbursable. Please ask for a receipt, even if under \$25.00.
4. **Meals** – federal per diem rates will apply according to geographic location as follows: 75% = 1st and last days, of per diem without receipt, 100% of per diem if receipt exceeds the rate.
5. **Tips** – reasonable tips given to bellhops, porters, maids, and ground transportation personnel are reimbursable. Exception: Tips on meal service are already included in the meal allowance and cannot be claimed separately.
6. **In-State Travel** – Travel within the State of Colorado and immediate area outside Colorado that is a necessary part of an otherwise in-state trip. Approval from the department is always required. Expenses incurred while in-state traveling are reimbursable according to rules. Mileage for use of personal vehicle is reimbursable, using state- assigned rates.

Reimbursement cannot be made without a receipt of payment (only exception, see #4).

You the traveler are responsible for the receipts in order to receive reimbursement in a timely manner. Once all of the information has been received from the student, reimbursement to the student may be expected in approximately fourteen working days of submission.

STUDENT ORGANIZATIONS

Title: Student Organizations

Source: Office of the Associate Vice Chancellor for Student Affairs Prepared by: Office of University Life and Dean of Students Approved by: Associate Vice Chancellor Dr. Frank Sanchez Effective Date: July 1, 2010
Replaces: July 1, 2009 Applies: All campuses

A. Introduction

1. Purpose

The purpose of this policy is to set forth the fiscal oversight rules for student organizations and to define the general institutional relationship of those organizations that conduct activities on a University of Colorado Denver (UC Denver) campus with the University.

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C. Applicability and Definitions

1. Applicability

This policy applies to all student organizations, with or without university recognition, that wish to conduct activities at UC Denver.

2. Definitions

a. Affiliated Student Organizations are those groups, clubs and organizations that are created by and whose voting members are students at UC Denver. These organizations are not controlled by or connected to local, state or national organizations outside the university.

b. Associated Student Organizations are local chapters of local, state, or national organizations that have a presence on campus and have been formally recognized by their respective campus.

c. Bylaws or Constitution: a formalized set of rules adopted by a student organization governing its meetings and activities.

d. Outside Organization: any other organization having no recognition, association or affiliation with UC Denver (*including, but not limited to any of its schools, colleges or programs*). Students may choose to join outside organization on their own but not on behalf of UC Denver. Any student who is aligned and/or a member of an outside organization is personally responsible for his or her own activities in connection with this group. Students shall not use the university's purchasing, travel office, payroll and personnel system for the outside organization. Any funds collected by the student on behalf of the outside organization shall not be deposited to a university account. Outside organizations shall not use the university's name, IRS tax-exemption, tax identification number, or governmental status. Use of university facilities must be coordinated through the appropriate room reservation personnel and procedures, and is subject to a rental charge (see UC Denver Administrative Policy titled "Use of Facilities and Services by External Entities").

e. Recognition: the formal process undertaken by the student organization through which it requests Affiliated or Associated status. Recognized organizations must have a constitution or bylaws and an advisor. (see section 2.i below) The advisor accepts responsibility for the organization's compliance with state, university and UC Denver campus rules and regulations. Recognition is obtained through the Responsible Office at each campus.

f. Responsible Office: At the Anschutz Medical Campus (AMC), the Director of the Student Assistance Office (on behalf of interdisciplinary student organizations) or the school student affairs officials (on behalf of school-specific student organizations) is considered the Responsible Office. At the Downtown Campus (DC), the Responsible Office is the Director of Student Life. Any inquiries regarding the organization's status and all agreements or contracts must be directed to this office.

g. Student: includes any individual who is registered or enrolled in an academic program at UC Denver. Student organizations may require, at their discretion, full-time or degree seeking status within a particular program or on a specific campus. When this is the case, students wishing to participate within the respective organization and/or the organization's activities must meet the stated criteria.

h. Student Organization: is an organized group of students who wish to conduct activities related to the educational and social experience at UC Denver. Students have the authority, through appropriate procedures, to form or disband any affiliated or associated student organization.

i. Student Organization Advisor: a UC Denver employee (faculty or staff) assigned to the student organization to

provide oversight, guidance, and to ensure compliance with state, university, and campus laws and policies. Advisors must regularly participate in their organization's plans and activities, including after-hours events, and must maintain actual, direct knowledge of their organization's finances. Some student organization advisor duties may be delegated to other UC Denver employees, but responsibility for student organization activities remains with the advisor. Advisors must be present during activities which include the serving of alcohol at pre-approved events (see UC Denver Administrative Policy titled "Alcohol").

D. Policy

1. General

UC Denver recognizes the value of student organizations to the mission of the university and therefore may provide assistance to student organizations in conducting their activities. The level of assistance varies depending on the relationship of the student organization with UC Denver. Student organizations differ in the areas of interest and ability to conduct activities on behalf of UC Denver. Therefore, the relationship of student organizations to UC Denver varies by type. The recognized relationship types are Affiliated and Associated.

Student organizations shall adhere to policies and procedures for official recognition, including non-discrimination, in determining their membership. UC Denver reserves the right to deny recognition to groups, including those who advocate inciting or producing lawless action, who engage in unlawful activity or conduct, or who fail to comply with state, university, or campus laws and policies.

2. Coordination of Overlapping Activities

In some circumstances, student organizations may want to undertake activities that are similar to program areas already undertaken by departments on campus. Therefore, student group activities need to be coordinated with the Responsible Office at each campus. Without close coordination between the student organization and the program director charged with responsibility for such an activity, there is potential for unnecessary duplication and potential conflict.¹

If an organization wishes to conduct similar activities, the advisor and officers should meet with the director of the program in question to collaborate and resolve any potential conflicts. The program director has the final authority to approve or deny the activities that will affect his/her respective program. Any conflicts which arise will be referred to the appropriate school, college dean, or vice-chancellor for final resolution depending upon the school or campus-specific program in question.

3. Student Organization Approval and Oversight

a. **Affiliated Student Organizations** - Any student organization wishing to receive "Affiliated" status must submit a registration form to the Responsible Office. The form must include: the organization's potential advisor and student president; a signed statement by each agreeing to the responsibilities associated with the positions; a copy of the proposed bylaws or constitution; and a written statement outlining the scope of current and planned activities.

At AMC, all registration materials will be reviewed and copies forwarded to the Responsible Office for review. Final approval rests with the Director of the Student Assistance Office (for interdisciplinary organizations) and the school directors of student affairs (for school-specific organizations). This registration form must be updated annually.

At DC, final approval is vested in the Director of Student Life. The registration form must be updated every semester.

¹ For example, as one of its service activities, a student organization may wish to provide students information on UC Denver Financial Aid opportunities and various scholarships that may be available for students pursuing health professions. This activity is already vested in the campus Student Financial Aid Office. The web and many private, profession-oriented and federal sites contain general financial aid and scholarship information that a student group might want to share with students that would not necessarily be duplicative of the UC Denver Financial Aid Office's mission.

b. **Associated Student Organizations** - Any student organization wishing to receive "Associated" status must submit a registration form to the Responsible Office. The form must include a copy of the organization's bylaws or constitution

and a written statement outlining the scope of current and planned activities. Associated student organizations are required to have a Student Organization Advisor.

Associated student organizations are required to submit a registration form annually to the Responsible Office. Because associated student organizations do not use university accounts, they do not have funds maintained in the university accounting system. Therefore, the advisors for these organizations do not take on fiscal oversight responsibilities for the organization.

All approved registration forms will be kept in the Responsible Offices at each campus.

4. Depositing Monies Generated by Student Organizations

Funds collected by Affiliated student organizations shall be deposited into one or more university accounts in accordance with campus fiscal policies. Funds will be deposited and managed by the Responsible Offices at each campus. Affiliated student organizations may not deposit monies into any bank account outside of the university.

Associated student organizations are not permitted to deposit funds with the university. Therefore, if an account is necessary, the associated student organization is responsible for maintaining bank accounts outside the university. The university will bear no responsibility for these accounts.

5. Use of the University's Procurement, Travel Office, Payroll and Personnel Systems

Affiliated student organizations will have access to the university's procurement, travel office, payroll and personnel systems at AMC through the fiscal oversight staff and at DC through the Office of Student Life. Access to these services shall be in compliance with the related state, university and campus laws and policies regarding procurement and propriety of expenditures. They manage their funds through the university accounting system and shall not establish separate checking accounts at any outside banking institution or credit union.

All forms and agreements must be reviewed and approved by the Responsible Office on the respective campus.

Associated student organizations do not have access to the university's purchasing department, travel office, payroll or personnel systems. Funds collected by Associated Student Organizations shall not be deposited into any university account.

6. Use of University's Name, Trademark, IRS Tax –Exemption Status

Affiliated student organizations may be allowed to use the university's name, the CU logo, trademark, letterhead, tax identification number, and tax exempt or governmental status. Use of each one must be approved and coordinated through the campus' Responsible Office. When referring to its relationship to UC Denver, an affiliated student organization may use: 'the University of Colorado Denver (student organization)'.

Associated student organizations shall not use the university's name, IRS tax-exemption, tax identification number or governmental status. The Associated Student Organization must be able to use the tax identification number of its related local, state or national organization, or it must become a legal entity on its own with its own tax identification for use on external bank accounts. If neither option is available, then the organization must fulfill the Affiliated Student Organization criteria or it shall not obtain recognition at UC Denver.

Associated Student Organizations must obtain prior approval from the Director of University Licensing to use the CU logo or trademark. Approval will be granted on a case by case basis at the discretion of the Director. Associated student organizations may not represent themselves to the public as affiliated student organizations. Any questions that may arise regarding this relationship should be directed to the Responsible Offices on campus.

When referring to its relationship to UC Denver, an Associated Student Organization must use 'the student chapter of (local, state or national organization) at the University of Colorado Denver.'

Outside organizations are not affiliated or associated with UC Denver or any UC Denver college, school or program. Therefore, these organizations shall not represent themselves as affiliated or associated with the university; they shall not use the university's logo, trademark, letterhead, tax identification number, or tax-exempt or governmental status under any circumstances.

7. Fundraising

All procedures outlined in the University of Colorado, Office of the University Controller, Finance Procedural Statement titled: "Fundraising Events" must be followed for all fundraising efforts and supersedes any statement within this policy.

Fundraising is the act or activity of soliciting and collecting gift revenue benefiting the University. Examples of fundraising activities include the collection of gifts or money through: contributions or donations, sale or auction of merchandise or services, collection of registration or sponsorship fees, imposition of admission charges or registration fees, and/or membership fees.

Student organizations are strictly prohibited from securing a raffle license as a fundraising activity.

Affiliated and associated student organizations may be allowed to conduct fundraising activities on campus. All fundraising activities, including printed materials soliciting donations for the benefit of the student organization must be reviewed and approved by the Responsible Office.

8. Donations

Affiliated student organizations shall not donate university funds, including monies generated from fundraising activities, as a contribution or charitable gift to any organization. Additionally, they shall not make in-kind contributions to campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative.

This prohibition does not include donations to non-profit organizations when (1) the donation is directly related to achieving the university's educational, research, or public service mission and (2) the donation has been approved in advance by the Vice Chancellor for Finance Administration. See the Administrative Policy Statement titled: "Donations."

9. Awards

Affiliated student organizations applying for financial assistance in the form of an award from external organizations, like a foundation, community civic group, or local business, may do so using the related identifying information of the university (e.g. tax identification number, etc.). Award applications filed by an affiliated student organization must be reviewed and approved prior to submittal by the Responsible Office. When an organization secures an award, the check should be made payable to the "Regents of the University of Colorado" and deposited according to university fiscal rules and policies.

Associated organizations are not allowed to apply for awards or financial assistance using the university name or tax identification number.

10. Alcohol

As stated in the UC Denver Administrative Policy Statement titled "Alcohol", the consumption of alcohol on campus properties (owned, leased or licensed) is prohibited except at approved events.

11. Use of Facilities

Affiliated and associated student organizations may use university-owned meeting rooms without charge as long as the usage is nominal and does not conflict with regular university business or activities. All use of space on campus must be coordinated through the appropriate campus offices. Use of Auraria facilities is subject to AHEC rules and may require a damage deposit; contact the DC Office of Student Life for details.

12. Legal Liability

As indicated in the Administrative Policy Statement titled: "Fiscal Roles and Responsibilities," the individual(s) involved in a transaction made in violation of state or university laws and policies may be held personally liable for

that transaction.

Additionally, any transaction made that violates any contract, grant or donor restriction may also cause the individual involved to become personally liable.

E. Reference

- a. State of Colorado [Fiscal Rule 2-1](#)
- b. Administrative Policy Statement – [Fiscal Roles and Responsibilities](#).
- c. Administrative Policy Statement – [Propriety of Expenses](#).
- d. UC Denver Administrative Policy – Alcohol
- e. Administrative Policy Statement – [Bank Accounts and Investments](#).
- f. Administrative Policy Statement – [Donations](#).
- g. Administrative Policy Statement – [Alcohol Purchase and Provision](#)
- h. Auraria Higher Education Center (“AHEC”) – [Campus Policies](#).
- i. PSC Procedural Statement - [Alcohol](#)
- j. PSC Procedural Statement – Alcohol FAQ
- k. PSC Procedural Statement – [Fundraising Events](#)
- l. UC Denver Administrative Policy – Use of Facilities & Services by External Entities
- m. For information on the processes required to initiate a new student organization, go to www.ucdenver.edu/life/services/studentlife/getinvolved/studentorgs/Pages/default.aspx for the Downtown Campus or www.ucdenver.edu/studentassistance for the Anschutz Medical Campus.

POLICY TO LIMIT CONFLICTS OF INTEREST BETWEEN HEALTH CARE PROFESSIONALS AND INDUSTRY REPRESENTATIVES

Background

Productive partnerships between academic health care professionals and industry representatives serve a vital purpose, facilitating drug discovery, technology transfer and the evidence-based use of drugs and medical devices for the benefit of patients. Indeed, the University of Colorado “encourages and supports outside interactions of its faculty and student employees with federal, state and local governments and with business and industry, as important parts of their research, education and public service activities.”¹

At the same time, relationships between industry representatives and health care providers raise the possibility of conflicts of interest. Drug and medical device manufacturers and their representatives frequently provide gifts, meals, honoraria, drug samples and travel stipends to health care providers and trainees in order to increase the sale of their products.^{2 3 4 5 6 7 8 9 10} The promotional information provided by industry representatives may be biased or incomplete, leading to prescribing decisions that are not evidence-based, cost-effective or in the best interests of patients.^{3 5 9 11 12 13 14 15 16 17 18 19 20 21} Gifts, meals and dissemination of biased information may also compromise the scientific integrity and independence of a school’s educational programs.^{4 10 22 23} Finally, gifts, meals, drug samples and paid travel add to the cost of medications for all patients.^{2 5 6 9 10 11 19} Development of this Policy

The Association of American Medical Colleges (AAMC), the Prescription Project, the American Medical Student Association (AMSA) and various policy leaders have urged all academic medical centers to “accelerate their adoption of policies that better manage, and when necessary, prohibit, academic-industry interactions that can inherently create conflicts-of-interest and undermine standards of professionalism.”¹⁰ Importantly, according to the AAMC, it is the obligation of students, residents and faculty in the health professions “to manage all conflicts of interest, real and perceived, through effective self-regulation.”¹⁰

Therefore, the students, residents and faculty of the University of Colorado Denver Schools of Dental Medicine, Medicine, Nursing, Public Health and Pharmacy and the Health Sciences Library have adopted the following policies to govern and guide their interactions with pharmaceutical and medical device company representatives. The overriding objective is to maintain a critical, reflective and unbiased clinical care and learning environment for faculty and trainees alike.^{4 24 25}

Scope of Policy and Definitions

This policy applies to all health sciences students, residents and other trainees, and to all regular faculty members, at the University of Colorado Denver Schools of Dental Medicine, Medicine, Nursing, Public Health and Pharmacy.

Health Sciences Library faculty are also covered by this policy. The term “Health Sciences Center (HSC) students, residents and faculty” is used to describe all these parties in an inclusive manner.

The restrictions and prohibitions contained in this policy apply to all HSC students, residents and faculty who are engaged in learning, teaching or patient care at any of the affiliated hospitals and outpatient clinics, excluding private offices. Faculty members and residents are covered under this policy, even if they are employed by, or based at, an affiliated hospital or institution.

The terms “industry” and “industry representatives” refer to all sales, marketing and other product-oriented personnel, even if they are not classified by the sponsoring company as participating in sales or marketing. All companies manufacturing drugs, medical devices, diagnostic testing equipment or supplies, nutritional supplements and other health-related products are included. However, the term “industry representatives” does not include personnel from drugstores, supermarkets or pharmacies who visit schools or departments to recruit trainees as future employees.

Exclusions

This policy complements, but does not replace, other university, hospital and practice plan policies that govern conflicts of interest. In the event of any inconsistencies between this policy and other applicable policies, to the extent that this policy is more restrictive the provisions of this policy shall apply.

Part-time (< 0.5 FTE) and volunteer faculty members are excluded. However, part-time and volunteer faculty members may be subject to specific disclosure requirements under the University of Colorado Conflict of Interest Policy. 1

The policies and prohibitions set forth below do not address research conflicts of interest, consulting activities, enrollment of patients in clinical trials or participation on hospital pharmacy or formulary committees. These activities are governed by other hospital, University or practice plan policies.

Similarly, while this policy prohibits receipt of free or discounted drug samples by individual students, residents and faculty, it does not prohibit or restrict distribution of drug samples to hospital practice sites or practices, which are governed by hospital-specific regulations.

This policy does not prohibit receipt of equipment or supplies by students, faculty or other investigators, when such equipment and supplies are necessary for the conduct of university-approved scientific research.

Industry support for Continuing Education courses is also governed by separate University and national guidelines and is excluded from this policy. “Continuing Education” refers to courses, workshops and symposia that are accredited, that include participants and speakers from outside the University and that award continuing education credits. However, “recurring structured conferences,” such as tumor board meetings, grand rounds and morbidity and mortality conferences, are covered under this policy, even if continuing education credits are offered.

Relationships with industry representatives are common and often complex. Not every interaction, stipend or gift can be anticipated. When deciding whether a specific situation is covered under this policy, it should be remembered that the principal objective of this policy is to ensure that gifts and payments to students, residents and faculty members do not inappropriately or adversely influence either: a) prescribing or clinical decision-making; or b) the independence and scientific content of the University’s educational programs.

POLICY

A. Gifts and Meals

1. HSC students, residents and faculty may not accept any personal gift from industry or its representatives, even if the gift is of nominal monetary value (zero-dollar limit). Pens, notepads, mugs, penlights, calipers, textbooks and free or discounted tickets to sporting events are examples of prohibited items.
2. HSC students, residents and faculty may not accept or distribute promotional materials that bear the logo or name of the company.
3. Meals, beverages, snacks or other hospitality paid for by industry or industry representatives shall not be provided to, or accepted by, HSC students, residents or faculty.
4. These prohibitions include all gifts, meals and other hospitality, even if offered after hours or at off-campus venues.

Exceptions to Policies A.1 - A.4

- A school, department, division or center ("academic unit") may receive unrestricted grants from industry to support teaching conferences, visiting professorships, grand rounds or other educational programs. Such funds from industry must be deposited in a central, conflict-free account that is managed at the level of the academic unit. The academic unit must retain sole discretion for distributing the funds in support of unbiased educational programming or scholarship; there can be no quid pro quo of any kind. Industry representatives may not select speakers or topics and may not pre-approve the content of educational programs, slides or educational handouts. Industry representatives also may not earmark contributions for specific recipients.
- The prohibition against accepting meals and hospitality provided by industry (A.3) does not apply to students or residents who are assigned to off-site private medical, dental or other provider offices.
- The gift restrictions (A.1) do not include receipt of scientific, clinical or other achievement awards, even if funded or named by industry.
- Donations or loans of medical devices, equipment or supplies to academic units, if solely for use in the educational activities of these units, are not prohibited under this policy.
- Policies A.1 - A.4 do not prohibit acceptance of gifts, meals or items bearing industry logos provided as part of an off-site meeting of a professional society, where the items provided are incidental to attendance.
- Policy A.2 does not prohibit distribution of industry-branded educational guides or pamphlets to patients or health care providers, so long as the purpose is education, not marketing or promotion. A responsible faculty member must review the content of the guides to ensure that they provide balanced, evidence-based and objective information.

B. Drug and Medical Device Samples

Individual HSC students, residents and faculty members may not accept free or discounted drug samples, medical devices or other supplies from industry or industry representatives.

Exceptions to Policy B

- Free or discounted drug samples or drug purchase vouchers may be distributed to clinical care units in accordance with specified hospital policies.
- This policy does not prohibit industry representatives from meeting with faculty members, residents or other trainees to demonstrate use of a medical or surgical device, so long as a faculty member has pre-approved, and is present to supervise, the interaction.

C. Travel and Paid Attendance at Meetings

HSC students, residents and faculty may not accept gifts, monetary stipends, paid travel or honoraria solely for attendance at industry-sponsored dinners, lectures or sales presentations.

Exceptions to Policy C

- This policy does not prohibit participation by students, residents or faculty at professional development courses, fellowships or other educational programs, such as continuing education courses or professional meetings, held at other institutions or organizations, even if the educational program receives industry support. Students or residents who attend educational courses or programs must be selected by an academic unit (school, department, division or center) and must receive prior approval by the dean, department chair or division or section head, who must determine that the conference or training program has educational merit.
- This policy does not prohibit participation by students, residents or faculty at on- or off-site educational programs

that are designed to demonstrate the proper use of medical or surgical devices or techniques, even if the programs receive industry support.

- This policy does not prohibit an academic unit from creating a conflict-free, central fund to support tuition, travel or participation in educational activities by faculty or trainees.
- This policy does not prohibit travel related to development or conduct of a grant or contract that is related to research or technology transfer.

D. "No Strings Attached" Grants

Individual HSC students, residents and faculty may not accept "no strings attached" grants or gifts from industry or industry representatives; in the absence of work products or other defined deliverables, set forth in a written contract, these are equivalent to gifts and are prohibited.

Exception to Policy D

- This prohibition does not preclude receipt of fair market compensation for specific services provided by a faculty member to a pharmaceutical corporation or medical device manufacturer, where compensation reflects time and effort and where expected work products are defined in advance in a written contract. Thus, contracts for consulting or participation on advisory boards are not prohibited by this policy

E. Participation on Speakers' Bureaus

Speakers' bureaus, which are often "little more than extensions of [a company's] marketing department," may pose real or perceived conflicts of interest. HSC students, residents and faculty may not participate in, or receive compensation for, talks through a speaker's bureau if: a) the content of the lectures, slides, references or educational handouts is subject to approval by industry representatives; or b) the content of the lectures, slides, references or educational handouts does not represent a balanced and objective assessment of treatment options, or is not based on the best scientific evidence (as determined by the faculty member); or c) the faculty member is offered compensation that is above fair-market value; or d) the company provides honoraria or gifts to the attendees; or e) the overall purpose of the lecture or course is marketing.

All speaking relationships and contracts are subject to review and approval by the University, in accordance with University and practice plan policies, and must be disclosed annually in accordance with the University's Conflict of Interest Policy. In all cases, a student, resident or faculty member may only receive fair compensation for the services provided and must disclose his or her financial interests at the time of the lecture.

Exception to Policy E

- This policy does not seek to limit or discourage participation on speakers' bureaus that are related directly to an active grant or contract and that are organized for the purpose of disseminating scientific data.

F. Ghostwriting

HSC students, residents and faculty may not be listed as authors or co-authors on papers, monographs or other publications that are ghost-written by industry representatives.

G. Disclosure of Conflicts of Interest

All medical students, residents and other trainees shall submit the same annual disclosure of potential conflicts-of-interest currently required of faculty and staff.

H. Educational Programs

1. "Shielding students and residents from all marketing activity will not prepare them for coping with the barrage of marketing they will face ... when they complete training and enter practice." 10 Therefore, the five health sciences schools and the health sciences library faculty will develop inter-disciplinary instructional programs that will help learners understand the conflicts that may arise between industry representatives and health care professionals and how to develop and sustain productive and ethical relationships. 9 11 20 Educational programs should also include evidence-based medicine, literature search strategies, critical appraisal of the health care literature and academic "counter-detailing" exercises. 27

2. The health sciences schools should develop programs to educate students, residents and faculty members about the

processes of drug discovery and development, clinical testing, marketing, regulation and adverse event reporting. 10

3. The health sciences schools and library faculties should explore opportunities to develop, in partnership with industry, new portals for disseminating objective and unbiased information about drugs and products that will “optimize the potential of modern information technology.” 10

I. Implementation

The five health professional schools and the library faculty agree to form an inter-disciplinary committee to assist in implementation of this policy, address questions regarding interpretation of the restrictions and recommend changes to the policy as needed.

J. Enforcement

It is the responsibility of all students, residents and faculty members to understand their obligations under this policy.

SEXUAL HARASSMENT POLICY

Policy Title: Sexual Harassment Policy and Procedures

APS Number: 5014 APS Functional Area: **HUMAN RESOURCES**

Brief Description: This policy defines sexual harassment and related terms and the procedures and processes for reporting and investigating allegations of policy violations.

Effective: July 20, 2012 (Updated 11/29/2012)

Approved by: President Bruce D. Benson

Responsible University Officer: Vice President, Employee and Information Services

Responsible Office: Office of the Vice President, Employee and Information Services

Policy Contact: Office of the Vice President, Employee and Information Services

Supersedes: Sexual Harassment Policy and Procedures, July 1, 2009

Last Reviewed/Updated: July 20, 2012

Applies to: All Campuses

Reason for Policy: This policy defines sexual harassment and related terms and the procedures and processes for reporting and investigating allegations of policy violations.

I. INTRODUCTION

Regent Policy 2-J, adopted on June 23, 2003, established that consistent with the [Laws of the Regents, Article 10, Non-Discrimination](#), the University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student in its educational programs and activities.

II. POLICY STATEMENT

The University of Colorado is committed to maintaining a positive learning, working and living environment. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. (Regent Law, Article 10). In pursuit of these goals, the University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

This policy (1) provides a general definition of sexual harassment and related retaliation; (2) prohibits sexual harassment and related retaliation; and (3) sets out procedures to follow when a member of the University community believes a violation of the policy has occurred. It also is a violation of this policy for anyone acting knowingly or recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint.

Robust discussion and debate are fundamental to the life of the University. Consequently, this policy shall be interpreted in a manner that is consistent with academic freedom as defined in Regent Law, Article 5 D, last amended 10/10/02.

It is intended that individuals who violate this policy be disciplined or subjected to corrective action, up to and including termination or expulsion.

III. DEFINITIONS

Appointing authority - an appointing authority is the individual with the authority or delegated authority to make ultimate personnel decisions concerning a particular employee.

Disciplinary authority - a disciplinary authority is the individual who has the authority or delegated authority to impose discipline upon a particular employee or student.

Supervisor - A supervisor is anyone who has the authority to hire, promote, discipline, evaluate, grade or direct faculty, staff, or students.

Complainant - a complainant is a person who is subject to alleged sexual harassment.

Respondent - a respondent is a person whose alleged conduct is the subject of a complaint.

Sexual harassment - Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Examples which may be policy violations include the following: an instructor suggests that a higher grade might be given to a student if the student submits to sexual advances; a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; and a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email.

Retaliation: Retaliation is prohibited by this Policy. To be considered retaliation, a causal connection is required between a materially adverse action and the act of (1) reporting an allegation of sexual harassment; or (2) participating in support of an investigation of sexual harassment. A materially adverse action is one that would dissuade a reasonable person from reporting an allegation of sexual harassment, or participating in support of an investigation of an allegation of sexual harassment. A determination of whether an action is materially adverse is made on a case by case basis.

Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing relating to an allegation of sexual harassment, should meet with and seek the advice of their campus sexual harassment officer, whose responsibilities include handling retaliation.

IV. POLICIES AND PROCEDURES

A. Obligation to Report

In order to take appropriate corrective action, the University must be aware of sexual harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to a campus sexual harassment officer (see campus Appendix discussed below) or any supervisor (see section B below).

B. Supervisor's Obligation to Report

Any supervisor who experiences, witnesses or receives a written or oral report or complaint of sexual harassment or related retaliation shall promptly report it to a campus sexual harassment officer. This section of the policy does not obligate a supervisor who is required by the supervisor's profession and University responsibilities to keep certain communications confidential (e.g., a professional counselor or ombudsperson) to report confidential communications received while performing those University responsibilities. Each campus shall have an [appendix](#) to this policy designating the supervisory positions that qualify under this exception.

C. Investigation Process

1. Reports or complaints under this policy shall be addressed and resolved as promptly as practicable after the complaint or report is made. Ordinarily, investigations shall be concluded and reports submitted to the standing review committee no later than 60 days following the receipt of a complaint. Ordinarily, the final report shall be sent to the Chancellor or President no later than 30 days after the committee's receipt of the draft report of the investigation.

It is the responsibility of the sexual harassment officer(s) to determine the most appropriate means for addressing the report or complaint. Options include, but are not limited to: 1) investigating the report or complaint in accordance with paragraph C.3. below; 2) with the agreement of the parties, attempting to resolve the report or complaint through a form of alternative dispute resolution (e.g., mediation); or 3) determining that the facts of the complaint or report, even if true, would not constitute a violation of this policy.

The campus sexual harassment officer(s) may designate another individual (either from within the University, including an administrator, or from outside the University) to conduct or assist with the investigation or to manage an alternative dispute resolution process. Outside investigators shall have training, qualifications and experience as will, in the judgment of the sexual harassment officer, facilitate the investigation. Anyone designated to address an allegation must adhere to the requirements of this policy and confer with the sexual harassment officer(s) about his or her progress. (See campus [appendix](#) for a list of resources for further assistance or additional information.)

2. All reports or complaints shall be made as promptly as feasible after the occurrence. (A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint or report.)
3. If an investigation is conducted: The complainant and the respondent shall have the right to:
 - a. Receive written notice of the report or complaint, including a statement of the allegations, as soon after the commencement of the investigation as is practicable and to the extent permitted by law;
 - b. Present relevant information to the investigator(s); and
 - c. Receive, at the conclusion of the investigation and appropriate review, a copy of the investigator's report, to the extent permitted by law.
4. The Chancellor, the respondent's appointing authority and the respondent's supervisor shall be notified that an investigation is taking place. The sexual harassment officer shall advise the respondent's appointing authority whether the respondent should be relieved of any supervisory or evaluative authority during the investigation and review. If the respondent's appointing authority declines to follow the recommendation of the sexual harassment officer, s/he shall send a letter explaining the decision to the Chancellor with a copy to the sexual harassment officer.

5. At the conclusion of an investigation, the investigator shall prepare a written report which shall include a statement of factual findings and a determination of whether this policy has been violated. The report shall be presented for review to the standing review committee.
6. The standing review committee shall consist of employees who have received appropriate training regarding implementation of this policy.
7. The standing review committee may consult with the investigator, consult with the parties, request that further investigation be done by the same or another investigator, or request that the investigation be conducted again by another investigator. The standing review committee may adopt the investigator's report as its own or may prepare a separate report based on the findings of the investigation. The standing review committee may not, however, conduct its own investigation or hearing. Once the standing review committee has completed its review, the investigator shall send the final report to the complainant and the respondent, to the extent permitted by law.

The report also shall be sent to the Chancellor, or, in the case of System Administration¹, to the President. If a Chancellor is the respondent or complainant, the report shall be sent to the President. If the President or the Secretary of the Board of Regents is the respondent or complainant, the report shall be sent to the Board of Regents.

D. Reporting Process

- 1a. If a policy violation is found, the report(s) shall be sent to the disciplinary authority for the individual found to have violated the policy, and the disciplinary authority must initiate a disciplinary process against that individual.

The disciplinary authority shall have access to the records of the investigation. If disciplinary action is not taken, the appointing authority and the Chancellor, or in the case of System Administration, the President, shall be notified accordingly.

- 1b. Following a finding of violation of the policy, the disciplinary authority shall forward to the sexual harassment officer and to the Chancellor, or in the case of System Administration, the President, a statement of the action taken against an individual for violation of this policy.
- 1c. If a policy violation is not found, the appointing authority and the Chancellor, or in the case of System Administration, the President, shall be notified accordingly.
2. The sexual harassment officer shall advise the complainant and respondent of the resolution of any investigation conducted under this policy.
3. A copy of the investigator's written report as approved by the standing review committee, shall be provided to: 1) the complainant; 2) the respondent; and 3) the respondent's appointing authority.
4. In all cases, the sexual harassment officer shall retain the investigator's report, as approved by the standing review committee, for a minimum of three (3) years or for as long as any administrative or legal action arising out of the complaint is pending.
5. All records of sexual harassment reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law.
6. Complaints Involving Two or More Campuses: When an alleged policy violation involves more than one campus, the complaint shall be handled by the campus with disciplinary authority over the respondent. The campus responsible for the investigation may request the involvement or cooperation of any other affected campus and should advise appropriate officials of the affected campus of the progress and results of the investigation.

7. Complaints by and Against University Employees and Students Arising in an Affiliated Entity: University employees and students sometimes work or study at the worksite or program of another organization affiliated with the University. When a policy violation is alleged by or against University employees or students in those circumstances, the complaint shall be handled as provided in the affiliation agreement between the University and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the University may, in its discretion, choose to 1) conduct its own investigation, 2) conduct a joint investigation with the affiliated entity, 3) defer to the findings of an investigation by the affiliated entity where the University has reviewed the investigation process and is satisfied that it was fairly conducted, or 4) use the investigation and findings of the affiliated entity as a basis for further investigation.

E. No Limitations on Existing Authority

No provision of this policy shall be construed as a limitation on the authority of a disciplinary authority under applicable policies and procedures to initiate disciplinary action. If an individual is disciplined for conduct that also violates this policy, the conduct and the discipline imposed shall be reported to a campus sexual harassment

¹ For the purposes of this policy, System Administration includes the Office of the Secretary of the Board of Regents and the Department of Internal Audit.

officer. If an investigation is conducted under this policy and no policy violation is found, that fact does not prevent discipline of the respondent for inappropriate or unprofessional conduct under other applicable policies and procedures.

F. Information and Education

The President's Office shall provide an annual report documenting: (1) the number of reports or complaints of policy violations; (2) the categories (i.e., student, employee, or other) and sexes of the parties involved; (3) the number of policy violations found; and (4) examples of sanctions imposed for policy violations.

Each campus shall broadly disseminate this policy, distribute a list of resources available on the campus to respond to concerns of sexual harassment and related retaliation, maintain the campus appendix to the sexual harassment policy, and develop and present appropriate educational programs. Each campus shall maintain information about these efforts, including a record of how the policy is distributed and the names of individuals attending training programs.

V. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

G. Administrative Policy Statement, "[Conflict of Interest in Cases of Amorous Relationships](#)," provides that an amorous relationship between an employee and a student or between two employees constitutes a conflict of interest when one of the individuals has direct evaluative authority over the other and requires that the direct evaluative authority must be eliminated.

H. For related complaint, grievance or disciplinary processes, refer to Regent Policies [5. H. Faculty Senate Grievance Process](#) and [5. I. Faculty Dismissal for Cause Process](#) (for faculty), State Personnel Board Rules (for classified employees), and campus student disciplinary policies and procedures (for students).

I. Frequently

Asked Questions

(FAQs) D. Campus

Appendices

1. [Boulder](#)
2. [Colorado Springs](#)
3. [Denver](#)

VI. HISTORY

Correction: 11/29/2012 correction to strike Section IV.G. which was not shown in final version for July 20, 2012.

Supersedes: Sexual Harassment Policy and Procedures, Jul 1, 2009

Supersedes: Sexual Harassment Policy and Procedures, July 1, 2003

Supersedes: University Policy on Sexual Harassment, November 14, 1996
Supersedes: University Policy on Sexual Harassment, July 1, 1999

Initial Policy: University Policy on Sexual Harassment, June 5, 1989

VII. KEY WORDS

regent, law, article 10, sexual, harassment, 2-J, discrimination, retaliation, race, color, national origin, gender, sex, age, disability, creed, religion, sexual orientation, veteran, hostile, working, environment, conduct, offensive.

Sexual Harassment Policy Campus Appendix

J. Introduction

The University of Colorado System Administrative Policy Statement on [Sexual Harassment Policy and Procedures](#), Section F requires that each campus maintain the campus appendix to the Sexual Harassment Policy. This appendix for the University of Colorado Denver (UCD) complies with the APS.

K. UCD Sexual Harassment Officer

If you need to report sexual harassment, or if you have any questions regarding sexual harassment or the Sexual Harassment Policy, please contact the Human Resources Office at 303-315-2700, or send correspondence to PO Box 173364, Campus Box 130, Denver, CO 80217-3364

L. Campus Resources

The [Ombuds Office](#) is a resource available to all members of the University community. The Ombuds Office has responsibility for confidential, neutral and informal conflict resolution situations that involve the faculty, staff, students and their supervisors or alleged perpetrator(s). This expertise is extremely valuable in understanding and utilizing the Sexual Harassment Policy.

[UCD Department of Human Resources](#) is located on the Downtown Campus. The Department provides services to faculty, exempt professional and classified staff.

UCD and Auraria Police Department: The police respond to reports of on-campus criminal conduct, including sexual assault or other serious allegations of sexual harassment in which the complainant believes that their safety is threatened. Allegations of serious sexual harassment should be reported to the Police Department if they occur during afterhours or weekends, or immediately to the sexual harassment officer during business hours. The Police Department makes appropriate referrals of non-criminal complaints. The emergency phone number for police serving all campuses is 911. Non-Emergency numbers are available from these links: [Downtown Campus](#), [Anschutz Medical Campus](#).

The [UCD Student and Community Counseling Center](#) provides mental health counseling services to the UCD student body as well as the Denver Metro community. The Center is located in room 4036 of the North Classroom Building on the Auraria Campus.

M. Exception to the Obligation to Report

The Sexual Harassment Policy obligates supervisors who experience, witness or receive written or oral reports or complaints of sexual harassment or related retaliation to promptly report the information to a campus sexual harassment officer. The policy also requires that exceptions to this requirement be identified. The Ombuds Office at UCD is not required to inform the sexual harassment officer of confidential communications, including information regarding sexual harassment.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees. Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or, in the case of exempt professionals, the rational exercise of administrative prerogative.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

CU ETHICSLINE

The CU EthicsLine is available as a way to anonymously report violations of law and serious or recurring violations of policy.

Call 1.800.677.5590 or go to www.EthicsPoint.com.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Periodically, but not less than annually, the University of Colorado informs students of the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institutions to comply with the act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Copies of the policy can be found in the library on each of the campuses of the University of Colorado.

The following items of student information have been designated by the University of Colorado as public or "Directory Information": Name, address, telephone number, date and place of birth, dates of attendance, registration status, class, major field of study, awards, honors, degree(s) conferred, past and present participation in officially recognized sports and activities. Such information may be disclosed by the institution for any purpose, at its discretion.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received each term in the Office of Admissions and Records. Forms requesting the withholding of "Directory Information" are available in the Offices of Admissions and Records. The withholding of directory information is in effect until specifically rescinded by the student or until the student is no longer enrolled.

The University of Colorado assumes that failure on the part of any student to specifically request the withholding of "directory information" indicates individual approval for disclosure.

Questions concerning the **Family Educational Rights and Privacy Act** may be referred to the Office of Admissions and Records of the student's home campus.

MEDICAL MALPRACTICE COVERAGE

The University of Colorado provides medical malpractice coverage through a Self-Insurance Trust (the "Trust") authorized and established pursuant to a resolution of the Regents of the University of Colorado. This coverage is subject to the terms of the Trust's Coverage Document and extends to students, interns, residents and other health care practitioners-in-training that are enrolled at the University. As employees, servants, or volunteers of the University, all such persons are "public employees," therefore, their liability in any medical malpractice action is limited by the Colorado Governmental Immunity Act (C.R.S. 24-10-114).

This coverage applies to the persons described above while they are involved in any activity or program which has received the prior approval of the University of Colorado, regardless of where such activity or program may take place, as long as it occurs within the United States. In the event that the activity takes place in a state other than Colorado, and a court in that state determines that the limits of the Colorado Governmental Immunity Act do not apply, the Trust provides coverage of no more than \$1,000,000 per incident. For further information, please contact the Legal Office, 303-315-6617.

EXTERNSHIP POLICY AND PROCEDURES

These opportunities are usually restricted to third and fourth year students. The DS1 and DS2 students have not attained the clinical experience necessary to participate.

You must seek permission from the School of Dental Medicine to participate. This is based on a number of factors - academic standing, clinical progress, permission from Course Directors, permission for Practice Leaders and permission from the University's Risk Management office. Students will need to acquire private malpractice insurance for clinical activities associated with externships. Students that are having academic difficulties should spend their time learning what is necessary to become a competent dentist at the School of Dental Medicine. Students that are on academic or disciplinary probation are not permitted to participate in these activities.

Participation cannot interfere with your normal patient care activities at the School of Dental Medicine, with any regularly scheduled rotation (ACTS, Healthy Smiles, Oral Surgery, and Emergency), and with classes unless permission is obtained from the Course Director.

Externships in private dental offices, even if it is your mother or father's office, it is not allowed.

GENERAL GUIDELINES

You must send the Academic Affairs Office a written request for permission to participate. The request must include the School or site you wish to visit, the name of the contact person (DDS or DMD) at the site, the dates of the externship, and the learning objectives you expect to achieve.

Remember not to agree to an externship and then seek permission. It can be difficult for you to back out of something you and the site had already planned on.

It is expected that you schedule these activities when you are not scheduled to be in class or in clinic. Participation in an externship is not an excused absence, unless special arrangements are made.

Academic Affairs will verify your academic standing. We will also contact faculty members to verify your clinical progress. If you are behind in clinical progression, you will not be permitted to go.

We will provide you with the necessary letter of permission and a letter verifying the Institution's evidence of Liability Insurance for individuals participating within the State of Colorado. If the rotation occurs outside the state of Colorado and within the United States, you will be expected to provide your own Liability coverage. If the experience is outside the United States, the Institution does not provide any Liability coverage.

Some Institutions request that a memorandum of agreement or other formal legal agreement be established with the University of Colorado. If the agreement is not currently in place, the externship site must provide the school with their required paperwork. It reviewed by the University of Colorado's legal counsel, and then it must be sent back to the externship site for the appropriate signatures. This is a time intensive process so it is advised to plan ahead.

TUITION AND FEE POLICY

Tuition and shall be recommended by the University of Colorado Budget Office and the Colorado State Legislature. The Board of Regents of the University of Colorado shall review and approve the schedules of tuition, fees and refund policies.

Students enrolling at the University of Colorado are responsible for full payment of tuition and fees. Students should be prepared to pay their bills in full. Tuition and fees are due and payable on the first day of class. However, as a convenience to students, the Bursar's Office provides a 30-day grace period prior to assessing finance charges.

Failure to receive a tuition bill does not dismiss the student from his or her obligation for payment. Failure to pay tuition does not cancel classes and therefore does not eliminate or reduce the financial obligation. Students are financially liable for all classes for which they are registered. Failure to attend classes does not cancel a student's registration. Note: Stopping payment on a check does not cancel classes.

The student's initial bill will be comprised of tuition and fees for the current term as well as any fees to cover the period from the current term until the following August 31. The initial bill may also include any credits due for the employee tuition reduction, advance payments and deposits and financial aid when applicable. Students with unpaid tuition balances will not be allowed to register for subsequent semesters nor will they be able to obtain a copy of their transcript.

TUITION REFUND POLICY

No change of program or withdrawal is valid without the written consent of the dean or dean's designee of the school or program in which the student is registered. If a student withdraws from the University, adjustments or refunds of the total tuition is made as follows: 1) Seventy-five percent (75%) during the first two weeks of the term, 2) Fifty percent (50%) during the third and fourth weeks, 3) Zero percent (0%) thereafter and, 4) Fees are non-refundable, 5) In case of death, 100% of the tuition amount for the current term is refundable to the estate after repayment of any financial aid received for the term. Fees are nonrefundable.

The deans or their designees of the various schools at the University of Colorado may, under extenuating circumstances, waive all or a portion of tuition charges and those fees recorded in the school's accounts upon a student's withdrawal or dismissal from school. Students requesting tuition relief due to a withdrawal for unforeseen circumstances should contact their school's Office of Admissions/Student Affairs to file a formal appeal. If their respective school believes that the circumstances justify relief from the tuition charges, the school will work with the Office of Admissions and Records to enter the appropriate tuition rebate percentage on the student account.

The University must follow specific federal refund calculations for students receiving financial assistance and who withdraw from school. The University is required to determine the correct refund applicable to first-time students who withdraw within the first term and the refund for continuing students who withdraw. For further information on the required refund policy for students receiving financial aid, please see the University of Colorado Health Sciences Center Financial Aid bulletin on Withdrawing and Financial Aid. This bulletin is available in the Student Financial Aid Office.

LEAVE OF ABSENCE

On rare occasions circumstances may arise where a faculty member or student feel that a leave of absence for the student would aid in the resolution of a problem facing the student. A request for such a leave should be given serious thought and for a credible reason. Recognition of the nature of the dental curricula demonstrates problems arising from leaving and attempting to reenter due to the sequential nature of the educational process and the courses being offered only once each year. Each student must recognize that at the time of petitioning for re-admittance from the leave that length of time on leave, space availability in the appropriate class for reentry, and resolution of issues causing the original request will all be given consideration before approval to return is granted. It must be realized that some combination of these circumstances may make it impossible for the school to allow an individual to return.

The request must be in writing and presented to the Associate Dean for Academic Affairs. A student making such a request must be in good academic standing. Each request is considered on its own merits. Following consultation with the faculty and/or other appropriate persons a decision regarding the request will be made as soon as possible by the dean.

For Financial Aid purposes, a student who is granted a leave of absence under the institution's formal LOA policy need not be considered withdrawn if: 1) only one leave is granted in 12 months; 2) the leave does not exceed 180 days; and 3) the leave involves no additional charges. The institution must determine that there is a reasonable expectation that the student will return from the leave, and must permit the student to complete the coursework begun prior to the leave. Multiple leaves within a 12-month period are permissible for military reasons or for circumstances covered by the Family and Medical Leave Act (FMLA).

Upon approval from the appropriate academic dean or dean's designate, students must begin a withdrawal process by visiting the Office of Admissions to obtain withdrawal forms. Students who withdraw without communicating with the dean or dean's designate and filing the appropriate withdrawal form, will be marked as having failed their courses for the term.

WITHDRAWAL PROCEDURE

To officially withdraw from the dental programs at AMC, the student must write a letter stating the desire to withdraw and the effective date if withdrawing voluntarily. To complete the withdrawal process the student must clear their lockers and turn in all school owned equipment and supplies in their possession before obtaining and completing two clearance forms (clearance forms are available in the Office of Academic Affairs). The School of Dental Medicine clearance form requires termination clearance signatures from the various activities and departments in the school. The Health Sciences Center clearance form includes obtaining approval of the student's academic dean and termination clearance signatures from varying AMC departments. The completed clearance forms must be filed with both the Office of Academic Affairs of the School of Dental Medicine and the AMC Office of Student Admissions and Records.

EDUCATIONAL SERVICES

Research Activities

Research Activities of the School of Dental Medicine are coordinated through the Research Committee and Dr. Lynn Heasley, Chairman of Craniofacial Biology. These activities involve research in the areas of basic science, biomaterials, clinical care of patients, behavioral science, and methods of practice administration, among others.

Strauss Health Sciences Library

The Strauss Health Sciences Library provides many resources that students have access to throughout their time in the program. The library contains journal articles, books on reserve, and other online resources for students in the MSA program. The library is located at 12950 E. Montview Blvd. The library can be reached at (303) 724-2152 or on their website.

LEGAL SERVICES

Notary

Notary services are available to students by various office administration staff at the Dental School.

MAIL SERVICES

Incoming Mail

Mail addressed to students is placed in student mailboxes located on the lower level of the Dental School building.

Inter-departmental Mail

All internal mail (Boulder Campus, Denver Campus, AMC, Veterans Administration Hospital, Denver Health Medical Center) can be delivered by the internal mail system.

Outgoing Mail

There is a regular post office located on the on the Anschutz Medical Campus. Students may purchase postage stamps and send outgoing mail.

SECURITY

Identification/Access Cards

Students are granted card access to the buildings/areas needed for their particular course of study, as well as to the student computer center, study areas, and the student center/lounge. University policy requires that students wear badges visibly (between neck and waist) while on campus. Failure to wear your badge may result in your being reported or detained as a suspicious person, as well as eviction from campus or denial of access and services. You are required to keep your badge secured and immediately report a lost or stolen badge to the ID Access Badging office. You are prohibited from lending or borrowing badges, admitting unauthorized personnel, or gaining unauthorized access to campus facilities. Do not hold or prop open card controlled doors or other secured doors for more than a few seconds because this will initiate alarms. Misuse may result in adverse administrative action or denial of card access privileges. Badges are the property of the University and must be returned prior to graduation or separation. **Do not cut, bend or punch holes in badges, or expose badges to heat, since this destroys their ability to provide access.**

Obtaining Badges

Students are scheduled by their school to be photographed for badges at the time of registration or orientation. Students must bring either a driver's license or state ID to the badging appointment. Non-citizens may bring a passport. The last name on the identification must match the name used to register with the University.

Using Badges for Card Access

Card readers are located adjacent to card access doors. Card readers are black panels that are rectangular or square in shape. They are about 1" in depth and 4" X 4" or 2" X 4" in height and width. To unlock a card reader door, pass the badge slowly across the front of the card reader and within one inch of its surface. You should hear a beep and see a small green light. The system will unlock a door strike at the door handle and you may hear a click as it unlocks. If the door is controlled magnetically, there will be no sound. In either case, you will have about five seconds to open the door. If the door has a powered door opener or slider, the motion detector in front of the door will sense your presence and open the door. Report malfunctions to the ID Access Badging office. Please provide your name, phone or pager numbers, the reader at which you had difficulty, the date and time of occurrence, and whether the card reader beeped. For after-hours assistance, please contact

University Police. After verifying that you are authorized for after-hours access to that area, the police dispatcher will send assistance.

Contact Information

ID/Access Badging Office:

AMC at Aurora campus: 303-724-0399; Fax 303-724-1352; Building T-407 (U-09)

<http://www.ucdenver.edu/about/departments/UniversityPolice/Pages/UniversityPolice.aspx>

Building Security

The Dental School building is open 6:30 am - 5:00 pm Monday through Friday, however, all doors will be locked at 5:15 pm. Students may enter the School after-hours at the northeast lower level entrance only. You must carry your University of Colorado ID card with you at all times.

Student Laboratory, Student Lounge, Student Office, Computer Lab, have the same hours as mentioned below. Women and Men Locker Rooms are the only rooms open after-hours. The normal hours are:

Monday-Thursday	6:30 am - 10:00 pm
Friday	6:30 am - 5:00 pm
Saturday	Noon - 6:00 pm
Sunday	2:00 pm - 10:00 pm

Laboratory schedules may vary due to special events. You will be notified of all changes in advance. A monthly schedule is posted on the bulletin board outside the laboratory. Entrance to the lab after hours are restricted to the northeast lower level entrance of the building.

University Police

Contact Information:

University Police Department

12454 E. 19th Place, building 407

Mail Stop F409

Aurora, CO 80045

Main Switchboard: 303-724-2000

Emergency Communication:

Emergency from any CU Anschutz telephone: 9-1-1

Emergency from cellphone: 303-724-4444

Email: police.comment@cuanschutz.edu

The University of Colorado Police Department provides service at the AMC at Aurora Campus for the safety and security of students, staff, patients, faculty, and visitors, of the University. Responsibilities include the protection of life and property, detection of crime, enforcement of laws and regulations, investigations, parking control and building security, crime prevention and community education.

The University Police Department provides the following services to the campus community:

- Twenty-four hour services
- Evening/night shuttle service to your vehicle
- Fingerprinting services
- Bicycle registration
- Motorist assistance – Jump-starts, vehicle unlocks, etc.
- Lost and found services
- Crime prevention programs
- Building/room access

- ID/Access cards

In accordance with the Campus Security Act of 1990 (Jeanne Clery Act), information on the following subjects is available at the University Police offices on both campuses. Information may also be viewed at the University Police website:

<http://www.ucdenver.edu/about/departments/UniversityPolice/Pages/UniversityPolice.aspx>

- Campus crime statistics
- Procedures for reporting criminal activities or other emergencies occurring on campus
- Policy and procedure regarding sexual assault and the reporting thereof
- Victim assistance
- Access to campus facilities
- Security of campus facilities
- Law enforcement authority of the University Police and inter-agency relations
- Security awareness and crime prevention programs

We strongly encourage you to report all criminal activity, suspicious incidents or persons, and safety hazards to the University Police. With your help, we can make the campuses safer and more conducive to your learning experience.

Sign up for CU Alerts! – CU Anschutz

Communication plays a critical role before, during, and after any emergency or disaster. The University of Colorado Anschutz Medical Campus Emergency Notification System provides campus emergency alerts via text and/or email when conditions develop on or near the campus, which pose an imminent threat of danger to the campus community.

All Anschutz Medical Campus students are automatically registered to receive emergency alerts to their University issued email address.

Students are encouraged to register their personal cellphone number to receive emergency alerts by text through the CU Anschutz Portal. To subscribe to the emergency alerts by text, simply update your profile information in the CU Anschutz portal by adding your personal cellphone number. Be sure to select CELLULAR to identify your number.

Police Escorts

As a service to the university community, University Police Department will gladly provide escorts to any of the parking lots and nearby side streets, within a 4-block radius of the campus (Colfax Avenue, Fitzsimons Parkway, Montview Boulevard, and Peoria Street) upon request during hours of darkness.

Call University Police at 303-724-4444. They will come to your location to meet up with you. These services are provided for your safety and security and is free of charge.

Lost and Found

The University Police Department accepts most items "of value" including university keys, personal identification and ID/access cards. Items considered to be of little monetary value, including most items of clothing, personal keys, eyeglasses, etc/ are turned in to Facilities Management. (Links to an external site.)

If you have lost an item or found something, you may call 303-724-4444 to see if your item has been found, turn in items you have found, or file a report. Items turned into University Police are held for a minimum of 90 day

Security Incident Reports

Any time there has been a security incident on campus or if a student wished to report a crime, he/she should contact the University Police; Headquarters located in Bldg 407 at 12454 E. 19th Pl., Anschutz Medical Campus - 303-724-4444. An officer will meet with you to make an official report and/or follow through with an investigation of the incident. Auto accidents on campus should also be reported to the University Police. An officer will make a report, which is acceptable to insurance companies for any type of claim. Accidents on city streets are reported to the Denver Police Department. The University is not responsible for any damage to a vehicle while it is parked in a campus lot.

Emergency Call Boxes

There are several emergency call boxes located on the CU-Health Science Center and Anschutz Medical Campus. They are located in each of the parking structures on each floor by the elevators on both campuses and at the card access entrance of each building. These emergency call boxes may be used to report crimes in progress, suspicious persons, medical emergencies, or to request personal safety assistance. Picking up the handset and/or pressing the call button on the emergency call box initiates a direct call to the University Police communication center. For specific locations please visit the web site at <http://www.ucdenver.edu/about/departments/UniversityPolice/Pages/UniversityPolice.aspx>

Lockers

Each student is assigned lockers for storage of personal belongings at the School of Dental Medicine. Burglary has occurred in the Dental School and, therefore, students are advised to maintain appropriate security of their belongings.

In addition, DS I and II students are assigned a lockable bank of drawers in the **Technique Laboratory** and in the **Simulation Laboratory** with a key for maintaining security. Dental equipment belonging to students has been known to "disappear" in the past, therefore, students are advised to keep unattended valuables locked-up.

Any student who is dismissed or withdraws from the UCSD will be given 24 hours to remove and return any checked-out equipment to the Dental School. Failure to do so will necessitate entrance of the locker and to repossess University property.

STUDENT CURRICULUM

The University of Colorado School of Dental Medicine Dental Curriculum is designed to support the goals of the School as defined by the Legislature of the State of Colorado.

The goal of the curriculum for dental students and international students is to graduate a dentist capable of entering into dental practice with emphasis on areas of need within the State of Colorado. Graduates of the program:

Prevent, diagnose and treat oral disease.

- b. Understand biologic, physical and social sciences and apply those sciences in the performance of preventive, diagnostic, surgical and restorative dental care.
- c. Develop and apply personal and professional skills effectively.
- d. Continue to acquire knowledge through patterns of life-long study.

The dental curriculum begins with courses designed to acquaint the student with an understanding of health. Subsequently, the curriculum provides students with comprehensive knowledge of general and oral disease, followed by the prevention, diagnosis and treatment of oral disease.

SDM COMPETENCY STATEMENTS

The educational programs at the predoctoral level are structured so that students are prepared who possess the knowledge, skills, and values to begin the practice of general dentistry. The school has compiled twenty-two competency statements to describe the performance of graduates as they enter the practice environment. The competency statements are:

Critical Thinking

1. Evaluate and integrate emerging trends in health care
2. Utilize critical thinking to evaluate and integrate best research outcomes with clinical expertise and patient values for evidence-based practice.

Professionalism

3. Make professional decisions that satisfy legal, societal and ethical principles.
4. Use self-evaluative skills to assess individual knowledge and abilities, to practice within the scope of one's competence and make appropriate professional referrals, and to identify areas of deficiency to correct through lifelong learning.
5. Collaborate effectively with other health professionals to facilitate the provision of overall health care.

Communication and Interpersonal Skills

6. Apply appropriate interpersonal and communication skills to create a humanistic environment.
7. Communicate effectively with diverse patients and other health care providers to ensure appropriate, patient-centered patient treatment.

Health Promotion

8. Provide prevention, intervention and educational strategies.
9. Participate with dental team members and other health care professionals in the management and health promotion for all patients.
10. Recognize and appreciate the need to contribute to the improvement of oral health beyond those served in traditional practice settings.

Practice Management and Informatics

11. Evaluate and apply regulatory agency requirements for dental practices such as infection control, HIPAA and environmental and office safety programs
12. Apply principles of risk management including informed consent
13. Demonstrate effective business practices, financial management and human resource skills

Patient Care

Assessment, Diagnosis and Treatment Planning

14. Perform an examination that collects biological, psychological, clinical, radiographic and other diagnostic/consultative information required to evaluate the health, oral conditions, needs, and expectations of patients of all ages.
15. Recognize, diagnose and interpret normal and abnormal conditions of the orofacial complex (to include oral cancer), occlusal and temporomandibular disease, craniofacial growth and development that require monitoring, treatment or management.
16. Develop, present and discuss individual sequenced treatment plans for patients of all ages consistent with patient's condition, interest, goals and capabilities.

Establishment and Maintenance of a Healthy Oral Environment

Management of Emergency Situations

17. Anticipate, diagnose, and provide initial treatment and follow-up management for medical emergencies that may occur during dental treatment
18. Recognize and manage dental emergencies to include acute pain, hemorrhage, trauma, and infection of the orofacial complex

Control of Pain and Anxiety

19. Employ pharmacological agents and techniques to manage orofacial discomfort and psychological distress

Periodontal Therapy

20. Diagnose, treatment plan, comprehensively treat, and maintain patients with periodontal disease in the primary, mixed, and permanent dentitions

Endodontic Therapy

21. Diagnose and treat diseases of pulpal and periradicular origin in the primary, mixed, and permanent dentitions

Surgical and Non-Surgical Therapies

22. Diagnose and treat conditions requiring reparative surgical procedures and non-surgical therapies on the hard and oral soft tissues

Restorative/Prosthodontic Therapy

23. Provide single or multiple tooth restorations, with appropriate fixed or removable techniques, to restore anatomic form, function, and esthetics to patients of all ages.
24. Continually analyze the outcomes of patient treatment to improve patient care.

ATTENDANCE

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

General Attendance Policies

Students/Residents are expected to be present for all aspects of the curriculum including all didactic, laboratory and clinical components. Attendance implies arriving promptly at the start of the curricular session and remaining until its conclusion. Unavoidable situations, such as illness, accident, or personal circumstance including religious holidays might influence a student's attendance and delay timely exit from an academic program. Students/Residents must make every effort to be in attendance as scheduled.

Sick Leave - Sick leave shall be granted on a case-by-case basis. If a student is absent from school due to illness for more than three (3) consecutive days, a physician's clearance statement from the primary treating physician must be presented to the Office of Academic Affairs. If a resident is absent from a clinical care program, a doctor's excuse must be submitted to the Program Director prior to the resident returning to clinic. Leave due to an extended illness (over 2 weeks) will be considered a Medical Leave of Absence and will be handled on a case-by-case basis. A Medical Leave of Absence will require coordination of reentry into the program and depending on the length of leave, may require repetition of significant portions of the program. Illnesses of a spouse, child or parent may be considered a qualifying event under the Family and Medical Leave Act (FMLA). Students/residents who are absent from school to care for a spouse, child, parent, spouse's parent, brother or sister may request special medical leave status. The Office of Academic Affairs or Program Director may request the student/resident provide a medical certification statement from the treating physician indicating the nature and seriousness of the illness.

Bereavement leave - Bereavement leave of three (3) days shall be given per death of an immediate family member (i.e., parents, grandparents, siblings, children or spouse). The student/resident is required to notify the Office of Academic Affairs or the Program Director. Additional leave may be granted on a case-by-case basis.

Military or Jury Duty - Professional Leave of Absence may be granted under special circumstances and will be handled on an individual case-by-case basis by the Office of Academic Affairs or the Program Director.

Personal leave - Approved personal leave is defined as time allotted for externships, observance of religious holidays, interviewing for residency programs, and continuing education at approved professional meetings in conjunction with the educational objectives of the program (such as the RMDC, Specialty meetings, etc.). Approval is based on merit relative to the student's professional development. Each student/resident is allowed 8 working days per year of approved personal leave. Approved personal leave must be scheduled in advance, should be considered in the context of conflicting with patient care responsibilities, and cannot accrue from one year to the next. Personal leave time cannot interfere with scheduled rotation assignments or scheduled examinations.

Vacation leave – Students and residents will have the following vacation days

- Labor Day
- Thanksgiving Day and Friday after
- Christmas Eve
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Clinic Closure Days – Specifically designated by Appropriate Clinic Administrator or Program Director.

Note: On-call responsibilities will be assigned to specific residents and students to cover the patient care needs of the School of Dental Medicine's patients of records and urgent care patients

Attendance Requirements For Clinic

100% attendance to all assigned clinical sessions is expected. If no patient is scheduled or a patient fails an appointment you must check with patient care coordinators and be available to see emergency patients, walk-in patients, assist, or staff emergency clinic or oral surgery clinic.

Attendance Requirements For Scheduled Examinations

A resident/student is required to take all examinations as scheduled. Absences from scheduled examinations must be substantiated by a valid, dated, and written statement elaborating the reason(s) for the student's / resident's absence. The statement must be presented to the Office of Academic Affairs or the Program Director on the first day the student/resident returns following an absence. Additional documentation or other information in order to evaluate the reason for the absence may be requested. If the absence is approved, the student/resident must be prepared to take a missed examination immediately upon return to school at a time and date set by the course director. Any absence from a scheduled examination that is not approved by the Office of Academic Affairs or the Program Director will result in an F grade (zero points) being recorded for the examination.

CANCELLED CLASSES

In the event of inclement weather, students are advised to consult the current Inclement Weather Policy, distributed annually by the Office of Clinical Affairs. The **Chancellor** will declare if all classes and clinics at the School will be canceled. Each class president will be notified of a school closure from the Associate Dean for Clinical Affairs office.

ONLINE COURSE EVALUATIONS

The online evaluation system is accessible through the Internet at <https://evals.ucdenver.edu/etw/ets/et.asp?nxappid=WCQ&nxmid=start>,
Entering students will be given further guidelines and instruction before doing the initial evaluation.

Evaluations of Didactic/Instructor

Didactic/Instructor evaluations are completed on-line at the conclusion of each semester.

Evaluation of Clinical Instructors

Clinical Instructor evaluations are completed on-line at the conclusion of each year.

ALUMNI RELATIONS OFFICE

The Office of Alumni Relations at the University of Colorado Anschutz Medical Center maintains alumni association programs for the School of Dental Medicine along with the various schools on campus (i.e. School of Medicine, Nursing, etc.). This office also maintains records of alumni; arranges alumni events throughout the United States; coordinates alumni boards' meeting and activities; sponsor annual meetings, class and school reunions, and student/alumni programs, and works with the CU Foundation. Publications of bulletins for all alumni associations located at the CU Health Science Center are also handled through this office. For further information please visit the web page at:

<http://www.ucdenver.edu/academics/colleges/dentalmedicine/AboutUs/AlumniFriends/Pages/AlumniFriends.aspx>

STUDENT ACTIVITIES

AMERICAN DENTAL EDUCATION ASSOCIATION

Student membership in the American Dental Education Association (ADEA) is available to any student enrolled in the University. The association is to lead individuals and institutions of the dental education community to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public. Through participation on councils and committees, each member is allowed expression in the process of dental education. Members receive the Association's publication, the *Journal of Dental Education*. For additional information visit www.adea.org.

AMERICAN STUDENT DENTAL ASSOCIATION

The American Student Dental Association (ASDA) is a national student-run organization which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession. The annual membership fee is \$80 (\$65.00 - for national dues; \$10.00 - Colorado Dental Association; \$5.00 - CU Chapter). Various organizations have graciously paid the dental students' membership fee to allow each of our students the opportunity to experience and become involved in organized dentistry. Additional benefits include life insurance, loans, MasterCard, and various publications (*Journal of the American Dental Association, Dentistry, ASDA Handbook, ASDA News, and Journal of the Colorado Dental Association*). The ASDA first and second delegates attend the Association's annual meeting in September and the Tri- regional meeting in February. The delegates are elected in January. For additional information visit www.asdanet.org.

AMERICAN ASSOCIATION OF DENTAL RESEARCH

The AADR organization seeks to advance research and increase knowledge for the improvement of oral health, support and represent the oral health research community, and to facilitate the communication and application of research findings. For additional information visit www.dentalresearch.org.

AMERICAN ASSOCIATION OF WOMEN DENTISTS

The American Association of Women Dentists (AAWD) provides support and education to women in the dental industry and is constantly striving toward their mission of "becoming the recognized resource for connecting and enriching the lives of women dentists." Created by members from the AAWD, the Smiles For Success (SFS) Foundation was formed to assist women in transition from welfare to work who cannot afford the cost of dental care. For additional information please visit [AAWD](http://www.aawd.org).

AMERICAN ACADEMY OF PEDIATRIC DENTISTRY

The purpose of the organization is to initiate and promote a better understanding and appreciation of dentistry for children among dental students at the University of Colorado. Its ultimate objective is to foster a relationship between the dental students and the pediatric community through educational presentations, screenings, and dental projects. For additional information visit <http://www.aapd.org/>

HISPANIC STUDENT DENTAL ASSOCIATION

The Hispanic Student Dental Association (HSDA) Chapter at the University of Colorado School of Dental Medicine aims to create a unified voice for oral health students and faculty and seeks to promote and advance the oral health issues of the Hispanic community in Denver. For additional information visit <http://www.hdassoc.org/>

STUDENT NATIONAL DENTAL ASSOCIATION

The purpose of the organization is to promoting good fellowship and cooperation among its members and aide in the advancement of minority students in dentistry. It has furthered these purposes through publication of a newsletter, organization of the Annual Conventions, liaison with other national dental groups such as the American Student Dental

Association, and by assisting selected minority dental students financially, and all minority dental students interested in becoming actively involved with other dental students. For additional information visit <http://www.sndanet.org/>

COLORADO DENTAL ASSOCIATION

The Colorado Dental Association (CDA) provides member services that promote the highest standards of care for the public and inspires members in the pursuit of professional excellence and personal fulfillment through education, leadership, and communication. For additional information visit www.cdaonline.org.

STUDENT COUNCIL

The Student Council is the voice of the entire SDM student body. It is involved in planning events, answering questions, solving class problems, and communicating student concerns to the administration. All dental students are members of the Student Council. The Council Executive Committee is composed of the student body officers and each class president. Meetings are held monthly and elections are held each year in May. Constitution and bylaws are included in the Student Handbook.

The incoming dental students will hold elections for class officers/committee representatives in September to give classmates the opportunity to get to know each other prior to elections.

Elections for class officers are held annually prior to the conclusion of the summer term, with the final selections to be effective beginning in the fall term. Committee representatives are locked into their positions for the entire 4-years of their dental school career. Some of the student organization elections are usually held during the spring term each year, depending upon the organization's by-laws. All newly elected class officers, student senate representatives, committee representatives, dental student council officers, and student organization representatives (or if any revisions to current officers are made throughout the year) are to be submitted directly to the Manager of Admissions and Student Engagement.

Class President

- Holds class meetings
- Goes to Student Council meetings 1x/month
- Class spokesman

Class Vice President

- Supports President and presides at all meetings in the absence of the President

Class Secretary

- Keeps accurate minutes of each meeting
- Keeps annual reports to the officers and committees
- Submits updated list annually of class officers, committee representatives, and dental

organization delegates after each election to the Manager of Admissions and Student Engagement

- If there are any changes throughout the year, that must be reported as well
- Reports old business at class meetings

Class Treasurer

- Maintain and oversee the class account (financial records are maintained through the Manager of Admissions and Student Engagement)
- Note: Approval to use funds is needed prior to any activity or fundraisers. All deposits and reimbursements are made through the Manager of Admissions and Student Engagement
- Responsible for collecting and keeping track of class funds made from fundraisers

School of Dental Medicine Subcommittees:

Dental Curriculum Subcommittee

- The Dental Curriculum Subcommittee shall have the responsibility, authority, and accountability for the entire dental curriculum of the School of Dental Medicine. The committee's responsibilities shall include determination of the course offerings, assignment of courses to the appropriate department, approval of course content, coordination of the academic calendar and periodic evaluation of the curriculum.
 - *Each class will vote for 1 student to serve on this subcommittee*

Student Professionalism and Academic Integrity Subcommittee

- The Student Professionalism and Academic Integrity Subcommittee shall be responsible for developing policies for the evaluation of dental student professional conduct and academic integrity issues. It shall also be responsible for implementing and enforcing student professional conduct and academic integrity policies that have been approved by the Faculty Senate and it shall make recommendations to the Dean and other parties regarding discipline of each student. The subcommittee shall follow guidelines approved by the Faculty Senate in full accord with the Rule of the Regents and the requirements of due process
 - *Each Class will vote for 1 student to serve on this subcommittee*

Student Affairs Subcommittee

- The Student Affairs Subcommittee will be responsible for oversight of the student life at the School of Dental Medicine. This shall include oversight of the predoctoral admissions, scholarships and awards, student organizations, student government, and other student activities.
 - *Each Class will vote for 1 student to serve on this subcommittee*

Dental Student Performance Subcommittee

- The Dental Student Performance Subcommittee shall be responsible for developing policies for the evaluation of dental student performance, including policies for grading, promotion, and graduation of students. It shall also be responsible for implementing and enforcing policies that have been approved by the Faculty Senate, as well as cases of dishonesty or unprofessional conduct, and it shall make recommendations to the Dean and other parties regarding discipline, promotion, or graduation of each dental student. The subcommittee shall follow guidelines approved by the Faculty Senate in full accord with the Rules of the Regents and the requirements of due process
 - *Committee members that serve on this position are the DS2 and DS3 Class Presidents, as well as the ISP2 Class President.*

Institutional Effectiveness Subcommittee

- The Institutional Effectiveness Subcommittee shall have the responsibility, authority, and accountability for the Institutional Effectiveness Program of the School of Dental Medicine. The committee's responsibilities shall include the development of guidelines and procedures, implementation of a plan of outcomes, assessment, coordination of effort and evaluating compliance. Specifically, the committee shall be responsible for designing a system of outcomes assessment for the programs of the School of Dental Medicine, evaluating and coordinating the measures used to make assessment, assuring compliance with the program, assuring data collection and analysis, and assuring the distribution of the data and recommendations of the responsible person(s), committee(s), or organization(s) for action.

Subcommittees reporting to the Institutional Effectiveness Committee include the Dental Curriculum Subcommittee, and the Dental Student Performance Subcommittee

- *Committee members that serve on this position are the DS2 and DS3 Class Vice Presidents, as well as the ISP2 Class Vice President.*

Operations Subcommittee

- The Operations Subcommittee shall be advisory to the Dean with responsibilities including oversight of patient care, facilities, equipment, instruments, IT, and the patient management system. The Committee shall assist the Dean by suggesting strategies for improving didactic, preclinical and clinical education environments, and patient care.
 - *Committee members that serve on this position are the DS3 and DS4 Class Presidents, as well as the ISP1 and ISP2 Class Presidents.*

AMC Student Senate Representative (2 Representatives Per Class)

- AMC Student Senate is the governance for the Anschutz Medical Campus student body - this is the direct line to the Chancellor, Regents and President of the University. Senate participates in a shared governance model at AMC with the Deans, faculty, and staff who, through meetings with the Chancellor and staff are able to convey concerns, needs, and successes of the student body. Two student members from each class are voted to represent the students. The Senate includes members from Medicine, Nursing, Child Health Associates, Pharmacy, Dental, etc.
- AMC Student Senate Representatives attend student senate meetings twice a month.
- NOTE: AMC Student Senate Representatives who do not attend, or classes that do not elect senators are jeopardizing their class funding - 25% of the annual funding may be lost if attendance has not been satisfactory from September through March/April. Funds withheld by Senate will be re-distributed within Senate for committee use.
- AMC Student Senate Representatives report back to their class upcoming student senate activities and help out with said activities.

FRATERNITIES

Professional fraternity life is a part of the School of Dental Medicine activities. Two national dental fraternities are represented through local chapters: Delta Sigma Delta and Alpha Omega.

INFORMATION TECHNOLOGY POLICY

INTRODUCTION:

The School of Dental Medicine (SDM) is a highly technical environment. Students, residents, faculty, staff, vendors, and affiliates must adhere to the Information Technology (IT) policies laid out below in order to be in compliance with school policy, University policy, the Health Information Portability and Privacy Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) regulatory obligations. The following policy statement applies to all SDM facilities including but not limited to the School of Dental Medicine main clinic building, RC1 South 11th floor labs and offices, and RC1 North second floor labs and offices.

PURPOSE:

To provide guidance, uniformity and direction, especially with regard to security and confidentiality of information and data, to those using and/or purchasing information technology at or for the University of Colorado School of Dental Medicine including hardware, software, intranet, internet and web-based services or products.

SCOPE:

This policy applies to all individuals: faculty, resident, staff, student, volunteer, visitor, vendor, affiliate, or person of interest (POI) who uses or has access to any SDM IT service, application, device or those supported by SDM IT.

POLICY:

Policies for all SDM

Computer support –

- IT support will be given to all SDM staff and faculty provided the device was purchased through the SDM IT department using school funds or otherwise approved by the SDM IT department. Supported devices include computers, printers, tablets, phones, scanners, or any other IT related device.
- Support will not be provided for any devices, including smartphones, which were purchased with personal funds.
- Devices that were purchased with school funds without consulting the IT department prior to purchase and that do not meet the current device configuration requirements of the SDM IT department will not be supported. School funds include, but are not limited to departmental funds, faculty development funds, grants, donations, and auxiliary funds.
- Software and/or hardware not purchased by, or approved by, the University is not to be installed or used on University computer hardware.

- SDM IT will not provide support for non-SDM personnel. Non-SDM personnel include but is not limited to individuals who have left the school's employment, personnel who have retired, and students/residents who have graduated.
- Access to SDM computing resources will be taken away as soon as the IT Department signs an individual's checkout form.

Printing –

Printing at the school is to be accomplished using networked multifunction printers whenever possible. Desktop printers for individual use are only permitted when authorized by the school administration. Each department and unit must purchase toner for University-owned SDM printers through the IT department.

Hardware -

- The SDM IT department must purchase or approve all IT devices that will access University resources. When available, warranty coverage must be purchased for IT devices. IT devices include desktop and laptop computers, printers/MFPs, scanners, barcode/OCR readers, signature pads, tablets, and hand-held devices (iPods, iPads, smart phones, tablets). Devices must meet the minimum specifications recommended by IT personnel. For assistance with IT related purchases, send an email to sdmit@ucdenver.edu stating the equipment you wish to purchase. The IT department will contact you to work out the details.
- All IT devices purchased with school funds (departmental funds, faculty development funds, grants, donations, auxiliary funds) are the property of the school and must be returned upon termination of employment or when the device is no longer in use.
- Phone, iPad/iPod, laptops, and Apple computers will be purchased for faculty only when authorized by the school administration.
- If a tablet computer is authorized for purchase, it must be an Apple iPad.
- Lost, stolen, or damaged IT devices are the end user's responsibility.
- Only devices with intact security features will be supported and allowed to access SDM resources. Rooted or jailbroken devices are not permitted.

Software –

- All of the computers in the School of Dental Medicine must be on a supported operating system using supported software (examples are MS Office 2016, Mac OS 10.12, and Windows 10). Exceptions will be made for users that are using special devices or databases that are only compatible with outdated programs or alternative Operating Systems. IT will try to support these outdated devices/programs but cannot guarantee outcomes. If a computer cannot be updated and patched, according to OIT guidelines it will not be allowed on the University network.
- Software purchased with personal funds cannot be installed on University owned devices without prior approval from SDM IT. (exception for Apple devices)
- All software, applications and services used for SDM purposes requires at least two administrator level accounts managed by SDM IT. This includes but is not limited to: programs purchased with University funds, free/donated software, and programs used on or to access SDM devices or data.
- Any new software acquisitions require coordination and approval from SDM IT prior to purchase/installation/use. As part of this process, a non-IT administrator/owner must be identified.

Apple Devices-

All Software available via Mac or iOS App Stores:

- Non-SDM Owned Apple Devices:
In order to receive SDM-paid software, these devices will be enrolled in JAMF
 - All SDM-paid Software will be pushed during course of study, and removed after graduation or termination. This software is supported by SDMIT
- SDM-Owned Apple Devices:
 - All devices must be enrolled in JAMF
 - No Hardware Upgrades are allowed
 - Personal Apple IDs are allowable for paid/free apps for work-related purposes, but are not supported by SDMIT
 - All SDM-paid Software will be pushed during course of study, and removed after graduation or termination. This software is supported by SDMIT
 - All requests for paid software will be approved and managed by SDMIT and pushed by JAMF. These software titles will fall under the “supported” category so long as the app continues to be supported by the vendor and compatible with the SDMIT infrastructure

All Software NOT available via Mac or iOS App Stores:

- All SDM-purchased app licenses must be recoverable upon graduation or termination
- SDMIT will document the licenses purchased with SDM funds, and will perform a recovery process in addition to checkout process for any outstanding licenses

Jamf-

- All Apple devices are subject to enrollment in the School of Dental Medicine mobile device management software, Jamf. This enables SDM IT to maintain device compliance by including, but not limited to: approved applications, pushing software updates and patches, and troubleshooting issues that may arise. axiUm access will only be given to Apple devices that are enrolled in JAMF
- SDM IT holds the right to restrict or delay software upgrades through Jamf to prevent incompatibility with other applications or systems within the University.
- Upon graduation or termination, students/residents and employees will be unmanaged and removed from Jamf

axiUm use –

axiUm licenses will only be installed on devices that are supported by the IT department (see above) or a device that is specifically authorized by IT/Administration. We have multiple versions of axiUm that are used for reasons such testing, training, and reporting. Our production environment is labeled “axiUm”. Please ensure that you are always accessing the correct version of axiUm. This is indicated by the text next to the axiUm icons, as well as a background label once you have logged in to the application.

Data Security –

- Users assume all liability related to loss of data from their use of any IT device on campus or off. Devices include laptop computers, flash/USB drives, external hard drives, CD's/DVD's or any other device that contains SDM related data. This includes all data with PHI, HIPAA/FERPA, or monetary value. Please review HIPAA/FERPA regulations as there are personal consequences for violations of the act.
- Users must log off/lock before leaving any system they are using to make sure other people cannot use the computer under their login credentials.
- While using SDM computing resources, users should not save any credentials when prompted by webpages or applications.
- Passwords must be changed every 90 days in accordance with University policy. Passwords must not be shared with other users or written down where they can be accessed by others.
- Electronically communicating PHI with any means other than university email is not allowed.
- Each individual is responsible for saving data from their computer. IT can assist you in configuring network or backup drives to ensure successful strategies for saving data. Network Drives (e.g. H,G,O drives) are backed-up every night. IT is not responsible for data saved locally on the computer (e.g. Desktop/C/Local Drive).
- OneDrive (Microsoft) and ShareFile (Citrix) are approved for hosting HIPAA/FERPA data. All other cloud sharing platforms (including Dropbox) are not allowed or approved for hosting HIPAA/FERPA data.
- University-owned mobile devices (tablets/phones/iPods) must have a password lock on them.
- University-owned mobile devices must have a case on them to prevent damage.
- University-owned laptops must be encrypted. University-owned desktops that are off campus must be encrypted.
- A waiver for encrypting your laptop/desktop can be obtained from OIT if approved.
- Any attempt to bypass security protocols that are in place is prohibited.
It is the responsibility of the user to protect any access controls they use including but not limited to: Computer passwords and passphrases, Campus ID badges, one-time token fobs and/or applications/apps, Encryption keys and certificates, and password storage applications/apps. Users must not share or allow to be shared any access controls for which they are responsible.
- For any user-maintained devices (laptops, cellphones, iPads) that access university data and have local passwords, pin codes or other access control methods, the user is responsible for maintaining these methods such that they are compliant with the University password requirements (complexity, must not be based on common words; change frequency, etc.,) where possible. Contact SDM IT personnel for guidelines where this is not possible.
- Any indication of security compromise including but not limited to: data theft, malware or virus activity, theft or loss of computing devices, account compromise, etc. must be reported to SDM IT immediately upon discovery.

Computer Usage –

- Computing resources should be used for SDM related work only. Streaming music, videos, online chatting, personal shopping, or any excessive personal internet use while in the School of Dental Medicine building is prohibited. Please consult the IT department if you have any questions.
- Abusive or offensive language in any electronic communication including emails, shared files, or any other SDM document is prohibited.

- In order to connect personal computers to the CU Anschutz (Secured) wireless network, SDM Wired networks, or UCDenver VPN networks, you must maintain your computer or device such that it has: secured credentials for all accounts that meet university requirements, monthly security patches including current officially supported Operating System, application patches by the vendor/s are applied in a timely manner (when available), an up-to-date approved and operational antivirus is maintained, all content on the device is legal, adheres to university policies, and is appropriately licensed.
- Be aware, the University reserves complete rights to the personal computer/device connected to its secured network; including data and the device itself.
- Computing devices that are non-compliant may be administratively disabled for security purposes.

Email –

- University email is not to be used for personal gain, entertainment, or for political advocacy.
- Upon graduation, students/residents will be removed from the Students-Dentistry@cuanschutz.edu distribution list.
- The email distribution list for a graduating class will be deleted 1 month after graduation.
- Automatic email forwarding from UCD email to any other email service is not allowed

Telecom –

Any telecom (fax, credit card line, phone) related issues such as activation, disconnecting of line, transfer of phone jacks, name display change, voicemail setup and any other telecom issue must go through IT.

Ethernet Access Points –

Use of unauthorized hubs and switches is not allowed in the building. If a department needs more internet jacks, installation cost will come from department funds. Contact SDM IT with any requests to add or move internet jacks.

Audio/Visual support –

SDM IT does not support hardware outside of the SDM facilities listed in the Introduction paragraph of this policy. Technology Support Services (TSS) should be contacted if there are any issues in any building other than the School of Dental Medicine facilities. If out of the ordinary, audio visual or other computer resources are required for a class or meeting in another building, TSS should be contacted in advance to provide the requested services.

Recording –

With certain exceptions, you cannot use video or audio recording devices inside the SDM building. Devices include cell phones, cameras, audio and/or video recorders, or any other electronic recording device. Recording devices may be used to record within the clinical areas for academic assignment or work purposes only. They can be used in other areas with the permission of the person being recorded and the appropriate consent forms completed (e.g. HIPAA/FERPA release form, or other permission form if needed).

Personal Data –

Personal data is not allowed on any SDM computer or any of the shared drives. All data on any SDM owned IT device is University property and therefore public.

Policies specific to faculty

Computer rights –

For security reasons, faculty members placed on Administrative leave will lose their login privileges for the duration of the leave. Privileges will be reinstated upon their return to SDM employment.

Vital Source –

Vital Source privileges will be given to all full-time faculty and some part-time faculty at the department chair's discretion. Privileges will be revoked upon conclusion of service to the SDM.

Printers –

- Printers will not be purchased for new faculty members. Faculty members may keep any existing printers as long as they are paying for the maintenance and purchasing the toner from their development account. Funds to cover these costs cannot come from their department funds or a grant.
- SDM IT will support only individual printers and department printers (3-D printers) that are identified as integral. Multifunction Printer/Copiers are supplied to each area of the school, with the school covering the complete cost of operation for these machines.
- Printers purchased with personal funds are not allowed in SDM facilities.

axiUm license/access –

Three axiUm licenses will be given to all faculty who are employed at 40% or greater at the school. One license will be dedicated to the faculty member's school computer, one on an iPad and one may be on a personal computer. Windows machines must have an active, up-to-date antivirus program and patches installed. Computers with the Mac operating system must have all the latest apple updates installed and have auto logon switched off. Both Windows and Mac users should check with IT regarding the current recommended software versions. Display/screen saver time out must be set to 10 minutes. A password is required on all computers. For faculty employed 39% or less, access will be allocated based on office availability. A personal/home use license and/or an iPad license for faculty with employment of 39% and less will be evaluated by administration upon request. HIPAA/FERPA training and examination is mandatory and must be updated as required.

Policies specific to staff

Computer rights –

All users will be unprivileged users unless IT perceives a need for the staff member to be an administrator of their computer. Staff will only be permitted to use a Windows computer. For security reasons, staff members placed on Administrative leave will lose their login privileges for the duration of the leave. Privileges will be reinstated upon their return to SDM employment.

axiUm License/access –

Two personal/home use licenses for staff will be evaluated by administration upon request. One for a laptop and other for an iPad. Windows machines must have an active, up-to-date antivirus program and patches installed. Computers with the Mac operating system must have all the latest apple updates installed and have auto logon switched off. Display/screen saver time out must be set to 10 minutes. A password is required on all computers. HIPAA/FERPA training and examination is

mandatory and must be updated as required.

Policies specific to students and residents

Student Laptops –

Students will be supported only if they purchase their computer according to the school's recommended configuration.

Email –

- Webmail is the only email software supported by IT. There will be no support for any other email software. Webmail is the only official and supported conduit for external access to University email at this time.
- If you are misusing your email account, we will restrict your email address so it cannot send emails to any email distribution list, including your class distribution list. If you misuse your email account after graduation, we will disable it.

axiUm access –

Students and residents will lose axiUm/Dolphin/Infinitt access upon graduation. An extension may be requested via email from their program director.

Students may lose axiUm access if they are not current with the compliance and regulatory requirements of the school as administered through the Compliance portal. axiUm access is reinstated once the student becomes compliant with the required documentation.

Printing –

A printing quota has been allocated for each DS and ISP class. Please contact the IT department for more details.

axiUm license –

axiUm access will be given to students and residents on an Apple computer and/or SDM IT approved device only. Computers must have an antivirus program installed, active, and up to date. Computers must have all the latest software updates installed and have auto logon switched off. Display/screen saver time out must be set to 10 minutes. A password is required on all computers. IT will perform random checks of the computers. People who are not following the guidelines will lose axiUm access. HIPAA/FERPA training and examination is mandatory and must be updated as required.

Vital Source –

The Vital Source library is a digital document and textual library required (no exceptions) by the SDM faculty as part of the DDS and advanced programs' curriculum of the School of Dental Medicine. If you are in good financial standing with the University of Colorado bookstore regarding your Vital Source required semester payments, you will have access to the Vital Source library and its upgrades until your graduation day. Upon graduation, per Vital Source, you will retain all of the books for life but you will not have access to any further upgrades unless you choose to pay a fee directly to Vital Source.

Policies specific to residents (Graduate Practice residents (GPR), Graduate Periodontics residents, and Orthodontics residents)

- GPR Residents: A loaner laptop with axiUm will be provided to residents who are covering emergency calls. Residents are responsible for all theft, loss, damage or repair to the loaner computers.
- A school-owned cell phone will be given to residents who are on-call. Residents are responsible for all theft, loss, damage or repair to the phone.
- Vital source – residents will be given a faculty license for use for the duration of the program only.
- Residents with a Mac laptop will be given access to axiUm via the Citrix Apps program; those with a Windows laptop will be given access to the Citrix Desktop program.

REFERENCES:

The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
 The Health Information Technology for Economic and Clinical Health Act (HITECH),
 The Family Educational Rights and Privacy Act (FERPA).
 State of Colorado Acceptable Use of State and Personal Assets

ACCOUNTABILITY:

All faculty, staff, residents, students and vendors who use or purchase SDM IT or University IT services, applications or devices or who have access to SDM information, data, devices or services are responsible for following all the requirements of this policy. All faculty, staff, residents, and students are responsible to follow any other rules and regulations related to information or data security and confidentiality that are currently written or may be written in the future, even though this policy does not specifically address those rules and regulations at this time.

AUTHORITY:

The SDM Dean and other members of the Executive Team, the SDM IT Director, the Information Technology department members, the University Office of Information Technology (OIT), and any other University departments or individuals who have responsibility for HIPAA, HITECH, FERPA or information and data security and confidentiality have the authority to enforce this policy.

REVIEW and APPROVAL:

This policy will be reviewed on an annual basis or sooner, as needed, but not to exceed 3 years.

The policy is reviewed and approved by the SDM IT Director, the SDM Operations Committee, SDM Faculty Senate, and SDM Executive Committee.

Academic Policy

Title: CUSDM Academic Policy
Source: Dean's Office
Prepared by: Associate Dean for Academic Affairs
Approved by: Faculty Senate
Effective Date: May 5, 2018 (Grading policies effective August 6, 2018)
Applies: All CUSDM Programs

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE ACADEMIC POLICY

The Evaluation and Promotion of Students

I. Introduction

Standardized procedures exist for the regular review of the academic performance of all students enrolled in the DDS degree program in the School of Dental Medicine (SDM). Grades are assigned for didactic, pre-clinical laboratory and clinical courses in the curriculum. At the conclusion of each semester, the Dental Student Performance Subcommittee (SPC) reviews student progress and recommends whether a student should be promoted to the next semester of the academic program. The Dental SPC functions as a representative body of the Faculty and does not in itself promote, dismiss, or require the repetition of a year by an individual student. Rather, the SPC assesses all available academic information and makes a recommendation for appropriate action to the Dean.

Additionally, a formalized process exists for the assessment of student progress towards achieving clinical competence. Each student will have multiple global assessments by the Competency Review Board (CRB) of their fitness to safely practice clinical dentistry. The Competency Review Board performs an overall review of student clinical performance indicators to determine the student's fitness to continue their clinical education and for recommendation for graduation. The assessments for students in the four-year DDS program will occur; 1) in the Spring Semester of the DS 2 year (shortly after the student has initiated clinical patient care activities), 2) in the Spring Semester of the DS 3 year (prior to the students release to participate in ACTS), and 3) prior to graduation in the Spring Semester of the DS 4 year. The assessments for ISP students will occur; 1) in the Spring Semester of the ISP 2 year, and 2) prior to graduation in the Fall Semester of the ISP 2 year. Individual assessments can occur at other times as needed. The CRB carefully examines faculty input to confirm if there is an appropriate progression towards clinical competence for each student. The goal of this process is to identify progression shortfalls as early as possible in order to design necessary intervention strategies. The system also alerts the faculty to students who are doing well and might be eligible for independent projects.

If after CRB review, a School of Dental Medicine student is deemed to be not competent in his/her performance in the practice environment due to an inability to meet basic standards of dental care and/or the SDM technical standards with or without a reasonable accommodation, the Competency Review Board is required to take action to ensure a safe environment for students, patients, and other personnel. This action may require that the student be immediately removed from patient care activities or that specific interventions and/or restrictions be implemented to assure safe patient care. For any student observed to be not competent due to a temporary or permanent inability to meet basic standards of dental care, it is the duty of faculty or other healthcare personnel to report these observations to the Senior Associate Dean for Clinics & Professional Practice and/or to the Associate Dean for Academic Affairs. The CRB, in collaboration with the SPC, reserves the right to investigate the issues and modify the student's educational plan within the educational program if deemed necessary. In addition, the CRB (in situations where patient care may be compromised) and/or the SPC (in situations where non-clinical academic performance may be compromised) may determine that the situation warrants external professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professionals depending upon the need. These professionals may include but are not limited to health care providers, mental health care providers, and drug and alcohol counselors, English as a Second Language instructors, Disability

Resource Services, or Peer Assistance Service Program.

It is the student's responsibility to undergo evaluation. If the student does not complete the evaluation they will not be allowed to proceed in the curriculum. The CRB and/or SPC will serve to assist the student to arrange for the appropriate evaluation (or ongoing evaluations) and forward the evaluations to the CRB and/or SPC as appropriate. The CRB and/or SPC will then respond to the evaluation report and responses may range from taking no action, modifying the student's education plan, requiring mandatory changes in student behavior, requiring the student to take a leave of absence from the program in order to address specific concerns, or withdrawing the student from the School of Dental Medicine. In situations where a recommendation has been made by the CRB, the student may request a review of the CRB recommendation by the SPC. If appropriate, SPC in collaboration with CRB will develop a reentry plan for the student including implementation of the leave of absence process if necessary. The plan will address any additional work that may be required in order to remedy the specific set of conditions that have led to the leave of absence or withdrawal from the program.

A. Student Responsibilities

1. It is the responsibility of the student to know and comply with all University, Anschutz Medical Campus, School of Dental Medicine, department and division course policies, guidelines, and procedures.
2. It is the responsibility of the student to know their academic status.
3. It is the responsibility of the student to immediately inform the Associate Dean for Academic Affairs of personal circumstances (e.g. medical/family leave, serious illness, and financial difficulties) likely to affect the student's academic performance.
4. It is the responsibility of the student to attend all scheduled classes, laboratory sessions, clinical sessions and rotations, quizzes and examinations. Student absence does not eliminate accountability for instruction presented.
5. It is the responsibility of the student to immediately inform the Office for Academic Affairs of a change of name, address and/or telephone number.
6. It is the responsibility of the student to conduct themselves ethically, professionally and compassionately, in all academic and non-academic activities consistent with SDM, AMC and CU codes and guides to student conduct and professionalism including the SDM Academic Honor Code and Student Professional Code of Conduct.
7. It is the responsibility of students to provide humane, compassionate and timely care to their patients.
8. It is the responsibility of students to maintain confidentiality in interactions with patients.
9. It is the responsibility of students to serve their patients and interact professionally with patients, faculty, peers and auxiliary personnel.
10. It is the responsibility of the student to know and meet the Technical Standards of the School with or without a reasonable accommodation.

B. Faculty Responsibilities

1. It is the responsibility of the faculty to create a positive and consistent learning environment in didactic, pre-clinical and clinical courses.
2. It is the responsibility of the faculty to serve as content experts, and to be fully prepared for all assigned didactic, preclinical, and clinical coursework and teaching responsibilities.
3. It is the responsibility of faculty to ensure that patient care is not compromised in order to satisfy clinical expectations of students for academic advancement or graduation.
4. It is the responsibility of faculty to treat students as professionals and to facilitate student didactic and clinical progress and learning.
5. It is the responsibility of faculty to work together cooperatively to ensure that student learning and patient care are optimized, fully utilizing all teaching and clinical sessions.
6. It is the responsibility of faculty to provide appropriate remediation of coursework as recommended by the Student Performance Subcommittee, in a timely manner.
7. It is the responsibility of faculty to work together cooperatively to ensure that student learning and patient care are optimized.
8. It is the responsibility of the course director to assure that students receive written information concerning the course during the first class session. This information shall be presented in a "Course Syllabus" consisting of the following:

- a. Course description

- b. Major course goals
- c. Dental student program competencies
- d. Technical Standards for Dental Education Programs
- e. Methods of evaluation
- f. Grading model & remediation plan
- g. Attendance policy
- h. Title IX
- i. Time assigned for course
- j. Required texts
- k. Study materials permitted
- l. Learning objectives
- m. Course schedule including dates and times, location, topics, scheduled examinations, and objectives for each session

For clinical courses, the following information will be presented in a "Clinical Course Outline", or detailed in the SDM Dental Clinical Education Manual, which will include:

- a. Educational goals
- b. SDM clinical competencies and competency examinations
- c. Student evaluation criteria
- d. Grades/methods of evaluation/grading rubric
- e. Attendance requirements
- f. Time for the course
- g. Feedback
- h. Remediation of course failures
- i. Request for accommodations
- j. Course schedule

9. It is the responsibility of the faculty (delegated by the Faculty to the administrators of the Office for Academic Affairs; Office for Clinics and Professional Practice) to distribute academic and clinical policies and procedures at appropriate times in the student curriculum.

II. Process for Evaluation and Enhancement of Student Performance

Overview - The essential factor in evaluation of student performance is early identification of didactic, laboratory, clinical, or non-academic performance that is not consistent with the development of competency. The Student Success Team monitors student performances throughout the academic year. Course directors are encouraged to submit the names of students, as soon as possible, with academic, preclinical and/or clinical difficulties to the Office for Academic Affairs and to the Student Success Team.

The goal of the Student Success Team is to facilitate and enhance student success with all aspects of the academic program. This includes didactic, pre-clinical and clinical coursework as required for the completion of the DDS training program. Programs available for students through the Student Success Team include the assignment of a faculty advisor to provide individual guidance, opportunities for tutoring assistance and additional instruction in pre-clinical and clinical skills required to demonstrate competency to begin the practice of general dentistry.

A. Interpretation of Letter Grades and Pass/Fail Grades

1. **Letter Grades**- Letter grades used at the School of Dental Medicine consist of the following:

A/A-/B+/B/B-/C+/C and F Grades

Superior or excellent student performance is noted by the letter A grades. The letter B grades represents student performance above the satisfactory level. The C+ grade indicates passing performance at the minimal satisfactory level. The F grade indicates a failing grade. Successful remediation of an F grade will convert the F grade to a C grade.

The grading policy stated in the course syllabus must be followed. The normalization of grades can only be done to improve student grades and may be done at the discretion of the course director. Course

directors must utilize the following standardized grading scale that includes the use of a plus/minus grading system:

A	100.00- 93.00
A-	92.99- 90.00
B+	89.99- 87.00
B	86.99- 83.00
B-	82.99- 80.00
C+	79.99- 75.00
F	Below 75%
C	Only given upon successful remediation of an F grade in a letter-graded course

Performance of 75% or better is required to pass all letter-graded and pass/fail graded courses.

2. F (Failing) Grades

Failure to successfully complete course expectations/requirements/objectives at the 75% level by the scheduled completion date, or failure to meet attendance requirements will result in an F grade. Appropriate remedial work must be completed for all F grades prior to graduation and no F grades are allowed on a student's transcript as a requirement for graduation.

The nature of the remedial work needed to correct deficiencies noted by F grades shall be at the discretion of the SPC in consultation with the appropriate course director. Most often, this is accomplished by successful completion of a remediation plan to be completed no later than the end of the following semester (see section V.1). In this situation, successful completion of the remediation plan will convert the previous F grade to a C grade in a letter-graded course and to a Pass with Remediation (PR) grade in a Pass/Fail graded course. Other mechanisms to remediate an F grade may include retaking the course when this is the course director's remediation plan or when an entire year/semester is being repeated as mandated by the SPC. In these situations, the original F grade will remain on the students transcript and passing the course when repeated will fulfill the requirement to remediate the previous F grade.

3. Situations where Failing Grades are Allowed on Transcripts

Special consideration is given to the accumulation of failing (F) grades on a student's transcript in the event that a course director's remediation plan is for the student to repeat the course the next time it is offered. A second grade for that course will be added to a student's transcript and passing the course is required to successfully complete the remediation plan. F grades may also remain on a student's transcript when the student is repeating a course as part of a SPC decision where the student must repeat an entire semester(s) or year. F grades are only allowed on a student's transcript if the course has been successfully repeated as described above.

4. P/F (Pass/Fail) Grades

The Pass (P) grade is awarded in courses graded Pass/Fail for student effort at or above 75% level. Pass/Fail grading is approved by the Dental Curriculum Subcommittee on a case-by-case basis. Successful remediation of a failing grade in a Pass/Fail graded course will convert the F grade to a Pass with Remediation (PR) grade.

5. IP (In Progress) Grades

The grade of IP may be used at the discretion of an instructor when a student has not completed the necessary course work to satisfy course requirements and there are extenuating circumstances. IP grades must be rectified as soon as possible and a failure by the student to do so will result in referral to the Dental Student Performance Subcommittee for possible disciplinary action. Upon completion of the course

requirements, the IP grade may be replaced by Pass, Fail, A through C+, or F. No IP grades are allowed on a student's transcript as a requirement for graduation.

6. Clinic Credit

Students participate in clinical courses that are graded in the same manner as outlined in the section above. Students are advised of the methods for the evaluation of clinical performance, to include clinical competency assessments/examinations and threshold accomplishments through the Dental Clinical Education Manual and clinical course syllabi.

7. Grade Appeals

A student may appeal a final course grade. The student must state in writing the reasons for the appeal, and forward this information to the course director within five (5) school days of receiving notification of the grade. The student should first attempt to resolve the disagreement with the course director. If unsuccessful, the student should discuss the issue(s) with the division/department chairperson. If still unresolved, the student should discuss the matter with members of the SPC Executive Leadership Team (Associate Dean for Academic Affairs, Senior Associate Dean for Clinics and Professional Practice, Assistant Dean for Student Affairs, and Associate Dean for Diversity and Inclusion) who will then make a decision regarding the grade appeal. The student may appeal this decision to the Dean. The Dean shall render a decision within ten (10) working days and as Chief Academic Officer of the School of Dental Medicine, such decision will be final.

8. Grade Changes

Whenever an original course grade is changed (e.g. after rectification of an F or IP grade) the Registrar's Office will be notified to alter the transcript accordingly. In addition, the School of Dental Medicine maintains its own grade records, showing all original and changed records.

9. Grade Reports

Students may obtain their grades from the Student Portal:

<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>

Follow the Student Resources link to the Registration and Records student sign-on page. A complete University of Colorado academic record is also available at this site.

To request a hard copy, fax a written request to 303-724-8060 (Registrar's Office at CU Anschutz Medical Campus). Include your name and student ID.

10. Academic Difficulty

Course directors may send grade reports for students having academic difficulties to the Office for Academic Affairs.. This information will be considered in the evaluation of student performance and academic status, and will help to identify students to be referred to the Student Success Team for academic assistance.

11. Tutoring

In-Course Tutoring

The course director, whenever possible, will assist in determining the nature of a student's problem and where feasible, provide supplemental instruction while the course is in progress. In some cases outside tutoring may be needed.

Tutoring Policy

A student who is not performing adequately, or who is failing a course, should meet with the course director to arrange for review of course information, laboratory requirements or clinical expectations. The decision to recommend tutoring can be made by the course director, Associate Dean for Academic Affairs, and/or the Student Success Team.

III. Attendance

1. Attendance

Students are expected to be present for all aspects of the curriculum including attendance at all didactic, laboratory and clinical courses/sessions. Attendance implies arriving promptly at the start of the course session and remaining until its conclusion. Unavoidable situations, such as illness, accident, or personal circumstance including religious holidays, approved accommodations from the Office of Disability Resources, and Title IX accommodations might influence a student's attendance and delay timely exit from an academic program. Students must make every effort to be in attendance as scheduled. Failure of students to meet attendance requirements may result in an F grade.

2. Approved Types of Leave

Sick Leave - Sick leave shall be granted on a case-by-case basis. Students must notify their course directors before missing a class due to sickness. If a student is absent from school due to illness for three (3) or more consecutive days, a physician's clearance statement from the primary treating physician must be presented to the Office for Academic Affairs. Leave due to an extended illness (over 2 weeks) will be considered a Medical Leave of Absence and will be handled on a case-by-case basis. A Medical Leave of Absence will require coordination of reentry into the program and depending on the length of leave, may require repetition of significant portions of the program, and/or an evaluation of clinical competency.

Bereavement leave - Bereavement leave of three (3) days shall be given per death of an immediate family member (i.e., parents, grandparents, siblings, children or spouse). The student is required to notify the Office for Academic Affairs. Additional leave may be granted on a case-by-case basis.

Military or Jury Duty - Professional Leave of Absence may be granted under special circumstances and will be handled on an individual case-by-case basis by the Office for Academic Affairs.

Professional leave - Approved professional leave is defined as time allotted for externships, observance of religious holidays, interviewing for residency programs, and continuing education at approved professional meetings in conjunction with the educational objectives of the program (such as the RMDC and Dental Specialty meetings). Approval is based on merit (with the exception of religious observance) relative to the student's professional development. Each student is allowed 8 working days per year of approved professional leave. Additional professional leave may be granted on a case-by-case basis. Approved professional leave must be scheduled in advance, should be considered in the context of not conflicting with patient care responsibilities, scheduled rotation assignments, scheduled examinations and cannot accrue from one year to the next. Professional leave approval requires the completion of a "Student Professional Leave Request Form" obtained from the Office of Academic Affairs and submission of the form to the same office once completed no later than two weeks before the leave is requested. The Associate Dean for Academic Affairs will inform the student if the requested leave is approved.

Vacation leave – Students will have the following vacation days

- Labor Day
- Thanksgiving Day and Friday after
- Christmas Eve
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Other days as identified by the Academic Calendar

Note: On-call responsibilities will be assigned to specific students to cover the patient care needs of the School of Dental Medicine's patients of records and urgent care patients on days when the SDM Student Clinics are closed.

3. Attendance Requirements for Clinic

100% attendance to all assigned clinical sessions is required. If no patient is scheduled or a patient fails an appointment, students must check with patient care coordinators and be available to see emergency patients, walk-in patients, assist, or staff emergency clinic or oral surgery clinic.

4. Attendance Requirements for Scheduled Examinations

A student is required to take all examinations as scheduled. Students must notify the course director of their absence prior to the examination time. Absences from scheduled examinations must be substantiated by a valid, dated, and written statement elaborating the reason(s) for the absence. The statement must be presented to the Office for Academic Affairs on the first day the student returns following an absence. Additional documentation or other information in order to evaluate the reason for the absence may be requested. If the absence is approved, the student must be prepared to take a missed examination immediately upon returning to school at a time and date set by the course director that does not conflict with other didactic or clinical obligations. Any absence from a scheduled examination that is not approved by the Office for Academic Affairs will result in an F grade (zero points) being recorded for the examination.

5. Inclement Weather

In the event of inclement weather, students are advised to consult the current Inclement Weather Policy, distributed by the Office for Clinical Affairs and Professional Practice. The Chancellor will declare if the AMC campus will close which would result in all classes and clinics at the School of Dental Medicine to be canceled, or a delayed start that would result in the closing of the morning clinics and a delay in the start of didactic classes as declared by the Chancellor. Students will be notified of a School closure by a posting notice on the School's website. See Inclement Weather Policy for delayed starts and course cancellation policies.

IV. Academic Probation

1. A Student on Academic Probation:

- A. Will be required to maintain attendance as required by course directors for all scheduled classes and clinical sessions.
- B. Will be required to accept the terms of the academic probation as dictated by the SPC and as specifically defined in a letter from the Associate Dean for Academic Affairs. The probation letter provided to the student will list the conditions of probation, the projects and dates the projects must be completed (if applicable), and the consequences of not complying with the terms of the probation.
- C. Will have his/her progress in rectifying the deficient grades supervised by the course director, or if applicable, a designated faculty member.
- D. Will place all their effort on their academic performance and so, will not be allowed to serve or represent their Class, the School, or the University in any official capacity or be allowed to participate in any extra activity (such as elective courses) beyond their core course curriculum.

2. Academic Probation for F Grades

- A. A student who received an F grade(s) in an academic semester is automatically placed on Academic Probation by the SPC the following semester. The minimal time for a probationary period is one academic semester.
- B. A student placed on Academic Probation remains in this status until approval to remove the status is granted by the SPC. Failure to satisfactorily complete remedial action for an F grade(s) by the SPC approved deadline or failure to complete the next succeeding semester with all grades at C+ level or higher and an academic semester and cumulative GPA of 2.3 or above (see section IV.3), will result in a SPC recommendation for

continued academic probation, dismissal, or repetition of the entire year.

3. Academic Probation for Academic Semester GPA below 2.3

A student is placed on academic probation whenever his/her grade point average for an academic semester falls below 2.3. Failure to perform at or above the 2.3 level for two consecutive academic semesters will result in a SPC recommendation for continued academic probation, dismissal or repetition of the entire year.

4. Academic Probation for Cumulative GPA below 2.3

A student is placed on academic probation whenever his/her cumulative GPA for the dental program falls below 2.3. Failure to maintain a cumulative GPA at or above the 2.3 level for two consecutive academic semesters will result in a SPC recommendation for continued academic probation, dismissal or repetition of the entire year.

5. Academic Probation for Insufficient Clinical Progress

A student may be placed on academic probation if he/she fails to make sufficient clinical progress as determined by the SPC upon the recommendation of the Competency Review Board. Failure to rectify deficiencies in clinical progress may result in recommendation for not participating in ACTS, restriction of clinic privileges, remedial work, dismissal or repetition of the entire year.

6. Dental Student Performance Subcommittee (SPC) Progress Review of Students on Academic Probation

The performance of a student placed on academic probation at the beginning of a new semester due to poor performance the preceding semester, will be reviewed by the SPC at the end of the semester they were placed on probation. The student will be removed from academic probation if the student has no F or IP grades in any courses (other than in some courses where IP grades are at times given), and has successfully remediated all courses that led to the probationary status, and has a semester and cumulative GPA of 2.3 or higher. If the student fails to meet the probationary expectations, the student will remain on probation and may be subject to repetition of the year or dismissal.

A student who is placed on academic probation for two consecutive semesters or four times in their academic career may be recommended for dismissal or repetition of the entire year.

A student may be permitted to repeat a maximum of two academic years. A student who fails the successful completion of the second repeated year will be recommended for dismissal.

NOTE: A senior student on Academic Probation is not eligible for graduation.

NOTE: A senior student who does not have a cumulative or final semester GPA of 2.3 at the time of graduation, is not eligible for graduation.

V. Committee Review of Student Performance

1. Remedial Work for F Grades

Students who have received an F grade will be reviewed by the SPC. The student should be informed by the SPC within two weeks after grades are received at the end of the semester in the Registrar's Office that he/she is on Academic Probation. The Associate Dean for Academic Affairs requests a written plan to remediate the failed grade from the course director. This plan should be received within one week after the grades are received in the Registrar's Office. The SPC must approve the plan that includes deadline for completion. The failed grade must be remediated no later than the end of the following semester. The student will be instructed in their academic probation letter from the SPC to contact the course director for the plan required to remediate any failed courses. The remediation plan may consist of remedial sessions and appropriate examination, and/or specific assignments that satisfy course requirements. Successful completion of the remediation plan will convert the failing grade to a C grade in a letter-graded course and to a Pass with Remediation (PR) grade in a pass/fail graded course. The course director may

recommend satisfactory performance on repeat of the course as remediation and in this situation, the original F grade will remain on the student's transcript. Passing the course when repeated will fulfill the requirement to remediate the previous F grade.

2. Completion of IP Grades

Students who have received an IP grade must contact the course director to ensure that the necessary coursework is completed so the IP grade can be converted to a letter or Pass/Fail grade. If the IP grade is converted to an F grade in a letter-graded course or to a Failing grade in a Pass/Fail course, the student is reviewed by the SPC and informed they are placed on academic probation as described in Section IV. 2 and are responsible for remediation of the F grade as described in Section V. 1.

3. Appeal of Dental Student Performance Subcommittee Actions

Students may appeal actions arising from the Dental Student Performance Subcommittee (SPC). Such actions involve a change in the academic status of a student (i.e. "academic probation, suspension, repetition of all or part of an academic year, and dismissal"). The appeal process involves an initial written appeal by the student to the SPC Executive Leadership Team and if approved, followed by an in-person student appeal to the SPC as described below.

Written Appeal Procedure

A student (hereafter called the "appellant") may submit a written appeal to the SPC Executive Leadership Team within ten (10) business days of receipt of written notification of a change in academic status. This appeal must detail the reasons why the action of the SPC is deemed inappropriate. The appellant may bring to the attention of the SPC Executive Leadership Team factual information or circumstances that the appellant believes were not adequately considered. The appellant may argue that the decision is inappropriate and may propose alternatives to the decision made by the SPC. Supporting documentation should be provided when available. The SPC Executive Leadership Team should consider the request promptly to determine if the appeal should be (1) referred back to the SPC for an in-person student appeal, or (2) denied.

Referral Back to the SPC for In-person Student Appeal

Should an appeal be returned to the SPC for reconsideration, the SPC should render a decision within fifteen (15) business days following the referral from the SPC Executive Leadership Team absent other circumstances. The appellant will have at least five (5) business days to prepare for the SPC hearing. The SPC may request written documentation supporting the appeal. The appellant will present information in support of his/her appeal. An advisor or faculty member may accompany the appellant and may speak in support of the student. However, the student will be responsible for responding to and answering questions from the SPC. The SPC will deliberate in closed session immediately after the completion of testimony and will have the prerogative to either uphold the initial action of the SPC or to modify it, but under no circumstance may the SPC increase the severity of the recommended initial action of the SPC. The SPC appeal decision should be forwarded to the appellant and to the Dean within two (2) business days after the hearing absent other circumstances. The appellant must notify the SPC Executive Leadership Team in writing within five (5) business days of receipt of written notification of the SPC appeal decision of his/her intent to accept the decision of the SPC. If the appellant does not accept the SPC decision, then the appeal will be forwarded to the Dean for a final decision.

Dean's Decision

The Dean can either concur or not concur with the decision(s) of the SPC. If the Dean concurs, then the decision of the SPC is implemented. The decision of the Dean is final and this decision will be transmitted by the Dean to the appellant within four (4) business days after the decision has been reached.

VI. National Board Dental Examinations (NBDE)

Students are responsible for preparing for the NBDE and must pass both Part I and Part II in order to receive their DDS degree. Successful completion of Part I is a mandatory requirement before entrance into the Advanced Clinical Training and Service Program is allowed.

VII. Eligibility to Participate in the Advanced Clinical Training and Service Program (ACTS)

Dental students must be certified by the Competency Review Board in the Spring semester of the DS3 year to be eligible for the Advanced Clinical Training and Service Program. Students on academic probation but certified by the Competency Review Board may be eligible to participate in Advanced Clinical Training and Service Program if approved by the SPC.

VIII. Nomination for the Doctor of Dental Surgery Degree Graduation Requirements

Graduation from the University of Colorado School of Dental Medicine is contingent upon:

- Completion of all required courses with a minimum cumulative GPA of 2.30
- Fulfillment of all legal and financial obligations to the University
- Successful completion of the National Board Dental Examinations Part I and Part II
- Removal of probationary status if on academic probation. In the situation where a student is placed on academic probation at the end of his/her last semester of their program, the student is given the opportunity to rectify academic deficiency/deficiencies needed to remove the probationary status. This may be accomplished by performing additional coursework as dictated by course director(s) and as approved by the SPC to allow the granting of a higher grade in select courses as needed to remove the student from academic probation. This may result in a lengthening of their academic program and a delay in their graduation from the SDM
- Recommendation for the degree by vote of the Faculty (Competency Review Board) of the University of Colorado School of Dental Medicine

IX. Qualifications for the Master of Science in Basic Oral Sciences Degree

Degree Requirements: The minimum academic requirements for eligibility of this degree include successful completion with a passing grade for all courses during the first two years of the School of Dental Medicine curriculum (with the exception of clinical courses) and the writing of a scholarly paper that incorporates basic science and dental knowledge obtained over this minimum two year period. A minimum cumulative 2.0 GPA is required to be eligible for this degree. The Program Committee for the Master of Science in Basic Oral Sciences is responsible to ensure that all requirements are met and makes the recommendation to the Dean of the School of Dental Medicine to confer this degree. The student must also submit a letter voluntarily withdrawing from the School of Dental Medicine DDS program. Credit hours applied to this M.S. degree program cannot be applied to the D.D.S. degree.

The Program Committee for the Master of Science in Basic Oral Sciences will be composed of three Faculty members (80% effort or more) selected by the student. The student will submit the names of the Faculty members to the Associate Dean for Academic Affairs for his/her approval. Members are selected by the student as based on their ability to critically evaluate the scholarly paper. The Program Committee members will meet with the student seeking the MS in Basic Oral Sciences degree to approve the topic of the scholarly paper, define expectations related to length and scope of the paper including number and quality of references cited, and the due date. The Program Committee members will individually evaluate the scholarly paper and then will meet to approve the paper or ask for revisions. All Program Committee members must unanimously approve the scholarly paper before the MS in Basic Oral Sciences degree is awarded. Students working towards this degree must be enrolled during the term in which they are awarded the degree. The Associate Dean for Academic Affairs will contact the Registrar's office once all requirements have been completed so the degree may be awarded. This degree is available to students currently enrolled in the DDS program and to former students no longer enrolled that never completed the DDS program. The time eligibility for this degree for former students is five years or less since leaving the program. Since students must be enrolled during the term the degree is awarded, former students are required to enroll for a 1.0 credit "Master Degree Extended Studies" course which includes extended studies and degree-seeking tuition fees.

Approved on May 7, 2018 by the School of Dental Medicine Faculty Senate

ACADEMIC HONOR CODE

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE ACADEMIC HONOR CODE, STUDENT PROFESSIONAL CODE OF CONDUCT, AND DISCIPLINE POLICIES FOR SUSPECTED ACADEMIC HONOR CODE AND/OR STUDENT PROFESSIONAL CODE OF CONDUCT VIOLATIONS (Approved by Faculty Senate September 25, 2017)

Student Professionalism and Academic Integrity Subcommittee

The Student Professionalism and Academic Integrity Subcommittee (SPAIS) is included as a Committee Responsible to the Faculty Senate and shall report as a Subcommittee to the Institutional Effectiveness Committee. The SPAIS is responsible for the development, implementation and enforcement of dental student professional conduct and academic integrity policies. These policies include the Academic Honor Code, the Student Professional Code of Conduct, and Discipline Policies for Suspected Academic Honor Code and/or Student Professional Code of Conduct Violations. Standing (non-voting) members of the SPAIS include the Administrator responsible for Student Affairs (also the Chair of this Subcommittee), the Administrator responsible for Academic Affairs, and the Administrator responsible for Professionalism. Voting members include four (4) full-time Faculty members elected bi-annually by the Faculty Senate and seven student members (one student elected annually from each DS and ISP class and the President of the Student Professionalism and Ethics Association in Dentistry). Voting Faculty members may serve consecutive terms and voting Student members may serve up to four consecutive annual terms.

I. ACADEMIC HONOR CODE

Academic integrity involves honesty in all matters that relate to an academic environment. A university's reputation is built on a standing tradition of excellence and scholastic integrity. As members of the University of Colorado School of Dental Medicine academic community, faculty and students accept the responsibility to maintain and uphold the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work. Honesty, integrity and ethical conduct are essential in the education of the future members of the dental profession, that is granted the privilege and responsibility of self-regulation. Self-regulation of the academic process is an important part of the education of a future dental professional. The dedication of the University of Colorado School of Dental Medicine to professionalism is reflected in our **Student Dentist Professional Vow** as follows:

"As a student dentist at the University of Colorado School of Dental Medicine, I vow to make a personal commitment to academic integrity, my education, my patients, my colleagues, and my profession. I vow to strive for excellence in the diagnosis, the management, and the treatment of my patients.

I will uphold the Academic Honor Code at all times, and neither receive nor give unauthorized assistance from or to my fellow student dentists in the classroom, clinics and laboratories. I shall avoid the temptation toward unethical behavior, thus, making a personal commitment to integrity, honesty and ethics.

I will uphold the dress code by presenting myself in a professional and respectful appearance at all times during my educational experience, during patient care, and at professional meetings and gatherings.

I pledge excellence in the care of my patients. I will make a commitment to my academic opportunities and to advance my knowledge with self-study, thus enhancing my diagnostic abilities, treatment planning methods and the expert execution of my patient treatment in providing outstanding care to the best of my given ability.

*I take this vow seriously and without any mental reservation - pride in myself, pride in my profession and pride in my school.
Go CU!"*

A. Faculty Responsibility

It is the ethical responsibility of the Faculty to abide by and promote the principles espoused by the Academic Honor Code. The Faculty will take whatever steps are necessary to discourage academic dishonesty and cheating. Faculty have an obligation to report any observed or reported incidents of academic dishonesty.

B. Student Responsibility

It is the ethical responsibility of the student to abide by and promote the principles espoused by the Academic Honor Code. The student will not engage in any form of academic dishonesty, cheating and/or any other violations of the Academic Honor Code.

C. Conduct Standards

Conduct standards do not allow any form of academic dishonesty or cheating by students. Academic dishonesty is defined as the intentional participation in deceptive practices that relate to one's academic work, or that of another. Whereas, cheating is defined as the use of unauthorized assistance in an academic activity. Any form of academic dishonesty and/or cheating represents a violation of required conduct standards and of the Academic Honor Code.

Conduct standards also apply to all test- and quiz-taking behaviors that include, but are not limited to, the following: all cellphones, watches, and other electronic devices (unless authorized by the instructor as required for successful completion of the exam/quiz) must be placed on the side of the room; all backpacks, books, papers and written material must be placed on the side of the room; no water bottles or other liquid containers are allowed (unless completely symmetrical and without markings); no talking with other students is allowed; no looking at other students computers or exams/answer sheets is allowed; no leaving the test/quiz-home screen to access other information when taking a computer-based test/quiz; no restroom breaks are allowed unless exam/computer and cellphone is given to instructor/proctor prior to going to the restroom; and hands should always be visible and located above the desktop while testing is taking place. Students will sit in assigned seats when a seating chart is utilized and the use of a randomized and newly generated seating chart is recommended for all major examinations. Students are not allowed to use past exams unless officially released by the course instructor. The student also willingly accepts the use of technology tools to ensure academic integrity in the classroom. A violation of any of these specific test- and quiz-taking behaviors represents a violation of the Academic Honor Code.

In all courses (including both didactic and laboratory) where class attendance is a mandatory requirement, student conduct standards do not allow for the use of any method to falsify actual attendance and students will remain in the classroom/lab for the entire duration of the class when required. The falsification of actual class attendance and the failure of the student to remain in the classroom/lab for the entire duration of the class when required both represent a violation of the Academic Honor Code.

Other examples of academic dishonesty/cheating that constitute a violation of the Academic Honor Code include, but are not limited to, the following:

1. Cheating

Cheating involves the possession, communication, or use of information, materials, notes, study aids, or other devices not authorized by the instructor in any academic exercise, or communication with another person during such an exercise.

2. Misuse of Academic Materials and Facilities

Examples of misuse of academic materials and facilities include, but are not limited to: stealing or destroying library or reference materials, computer programs, dental supplies or equipment, another student's notes or materials, or having such materials in one's possession without the owner's permission; receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor; unauthorized possession, copying, disposition, or use of examinations or answer keys to examinations; unauthorized alteration, forgery, or falsification of academic records; unauthorized sale or purchase of examinations, papers, assignments, or dental supplies or equipment; sharing/disclosing one's computer/login credentials, and the abuse of, or causing damage to, academic materials and/or facilities of the

institution. Misuse of clinical facilities also includes inappropriate patient scheduling behaviors and false entries in the electronic health record (EHR) (axiUm).

3. Inappropriate Patient Care Activities

Patient care activities by students without School of Dental Medicine faculty supervision are strictly prohibited. For purposes of this section of the Academic Honor Code, patient care activities by students shall include all of those activities that constitute the practice of dentistry in the State of Colorado as defined by Section 12-35-113 of the Dental Practice Act of Colorado. Examples of inappropriate patient care activities include, but are not limited to: patient care activities by students without approval and supervision by faculty; patient care outside of regularly scheduled School of Dental Medicine clinic hours including, but not limited to, nights and weekends without approval and supervision of faculty; patient care at any off campus site unless such activities and sites are approved as part of a recognized School of Dental Medicine course or activity (unsupervised patient care at these sites is prohibited); and the appointing of any patient of the School of Dental Medicine at any off campus site that is not recognized as an extension of the School of Dental Medicine.

The illegal practice of dentistry is a violation of Colorado Law. At the discretion of the Dean, individuals found in violation of this section of the Code may be reported to the Colorado Board of Dentistry.

4. Integrity in the Laboratory

All laboratory projects submitted for credit must be the work of only the student submitting the project unless otherwise specifically authorized by the course director. No assistance on the project from other students is allowed unless specifically authorized by the course director. All assigned laboratory projects submitted for course credit represent the intellectual and academic property of the submitting student, are not to be shared with other students, and in this regard should be considered with the same safeguards given to other testing projects (examinations/quizzes).

5. Complicity in Academic Dishonesty

Complicity involves knowingly contributing to another's act of academic dishonesty. Examples of complicity include, but are not limited to: signing an attendance roster on behalf of another student; sending a password to a fellow student so the student can take an exam/quiz at a remote (out of the classroom) location; taking a test or quiz for another student; and allowing another student access to any portion of a student's work.

6. Fabrication and Falsification

Fabrication involves inventing or counterfeiting information, i.e., creating results or work not obtained in a study or laboratory project. Falsification, on the other hand, involves the deliberate alteration or changing of results and information to suit one's needs in an experiment, patient record or other academic and clinical activity.

7. Plagiarism

Plagiarism is the use (word-for-word copying or paraphrasing) of another person's distinctive ideas or words without acknowledging the original source.

8. Impairment

Displaying an inability or becoming unable to perform academically and/or engage in patient care activities with reasonable skill and safety to patients by reason of use of alcohol, drugs, narcotics, chemicals, or any other type of substance, or as a result of any mental or physical condition, or by reason of displaying habitual intoxication, addiction to, or recurrent personal misuse of alcohol, drugs, narcotics, chemicals, or any other type of similar substance(s) as outlined in the Student/Resident Impairment Policy (CUSDM Policy and Procedure Manual).

9. Compliance

Failure to safeguard confidentiality of patient records in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Guidelines and other applicable regulations.

Failure to abide by Federal Regulations and Institutional Policies regarding human subjects and/or animal research.

10. Protection of Academic Integrity

The use of pressure, threat, abuse, or similar practices against any person involved, with intention to inhibit or prevent the reporting, investigation, or hearing of an alleged violation of this Academic Honor Code. Moreover, threatening, intimidating, retaliating, or bullying or other similar practices can be construed as menacing or

battery under Colorado law, depending on the circumstances. Allegations of such behavior will be investigated, and if appropriate, law enforcement officials will be notified.

11. Reporting of Violations

Failure to report observed violations of the Academic Honor Code.

12. Withholding of Evidence

The withholding of evidence pertinent to any case under investigation, or being heard, or the giving of false evidence during an investigation or hearing.

The Academic Honor Code shall be available to those applying for admission. Prior to entering the School of Dental Medicine, all entry-level and advanced standing (International Student Program) students must provide a signed attestation form stating they have read the Academic Honor Code, fully understand its contents and they will abide by the rules and procedures of the Academic Honor Code. This signed document will be placed in the student's official school file to certify their commitment to the Academic Honor Code.

Upon entering the School of Dental Medicine, each student will individually sign a collective class Academic Honor Code attestation form to be displayed as a single framed document in the Educational Building. Course directors will also include the following statement in examinations, "I attest that the work I am submitting with this exam meets all Academic Honor Code rules and principles and is solely my own."

II. STUDENT PROFESSIONAL CODE OF CONDUCT

A. Expected Student Professional Conduct

This policy outlines the Student Professional Code of Conduct for students enrolled at the University of Colorado School of Dental Medicine (SDM) and defines the professional conduct expected within both the educational and community settings. This code of conduct shall apply to behavior that occurs on campus, at school-sponsored programs or activities, and to off-campus behavior that adversely affects the school/university community, poses a threat to the safety of persons or property, or damages the school's reputation or relationship with the greater community. In addition, the SDM may make a formal judgement regarding student violations of laws and ordinances designed to protect civility and quality of life.

Article 7, Part B, of the Laws of the Regents requires each campus to develop a student code of conduct. Within the School of Dental Medicine, the Student Professionalism and Academic Integrity Subcommittee is responsible for the enforcement and investigation of any reported violations of this code by the process described in the "Discipline Policies for Suspected Academic Honor Code and/or Student Professional Code of Conduct Violations" section.

Violations will be reported in writing to the Associate Dean for Academic Affairs within fifteen (15) working days of the violation becoming known to the complainant. Failure to report a suspected violation of a student professional code of conduct represents a violation of this code.

As an integral part of the University of Colorado Anschutz Medical Campus, the SDM mission is to provide programs of excellence in teaching, research, patient care, as well as community and professional service. Fulfillment of this mission creates a varied set of professional roles and responsibilities for all SDM students that embraces demonstrating respect for, and sensitivity to all aspects of diversity including age, culture, ability, ethnicity, race, gender, language, political beliefs, religious and spiritual beliefs, veteran status, gender identity, sexual orientation, and socioeconomic status.

Students in the SDM are considered as members of the dental profession and this profession demands a high level of skill, knowledge, judgment, compassion and civil behavior that all include professionalism as a core value. The clinical professional responsibilities of dental students are well defined by the American Dental Association (ADA) by a set of guiding principles, including, but not limited to: Patient Autonomy, Nonmaleficence, Beneficence, Justice, and Veracity. Furthermore, students are expected to develop professional values as a component of their dental education as identified by the American Dental Education Association including: Competence, Fairness, Integrity, Responsibility, Respect, and Service-mindedness. The SDM places the highest priority on these professional principles and values the daily demonstration of their importance to patient care, our interactions with patients and with each other, and to learning.

As members of our academic community, students are expected to exhibit the characteristics of good academic and institutional citizenship. This includes developing and maintaining a high level of scientific and clinical competence and a demonstrated dedication to life-long learning. It is essential that all adhere to the highest standards of academic honesty and integrity. Truthfulness and accuracy in all scientific writing, documentation in the dental record, and reporting conflicts of interest are essential characteristics of good citizenship.

B. Professional Responsibilities and Accountability

Consistent with the principles outlined above, all SDM students are expected to meet the following guidelines:

- Demonstrate behaviors that convey compassion, respect, empathy, caring and tolerance in all interactions with students, patients and families, professional colleagues, teachers and staff, while always placing the patient's best interests first.
- Demonstrate accountability to patients, families, fellow students, faculty, professional colleagues and society by maintaining scientific, clinical and educational competence appropriate to one's role as a student dentist.
- Provide, accept and respond appropriately to constructive feedback and evaluations, in order to provide high quality clinical care and educational excellence. An appropriate response to constructive feedback should result in a positive outcome for all concerned individuals and the SDM resolves the concern through understanding and/or modification of behavior.
- Recognize and respond appropriately to behavior by others that is disrespectful, disruptive or unprofessional.
- Demonstrate sensitivity and respect for students, faculty, staff, co-workers' and patients' ethnic, racial and cultural differences.
- Demonstrate professionalism through appropriate dress, grooming, language and behavior.
- Maintain appropriate confidentiality.
- Recognize the need to undergo required background checks and drug testing.
- Demonstrate total commitment to all educational opportunities as a student including attendance at all classes.

C. Additional Professional Responsibilities as a Member of a Health Care Community

- Make the health and well-being of patients the first consideration.
- Serve humanity without bias.
- Ensure that the dignity of all will not be subordinated to monetary, scientific or political ends.
- Recognize that the responsibility to the community, to promote its welfare and to speak out against injustice.
- Promote the integrity of the profession of Dentistry with honest and respectful relations with other health professionals.

D. Unprofessional Behavior is Not Tolerated

Unprofessional behaviors have no place in any educational, learning, research or patient care environment and will not be tolerated. Within the healthcare environment, unprofessional and disruptive behaviors interfere not only with learning, but also with communication and trust among health care team members and the overall workplace and educational environment; thus, such behaviors threaten healthcare quality and patient safety.

Unprofessional behaviors include:

- Disruptive behaviors;

Examples of disruptive behaviors include but are not limited to:

Verbal attacks or outbursts; profane language; bullying; throwing or breaking things; boundary violations; behaviors that negatively affect the workplace; comments that are personal, rude, disrespectful, threatening or belittling; insulting or insensitive comments, jokes or behaviors directed toward students, colleagues or co-workers age, culture, disabilities, ethnicity, race gender, language, political beliefs, physical appearance, religious or spiritual beliefs, sexual orientation or socioeconomic status

also will not be tolerated.

- Actions, words or behaviors that a learner, colleague, co-worker or patient would reasonably consider to be humiliating or demeaning;
- Passive disrespect (including dismissive treatment of others);
- Any form of academic dishonesty as outlined in the Academic Honor Code;
- Discrimination against any learner, patient, co-worker or other individual on political grounds or for reasons of race, ethnicity, religion, gender, sexual orientation, veteran status, or any other illegal or arbitrary reasons;
- Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of state or federal law or University policies, and that all students enrolled in SDM academic programs be free of impairment caused by drugs or alcohol upon admission and throughout their program as outlined in the Student/Resident Impairment Policy (CUSDM Policy and Procedure Manual);
- Sexual misconduct (including sexual assault, sexual harassment, intimate partner violence, and gender/sex-based stalking). An alleged incident of sexual misconduct will be referred to the Office of Equity for investigation. Information on the University's Sexual Misconduct & Title IX resolution process, resources and policies are available at the University's Office of Equity Website. All students are required to complete Title IX Training as mandated by the School of Dental Medicine Title IX Representative.

E. Professional Code of Conduct Extends Beyond the Educational Setting

As members of Anschutz Medical Campus community, students are expected to uphold university standards, which include abiding by state, civil, and criminal laws and all university laws, policies, and standards of conduct. The University adheres to all appropriate local, state and federal laws and to dentistry licensing agency rules and regulations. It cooperates with law enforcement and other officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency. Students who engage in behavior that conflicts with established standards, laws, policies, and guidelines may be referred to the Student Professionalism and Academic Integrity Subcommittee for investigation.

A student must notify the Associate Dean for Academic Affairs, within seven (7) calendar days, of the filing of any legal charges or proceedings and the disposition of such proceedings, wherein it is alleged that a student has violated any criminal law, including but not limited to "driving under the influence" and "driving while ability impaired". Convictions, including a guilty verdict, a plea of guilty or nolo contendere accepted by the court, or a deferred judgment or sentence, for violation of local, state, or federal criminal laws shall be considered unprofessional conduct for purposes of this code. The discipline process can be initiated by a report from any student, faculty, staff, or other member of the university/campus community, or from police or court reports. This process is initiated through the submission of a written report to the Associate Dean for Academic Affairs. Proceedings initiated under this Student Professional Code of Conduct are separate from civil or criminal proceedings that may relate to the same incident. Investigations or proceedings by the SDM are not postponed while criminal or civil proceedings are pending unless otherwise determined by the Associate Dean for Academic Affairs.

III. DISCIPLINE POLICIES FOR SUSPECTED ACADEMIC HONOR CODE AND/OR STUDENT PROFESSIONAL CODE OF CONDUCT VIOLATIONS

All matters of academic policy, including academic dishonesty, are under the jurisdiction of the Chancellor or designee (Dean of the School of Dental Medicine) pursuant to Article 7.B.4 and Article 7.B.5 of the University of Colorado Regent Laws. Accordingly, the School of Dental Medicine has established procedures for the reporting and investigation of possible violations of the Academic Honor Code and/or the Student Professional Code of Conduct and for determining the severity and consequences of each infraction when a violation has been identified. Hereafter, a violation of either one or both of these codes shall be referred to as a "Code" violation. A potential violation of the Academic Honor Code shall be considered an "academic integrity" issue whereas a potential violation of the Student Professional Code shall be considered a "professionalism" issue.

A. Report of Code Violations

There are two different mechanisms to report a possible code violation. The first is the reporting of an academic

integrity and/or professionalism **concern** and the second is the filing of an academic integrity and/or professionalism official **complaint**. Both of these mechanisms fulfill the requirement to report any suspected code violation as mandated in the Academic Honor Code and the Student Professional Code of Conduct. Each mechanism is described below

B. Reporting of a Confidential Academic Integrity and/or Professionalism Concern

Student, faculty and/or staff member(s) will file an academic integrity and/or professionalism concern in writing with the Director of Student Affairs & Professionalism. This concern will describe the place, date, time, and a description of the incident. The course is listed if the incident occurred in the context of a specific class. The person filing the concern will then meet with the Director of Student Affairs & Professionalism to discuss the concern further. If deemed necessary, the Director of Student Affairs & Professionalism will meet with the student named in the concern for academic integrity and/or professionalism advisement. The name of the person filing the concern remains confidential to the student named in the concern and is only known to the Director of the Student Affairs & Professionalism. This mechanism may also be used to file a concern regarding the unauthorized possession of previous examinations. In this case, the Director of Student Affairs & Professionalism will contact the course director to inform them of this situation.

In all matters filed as a concern, the Director of Student Affairs & Professionalism has the discretion to determine whether an issue must be referred to another office for investigation (i.e., Office of Equity) under University policy or is so serious and/or impacts patient safety that it must be investigated and treated as a Complaint under this policy. In circumstances where the Director is required to report or refer as a complaint, he/she may not be able to maintain confidentiality. Depending on the allegation, the Dean may immediately suspend a student until appropriate follow-up has occurred.

In the situation where multiple concerns involving the same student are submitted to the Director of Student Affairs & Professionalism, he/she has the option to send a letter to the Associate Dean for Academic Affairs. This letter will name the student and the different incidences representing each filed concern, but will not name the individuals submitting concerns. The Associate Dean for Academic Affairs and Assistant Dean for Student Affairs will then meet to review the letter and shall decide if they should meet with the student to address the concerns. The Director of Student Affairs & Professionalism also has the option to meet individually with each person filing a concern involving the same student to discuss the option of filing a group (multi-person) formal complaint. All records associated with the filing of a concern will be destroyed at the time of graduation or at the time the student withdraws from the program and will not become part of the student's official record.

C. Reporting of an Academic Integrity and/or Professionalism Official Complaint

Student, faculty and/or staff member(s) (the complainant) shall report in writing, a suspected academic integrity and/or professionalism code violation complaint, to the Associate Dean for Academic Affairs, whenever possible, within fifteen (15) working days upon observing or learning of the alleged violation. The 15 working day reporting period may be waived by the Associate Dean for Academic Affairs if, in his/her judgment, circumstances warrant. Failure to report a violation is also deemed a Code violation.

The Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs will meet with the alleged violator(s) and advise the student(s) in writing that a complaint has been received. At that time, the Assistant Dean for Student Affairs will ask the accused student(s) for a plea of not guilty, guilty or no contest. Every alleged violator must enter an individual written plea to all charges at this time. If pleas change prior to any scheduled hearing, the Assistant Dean for Student Affairs must be informed of the change in writing. If the accused student admits to a violation by entering a plea of guilty or no contest, the student will be notified that the Student Professionalism and Academic Integrity Subcommittee (SPAIS) will form a Hearing Commission that will meet to devise and implement a disciplinary action as described below. Depending on the allegation, the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs, with the Dean's approval, may immediately suspend a student until appropriate follow-up has occurred.

D. Investigation of a Complaint

If the accused student(s) denies the allegation(s) and enters a plea of not guilty, an investigation will be conducted by the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs to evaluate the evidence against the student(s). The investigation of the alleged incident will typically occur within seven (7) working days from the date the Assistant Dean for Student Affairs receives written notification of the plea. An

extension of the 7- day limit may be granted by the Dean. If this investigation determines there is sufficient evidence to indicate that a violation may have occurred, the Student Professionalism and Academic Integrity Subcommittee will form a Hearing Commission to conduct a Hearing to investigate the complaint.

If the decision is that insufficient evidence exists to proceed to a Hearing, the accused student(s) and the person who filed the allegations may be required to meet together with the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs. The intent of this meeting will be to candidly discuss the allegation(s) and provide an opportunity to mediate any differences if appropriate. For example, it might not be appropriate in allegations of sexual misconduct for such a meeting to occur.

E. Hearing Commission

The Hearing Commission is composed of members selected from the Student Professionalism and Academic Integrity Subcommittee and other Faculty member(s) as described below and is responsible for conducting the Hearing. Hearing Commission members consist of: Assistant Dean for Student Affairs (shall act as the Chair and as a non-voting member of this Commission), the Associate Dean for Academic Affairs (shall act as the Representative of the School and as a non-voting member of this Commission), four voting Faculty members and four voting student members.

The four voting Faculty members selected for the Hearing Commission shall include the President of the Faculty Senate and three other Faculty members selected by the Chair from Faculty members of the Student Professionalism and Academic Integrity Subcommittee (SPAIS). In the situation where the potential violation involves a specific course, the Faculty representation on the Hearing Commission cannot include any Faculty acting as course director(s)/instructor(s) in the class where the violation is being investigated due to conflict of interest. If adequate numbers of Faculty are not available from the SPAIS as replacement members, then additional Hearing Commission members will be selected from the Faculty by the Chair of the Hearing Commission.

The four voting student members selected for the Hearing Commission shall be selected on a case-by-case basis according to the following criteria; DS3, DS4, ISP1 and ISP2 student members when the accused student is an ISP student, or DS1, DS2, DS3 and DS4 student members when the accused student is a DS student. The Chair of the Hearing Commission will appoint a substitute if a conflict exists. The substitute can be selected by the Chair from other student members of SPAIS or the general student body as needed.

The Chair of the Hearing Commission is designated to conduct the Hearing and oversee the proper conduct of the Hearing. The Assistant Dean for Student Affairs will serve in this role unless this person is the complainant or if the alleged violation occurred in a course where this person is the director/instructor. The Dean will appoint a substitute if a conflict exists.

The Associate Dean for Academic Affairs will act as the Representative of the School and in this capacity will present the facts to the Hearing Commission and is permitted to question the accused student(s), the complainant(s), and any witnesses presented by this individual. The Associate Dean for Academic Affairs will serve in this role unless this person is the complainant or if the alleged violation occurred in a course where this person is the director/instructor. The Dean will appoint a substitute if a conflict exists.

The Chair shall evaluate the list of all Hearing Commission members for potential conflicts of interest. If a conflict of interest is believed to exist, the proposed Hearing Commission member shall be withdrawn and a new member will fill the position. This process ensures that the selection of any Hearing Commission members shall not jeopardize the right to a fair and impartial Hearing. The final Hearing Commission with voting rights will consist of four Faculty and four student members; eight total members.

Alleged violator(s). This person(s) has the right to:

1. Be accompanied by an advisor of the student's choice who is a faculty member, an administrator, or student at the School of Dental Medicine. The advisor may not directly question either witnesses or members of the Hearing Commission or participate directly in the Hearing;
2. Question the Representative of the School's witnesses;
3. Present witnesses who have pertinent testimony;
4. Expect a decision based solely on evidence presented;
5. Be provided a written notification of the outcome of the case.

The Representative of the School and the accused student must provide the Chair of the Hearing Commission with a complete list of witnesses at least 72 hours in advance of a scheduled Hearing. The Chair will then provide the Representative and the accused student a complete list of the witnesses at least 48 hours in advance of a scheduled Hearing. It is the responsibility of the Representative and accused student to notify their corresponding witnesses of the Hearing date and time, and that they attend the Hearing.

If either the accused student(s) or the Representative introduces additional witnesses at the time of the Hearing, it will be left to the discretion of the Chair of the Hearing Commission as to the relevance of their testimony and to their participation in the Hearing. If a witness or witnesses fail to attend the Hearing, it will be left to the discretion of the Chair of the Hearing Commission as to whether the Hearing will proceed, or will be re-convened at a later date. If the accused student fails to appear at the Hearing, the Commission may make its decision based on the information/testimony presented.

F. Complaint Hearing Process and Procedures

Attendance in the Hearing room may be limited to: members of the Hearing Commission, the alleged violator, the alleged violator's advisor, and witnesses during the time of their testimony only, and officials of the University of Colorado. The Chair of the Hearing Commission will rule on the presence of any other individuals who wish to attend the Hearing recognizing the limits of federal student privacy law.

1. Only evidence pertinent to the specific allegation(s) may be considered. Knowledge of prior violations may not be made known or considered in determining whether the accused student engaged in the acts alleged. Pertinent evidence may refer to new findings and allegations arising as a result of the investigation process.

2. Separate Hearings will be conducted in most cases if there is more than one alleged violator.

3. Technical rules of evidence applicable to civil and criminal cases shall not apply to the Hearing. A single verbatim record of the Hearing shall be made by audiotape or digital recorder, and shall remain the property of the School of Dental Medicine.

4. The Hearing Commission Chair will read aloud the "Chair's Summary Statement" and provide information pertinent to the specific Hearing. This document states that the proceedings will be recorded and introduces the Hearing Commission members, the accused, and the accused's advisor and outlines the function of the Chair, presents the order of events which will occur at the Hearing, specifies how the evidence is to be evaluated, and states the criteria the Hearing Commission members are to utilize in reaching their decision.

5. The Hearing Commission Chair will read the allegation(s) to the alleged violator and request the alleged violator's plea.

6. The Representative of the School will present the case against the alleged violator. The alleged violator will present the defense.

7. Witnesses may be recalled for clarification of testimony or to give further testimony.

8. The Hearing Commission will consider the evidence in executive session. If it is necessary to recall a witness for clarification after the Hearing Commission adjourns into executive session, the School's Representative, the alleged violator, the alleged violator's advisor shall be present and all except the alleged violator's advisor have the right to question the witness regarding the witness's clarifying statements.

9. Nothing shall prevent an accused student from pleading guilty or no contest to any alleged Code violation(s) and waiving the right to a full Hearing on the charges. All pleas of guilty and waivers of Hearing must be presented to the Chair of the Hearing Commission in writing. In the case of a plea of guilty or no contest, evidence related to the facts of the violation will not be presented and the Hearing Commission's sole responsibility will be to determine an appropriate disciplinary action.

G. Complaint Hearing Outcome

A simple majority vote of the Hearing Commission voting members is required to find a student guilty of a

Code violation. In the deliberations of the Hearing Commission, all voting members are required to vote.

In the event a student is found guilty of a Code violation or admits to a Code violation, the disciplinary action(s) as determined by the Hearing Commission will be implemented. The Hearing Chair will read the list of Disciplinary Actions from which the Hearing Commission members are to select their actions. Before the Hearing Commission begins deliberations to formulate the appropriate actions, the Representative of the School will inform the Hearing Commission of any previous violations on the record of the accused student. The Representative will also provide the Hearing Commission with a suggested disciplinary action. A simple majority vote is required for implementation of an action or actions and all Hearing Commission voting members are required to vote.

The student shall be notified in writing of the Hearing Commission's findings and determinations by certified mail, return receipt requested.

H. Disciplinary Actions

The following are possible disciplinary actions that can be implemented by the Hearing Commission through regular case disposition procedures. These penalties are not all-inclusive and may be modified depending on the nature of the violation or violations.

1. Administrative Probation

An official warning that the student's conduct represents a Code violation but is not sufficiently serious to warrant dismissal or suspension. This type of probation does not carry concurrent restrictions. Continued enrollment depends on maintaining satisfactory conduct during probation. The University will not furnish a favorable recommendation during probation. It shall be imposed for a specified period of time during which any other additional Code violations will result in more severe disciplinary actions.

2. Administrative Probation with Restrictions

This action is a warning that the student's behavior is unacceptable and includes other sanctions, which do not require an interruption or termination of the student's enrollment. Probation shall be imposed for a specified period of time during which any other Code violations will result in more severe disciplinary actions. A favorable recommendation will not be furnished by the University during probation. In addition to the sanctions, the student may be required to engage in ongoing meetings to monitor their progress and/or be evaluated by Peer Assistance Services and follow any recommendation made therein. Sanctions, which may be imposed as restrictions, shall include but not be limited to:

A. Loss of scholarship and educational loan awards from funds under the direct control of the University of Colorado or the School of Dental Medicine (federal aid programs are not included in this provision);

B. Loss of credit for any test, paper, report, essay, laboratory project, or clinical procedure involved
in the violations;

C. A failing grade for the course(s) in which the violation(s) occurred;

D. Restitution for damages or replacement of property;

E. Loss of the privilege of representing the School of Dental Medicine in any official capacity or loss of the privilege of representing the student body of the School of Dental Medicine in any official capacity;

F. Suspension of clinical privileges, including ACTS, for a period of time to be determined by the Hearing Commission. The student will remain enrolled in the curriculum and participate in all activities, except those involving direct patient care. Appropriate measures to ensure continuity of patient care must be an integral portion of any such disciplinary recommendation;

G. Other sanctions as deemed appropriate.

3. Suspension

This action terminates the enrollment of a student in the School of Dental Medicine for a specified period of

time. Participation in courses and School of Dental Medicine activities is prohibited during the suspension period. A suspension will usually require the reassignment of the student's patient population. At the end of the suspension period, re-enrollment may require a period of skills assessment and redevelopment as a student in the School of Dental Medicine and new patients will be assigned.

4. Dismissal

The permanent denial of the individual's privileges to attend the School of Dental Medicine.

5. Combination of Penalties

Nothing shall prevent a student from receiving a combination of penalties, such as a suspension for a specified time, to be followed by a period of probation, which could also include restrictions.

H. Appeal

1. A student may appeal the findings and determination of the Hearing Commission to the Dean by submitting a written request within five (5) working days of the student's receipt of the Hearing Commission's decision. The request must state the basis for the appeal. The authority for final action by the School of Dental Medicine in all cases rests with the Dean. Upon receipt of a written appeal, the Dean will review the Hearing Commission's findings and determinations to decide whether:

- A. The student was accorded due process;
- B. The facts of the case support the findings of the Hearing Commission;
- C. Recommendations for disciplinary action, if any, are appropriate.

2. At the conclusion of the review, the Dean may:

- A. Approve and implement the findings and determinations of the Hearing Commission;
- B. Amend and implement the findings and determinations of the Hearing Commission; or
- C. Send the case back to the Hearing Commission for further review and consideration.

3. The student shall be notified in writing of the Dean's decision by certified mail, return receipt requested. The decision of the Dean is final, and there shall be no further appeal.

I. Records

All records pertaining to the case shall then be retained in the office of the Associate Dean for Academic Affairs for five years after final disposition of these matters. If a student is dismissed or suspended, the records shall be maintained in the student's permanent file in the School of Dental Medicine.

J. Review and Revision

1. The Student Professionalism and Academic Integrity Subcommittee will evaluate and revise the Academic Honor Code, Student Professional Code of Conduct and the Discipline Policies for Suspected Academic

Honor Code and/or Student Professional Code of Conduct Violations as needed.

2. All revisions must be approved by a vote of the Faculty Senate.

3. The current Academic Honor Code, Student Professional Code of Conduct and the Discipline Policies for Suspected Academic Honor Code and/or Student Professional Code of Conduct Violations will be in effect until such time the revisions are approved by the Faculty Senate.